



## **The Queen's Church of England Primary School**

*Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of Love, Compassion and Respect.*

# **THE QUEEN'S SCHOOL Health & Safety Policy**

Agreed by: The Queen's School Governing Body

Date: February 2017

Review Cycle: 3 years

Next Review: February 2020

All The Queen's School policies should be read in conjunction with the Equality Policy.

If you require a copy of this document in large print, braille, audio format, or paper please contact the School Office.



# The Queen's Church of England Primary School

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## HEALTH AND SAFETY POLICY

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## 1. Introduction

The board of governors regards the promotion of health and safety to be of the utmost importance for all individuals that attend as pupils, work in and visit The Queen's School. It is school policy to ensure that every reasonable step be taken to prevent injury and ill-health to personnel by protecting individuals from hazards at work and to prevent injury and ill-health to all other individuals, including pupils and visitors to the school. This is approached by:

- assessing and controlling risk as part of the day-to-day management of school activity
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently
- ensuring that a constant awareness with regard to health and safety is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the safety policy and underlying documents as school activities and the associated risks change

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the management team or PA to the Headteacher any incident that has led, or could have led, to damage or injury
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses

In line with the statement of responsibilities set out in part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures that are to be followed within the school.

### Policy Review

The policy was agreed by the Governing Body on 28 February 2017.

It is due for review on 28th February 2020.

Signature K Benham Date 27.2.2017

Headteacher  
Signature David Durie Date 27.2.2017

David Durie  
Co-Chair of Governors

Lauren Coughtrie  
27/2/17  
Lauren Coughtrie  
Co-Chair of Governors

## 2. Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The Governing Body will:

- Ensure health and safety has a high profile throughout the school
- Monitor and review health and safety arrangements and issues through the Premises with Health and Safety Committee (“the Premises Committee”)
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable.

The Headteacher will:

- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Premises Committee.
- Report accidents and incidents of violence to the Premises Committee on a termly basis.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises Committee.
- Ensure relevant staff have access to appropriate training.
- Report to the Caretaker and/or PA to the Headteacher any defects and hazards that are brought to her attention.
- Formulate and co-ordinate safety procedures as stated in the health and safety policy in conjunction with the PA to the Headteacher.

All Staff will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations that may present a serious or imminent danger to anyone on the premises to a member of the management team or PA to the Headteacher.
- Report any defects and hazards to a member of the management team or PA to the Headteacher.
- Report any incidents to the School Office so they can complete the online LEA ‘Ross’ Form (which covers Challenging Behaviour, Injury/Accident, Near Miss situations) and for serious injuries of any member of the school community.
- Familiarise themselves with the care plans for relevant children (held in class inclusion files, with a copy in the School Office) with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff.
- Supply staff are asked to familiarise themselves with the supplementary information form for any classes they are teaching or supervising.

Support Staff will:

- Report any health and safety concerns at lunchtime to a member of the management team. Organise first aid provision and resources at lunchtime. They record any first aid treatment given in playground accident book.

Administrator responsible for welfare will:

- Complete a care plan for relevant children (which is held in class inclusion files, with a copy in the School Office) to inform all staff of any pupils with medical needs or who may need specific handling.
- Ensure that all medical records and emergency procedures for children requiring special treatment (e.g. anaphylactics) are kept up to date.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The PA to the Headteacher will:

- Conduct a termly health and safety survey with the Chair of the Premises Committee and report back to the Premises Committee.
- Report to the Headteacher and Caretaker any defects and hazards that are brought to her notice.
- Liaise with the Caretaker when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- In liaison with the lettings manager, ensure persons booking any part of the school for a letting will be sent a copy of the Health and Safety Policy and internal, external risk assessments.
- Liaise with outside agencies able to offer expert advice on health and safety matters.
- Formulate and co-ordinate safety procedures as stated in the health and safety policy in conjunction with the Headteacher.
- Check the fire log on a monthly basis.

The Caretaker will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety site check with the PA to the Headteacher and the Chair of the Premises Committee
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and/or PA to the Headteacher any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Volunteers are expected to:

- Read the Health & Safety policy and follow it.

Parents are expected to:

- Support the school in any health and safety matters reported to them.

### **3. Personnel Responsibilities and Accident Reporting**

#### **Accidents**

- All incidents, ailments and treatment are reported in the accident book or the playground accident book.
- Any pupil complaining of illness or who has been injured is sent to the qualified First Aider.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called, parents are informed and a decision is made as to whether a parent or a member of staff accompanies the child to hospital. If the parents cannot be contacted a member of staff would accompany the child if they were taken to hospital. Advice of the medical services would always be followed in the best interests of the child.
- If an injury has been sustained and the child cannot move then the pupil should remain where they are until medical advice is sought.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is a possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice straight away.

#### **Incident Reporting**

- The administrator responsible for welfare should monitor the accident book to assess any need for preventative action and make the management team aware. The governing body should be informed of all accidents of a serious nature and any dangerous occurrences at the termly meetings of the Premises Committee, or more urgently if the circumstances make that appropriate, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013).
- All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Headteacher. An immediate investigation should be carried out into the incident in order to identify the cause of the accident and taken measures to prevent a reoccurrence. See Serious Incident Policy.

#### **Staff Training and Induction**

- All employees and volunteers will be asked to apply for a DBS Certificate. (See Child Protection policy)
- Staff training is carried out where appropriate. It is the responsibility of the Assistant Headteacher to ensure that any training is recorded including the date it occurs
- New staff receive induction training on appointment. This is the responsibility of the Assistant Headteacher.
- It is the responsibility of the class teachers to ensure that no work experience student is given a task that is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of work experience.

#### **Visitors and Contractors**

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.
- Contractors working within the school are required to comply with the schools policies. Any breach of these rules is to be reported to the Headteacher.

## 4. Health and Safety during the School Day

### Disability

The school's equality policy and accessibility plan are available on the school website.

Disabled access is available to all areas of the school. There are disabled toilets on both the ground and first floor of the school. There is a lift for disabled access to and from the first floor.

### Supervision of children

- Staff should follow the code of conduct at all times.
- No children should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual when collecting pupils from the playground.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school, staff should make every effort to contact the parent. If a parent cannot be contacted, the emergency procedure in the Child Protection Policy should be followed.
- Ensure that all children follow the golden rules throughout the school day:

#### **Golden Rules:**

Be gentle  
Be kind and helpful  
Work hard  
Look after property  
Listen to people  
Be honest

### Break time/lunch times:

#### **Playground supervision**

All staff are expected to complete break duties (KS2- am only, KS1-am and pm). Rotas and positions are displayed in the staff room. While on break duty, all staff are responsible for:

- Being aware of and ensure children follow the playground risk assessment (on staff notice board)
- Being outside promptly and punctually
- Standing in the designated positions as detailed in the risk assessment
- Not sending children out for break until staff on duty are in place
- Blowing the whistle / ringing the bell promptly at the end of break
- Ensuring children line up quietly at the end of break
- Ensuring any hot drinks that staff may have are in cups with lids
- Not using mobile phones
- Being vigilant at all times to ensure safety of pupils
- Ensure that the additional playground rules are followed.

#### **Golden Playground Rules:**

Be gentle and play well with others  
Be kind and helpful  
Play thoughtfully and include others

Respect our playground and equipment  
Listen to people and respect the feelings of others  
Be honest

### **First Aid:**

First Aiders are on duty in the playground, located on a bench, during all breaks and lunchtimes. However, if more serious medical attention is needed then children should be taken to the main office where additional first aid staff are available. A list of qualified first aiders is displayed in the staffroom.

### **Wet play:**

Children remain in their own classes and have access to wet play games and quiet activities. No games involving running are allowed. Year 6 pupils are allocated roles of Wet Play Monitors. They supervise classes throughout the school EYFS - Y4; EYFS also always have an adult in each classroom during wet break.

If a member of staff is on break duty and it is wet break, their role is to 'patrol' the corridors and classes within a zone, ensuring that all children are safe and behaving according to school policy. See the staff notice board for up to date rotas.

## **Movement around School**

### **Pupils**

- Pupils should walk around school in single file on the left hand side and stand in single file when waiting.
- No pupils should remain unsupervised in classrooms.
- Keep corridors and passageways unobstructed.
- Do not obstruct emergency exits

### **On Site Vehicle Movements**

- Contractors can come onto the premises when loading/unloading equipment. They can only gain access by contacting a member of staff to open the vehicle gate for them.
- If a vehicle is present on the secure side of the school during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

## **Health and Safety within the Curriculum**

### **PE**

Risk assessments are conducted for PE and should be used by all members of staff teaching PE. Standard risk assessments should be adapted by the class teacher to take into account the age, abilities and numbers of the pupils

### **Swimming**

We use Pools on the Park, Richmond for swimming lessons and follow the LEAs Policy Guidance Note. Swimming instruction is provided by qualified swimming instructors.

### **Science**

Risk assessments are conducted for Science and should be used by all members of staff teaching Science.

### **Art and Design**

Use of practical room for cooking.

*Playground and PE equipment is checked annually by a Local authority recommended accredited contractor and repaired or removed as appropriate.*

*All risk assessments can be found on the s drive. Hard copies are also available in the staff room.*

## **Educational Visits, Off Site School Activities and School Journeys**

The school follows the LEA code of practice relating to offsite activities. Copies are kept by the Headteacher. Please note the Educational Visits & School Journey Policy which is available on the website and incorporated by reference into this Health & Safety Policy. See Appendix A for a copy of the Risk Assessment form which is completed for all visits and journeys, and used as the basis for any other risk assessments required pursuant to this Policy.

As more fully detailed in the Educational Visits & School Journey Policy, no educational visit or school journey should take place without the teacher responsible for the trip conducting a risk assessment. Category A risk assessments (involving overnight stays, water) need to be approved by the LA and should be submitted 6 weeks before the trip takes place. A member of the management team checks the risk assessments and signs them off. All completed assessments should be saved in the 'Risk Assessment' directory on the staff network (S:\Risk Assessment) and also filed in the Headteacher's office.

- The PA to the Headteacher will be responsible for monitoring the file and ensuring it is kept up to date and liaising with the Local Authority to ensure the school is aware of all changes to procedure.
- No pupil will be allowed to go on a trip without a 'Consent form'. Parents must have full details of a visit prior to being asked to give their consent.
- Any parent or member of staff who is transporting pupils in a privately owned car is responsible for ensuring they have the correct insurance and safety requirements are met. The parents whose children are travelling in this car must give permission for this to happen.

## **First Aid Provision**

An updated list of first aid qualified staff is available in the School Office.

## **Administration of Medicines in School**

- The school's full policy is detailed in its Supporting Pupils with A Medical Condition Policy, available on the website.
- In summary, it is school policy not to administer medicine. If a child is on medication, such as antibiotics or medication which is not part of a formal care plan, then the parents are welcome to come into school in order to administer the medication.
- On an educational visit or school journey, a first aider may administer medicines as stated in the Educational Visits and School Journey Policy.
- Any exception is for a child who has medication as described on their care plan. This medication is stored in an unlocked cupboard in the reprographics room. Pupils are supervised by a First Aider when taking their medication. Parents are responsible for bringing in medication in appropriately labelled original containers, providing consent and for checking that medication is replaced when necessary.
- Portable First Aid kits are taken on educational visits and are available from Welfare. Welfare assistant will ensure the maintenance of the contents of the first aid boxes and other supplies.

## **Head Injuries**

- Parents are informed of a head injury by a sticker on the child's clothing and a letter. The letter outlines the injury and symptoms to look out for and will be issued by the first aider.
- First Aiders contact parents by phone if they have concerns about the injury.
- Parents are required to inform the school of any head injuries a child sustains outside of school.

## **Head Lice**

- If eggs are noticed in a pupil's hair a general letter is sent home informing the year group.

## **Hygiene Procedures**

### **Cleaning up blood, faeces, vomit and urine**

It is important that spillages of blood, faeces, vomit or other body fluids are dealt with immediately, as they can pose a risk of transmission of infection and disease. The Headteacher should ensure that protocols are in place to deal with these spillages immediately and appropriately.

**If a spillage occurs:**

- Cordon off the area where the spillage has occurred
- Cover cuts and abrasions on any areas of the skin with a waterproof dressing
- Use personal protective equipment (PPE - see cleaning section) to protect body and clothing. Disposable gloves and apron must be worn. Facemasks and eye protection should be worn if there is a risk of blood/body fluid splashes to the face or facial contact with contaminated debris
- Carefully dispose of any broken glass or sharp instruments, using a disposable scoop (or cardboard), without touching them directly with hands. Discard into a sharps container (See waste section)
- Use disposable equipment when cleaning spillages and dispose of as clinical waste, re-usable cloths and mops should **not** be used
- Discard items that cannot be cleaned or decontaminated
- Wash hands after removing PPE and dry thoroughly  
place that is lockable and inaccessible to children/visitors/public.

**Procedure to follow for blood or blood stained body fluid spills:**

- Wear disposable gloves and disposable apron, and face protection if required
- Place disposable paper towels on blood spillage to mop up excess and then dispose in a clinical waste bag
- Pour bleach solution
- Alternatively, use chlorine granules found in spillage kits or another product proven to kill blood borne viruses and use as directed by the manufacturers
- Use paper towels to wipe up the bleach and spillage and then discard into clinical waste bag
- Using disposable paper towels wash the area with water and detergent and dry thoroughly. Discard paper towels into clinical waste bag
- Discard gloves and apron and other protective clothing used into a clinical waste bag
- Mops used to clean up body fluids should be cleaned in a sink used solely for cleaning equipment (not a kitchen sink), rinsed with a disinfectant solution and dried
- Wash and dry hands thoroughly
- Record and report the incident

**If blood spillage has already dried:**

- Apply chlorine granules/ bleach solution to a wet paper towel & clean spillage area
- Discard waste as above

**Blood spills on clothing:**

- Wear gloves to handle soiled clothing
- Remove affected clothing and put in a plastic bag for parent/carer/member of staff to wash at home
- If able to wash on site, wash clothes as soon as possible in a cool wash, followed by the hottest wash cycle that the garments will stand
- Always use gloves to remove soiled clothing from bag
- Do not soak or manually rinse garments first
- Discard the bag in a yellow clinical waste bag
- If children's clothing is soiled, place directly and tie/seal plastic bag for parents to collect

**Body fluid spillages**

- Wear disposable gloves and disposable apron, and facial protection if required
- Remove any spills (e.g. faeces, vomit) immediately from the area, using paper towels. Using disposable cloths/paper towels, clean and disinfect the surrounding area using hot water and detergent, then dry.

Please note that certain disinfectants may damage soft furnishings and carpet and therefore should not be used on these surfaces

- If necessary, use a suitable disinfectant
- Discard all waste (e.g. used cloths, paper towels, gloves and aprons) as clinical waste
- Wash and dry hands thoroughly

**Do not** use reusable cloths or mops to clean up spillages or blood or body fluids.

### **Slips, Trips and Falls**

It is unrealistic to expect pupils never to fall, especially at playtime/lunchtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables.

Please see internal and external risk assessments on the s drive.

## **5. Health and Safety of Premises**

### **Asbestos**

There is no asbestos in the school.

### **Building Maintenance**

The Headteacher and PA to the Headteacher are responsible for ensuring that all building projects conform to The Construction (Design & Management) Regulations 2015 (CDM 2015).

### **Control of Hazardous Substances**

The Caretaker completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances.

All hazardous substances must be appropriately labelled and kept out of reach of children.

In term time the Caretaker's storage areas should be kept locked during the school day.

Protective gloves should be worn when using cleaning agents or harmful substances.

### **Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. A record of the assessment is kept by the PA to the Headteacher. The PA to the Headteacher is responsible for arranging this.

Faulty or potentially dangerous equipment should be reported to the PA to the Headteacher immediately.

Staff should not bring into school their own electrical equipment unless it has been PAT tested first.

### **Fire**

*Please also refer to the fire risk assessment (separate document in the School Office) which was carried out upon entry into the new build premises in September 2016. It is the school's responsibility to carry out the actions recommended in the fire risk assessment and to commission an updated fire risk assessment annually.*

A fire drill is practised at least once a term and the PA to the Headteacher reports on this to the Premises Committee once a term.

**When a fire is discovered:** The fire brigade will AUTOMATICALLY be alerted however if you see a fire or smoke and the alarm hasn't gone off then break and press the red fire buttons which are around school. When possible the Caretaker will meet the fire engine at the gate.

**Fire Evacuation instructions:** (these should be adhered to in the event of both a real fire emergency and a routine fire drill) are displayed around the school. In the event of a fire a lighting system will come on and direct everyone to the exits. Everyone must **walk** quickly and quietly. Close windows and doors of the room you are evacuating if danger level permits, but remember getting children out is the first priority. No children should be left in a room, staff members should ensure they are always the last to leave.

**Emergency Plan:** In the case of unsafe conditions, the Incident Manager will follow the serious incident policy and evacuate to St Anne's Church, Kew Green. Full details of the school's emergency plan are detailed in the Serious Incident Policy, available on the website.

**Personnel assembly point:**

- The tarmacked games area (See attached map) for **ALL** adults and children on site.
- Visitors exit with the class teacher/children
- Once on the Assembly Point, all classes with their teacher to collect in class lines. The register must be called **by name**. Children should raise their hand as they answer to aid instant identification. When registration is complete teacher should raise their hand as a signal to the Headteacher, keeping it raised until it is acknowledged by the Headteacher.
- **Alternative Procedures: when escape route blocked by fire or smoke:** Should a fire occur in a classroom, or prevent exit from the building in the prescribed way, the teacher will select the appropriate method of exit.

**Staff responsibilities in the event of a fire evacuation:**

**Fire Warden**

The principal duties of the fire warden are to:

- Take appropriate and effective action if a fire occurs.
- Ensure the escape routes are available for use.
- Identify hazards in their area.
- Report their observations

If a fire is discovered the fire warden should:

- Ensure the fire alarm has been raised
- Attack the fire if it is safe to do so
- Evacuate the building involved.
- Assist disabled staff/children as planned

**Office staff**

- Collect the Visitors' book to check that all are accounted for.
- Collect the class lists, evacuation report and the children's "In and Out" and absence books and issue them to the relevant teacher once at the Assembly Point.
- The office staff collect the Fire Log book and take it to the Assembly Point.

**All staff**

- The group of children you are with may not necessarily be your own, or a whole, class - irrespective of this, bring the children **you are with** out of the building via the exit appropriate to the room or area you are using, and return them to their class teacher at the Assembly Point.

**Teachers/HLTA's**

- Complete registration as soon as possible and be ready to tell the Headteacher that all are present. Signal by holding up your hand. If any are missing then the Headteacher should be told at once who will inform the fire warden.

**Fire Log**

The fire log is completed by the Caretaker when a fire drill has taken place (once every term) and when the fire alarms have been tested (weekly). When the fire alarm has been tested the monitoring sheet will be signed by a member of the SLT who is on site at that time.

### **Monitoring of the fire log**

This is checked and signed by the PA to the Headteacher every 4 weeks and by the Governors and Headteacher on a half termly basis.

### **Fire prevention**

#### **Hazardous materials identification**

Hazards with regard to fire can fall into two categories:

- Something that has the potential to start a fire
- Something that has the potential to burn easily in a fire thereby accelerating the spread and/or ferocity of the fire.

Any medium and high risks will be recorded in the fire log.

#### **Electrical**

Electrical hazards have the potential of starting a fire and should be controlled in the following ways:

- Always purchase to the appropriate British or European Standard
- Maintain an accurate inventory of equipment as part of the asset register
- Ensure equipment is placed in suitable locations with regard to fire safety, particularly with respect to escape routes
- Ensure equipment is regularly tested and maintained in accordance with the manufacturer's instructions and the LA Portable Appliance Testing Policy (PAT).
- Ensure all staff are aware of the need to visually inspect electrical equipment for damage prior to each use and remove from circulation if damaged.
- The use of temporary/portable electrical heaters must be strictly controlled and should only be used in the event of a breakdown of the permanent heating supply and under the direction of a competent electrical/heating engineer.
- Ensure the mains supply is maintained and tested in accordance with the Electricity at Work Regulations 1989
- Ensure all staff are aware that they must not interfere with or amend the mains supply in any way.
- Ensure that adapters are prohibited from use at all times and that the use of extension leads is controlled. Where extension leads are in long-term use, they are identified for planned replacement.
- Ensure electrical intake rooms and Switchgear are kept clear of combustible material at all times.

#### **Chemical**

Chemical hazards will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- Ensure all purchases of chemicals, including non-curriculum areas, comply with the Control of Substances Hazardous to Health Regulations and include the Hazard Data Sheet. This will provide the information on the chemicals flammability and safe storage arrangements.
- Ensure stocks of chemicals are kept to reasonable levels and do not exceed safe storage capabilities.
- Ensure regular stock checks are undertaken and chemical disposal is undertaken where appropriate, in the manner prescribed in the Hazard Data sheets.
- Ensure storage areas for chemicals have suitable health and safety signage.

#### **Gas**

Gas hazards have the potential of starting a fire and will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- Ensure all staff working in areas provided with gas equipment (kitchen and boiler room) are aware of the location of isolation equipment/valves
- Ensure isolation equipment/valves remain accessible at all times and in good working order.
- Ensure gas equipment such as boilers and similar plant is regularly maintained and serviced.
- Ensure that boiler rooms etc are kept clear of combustible material at all times and that paints are stored in a separate room.
- Portable gas heaters should never be introduced into schools unless under the direction of a competent heating engineer.

### **Furniture and Furnishings**

Furniture and furnishings will accelerate the spread and ferocity of a fire and should be controlled in the following ways

- Ensure all budget holders are aware of the school's purchasing policy, which should ensure that upholstered furniture and soft furnishings have suitable fire retardant qualities. Upholstered furniture should meet the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended by subsequent Regulations). Any furniture purchased before this date is likely to contain foam, which gives off highly toxic smoke when ignited. Covers are also likely to ignite more easily than those are, which meet the Regulations. This includes PE equipment.
- Fire doors are to be kept closed.
- Ensure inspection procedures identify any damage to furniture and furnishings, which will affect their fire retardant qualities and that they are stored safely until repairs can be made or disposed of, as appropriate.
- Never accept second hand furniture or soft furnishings unless it carries a label confirming that it complies with the Regulations.
- All PE equipment must be stored appropriately when not in use.
- Any fabric that is used permanently in classrooms to partition areas should be fire retardant

### **Stationery, paper, cardboard, etc.**

Stationery, paper, cardboard, etc. will accelerate the spread and ferocity of a fire and should be controlled in the following ways:-

- Only minimal amounts of stationery, paper, cardboard etc. should be kept within individual classrooms, all significant supplies should be kept in a suitable store.
- Ensure stocks are kept to reasonable levels and do not exceed safe storage capabilities.
- Staff need to be mindful of fire escape routes when positioning displays in corridors. Never suspend artwork from the ceilings in corridors.
- Ensure fire exits are never blocked by displays, or the corridors or other escape routes are obstructed.
- Ensure fire alarm call points, notices and signs are not obscured by displays.
- Ensure artwork is never hung from light fittings.

### **Hazardous Activities Identifications**

Some activities that take place within the school may either be the cause of a fire, or may through poor management of them, make the consequences of any fire more severe.

### **Curriculum**

At The Queen's School, there are not many activities that have a high fire risk. However where the activity includes the possible hazard of fire, the risk assessment must also include this hazard, and the control measures necessary to reduce the risk of fire as far as is reasonably practicable. These activities will be risk assessed.

### **Smoking**

The Queen's School is a 'No Smoking Zone'. This policy must be made known to all staff, visitors, contractors, hirers and pupils. The restrictions on smoking should not be lifted for social events, community use or for contractors working during school holiday periods.

### **Waste Handling**

All accumulated waste, including discarded furniture and equipment should be removed from the building as soon as possible but at least at the end of each day. Waste materials must never accumulate in corridors where it may cause an obstruction to the escape of occupants or may accelerate a fire's spread. The school must have a clearly acknowledged system for the removal and safe storage of large items of waste until collection can be arranged. External waste stores should be well away from the main building and as secure as possible.

### **Contractors**

When contractors are working in schools the work they are undertaking may be a potential source of fire, or their presence may cause an obstruction to escape routes. Before contractors are permitted to start work in the school, the following issues must be discussed with the Caretaker and agreed:

- Will any of the work carried out use heat? Eg: blow lamps, welding etc.
- What combustible materials or flammable liquids will the contractor have and where will it be stored? Eg: paints, thinners, gas cylinders.
- Will any of the work being undertaken affect the existing fire protection? E.g. breaking through fire resistant structures to pass cables, make the alarm inaudible in a section of the building, etc.
- Will the presence of the contractor restrict the escape routes or exits in any way? E.g. position of ladders, trestles or other materials.

These matters must be considered even during holiday times, as cleaners, summer schools, holiday clubs etc may still occupy the school.

In addition, and without limiting the above, any work carried out pursuant to planning permission will be subject to the contractor submitting a suitable construction method statement and any other relevant documents to the planning department for approval, and to such contractor's adherence to the terms of such construction method statement.

### **Shows and Productions**

Consideration must be given to the activities within the show/production, which may cause a fire, such as the use of candles, the scenery or props. The number of people allowed into the space must be strictly controlled and ensure seating layout does not obstruct exits or escape routes. Scenery and curtains must not obscure fire signs.

If there are large number of people who are unfamiliar with the building, then a safety announcement should be made prior to a performance.

### **Lets and Community Use**

The school is responsible for assessing the suitability of the group and its activities for the space they are hiring to them. Any implications the group's presence may have on the school's normal occupation of the premises must be considered. The hirer is responsible for assessing the risks to those taking part in their activities and providing the school with any information they need to decide on the suitability of the venue. The school must also provide the hirers with information regarding emergency procedures to ensure they can react appropriately if a fire occurs during the let. Groups who let the premises regularly are recommended to have a fire drill at least once during the year.

Further Policy details regarding health and safety implications of lettings are covered in Section 6 below.

### **Fire fighting equipment**

The school is responsible for determining the provision of fire extinguishers in terms of location and type, and also for the annual maintenance of the equipment. The school will take advice from a specialist company in order to determine the need to purchase new equipment and repair or recharge of existing equipment.

Teaching staff are not trained to use extinguishers. Simple instructions are however located by extinguishes in high-risk places. The fire wardens are trained to use extinguishers and the school will have sufficient fire wardens having regard to the 2 storey lay out of the school building. Details of firefighting extinguishers, their type, location and maintenance are kept in the School Fire Log.

### **Fire detection and alarm systems**

The school has an automated system to raise the alarm in case of fire. The alarm is activated by striking call points/break glass units, which are located around the school. The position of these fire points are detailed in the fire log.

Smoke detectors are installed in a number of places around the school. The school is responsible for ensuring that the alarm system is maintained, and is inspected and serviced annually. The Caretaker tests the fire alarm weekly. Details of the alarm system are kept in the School Fire Log.

### **Fire notices and signs**

All fire signs must comply with either the British Standards or with the European Standards and be of the same type. The need for signs is identified during internal inspection or annually during maintenance of fire equipment and conduct of the fire risk assessment.

### **Fire Action Notices**

Every occupied room has a fire action notice detailing how to raise the alarm if a fire is discovered and the action to take on hearing the alarm, and all teaching rooms (classrooms, halls, library, small-group rooms) have a plan of the school with the escape routes and assembly points shown.

### **Fire Exit Signs**

Signs direct people from the place within the building that they are at, to the final fire exit. Signs are also located at the final fire exits. These signs must include the words "Fire Exit", a directional arrow and a pictogram of a running-man.

### **Fire/Smoke Control Doors**

Fire doors and Smoke Control doors, not on hold-open devices, should have "Fire door keep shut" notices on both sides and staff must adhere to those requirements.

### **Fire Point Signs**

The location of fire extinguishers is indicated by the use of a fire point signs.

### **Flammable stores**

Flammable stores need to have appropriate signs on the outside to warn others of the nature of the materials stored within.

### **Insurance**

The LBRUT is responsible for the following insurance:

- Public liability insurance
- Officials Indemnity
- Employer's liability

It should be noted that the following are not covered by the insurance;

- Equipment hired or on loan
- Equipment or possessions owned by staff/pupils/community users unless there is visible sign of a break in.

### **Legionellosis**

The Control of Legionnaires disease is detailed in guidance document HSG 274 (Part 2 is specifically for hot and cold water distribution), which falls under the umbrella of COSHH (Control of Substances Hazardous to Health Regulations 2002).

### **Testing**

This should happen quarterly for legionella, TVC and coliforms, which is a typical industry standard, for a minimum of one year.

### **Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

### **Safe Stacking and Storage**

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.

### **Smoking**

Smoking is not permitted anywhere on the grounds of the school.

### **Security**

Staff sometimes stay late at school. During these times the Caretaker is on site and supervises the school entrance. Staff should alert the Caretaker that they are staying late so that he can ensure lights are on and staff are safe. Staff should not stay beyond 6.30pm unless there is a school event for which they need to be present.

### **Working at Height**

Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.

## **6. Health and safety during lettings**

The Governors and Headteacher must ensure that:

- The means of access and escape are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building
- Hirers using any equipment or facility provided by the school are familiar with its safe use and if necessary, briefed accordingly.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment.
- The Health and Safety policy and associated risk assessments for the building are provided.

**Appendix A Risk Assessment format**

# Risk Assessment for

Date:

Itinerary	Risk	Action taken to Minimise Risk

Approved by:

Date:

To follow