



Health & Safety Policy

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1: Health & Safety Policy Statement

The London Borough of Lewisham believes that people are its most important asset and is committed to ensuring the health, safety and welfare of its employees and other persons who are liable to be affected by its activities. It considers health and safety to be an integral part of its business performance and will aim to achieve continual improvement in standards through the setting of targets for their achievement. Compliance to the legal requirements under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions will be considered to be the minimum acceptable standard. The Health & Safety at Work, etc. Act 1974 states that it is:-

"the duty of every employer to conduct his or her business in such a way as to ensure so far as is reasonably practicable, that persons who are not in his or her employ but may be affected by it are not exposed to risks to their health & safety and accepts that it has a responsibility to take all reasonably practical steps to ensure the health & safety of pupils, staff and others using the school premises or participating in school-sponsored activities"

The Children and Young Person's Directorate of the London Borough of Lewisham delegates the responsibility for health and safety to Governing Bodies, Head Teachers and Management - with Head Teachers having direct responsibility for activities and employees under their control.

The prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils. The aim of senior management, with the assistance of the governing body, is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The arrangements outlined in this statement cannot completely prevent accidents or ensure safe and healthy working conditions. The Head Teacher will take all reasonable steps to identify and reduce hazards to a minimum but to achieve a safe working environment all employees and pupils must appreciate that their safety and others also depends on their individual conduct and vigilance while on the School premises or while taking part in School sponsored activities. Clear written systems and procedures that manage activities have a vital role to enable risk environments to be adequately controlled and managed.

Objectives

The objectives of the Health & Safety policy are:

- to promote high standards of safety, health and welfare in compliance with the Health & Safety at Work Act 1974, and other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

Signed Headteacher Date

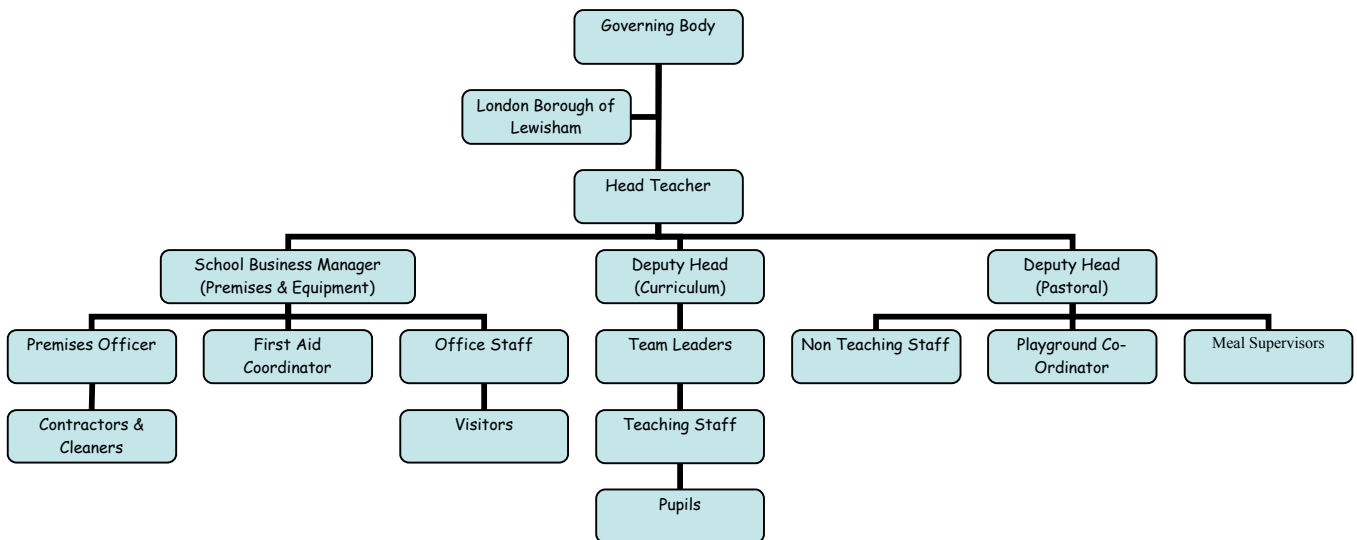
This policy was endorsed by the Board of Governors at their meeting on (insert Date)

Signed Chair of Governors Date

2: Organisational Arrangements, People & Resources

Responsibilities

Ultimately the responsibility for all School organisation and activity rests by definition, with the Governing Body and Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



The Governing Body:

In its role as controller of the premises, the Governing Body will ensure, as far as it is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, pupils, visitors) in accordance with Section 2 and 4 of the Health and Safety at Work Act 1974. In order to discharge this responsibility, the Governing Body will:-

- ensure that the Children's Services' Health and Safety Policy is complemented by the School's Health and Safety Policy, that procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff & pupils are aware of and comply with its contents;
- ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School;
- ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare;
- receive updates on health & safety from the Health and Safety Co-ordinator & Health and Safety Governor each term and review the premises action plan annually to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- to consider information, statistics and reports relating to health, safety and welfare matters;
- to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

Headteacher:

The Headteacher (Mark Elms) has overall responsibility for policy, organization and arrangements throughout the school and is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements. In particular the Headteacher will:

- provide liaison with the Inspectors: Local Authority, Department for Children, Schools and Families (DCFS) and HSE with regard to safety aspects;
- budget for safety and health matters;
- have a general oversight of health and first aid matters;
- nominate specific staff with designated safety roles, e.g. Health and Safety Co-Ordinator, First Aid Co-Ordinator and Premises Officer, throughout the school;

- e. ensure safety procedures are developed and adhered to for operations carried out within the School by staff and by outside contractors under school control;
- f. ensure that health and safety is considered as an integral part of teaching;
- g. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- h. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;
- i. monitor the general safety programme;
- j. publicise safety matters;
- k. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:
 - First aid.
 - Fire and emergency evacuation.
 - Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

The Deputy Head:

The Deputy Head (Lorraine Stewart) will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

Health & Safety Representative:

The Health & Safety Representative (Rachel Delacy-Taylor) is adviser to the headteacher on health, safety within Tidemill School and is responsible for the co-ordination of h&s management throughout the school. The H&S Representative will:-

- a. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school;
- b. have general oversight on health & safety matters and monitor the general safety programme on behalf of the headteacher;
- c. make recommendations to the Headteacher and Governing Body for matters requiring immediate attention, e.g. outcomes from premises safety inspections;
- d. make recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- e. publicise safety matters;
- f. liaise with outside bodies concerned with safety and health e.g. Lewisham Health & Safety team;
- g. monitor accidents to identify trends and introduce methods of reducing accidents.
- h. ensure health and safety issues associated with major building projects are complied with;
- i. ensure that injuries, diseases and dangerous occurrences, as classified under RIDDOR, are reported to the enforcing authority
- j. meet with the Health & Safety Governor and prepare termly reports on health and safety matters including buildings and safety management to the Governing Body;
- k. prepare an annual premises action plan to present to the Governing Body so progress and budget requirements can be planned for
- l. ensure that emergency procedures and fire evacuation practices are in place within the school;
- m. investigate and advise on hazards and precautions;
- n. ensure all full and part-time staff receive appropriate health & safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting)

Premises Officer:

The Premises Officer (Paul Russell) is directly responsible to the School Business Manager (Health & Safety Representative) for the implementation and operation of the school's health & safety policy within regard to the building and all statutory maintenance checks. Specifically, the Premises Officer will ensure that:-

- a. reports on health and safety matters with respect to the School buildings and grounds are prepared - making recommendations to the School Business Manager regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others.
- b. fire safety measures are implemented rigorously, including carrying out of termly fire drills, weekly call point tests, maintaining escape routes, maintenance of the fire system, checking of fire safety equipment and elimination of potential fire risks
- c. fire risk assessments are carried out annually, reviewed regular and any concerns to the attention of the School Business Manager and Headteacher
- d. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- e. ensure that premises safety inspections are undertaken daily, weekly, termly and annually as required and keep records of any faults identified (if appropriate);
- f. attend to defect reports and recommendations from the Headteacher, staff, Health and Safety Representative;
- g. ensure that all portable electrical equipment is tested on an annual basis;
- h. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- i. ensure equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- j. safety procedures are developed and adhered to for operations carried out within the School by outside contractors under his/her control;
- k. keep records of hazards identified on site by staff and the remedial action taken and when;
- l. when liaising with contractors, assume the duties as outlined below;
- m. ensure all accidents within the area of responsibility are recorded in line with the school policy.

Educational Visits Co-ordinator (EVC):

The Educational Visits Co-ordinators (Mark Elms and Lorraine Stewart) will be responsible for:-

- a. working with trip leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- b. undertake thorough risk assessment for the annual school journey and submit required paperwork to LA
- c. ensure trip leaders have thorough knowledge of how to carry out visit risk assessments
- d. review risk assessments prior to the trip/visit and raise any concerns with group leaders
- e. confirm the leadership of the group is appropriate, including accompanying staff and volunteers.

Team Leaders:

Team leaders are responsible for ensuring the day-to-day H&S requirements are met within area. This includes:-

- a. Liaison with Health & Safety representative where any new process, operation or substance is introduced to discuss the associated risks and agree any necessary precautions
- b. Ensure all accidents, incidents and near misses within their area are reported and investigated
- c. Identify staff development requirements in reference to health & safety
- d. Carry out or allocate the undertaking of risk assessments (which include but not limited to manual handling, COSHH and event management) for risks which relate specifically to their area or pupils, liaising with the Health & Safety Representative
- e. Ensure equipment is maintained in a safe condition and any hazardous substances are stored in a safe place, liaising with the Health & Safety Representative

Subject Leaders:

Each subject leader is responsible for:

- a. developing policies based on Lewisham Health & Safety Team's guidance documents for their specialist area (this is especially relevant for PE and DT Leaders where CLEAPSS guidance should be followed) and ;
- b. updating colleagues within the school in any change in practice;
- c. issuing safety guidance for their curriculum area;
- d. carrying out risk assessments for their specialist areas.

Teachers:

The responsibility of applying safety procedures on a day-to-day basis rests with all teachers. They are to ensure that all new members of staff and pupils under their control are instructed in their individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary. Additionally, each teacher will:

- a. follow safe working procedures personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to the Health & Safety Representative and/or Premises Officer where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

Teaching Assistants:

Teaching assistants are immediately responsible to the teacher whilst the class is in session; otherwise to the Deputy Head (Pastoral). Teaching Assistants will:-

- a. follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure the classroom and other areas are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. ensure all accidents, incidents and near misses are recorded in line with the school policy.

First Aid Co-ordinator:

The First Aid Co-ordinator (Theresa Smith) is responsible for supporting health and welfare issues within the School and in particular:

- a. act as the senior first aider, when on duty, to whom student or visitor illness/injuries can be referred by staff and the first aiders for a second opinion;
- b. maintain the school medical equipment and first aid cabinets;
- c. assist in the development and health promotion activities at the School;
- d. co-ordinate the work of the First Aiders and train first aiders in school specific procedures;
- e. ensure the necessary records are maintained relating to accidents;
- f. review first aid statistics termly with Health & Safety Representative, assist with preparation of report for Governing Body and develop recommendations to reduce number of accidents

First Aiders:

The first aiders will be directly responsible to the School Business Manager for the implementation and operation of the school's health & safety policy within their relevant areas of responsibility. As part of their day-to-day responsibilities, they will:

- a. ensure that first aid is administered when required;
- b. provide cover for the playground and on school trips;
- c. liaise with the Playground Supervisor to ensure cover has been organized when they are unable to perform their duty as a result of absence from school or alternative duties
- d. ensure first aid kit and all essential medication (epi-pen and asthma pumps etc) are taken on school trips and outings (including trips to the swimming pool or sporting fixtures);
- e. complete reporting paperwork and parental slips

Office Staff:

The office staff will be directly responsible to the School Business Manager for the implementation and operation of the school's health & safety policy within their relevant areas of responsibility. They will:

- a. ensure that an accurate record is kept of all pupils, staff and visitors and an up to date record of pupil contact details kept off site in case of an evacuation of the school;
- b. to monitor student health records prior to entry, liaise with school nurse regarding the creation of care plans if required and report/advise Senior Leadership Team and the class teacher of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- c. provide the kitchen staff and senior meals supervisor with termly list of any pupils with food allergies and medical conditions that they need to be aware of and inform and introduce them to any new pupils with serious medical conditions/food allergies that they need to be aware of;
- d. contact parents / carers when requested by first aiders/other staff to inform them of head injury or other injury as detailed in the First Aid policy

Playground CoOrdinator:

The playground coordinator (Jack Brown) is responsible for ensuring that safe methods of working are implemented, as far as is practicable, within the playground. The playground coordinator is responsible for:

- a. carrying out playground and garden risk assessments with the Health & Safety Representative and providing the Headteacher with recommendations on required supervision ratios for each area to ensure safe supervision;
- b. preparing rotas which ensure a certified first aider is on duty each day;
- c. playground equipment is monitored and any defects brought to the attention of the School Business Manager and Premises Officer so action can be taken;
- d. ensuring new employees are given instruction in safe working practices;
- e. liaising with Health & Safety Representative and First Aid Co-Ordinator on any staff development requirements in regard to health and safety

Trade Union Safety Representatives:

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will (where appointed):

- a. represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace;
- b. investigate complaints by any employee he/she represents relating to health and safety and welfare at work;
- c. represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority;
- d. receive information from Enforcement Inspectors;

- e. inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

Employees:

All employees have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with Team Leaders and the Health & Safety Representative, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.

Pupils:

All pupils are expected to:

- a. Exercise personal responsibility for the safety of themselves and their classmates
- b. Observe standards of dress consistent with safety and/or hygiene
- c. Follow safety rules of the school and, in particular, the safety instructions given by staff
- d. Use and not willfully misuse, neglect or interfere with things provided for their safety

Parents:

Parents are expected to support the school in any health and safety matters reported to them on newsletters/letters.

Contractors:

It is the responsibility of contractors and their employees to read and comply with the school health and safety policy

Staff Liaising with Contractors:

Staff liaising with contractors working at the School should bear in mind they have a responsibility to take appropriate action if they observe the contractor, or his employees, using any working practice (or item of equipment) which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Premises Co-ordinator to rectify or failing that, reporting to the School Business Manager or Headteacher. Staff must ensure that contractors arriving at site report to Reception and that a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity.

3: Planning & Implementation

Staff Consultation

- Staff will be consulted and asked for their input on the Health & Safety policy
- Staff will be encouraged to report any H&S concerns using a H&S report form and/or through the filing in of maintenance requests which list H&S concerns
- Copies of up to date E&C H&S manual and copies of all risk assessments and policies will be kept in school office for review by staff whenever required

Staff Information

- Staff will be given a copy of the Health & Safety policy and asked to sign to say they have read and understood their roles and responsibilities
- Key health & safety information will also be included in the staff handbook
- New employees will be given a Health & Safety tour and information at induction.

Information for pupils, visitors and contractors.

- Information for pupils will be given at assemblies and in certain lessons as required
- Information for parents will be given in the school prospectus & through letters and newsletters
- Information for visitors will be given verbally with the visitor's badge and through visitor leaflets
- Information for contractors will be given in writing by the School Business Manager/Premises Officer Manager at time of agreeing works, verbally and through the visitor leaflet handed out with visitor's badges.

Staff Training & Competencies

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organized as required:-

Staff	Training Requirement
Governors	Safety Awareness briefings
Headteacher	LBL C&YP 1 day session
Deputy Head	Educational Visits - LBL C&YP training session
School Business Manager	4 Day IOSH Managing Safety Course Risk Assessment - at least LBL C&YP half day session
Phase Leaders & SLT	Fire marshall training (annual refreshment)
First aid co-ordinator	4 day HSE accredited course (and refresher courses as required)
First aiders	2 day paediatric first aid course.
Premises Manager	2 day IOSH Working Safely. LBL C&YP session on safety awareness for premises managers. Risk Assessment - at least LBL C&YP half day session. LBLC&YP 1 day session on Fire Risk Assessment Manual handling and working at height training - at least LBL C&YP sessions Asbestos management
Curriculum Leaders (and others with RA responsibilities)	Internal training on risk assessment through individual feedback and briefings from SLT
All employees	Inset session on Fire Safety Awareness Inset session on basic first aid Inset session on working at height Inset session on manual handling School nurse training on epilepsy / diabetes if children in class with these conditions
Meal Supervisors & Teaching Assistants	School nurse training on Epi-Pen

Premises Safety Inspections

The Health & Safety Governor carries out a premises safety inspection every term. This comprises a premises inspection in conjunction with the Premises Officer and School Business Manager. Potential hazards are noted and assessed using the risk assessment formula. A copy of this report is given to the Head Teacher, Premises Officer and School Business Manager to take appropriate action - which may include researching costs of potential solutions or taking immediate action where necessary in the event of a severe risk. A copy of the report is presented to Governors at the next Governing Body meeting to agree action to be taken.

Risk Assessments

Risk assessments will be undertaken to cover all aspects of the premises (including fire, security, legionella and asbestos management) and methods of work (including manual handling, working at height and lone working). The assessment identifies all defects and deficiencies together with the necessary remedial action or risk control measures. Risk assessments will be carried out once and then reviewed annually unless there is occasion to review earlier. Wherever possible, risk assessments will be undertaken by 2 people (the responsible post-holder and another senior member of staff or member of staff most likely to be affected by undertaking the task and suffering the consequences of unsafe conditions) to ensure the final judgement reflects a balanced view. The results of risk assessments will be reported to the Head Teacher and Governors for consideration and discussion of possible control measures.

Risk Assessment Methodology

The following methodology will be used to assess risk:-

- i. Hazards identified through inspections, discussions, reviewing of accident statistics, review of any H&S concerns reported by staff
- ii. Categories of individuals potentially at risk - some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children
- iii. Scale of the risk assessed taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights etc and details of previous incidents
- iv. Potential severity of harm - i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful)
- v. Potential likelihood of staff/visitors/pupils carrying out unsafe acts through lack of knowledge, underestimation of the practicality & usefulness of safe working methods or the likelihood of short cuts
- vi. Control recommendations identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment or use of new technologies.

Advice On Meeting Legal Requirements

The Headteacher, as an employee of LBL, will use the directorate's safety advisors and the directorate's safety advice. The Head will inform the directorate's safety advisors of any visit or discussion with the Health and Safety Executive or London Fire and Emergency Planning Authority. The school must inform the authority immediately if any improvement or enforcement notice (including a LFEPA A13 letter) is received from the HSE or the LFEPA.

Reviewing & Monitoring

The Headteacher will annually monitor the risk assessment process, calling in all those responsible for carrying out assessments and checking that a suitable number of assessments have been completed. The Head Teacher and H&S Representative will review the risk assessments, consider and assess the potential impact and knock on effects of the possible control measures which could be introduced and the viability of the financial implications. The agreed actions will then be used to update the policies and procedures and responsibility/timelines agreed for the measures to be put into place.

The Head and H&S Representative will also assess accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This should then be reported to a Governing Body meeting. The Head and H&S Representative will annually monitor the H&S 'policy' (this document) to ensure that it is still relevant and workable. All employees will be informed of any changes through staff briefings, staff handbook or memo - as deemed suitable.

4: Accident Reporting and Investigation

Accident reporting

Any accident or injury is to be reported to the Health & Safety Representative by the person or persons involved in the accident, or by their line manager, and entered in the accident report book (either the student accident book or the staff accident book). Accident books are held in the school office. The Health & Safety representative is to ensure that the board of governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. See First Aid and Health & Welfare Policy for further details.

Accident investigation

All significant accidents or incidents that are considered to be dangerous and near-miss situations are to be reported to the Health & Safety Representative. The Health & Safety Representative should carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. All contractors must ensure that accidents involving their personnel are reported to the safety adviser of the school.

5: General Safety Arrangements

Good Housekeeping - Slips, Trips & Spills

Slips, trips and falls are the largest cause of accidents in schools. Accidents can be prevented by following the guidelines listed below:-

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

Flooring

Floors to be checked regularly by the Premises Officer to ensure they are stable, level, have no bumps or holes and are not slippery. Concerns to be reported to the School Business Manager and Headteacher to agree control measures such as repair, replacement or provision of safety signs. All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard to the Premises Officer using the Maintenance Request Slips or H&S Hazard Forms.

Cable Management

All staff are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes. Cable covers/ties should be used to fix cables to surfaces and ensure they are tucked out of the way. Staff who need assistance should raise this with the ICT Leader or the Premises Officer (using the maintenance request forms).

Spillages

Spillages must be cleaned up immediately using an appropriate cleaning method. Children to be informed of the dangers of slips and falls as part of their PSHE curriculum. Children must also be encouraged to report wet cloakroom floors to their teacher or the staff on duty so the wet floor signs can be put out and the floors mopped.

Tables/Chairs

Children should be briefed to tuck chairs under tables and pack toys/equipment away to reduce the risks of trips and falls. Class teachers should ensure access routes are clear of desks and equipment.

Coats/Book Bags

Class teachers and support staff are responsible for ensuring children hang up their coats and put their book bags in the box provided so they do not cause a potential tripping hazard in the corridors (which could prove fatal in the event of a fire). Staff noticing bags/coats strewn across the floor have a responsibility to go into the class they believe may be responsible for the hazard.

Weather Conditions

In poor weather conditions, the Premises Officer is responsible for ensuring key pathways are gritted before staff and children start to arrive in the morning and at key intervals through the day as required. Children should not be allowed in the playground until the ice has melted (or access restricted to less icy areas). The Playground Co-Ordinator and Head/Deputy Head are responsible for deciding when wet play should be announced in these conditions.

Outdoor Hazards

When taking children on trips which involve walking in muddy fields, uneven ground or wet areas, the trip leader must ensure children are briefed on the footwear required for the trip. Children who do not have suitable footwear may need to be left behind if there is considerable risk.

Halls

The Premises Officer is responsible for checking the halls on a daily basis and putting away any equipment that has been left out and hanging up mats etc.

Playground

The Premises Officer is responsible for checking the playground morning and evening for rubbish and stray equipment that could cause a hazard. The Playground Coordinator and meal supervisors are responsible for ensuring play equipment is cleared away at the end of breaks.

Dining Hall

The meal supervisors are responsible for clearing up (or bringing to the attention of the kitchen staff) any spillages that could cause slipping hazards.

Safe working procedures

The Headteacher, Health & Safety Representative and Team Leaders/Subject Leaders and others with specific H&S responsibilities must ensure that safe working procedures are developed through:

- assessing the tasks & identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be cascaded by Team Leaders to protect all personnel working within their area(s) of responsibility. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

Defective tools and equipment

- All defects found in equipment must be reported immediately to the Premises Officer.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been carried out.

Machinery

All staff controlling the use of machinery must be familiar and comply with the following legislation:-

- Factories Act 1961: Safety (General Provisions)
- Abrasive Wheels Regulations 1970

- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test and Examination, etc) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

Electrical equipment

Hard wire electrical testing is carried out by an approved contractor on a rolling 5 year programme as per the statutory guidelines. The Premises Officer has been designated to take responsibility for this.

All electrical equipment has a British standard Kite Mark and is tested annually (Portable Appliance Testing) by an approved contractor as per the statutory guidelines. Any items failing the test are disposed of immediately. The Premises Officer has been designated to take responsibility for this.

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs.
- Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.

All staff have a responsibility to ensure portable electrical appliances are used correctly (manuals should be kept in the school office), that they are positioned securely and appropriately and there are no trailing wires which could cause a hazard.

Any member of staff who has concerns about a piece of electrical equipment has a responsibility to take the equipment out of use and bring it to the Premises Officer immediately. The wiring of plugs is undertaken by the Premises Officer or an approved electrician.

Fire Prevention

- A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Smoke detectors are placed at suitable locations around the school, call points are located at all exits and in other salient points and fire extinguishers and blankets are located throughout the school, particularly in higher risk locations, and are suitable for the different types of fire that could arise.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

Please see the Fire Prevention & Fire Safety policy for specific details.

Gun & Bomb Scares

In the event of gun or bomb scares, the alarm should be sounded and evacuation carried out as in a fire emergency. Please see the Emergency & Critical Incident plan for specific details.

Tragic/Serious incidents at school

This may involve an explosion (including bombs), shooting or knifing or other act of extreme violence, outbreak of serious illness, death of a pupil or any of a range of accidents. The appointed Emergency Controller is the Head Teacher. Other specific duties are also given to the Senior Leadership Team, Premises Officer and Office Staff. Please see the Emergency & Critical Incident plan for specific details

Civil Emergencies or serious health risk close to school

In the event of an emergency close to the school, the Head Teacher and staff will heed the advice of the police or other civil authorities and take whatever action to ensure the safety of the pupils. Where it is necessary to evacuate the school urgently, the Emergency & Critical Incident plan will be followed.

Flood/Seasonal weather conditions

In the event of exceptional weather conditions or a flood, it may be necessary to close the school. If this happens during school hours, parents will be contacted to collect their children either from the school or from St Josephs (if an emergency evacuation has been required - see Emergency & Critical Incident plan for further details).

The school has access to emergency contractors to help deal with the damage caused by flood, lightening, wind etc. Where possible, decisions regarding the closure of the school due to adverse weather conditions will be made before school starts or on the previous afternoon. In these circumstances, staff will be contacted by the Head and Senior Leadership Team, and parents informed using the texting service.

Heating/Power/Water Failure or Gas Leak

If a problem occurs during school hours, the Premises Officer will call in an emergency contractor who will visit, assess and inform what action needs to be taken to rectify the problem. If the problem will take some time to rectify, it may be necessary to close the school, in which case parents will be contacted using the texting service and asked to collect their children.

In the event of a gas leak, it may be necessary to evacuate the school immediately. The Head Teacher will determine whether pupils should be sent home or escorted to St Josephs (see Emergency & Critical Incident plan) for collection from there.

In the event of a heating failure, the school may consider hiring emergency portable heaters, having obtained advice from Estates Management. No paraffin heaters will be used as they represent substantial fire risks. If services failure is likely to lead to the closure of the school for more than 24 hours, the Estates Management Unit will be informed and given an indication of when the problem should be rectified. Parents will be informed using the texting service and the posting of notices.

Security

The school and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In these circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the school will have at least one of several predictable results:

- loss of equipment
- loss of records

- drain on resources
- demoralisation of staff and pupils
- disruption of school life
- displacement of staff and students
- total loss of school

Whatever the precise outcome, any criminal attack upon the school will inevitably impact the running of the school. It follows that every realistic step should be taken to prevent it. This demands good risk management. Please see the Security policy

Access

If access is required to the school outside school hours, the main appointed key holder is the Premises Officer, the second is Dave Kingsley (a parent), and the third is the School Business Manager. This information is known to the Directorate's Estate Management and Contracts Unit.

During school hours, access will be granted via the door entry system. Office staff can view the reception path using the CCTV cameras. No-one must be given entry without first being questioned by the office staff. Staff are being given key fobs to gain entry to the school. In the event that these are lost, even temporarily, this must be reported immediately to the School Business Manager so the fob can be disabled on the system. For further details please see the Security policy.

Legionella

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. There are no spray hoses and showers located in the school. The building is therefore in a low risk category. The water tanks and taps are tested annually by an approved contractor and chlorination of the tanks undertaken if the results indicate this is necessary.

The Premises Officer checks the temperature of the taps, both hot and cold, on a monthly basis to ensure the water temperatures are not within the range suitable for legionella bacteria. Results are recorded in a log-book which is kept in the school office for inspection when required.

Drinking Water

Drinking water is only taken from the mains and is identified and labelled.

Asbestos

There is suspected asbestos in the school, all of which is presently contained and labelled. A plan showing the potential location of asbestos is kept in the school office. Additionally, copies of these plans are provided to contractors working in these areas. Inspections will be carried out monthly by the Premises Officer to ensure there has been no disturbance and an approved contractor called in if there are any concerns. In the event of suspected disturbance, the Premises Officer will immediately bring this to the attention of the Health & Safety Representative and the Head Teacher who will take responsibility for deciding the next steps. This may involve evacuation and closure of the school whilst an emergency call-out is arranged by an approved contractor.

Contractors

The Exor list will be consulted when looking for new contractors who are not already on the school's approved list and their levels of public liability checked to ensure they meet the statutory requirements. Written quotations will be secured for work in advance whenever possible, ideally from 3 potential contractors, prior to commencing work - unless in the case of emergency or routine maintenance of a bespoke system - i.e. intruder alarm, fire alarm etc. For larger projects, risk assessments and method statements will be requested.

All contractors who work on school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises in accordance with the Health & Safety at Work etc Act 1974. All contractors must be made aware of asbestos presence. They are also forewarned that not all areas of asbestos have been identified.

Wherever possible repairs, installations of new fixtures and fittings and decorations will be conducted outside school hours. Where this is not possible, the Head, along with the Health & Safety Representative and Premises Officer, will monitor any potential hazards arising from inadequate measures being taken by contractors and take appropriate action. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his/her care being exposed to the risk of injury.

Office Equipment

Office equipment will be checked annually for electrical safety as part of the PAT testing. There are some items of office equipment that are not suitable for use by children or for which usage needs to be restricted/supervised.

Photocopier KS2 children will be trained by the office staff to use the basic functions of the photocopier. They will not, however, be allowed to open the machine to unblock jams. Signs to this effect will be positioned alongside/on the photocopier.

Laminators Children must not be allowed to use the laminating machine. Signs to this effect will be posted on the wall alongside the machine and stickers placed on the machine

VDU Computer screens will be positioned with due regard to lighting levels, glare and/or reflection. Where necessary blinds or glare screens will be utilized to eliminate any identified issues. Screen brightness, colour and flicker rate will be taken account when deciding suitability of screens. Staff will be encouraged to have annual eye tests and also to take regularly breaks from looking at the screen.

Work Stations Work stations will be assessed by a trained member of staff (to review seating position, height of keyboard, positioning of screen, positioning of cables and suitability/adjustability of chairs to alleviate/minimize fatigue and discomfort)

Visitors

Visitors to the school have to sign in and wear their badge at all times. New visitors should be given a copy of the visitors information which informs them what to do in the event of a fire and gives other basic information about the school. Visitors must sign out when they leave and hand back their badge so this information can be cross referenced by office staff in the event of a fire. It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

Hirers

The Premises Officer is responsible for briefing hirers on Health & Safety requirements. Hirers should be given a copy of the visitors information and a floor plan showing the location of the fire safety equipment and fire exits. They will also be shown the location of the first aid equipment and given an emergency contact number.

Traffic Safety

As the only route to and from the playground for the KS2 children is through the staff car park, cars are not allowed to be moved in the car park between 8.45-9.15pm and from 3.15-3.45pm. Staff arriving after 8.45am should park their cars for a period of time in the public car park next door and move the car into the car park after 9.15pm.

Parents are not allowed to park in the staff car park, unless they are working in the school and there is sufficient space. In the event of concerns about access, the Premises Officer and/or Office Staff have the responsibility to oversee traffic management.

Waste Disposal

Each classroom should have two bins - one of which is for recycling. The recycling bin should be clearly labelled with the items which can be put in it and the children taught about the importance of recycling their waste materials.

The school currently has 4 standard 1100L bins (which are used for normal waste and lunchtime kitchen waste) and 2 x 1100L recycling bins provided under contract by the Refuse Disposal Unit of LBL. These bins are emptied once a week all year round. In the event of non collection, the Premises Officer is responsible for chasing up the council to request immediate removal.

Hazardous waste (such as computer equipment, fluorescent light bulbs, old fridges etc) have to be registered in the Hazardous Waste log which is maintained by the Premises Officer and collection organized by approved contractors. The collection certificates should be kept in this file to in with the log. It is responsibility of the Premises Officer to keep the log and paperwork up to date for inspection when required.

Medical waste (such as wipes used to clean up body fluids) need to be disposed of in the medical waste bin which is kept in the staff toilet. First aiders should ensure waste from the playground is bought in and disposed of appropriately in this bin - bags should be kept in the first aid kit for this purpose. This waste must be collected as part of our contract with Cannon Hygiene.

Lone Working

People who work alone without interaction with other workers i.e. people who work in the building outside normal school/office hours (i.e. teachers/office staff working late, premises officer) and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures are required.

The Head Teacher and School Business Manager are responsible for identifying all staff who act as lone workers on a regular basis, conducting a risk assessment, setting up procedures to control the risk and organizing information and training for the affected staff where appropriate. The risk assessment should consider physical fitness along with physical hazards and draw up guidelines as to whether there are some activities which should not be conducted when the staff member is a lone worker (i.e. working at heights etc). In the event of an incident involving a lone worker (including a near miss or potentially hazardous situation which was avoided), a CS2 form should be sent through to the E&C Safety team and the risk assessment revisited.

Good security is paramount for the safety of lone workers. Staff working late as a lone worker should check that all perimeter gates have been closed and staff leaving the building should be mindful of the security of their colleagues who are being left in the building by shutting doors and gates. All staff should be made aware of the location of the panic alarms in the event of an intruder. This call will be logged at the alarm receiving centre and key holders called for assistance.

The Premises Officer should ensure that he/she carries a charged mobile phone at all times. In the event of concerns about safety when opening/closing the school, they should leave the building and call the police from a place of safety rather than entering the building or challenging intruders. Comfortable shoes and clothes should be worn which will not attract attention and ideally a "bogus" purse/wallet carried which can be handed over to an attacker without handing over all possessions. Personal valuables should be left at home or work. If attacked for school money (i.e on route to the bank) which the attacker knows about, the money should be handed over.

The Premises Officer should use his/her expertise, experience and common sense when undertaking maintenance tasks as a lone worker during school holidays/weekends and ensure high-risk & hazardous activities (such as working at height, climbing on the roof etc) should not be undertaken when there is no-one else on the premises. Selection and use of equipment must be in line with the requirements of PUWER (Provision and Use of Working Equipment Regulations). If appropriate, protective equipment and clothing should be utilized.

Food Hygiene

Staff working or handling food must have a valid food hygiene certificate. Where possible, the school caterers should be used to cater for events such as the end of term BBQ or qualified chefs used. Food must be stored in controlled conditions prior to the start of the function (under the guidance of the food hygiene trained staff) and ideally purchased on the day of the event. Alternatively parents can prepare food using the school kitchens under the guidance of school catering staff who can check the cooking temperatures and storage of the food.

Pushing, Pulling, Carrying, Moving (Manual Handling)

Some manual handling will be necessary in all jobs - whether it be moving equipment, stacking materials or taking delivery of goods and stationery. However, staff must not be placed in situations where the task over reaches individual limits and should not be asked to move heavy equipment. If the load to be moved requires unusual strength or height, puts people at risk who are pregnant or have health problems or requires specialist knowledge or equipment, every effort should be made to redesign the task. It is the responsibility of the Head Teacher to ensure the risks of manual handling have been considered and steps identified to remove or reduce the risks.

Wherever possible, manual handling should be undertaken by the Premises Officer who has received specialist training. However, whilst training helps to identify hazardous manual handling and instructs in good handling technique, it cannot compensate for a lack of mechanical aids, unsuitable loads, bad working conditions or poor working environment.

The Premises Officer is responsible for undertaking a general risk assessment for manual handling - consulting with staff regarding the types of manual handling they need to undertake as well as listing the activities the post holder themselves is asked to undertake. Consideration should be given to work practices and work place design/layouts that could minimize the amount of manual handling required and reduce the associated risks. Particular areas to consider are:-

- Arts/crafts: Lifting bags of clay should not be performed by pupils
- Sports/PE: Trampolines, vaulting boxes and benches should be stored close to where the activities will be carried out
- Drama/events: Parents/adults should be used to move props and staging units where required
- All areas: Storage should be able to be reached without stretching and twisting

Consideration should also be given to the frequency of manual handling and the physical capabilities of the people who undertake the tasks as part of the risk assessment. Recommendations and control measures should be suggested for approval by the Head Teacher to reduce the risks and potential for injury.

In the event of unusual manual handling requirements which are not covered by the generic risk assessment, consideration needs to be given to the type of load and whether it is potentially hazardous - i.e. heavy, bulky, difficult to grasp, unstable or sharp/hot. If these factors are present then an on the spot risk check needs to be undertaken. If it has been decided to proceed, the following process should be followed:-

- Stop & think - is there another way to move the load or can any trolleys or other equipment be utilized to reduce the potential risk?
- Plan the lift - where is the load to be placed? Is help required with the load? Are there any obstacles that need to be removed? Does the load need to be rested on route?
- Position the feet to give a balanced and stable base
- Adopt a good posture - bend the knees if lifting from a low level, keep the back straight, keep the shoulders level and facing in the same direction as the hips
- Get a firm grip - a hook grip is less tiring than keeping the fingers straight
- Keep the load close to the body, do not move suddenly, move your feet not your body
- Lift smoothly
- Do not twist the body when turning - move your feet instead
- Put the load down, rest and then adjust as necessary

Any regular occurrence of back disorders or other ailments which may be associated with unsatisfactory manual handling processes need to be investigated by the School Business Manager to see whether new procedures and storage solutions need to be introduced or new equipment purchased.

Use of vehicles

Only those persons authorised and in possession of the appropriate license (and with suitable business usage insurance) are to drive vehicles on school business. Pupils cannot be taken in staff cars without permission from parents. When permission has been given, it is vital that the new legislation which came into place on 18th September 2006 is followed and all children up to 135cms in height (about age 12) use an appropriate child restraint when travelling in a vehicle with 8 or less passenger seats, in the front and rear of the vehicle.

Working at Height

Working at height includes any place where a person can fall a distance liable to cause personal injury. The Head Teacher and Health & Safety Co-Ordinator are responsible for ensuring the designated person responsible for monitoring working at height (the Premises Officer) has been properly trained and is provided with the required resources.

Teachers/staff should avoid working at height whenever possible. Instead the Premises Officer should be called to carry out the work. Staff must not use a ladder if they suffer from dizziness, epilepsy, heart conditions, lung conditions, significantly impaired joint function or are taking medication which recommends machinery should not be used. Anyone who has a fear of heights must also not use a ladder.

The Premises Officer is responsible for ensuring ladders and step ladders are clearly labeled and properly maintained. The Premises Officer is also responsible for carrying out a general risk assessment for working at height across the school and reporting findings, proposing control measures and procedures and detailing resources required. For specific, hazardous work (i.e. accessing the roof to clear guttering or weeds) a live risk assessment must be drawn up and agreed by the School Business Manager before work commences.

The most suitable and correct equipment must always be used - standing on chairs is not permissible. When selecting equipment the work conditions, distance and consequence of a fall, duration and frequency of the task and the ease of rescue should all be considered. Ladders should only be used in low risk situations, for work of short duration (i.e under 30 minutes in one position) and where the site condition is suitable (i.e. where the ladder can be tied or secured, the ground is level and not slippery, there are no adverse weather conditions which could affect stability and where the user will have at least 1 hand free to grip the ladder).

The following procedures must be followed:-

- Pre-use checks of the equipment (general condition sound, clean, dry, free from oil or wet paint, no signs of damage or corrosion, no missing rungs, no sharp edges or splinters, footpads at the base of the ladder secure and not damaged)
- Visual inspection of the ladder in situ (is the ladder secure, is it long enough to ensure the top three rungs do not need to be used, is there a secure hand hold, not resting on weak surfaces, is the ladder angle safe, is the ground stable, is the ladder a safety risk for people on the ground - i.e. tripping, at risk from dropping items if walking under the ladder). If using an a-frame step ladder can the restraint be fully opened.
- Is there someone available to hold the ladder and hand up tools/equipment. If not, a tool best should be used to ensure hands are free to grip the ladder and balance is not compromised while reaching for tools/equipment.
- Over-reaching must be avoided - keep navel inside the stiles and both feet on the same rung throughout the task. Suitable shoes should be worn to avoid slipping
- The ladder must be moved and stored securely when not in use and as soon as the job is finished

Children cannot use ladders unless this is a curriculum requirement (ie a drama project) and then only if a risk assessment has been done by the responsible teacher and agreed by the Deputy Head. They must be supervised at all times, preferably on a one-on-one basis and by people deemed competent in the use of the equipment.

COSHH

Every day people at work are exposed to hazardous substances. Examples include acids, inks, metals - e.g. nickel, cleaners/detergents, paints, disinfectants, solvents/degreasers, glues and adhesives, dyes and pesticides. Biological hazards are also potentially harmful - such as bacteria, spores in mouldy hay, grain dust etc. Not all people react in the same way - some are more susceptible than others. The main responses of the body are irritation to the breathing system and/or skin and eyes. Some substances may cause sensitization which builds up over time. Once a worker is sensitized, any further exposure can bring on an allergic response of coughing and wheezing or skin flare ups.

Section 6 of the Health and Safety at Work etc Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases.



In exceptional circumstances, hazardous products may be used as part of the curriculum (particularly Science, DT and Art) but only with the permission of the Head Teacher or Deputy Head. Additionally hazardous products may need to be used in relation to the premises upkeep or cleaning, but only with permission from the School Business Manager

Cleaning Products

Chequers are responsible for producing risk assessments for their cleaning products, training their staff and keeping a COSHH manual detailing all the cleaning products which they use in the building. They are also responsible for ensuring these products are stored safely and securely at all times. The Premises Officer will review and monitor the safety of the storage arrangements as part of his monitoring of the cleaning and building walk-rounds. Any concerns must be reported to the School Business Manager and to the cleaning company supervisors.

Purchasing Curriculum Resources

When ordering products staff have a responsibility to purchase the safest possible product and, wherever possible, to avoid the use of products which have potential hazards. If products have to be ordered which are potentially hazardous, data sheets must be requested on the products. The safety sheets should detail the substance used, information on the ingredients, first aid measures, fire fighting measures, handling and storage, disposal considerations and exposure controls/personal protection methods required.

The information on the data sheets must then be utilized to undertake a risk assessment (COSHH risk assessment forms are available from the office). Consideration should be given to whether the product is actually required, whether the substance could be substituted for something less hazardous, whether water sprays can be used to control dust if this is a risk and if Personal Protective Equipment (PPE) such as eye protection, masks, gloves etc are required. The control measures resulting from the risk assessment may also recommend certain groups of children/adults do not come into contact with the product. These control measures and procedures need to be approved by a member of the Senior Leadership Team before the product(s) is (are) used.

Copies of the approved guidelines (along with the data sheet) must be provided for the COSHH manual in the office. Please also advise the office where these products are being stored. If products are flammable, they should be stored over in the caretakers store in the annexe building to cut down on fire risks.

Record Keeping

The curriculum leaders are responsible for ensuring clear and up to date records are kept of the way that employees (and pupils in some cases) have been informed of the hazards and of any training that has been deemed necessary. Training may be as simple as ensuring that employees have read manuals detailing the use of machinery. The training of pupils on the hazards inherent in some of their lessons (science and technology) is a curriculum issue, and an inclusive part of the risk assessment required for that lesson/experiment.

COSHH emergencies

In the event of a child swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet).

Reviewing Control Measures

The Senior Leadership Team (Deputy Head for curriculum usage, School Business Manager for premises usage) are responsible for reviewing the control measures. In the event of an accident with, or an adverse reaction to, a product being used in the school, the risk assessment will be reviewed by the Senior Leadership Team and a decision taken on whether to revise the control measures or cease usage of the product immediately.

PE Equipment

PE equipment is checked annually by an approved contractor as part of the statutory checks. If staff have concerns about the safety of PE equipment between these times, this concern must be raised with the School Business Manager using the H&S Hazard Concern Form and the item taken out of use immediately and clearly labeled.

Equipment must be carefully stored at the end of the lessons to ensure children do not make use of the equipment without suitable supervision and the items do not represent a H&S or tripping hazard. PE mats must always be hung up and stored away from fire escape routes as they can give off toxic fumes.

Off Site Visits

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the procedures outlined in the Trips policy.

Mini buses and coaches hired to carry 3 or more children aged between 3 and 15 years must be fitted with a seat belt for each child. The seats must face forwards and seat restraints must comply with current legal requirements. All passengers must wear seat belts at all times. The mini bus must also be fitted with a fire extinguisher and first aid kit. A "children warning sign" must be displayed. If these requirements are not met, the trip cannot go ahead.

School Events

When organizing school events (i.e. summer fayre, Christmas concert, international evening etc) the event organizer will be responsible for preparing a short written assessment of the activities that make up the event. All the potential hazards that could occur must be listed - remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. The following activities/attractions **MUST** have an individual written assessment:-

- Bouncy castles
- Stands/Stalls
- Displays involving animals, weapons, flames or special affects

Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed. When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

Additionally an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

6: Health Issues

Smoking

It is illegal to smoke within the school buildings and there is also a No Smoking policy on the school site.

Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

Stress

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them". This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress. If you have any concerns regarding your workload, or are experiencing difficulties outside work which may be having an effect on your health, please discuss these with your manager. If you do not wish to discuss a particular problem with your line manager then Education Personnel and Occupational Health can offer support. For further details please see the Managing Stress policy.

Expectant Mothers

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. Female staff (full and part-time) are required to inform their Line Manager and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed. The Line Manager will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

Violence At Work

The LA defines the term as: "any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment". This includes physical violence, intimidation, bullying and foul language. Risk assessments should be carried out for activities that have the potential for violent incident. The assessor should:-

- Identify the potential for significant harm to staff or others arising from work activities (including the potential for violence and aggression).
- Assess the school buildings annually, to determine whether or not they offer a safe environment, likely to minimise the likelihood of violence. Identify any necessary precautionary measures, and ensure that these are put into place within an agreed time scale.
- Record all significant risks on a risk assessment form, and ensure that the outcome of all risk assessments are made known to staff.

All staff should:

- be responsible for following working procedures and risk assessments.
- report to the Headteacher any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence must be reported to the Health and Safety team at Lewisham using the CS2 form.
- Take responsibility for their own personal safety and well-being, and for withdrawing from a situation where risk of aggression is high.
- Recognise, encourage and acknowledge positive behaviour.

Preventative Strategies

- Classroom external doors are all fitted with door locks, to ensure that unauthorised persons do not have uncontrolled access to the school building.
- Systems are in place to register all visitors to the school. Staff have a responsibility to challenge any person not wearing a visitor's badge. A member of staff opening the front door to a visitor must ensure that the visitor is dealt with by a member of the Admin staff and does not wander off into the building.
- Teaching areas - wherever possible, staff should position themselves at a point that allows sight of all entrances, and immediate access to one of them.
- External areas - security lights are fitted all around the school, to provide adequate lighting after school. Staff noticing a fault should report it immediately.
- Lone working - staff should, wherever possible, avoid working in isolation. If leaving the building after an evening function, they should consider leaving as part of a group rather than individually, especially after dark.
- Parents Evening Interviews - Staff should give the Headteacher a list of agreed appointments indicating any with which they feel they need support. Staff should avoid giving late or last appointment times to parents who may exhibit aggression or confrontation.
- Violent pupils should be discussed with the Deputy Head (pastoral) and an individual plan agreed to manage behaviour safely.

7. First Aid Procedure

Where possible, all Teaching Assistants will be paediatric first aid trained to ensure there are always staff in school who have current training in case of emergencies before/after school. A qualified first aider will go on any educational visit.

First aid boxes are kept in the nursery, Cherry class, school office, top hall, dining hall and Speech & Language unit. There are also portable first aid kits available for the playground and to take out on trips. The First Aid Coordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes.

Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and provided to class teachers. This list will also be given to the Senior Meals Supervisor and kitchen staff. Children with serious, life threatening conditions such as diabetes and serious allergies where an epi-pen may be required will be brought to the attention of all staff (if deemed appropriate and agreed with parents) during staff briefing so all staff are aware of the symptoms and emergency treatment.

All injuries which come to staff attention, no matter how slight, should be recorded on the first aid slips (including nose bleeds and use of inhalers) which are sent home. Copies are kept in the office for termly analysis and reporting to SLT and Governors. In the event of a bump to the Head or other injury which is causing concern, parents will be contacted immediately to either inform them or ask them to come in to check/collect their child. Err on the side of caution.

In the event of a serious injury or if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff. Please see the First Aid policy for detailed arrangements.