



PRIDE IN EXCELLENCE

## HEALTH AND SAFETY POLICY

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## HEALTH AND SAFETY POLICY

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## Part 1: Statement of Intent

The Governors and Headteacher of Purley Oaks Primary School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governing Board believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment.
- Preventing accidents and work related ill health.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Complying with statutory requirements as a minimum.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Monitoring and reviewing systems to make sure they are effective.
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist at the school.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Governors' and Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc. Act 1974 and associated legislation.

In particular, the Governors and Headteacher aim:

- To operate within the structure and framework laid down by Croydon Council.
- To ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare.
- To establish an effective safety management structure and arrangements to implement requirements.
- To ensure a systematic approach to the assessment and control of risks.
- To ensure that employees are competent in the work that they are doing.
- To ensure that employees actively participate in identifying hazards.
- To minimise hazards entering the school.
- To ensure the competence and management of contractors on school premises.
- To monitor work practices and regularly review safety management systems.

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Corporate Health and Safety Consultants as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Headteacher will establish and maintain a school premises committee for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

- Croydon Council's general policy statement of intent;
- The Department for Children, Young People & Learners Health and Safety Policy.

**HEADTEACHER**

**CHAIR OF GOVERNORS**

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Part 2: Organisational Responsibilities for Health and Safety

As the employer, Croydon Council has overall responsibility for Health and Safety in Community, Special and Voluntary Controlled Schools.

### Overall Approach

At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Headteacher and the Governing Board. To fulfil these responsibilities, the Headteacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Headteacher once tasks have been completed. The Headteacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Board or the Council on matters that need taking forward.

Policies and arrangements on key topics are contained within the Department for Children, Young People and Learners Health and Safety Manual which is reviewed and maintained by the Health and Safety Consultancy.

### Roles and Responsibilities

The Governing Board and Headteacher will:

- Ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school.
- Commit resources to fulfil the Health and Safety Policy.
- Review the Health and Safety Plan for each year.
- Prioritise actions where resources are required.
- Ensure actions are undertaken.
- Monitor achievement of plans and extent of compliance with standards.
- Monitor trends in accidents and incidents.
- Receive, and where appropriate, action inspection reports.
- Include health and safety on governors' Premises meeting agenda and report to Full Governing Board.
- To receive and where appropriate action the minutes of the school's Premises Committee in relation to Health and Safety.
- To produce an annual report on health and safety.
- To periodically review the adequacy of health and safety arrangements.

### **HEADTEACHER**

- To ensure staff are competent to undertake tasks delegated to them.
- To identify staff training needs and to arrange for appropriate training.
- To ensure risk assessments are undertaken.
- To ensure appropriate action is taken on identified significant risks.
- To ensure that there are procedures for serious and imminent danger.
- To ensure accidents are investigated appropriately and complete the appropriate paperwork.
- To consult staff and safety representatives on health and safety matters.
- To co-operate with and provide necessary facilities for trades' union safety representatives.
- To ensure the safety of visitors to the school.
- To ensure regular inspections of the school's premises.
- To submit inspection reports to governors.
- To pass on health and safety information received to the appropriate people.
- To ensure policy is communicated adequately to all relevant persons, identifying particular roles and responsibilities.
- To participate in Council safety audits.

### **DEPUTY HEAD TEACHERS OR NOMINATED PERSON**

- To deputise for the Headteacher in his / her absence.
- To undertake risk assessments in conjunction with the School Business Leader as required.

### **SCHOOL BUSINESS LEADER**

- To manage the contracts for catering and cleaning contractors and report concerns to the Headteacher as appropriate.
- To manage maintenance contracts e.g. for gym equipment.
- To ensure safe hiring of school premises to third parties.
- To ensure the competency and management of visiting contractors.
- To ensure the induction of new staff and volunteers.
- To undertake/review risk assessments for all activities of school, including those off site.
- To undertake/review risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc.
- To report to the Headteacher with the results of the risk assessments.
- To undertake workplace inspections with the Site Manager and report to the Headteacher.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.

### **ASSISTANT HEADTEACHERS OR NOMINATED PERSON**

- To assist the Deputy Headteacher to undertake risk assessments of activities both within departments and off site.
- To draw up departmental procedures to manage significant risks.
- To arrange for staff training and information.
- To induct new, transferring and volunteer staff.
- To undertake workplace inspections with the School Business Leader.
- To pass on health and safety information received to appropriate people.
- To act on reports from above or below the hierarchy.

### **STAFF**

- To check that classrooms and work areas are safe.
- Apply school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of Health and Safety Procedures and arrangements.
- Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- To check that equipment is safe before use.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or School Business Leader any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Investigate any accidents which occur within their sphere of responsibility.
- To ensure that safety procedures are followed.
- To ensure that appropriate protective equipment is available and used, when needed.
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate.
- To bring problems to the relevant manager's attention.
- To report all accidents, incidents or near misses.

### **CLASS TEACHERS SPECIFICALLY**

Class teachers are expected to:

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.

- Give clear oral and written instructions and warnings to pupils as often as necessary.
- Follow safe working procedures personally.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Headteacher or SLT on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects, dangerous occurrences and near misses to the School Business Leader, Headteacher or other senior leader.

### **LUNCHTIME SUPERVISORS**

As for all staff (see above) and:

- Ensure all children on the playground are visible at all times.
- Ensure that children only climb on the apparatus and not on walls, fences or benches.
- Ensure children do not play games involving overt physical contact.
- Ensure children use the correct toilets in an appropriate manner.
- Ensure children keep shoes on their feet at all times (no dancing/gymnastics in bare feet).
- Report any broken glass, sharp objects, excrement or other dangerous objects to the site staff immediately and keep children away from the area until it is dealt with. LTS should not deal with it themselves.
- Ensure children follow the 4 'S' rules during hot, sunny weather:
  - Slip on a fastened shirt.
  - Slap on a hat.
  - Slop on sun cream (only their own, provided by parents).
  - Slurp plenty of water.

### **FRONT OFFICE STAFF OR NOMINATED PERSON**

- To manage the front door and security system.
- Ensure all visitors are made aware of Health and Safety and Fire Procedures.
- Check and verify identity of all visitors to the school.
- Ensure appropriate information on significant risk activities is given to visitors.
- To dispatch completed accident investigation forms.
- To administer first aid, if appropriate.
- To ensure first aid equipment is up-to-date and available.
- To monitor unwell children.



### **PREMISES MANAGER OR NOMINATED PERSON**

- To monitor condition of any asbestos in the school and report problems.
- Ensure arrangements are in place to monitor premises.
- Ensure equipment is tested to ensure it remains in a safe condition.
- To test the fire alarm each week.
- To ensure all signage (e.g. fire escape routes, trip hazards, etc.) is appropriate and maintained.
- To monitor the school's cleaners to ensure they work safely.
- To organise or undertake portable electrical appliance testing.
- To arrange and manage for contractors to undertake small repair works.
- To report hazards.
- To maintain health and safety records e.g. records on fire alarm servicing, etc.

### Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of each meeting of the Governing Board. In addition, the Governing Board will monitor and evaluate the effective working of the system within the school by the following means:

- Monitoring accident/incident reports. The Headteacher will report on accidents to pupils and staff to the Governing Board and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- Checking premises committee minutes and follow-up procedures.
- Checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- Receiving reports from the Headteacher on:
  - Complaints and hazard reports from staff and visitors.
  - Visits from HSE Inspectors.
  - New Council guidance and Code of Practice and methods of implementation.
  - Any Safety Audit arranged by the Council or commissioned from consultants.
  - Any guidance or advice from the Department for Education (DfE), HSE or other organisations concerned with health and safety in educational establishments.
  - Staff training.
- Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

### School Health and Safety Representatives

The Governing Board and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Board.

### **ALL EMPLOYEES**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times - in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents and near misses in line with current **incident reporting procedure**.
- Act in accordance with any specific health and safety training received.
- Inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

### **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

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

## **Part 3: Arrangements**

- Appendix 1: Fire evacuation and other emergency arrangements
- Appendix 2: Inspection and maintenance of emergency equipment
- Appendix 3: First aid and medication
- Appendix 4: Accident reporting procedures
- Appendix 5: Lone working
- Appendix 6: Health and safety information and training
- Appendix 7: Work equipment
- Appendix 8: Flammable and hazardous substances
- Appendix 9: Moving and handling
- Appendix 10: Health and safety monitoring and inspections
- Appendix 11: Asbestos
- Appendix 12: Risk assessments
- Appendix 13: Offsite visits
- Appendix 14: Work at height
- Appendix 15: Display screen equipment
- Appendix 16: Vehicles
- Appendix 17: Lettings
- Appendix 18: Contractors
- Appendix 19: Minibuses
- Appendix 20: Stress
- Appendix 21: Legionella
- Appendix 22: Violence to staff

Detailed information is given in the Local Authority Health and Safety Manual

***Review Date: October 2024***

## Appendix 1: Fire evacuation and other emergency arrangements

### FIRE PRECAUTIONS

- The school undertakes a fire risk assessment on an annual basis. Firefighting equipment is clearly signposted and is subject to an annual maintenance check by Chubb. In the event of a fire the school office will telephone the fire brigade giving as much information. The school will ensure that staircases and escape routes remain clear and fire exits are unblocked and unlocked at all times.
- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the fire folder and reviewed on an annual basis.

### FIRE INSTRUCTIONS

- These documents are made available to all staff and included in the establishment's induction process.
- An outline of evacuation procedures is made available to all contractors / visitors and are posted throughout the site.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

### EMERGENCY PROCEDURES

- When the fire alarm sounds, all staff to escort children to the allocated fire muster points on the playgrounds and by the car park, via the specified exit routes. All adults to leave in a calm manner ensuring that children are also calm.
- The Headteacher, Deputy Headteacher and AHT Inclusion will oversee the taking of the registers.
- Conduct a role call to ensure all are present, initially by head count then by name. Immediately alert main marshall at muster point if a child is missing.
- Office staff to check the staff register via the InVentryEvac App, alerting the SLT if any adults missing.
- Office staff to take visitor records and to check all visitors are present via the InVentryEvac App, alerting SLT if any visitors not present.

- The School Business Leader will go directly to the car park entrance, taking fire details (floor plans) to pass to the Fire Brigade.
- The Premises Manager or Assistant Caretaker will locate the source the fire, taking all reasonable precautions to ensure his safety, and report via telephone to the School Business Leader.
- A Fire drill is carried out every half term. The details of the drill are logged and reported to the Premises Committee. Any adjustments needed are noted and implemented as soon as is practicable.

### **FIRE AND EVACUATION PROCEDURES**

- Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually.
- Emergency contact and key holder details are maintained by the Premises Manager.

### **FIRE DRILLS**

- Fire drills will be undertaken half termly, and a record kept in the fire log book.

### **FIRE FIGHTING**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Details of service isolation points (i.e. gas, water, electricity) are identified in the fire folder held in the Premises Manager's office.
- Material safety data sheets for chemicals and flammable substances. These will be kept by the Premises Manager for consultation.

## Appendix 2: Inspection and maintenance of emergency equipment

### TESTING OF THE FIRE ALARM SYSTEM

- Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record kept in the fire log book. Regular testing of fire alarms will occur on Monday mornings and Thursday afternoons.
- Any defects on the system will be reported immediately to Chubb Fire Services.
- A fire alarm maintenance contract is in place with Chubb Fire Services and the system tested annually by them.
- Smoke and heat detectors are tested on a quarterly basis by Chubb Fire Services.

### INSPECTION OF FIRE FIGHTING EQUIPMENT

- Chubb Fire Services undertakes an annual maintenance service of all firefighting equipment.
- The Premises Manager carries out weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.
- Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb Fire Services.

### EMERGENCY LIGHTING SYSTEMS

- These systems will be checked monthly by the Premises Manager and annually by an external company.
- Test records are located in the site's fire log book.

### MEANS OF ESCAPE

- The Premises Manager carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

## Appendix 3: First aid and medication

### FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- The First Aid Pavilion in the main playground.
- The main stock cupboard is located in the Pavilion adjacent to the large playground.
- First Aid kits are available in every room in the school and contents are replenished as used.
- The First Aid team are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### THE FOLLOWING STAFF ARE AVAILABLE TO PROVIDE FIRST AID

- Most Teaching Assistants and Lunchtime Supervisors are trained to Paediatric First Aid. With the rest having First Aid and Basic Life Support.
- A current list of staff trained in First Aid, Paediatric First Aid and First Aid at Work is with the Assistant Headteacher for Inclusion and in the staff handbook.
- The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

### TRANSPORT TO HOSPITAL

- If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.
- The school will follow the procedure for completion of incident/accident records in accordance with Council guidance.

### RECORDS

- All first aid treatments are recorded and kept.

### ADMINISTRATION OF MEDICINES

- All medication will be administered to pupils in accordance with the DfES document “Managing Medicines in Schools and Early Years Settings” and Council guidance.

See module 14 of the Health and Safety Manual

## Appendix 4: Accident reporting procedures

Contact details for parents are stored securely on the school management information system. In the event of ICT failure an additional emergency contact record is stored securely. The contact details are revised when the school is advised of changes. An annual data collection sheet is distributed to parents to check the contact details.

In accordance with the Council Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Council Incident and Dangerous Occurrence Report form or via the online portal.
- Violent incidents and verbal abuse on the standard Council Violent Incident Report Form.

Copies of these forms are available the school office.

The Headteacher or School Business Leader will complete a manager's report form before or the online record and the original copy is sent to the Health and Safety Consultancy. A copy should also be kept at the establishment.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and near misses and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

In the event of a fatality, major injury or an incident resulting in:

- Pupils or other non-employees being taken to hospital.
- Employee absence, as the result of a work related accident, for periods of more than 3 days (including weekends and holidays).

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone.



## Appendix 5: Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- A buddy system should be in place for lone workers.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague).
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt 'uncomfortable'. Good communication between colleagues, in terms of personal safety is essential.

## Appendix 6: Health and safety information and training

### CONSULTATION

The Premises Committee/Governing Board meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed safety representative on the staff are Mr T Hawkins and Mr T Kennington.

### COMMUNICATION OF INFORMATION

Detailed information on how to comply with the Council's health and safety policy is given in the Local Authority Health and Safety Manual.

The Health and Safety Law poster is displayed in the front office corridor and the staff room.

The Corporate Health and Safety Consultancy provide competent health and safety advice for community schools.

### HEALTH AND SAFETY TRAINING

- Health and safety induction training will be provided and documented for all new employees as part of their induction package.
- The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.
- Employees will be provided with:
  - Induction training in the requirements of this policy.
  - Update training in response to any significant change.
  - Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.).
  - Refresher training where required.
- Training records are held on the school Management Information System.
- This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.
- The Headteacher will be responsible for assessing the effectiveness of training received.

- Each member of staff is also responsible for drawing the Headteacher's/line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## Appendix 7: Work equipment

### ELECTRICAL SAFETY ARRANGEMENTS

- The Premises Manager is responsible for ensuring electrical equipment is checked and tested. A trained member of staff on an annual basis carries out PAT testing of all electrical equipment, including the sound/audio equipment in the school hall is checked and tested on an annual basis by a separate contractor.
- All staff are required to report to the Premises Manager any problems found with plant/equipment, damaged electrical apparatus or wiring (including portable equipment and permanent wiring).
- Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### ELECTRICAL SAFETY

- All staff should monitor the condition of plugs, cables and electrical equipment prior to use.
- All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted by a suitably qualified contractor on an annual basis.
- Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.
- Major fixed wiring circuits will be checked at least once every five years.

### EXTERNAL PLAY EQUIPMENT

The external play equipment will only be used when supervised. Such equipment will be inspected by the Premises Manager on a weekly basis. Lunchtime Supervisors will report any concerns to the Premises Manager.

### CURRICULUM

- Classroom Teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.
- The ICT Technician will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Any local exhaust ventilation(LEV) provided shall be inspected at least every 14 months.

See the Schools Property Handbook for inspection and service frequency of school equipment.

## Appendix 8: Flammable and hazardous substances

Within curriculum areas (in particular science, design technology and art) the heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***Control of Substances Hazardous to Health Regulations 2004*** (the 'COSHH' Regulations).

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Premises Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of children
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

### **RADIOACTIVE SOURCES**

The school follows CLEAPSS guidance in Managing Ionising Radiations and Radioactive sources.

- The Council's Radiation Protection Officer is within the Health and Safety Consultancy
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for the Council.
- Member of staff in charge of radioactive sources (RPS) is the Site Manager and is responsible for ensuring all records pertaining to radioactive sources are maintained.

## Appendix 9: Moving and handling

### MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Premises Manager.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

## **Appendix 10: Health and safety monitoring and inspections**

A general workplace inspection of the site will be conducted termly and be undertaken / coordinated by the Premises Committee.

Monitoring inspections of individual departments will be carried out by nominated staff.

Inspections will be conducted jointly with the trade union safety representative(s) if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher.

Responsibility for following up items detailed in the safety inspection report will rest with the School Business Leader/Premises Manager.

A named governor will be involved / undertake inspections on an annual basis and report back to the Premises Committee and Full Governing Board meetings



## Appendix 11: Asbestos

The Council Asbestos Policy, available in the health and safety manual will be followed.

The asbestos register is held in the Premises Managers office and the school office. This will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher.**

Any damage to materials known or suspected to contain asbestos should be reported to the School Business Leader or Premises Manager who will contact the Councils Asbestos Manager.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Manager.

## Appendix 12: Risk assessments

### GENERAL RISK ASSESSMENTS

The school risk assessments will be co-ordinated by the Premises Manager following guidance contained in the Local Authority Health and Safety Manual.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one-off activities have been assessed by the Premises Manager and approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally on the Google Drive under Policies and Risk Assessments.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

### PREGNANCY RISK ASSESSMENT

Assessments on new and expectant mothers will be undertaken by the individual's line manager using the generic risk assessment provided by the Council.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

### CURRICULUM ACTIVITIES

Risk Assessments for curriculum activities will be carried out by relevant subject teachers using relevant Health and Safety Codes of Practice for Design Technology, Science, Art, PE etc.

## **Appendix 13: Offsite visits**

Offsite visits will be organised following guidance contained in the Council's Offsite Visits Manual.

The school's Educational Visits Co-ordinator (EVC) is the Office Manager.

All Offsite Visit activities must be risk assessed using relevant Council forms, these assessments are monitored and reviewed by the headteacher or the EVC.

The following visits must also be approved by the Director of Education:

- Visit countries abroad – including exchange visits.
- Visit UK destinations for more than 24 hours.
- Taking part in a visit involving a special risk regardless of duration or destination.

## Appendix 14: Work at height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Headteacher shall ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and that ladders are checked termly.
- All access equipment is inspected and maintained.
- The risks from fragile surfaces is properly controlled.

## **Appendix 15: Display screen equipment (DSE)**

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

See the health and safety manual for the DSE policy.

## **Appendix 16: Vehicles on site**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Gates are accessible only through a security fob issued to staff when joining the school.

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

See school Traffic Management Plan.

## **Appendix 17: Lettings / shared use of premises**

Lettings are managed by the School Business Leader and Premises Manager following council guidance.

Please see Lettings Policy.

## **Appendix 18: Contractors**

All contractors must report to the School Office where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions.

The Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.



## **Appendix 19: Minibuses**

*The School does not currently have any minibuses.*

## **Appendix 20: Stress**

The school and governing board are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

The school encourages staff to talk. Any concerns are reported to Line Managers. The school will support staff where able.

## **Appendix 21: Legionella**

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

The Premises Manager will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

The Premises Manager will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with Jayserv to monitor water hygiene and complete legionella risk assessments.

## **Appendix 22: Violence to staff**

The school follows Croydon Council's guidelines 'Permissible Forms of Positive Handling Strategies with Children'.

Training shall be arranged by the school on this subject.

Individual pupil risk assessments will be completed and shared with staff where necessary.

Violent incidents will be reported using the councils "violence to staff form".