

**Christ Church CE School**  
**Health, Safety and Welfare Policy**  
**Spring 2019**



**Christ Church**  
**C of E Primary School**  
**Regents Park**  
**NW1 4BD**

Christ Church C of E Primary School  
Health, Safety and Welfare Policy

CONTENTS

INTRODUCTION

MISSION STATEMENTS AND AIMS

PURPOSE OF THE HEALTH AND SAFETY POLICY

FURTHER HELP, SUPPORT AND GUIDANCE

OTHER APPLICABLE GUIDANCE NOTES OR POLICIES

TERMS EXPLAINED

PART 1: STATEMENT OF INTENT FROM CHAIR OF GOVERNORS AND HEAD TEACHER

PART 2: WELFARE OF THE SCHOOL COMMUNITY

PART 3: ORGANISATION AND RESPONSIBILITIES

- THE GOVERNING BODY - GENERAL DUTIES
- HEAD TEACHER - GENERAL DUTIES
- DEPUTY HEAD TEACHER - GENERAL DUTIES
- HEADS OF DEPARTMENT - GENERAL DUTIES
- ALL STAFF - GENERAL DUTIES.
- SITE SERVICES OFFICER / PREMISES MANAGER - GENERAL DUTIES
- HEALTH AND SAFETY COMMITTEE - GENERAL DUTIES
- CODES OF PRACTICE AND SAFETY RULES - GENERAL DUTIES

PART 4: ARRANGEMENTS

- ASBESTOS
- AUDITS AND INSPECTIONS
- BOILERS AND PRESSURE SYSTEMS
- COSHH ASSESSMENTS
- DISPLAY SCREEN EQUIPMENT (DSE)

- DOCUMENT REVIEW
- E-SAFETY
- ELECTRICAL SAFETY
- EMERGENCY PLANNING
- FIRE SAFETY
- FIRST AID
- GAS SAFETY
- LIFTS AND ESCALATORS
- MANUAL HANDLING
- MEDICATION - ADMINISTRATION IN SCHOOLS
- NEW AND EXPECTANT MOTHERS
- NOISE
- OFF-SITE VISITS & SCHOOL JOURNEYS
- PERSONAL SAFETY AND LONE WORKING
- PPE (PERSONAL PROTECTIVE EQUIPMENT)
- SAFE SYSTEM OF WORK (SSOW)
- PERMIT TO WORK
- SITE MANAGEMENT & BUILDING SECURITY
- VISITOR AND CONTRACTOR AWARENESS
- CONTRACTOR MANAGEMENT
- MAINTENANCE
- STRESS
- TRAINING
- WATER HYGIENE
- WORK AT HEIGHT
- WORK EQUIPMENT
- YOUNG PEOPLE AT WORK

### Mission Statement

**The Christian Faith is at the heart of our school community. At Christ Church we care for each other and learn together.**

Christ Church is a small, caring school which is committed to a broad, balanced curriculum and to a continual raising of standards. We aim to contribute to the spiritual, moral, cultural, mental and physical needs of every individual.

We are a Church of England school, with a strong commitment to the teaching of Christianity whilst supporting a multi-faith approach to the curriculum. We recognise, value and celebrate the rich cultural diversity that exists in our school.

The Christian ethos of the school is reflected in our positive, disciplined and calm atmosphere. We believe that effective learning takes place when children work in a purposeful and stimulating environment that supports a wide range of learning styles. Mutual respect between adults and children promotes excellent behaviour and well developed social skills. With this approach we seek to achieve high academic standards.

We aim to cater for each individual, taking particular account of any specific needs or abilities. We endeavour to ensure that all our children fulfil their potential and, within this context, we emphasise health and safety, enjoyment and achievement and the beginnings of responsibility for themselves and others. These skills will be carried forward to the next phase of education and throughout life.

The whole school community is committed to a collective responsibility for the implementation of the values inherent in this statement.

## Our School Aims

### **The Ethos of the School**

The school aims to provide a positive, disciplined, purposeful environment, within a Christian context. We aim to teach children to be caring, to exhibit good behaviour and appropriate social skills and to begin to take responsibility for themselves and others.

### **The Values of the School**

The School aims to value every child and to contribute to the Spiritual, Moral, Cultural, Mental and Physical well being of our whole school community. We value the diversity of our community and we aim to promote the health and safety of everyone.

### **The Standards of the School**

The School aims to teach a balanced Curriculum and to ensure that each child fulfils his or her potential. We aim to provide teaching and learning of a high standard. We believe that this is achieved when pupils are highly motivated, enjoy coming to school, and are appropriately challenged.

**Christ Church C of E Primary School**  
**Health, Safety and Welfare Policy Policy**

Date of policy: Spring 2019

Review date: Spring 2021

The full policy consists of three parts:

**PART 1: Statement of Intent from Chair of Governors**

This outlines the Chair of Governor's commitment to health and safety and sets the scene for the rest of the policy.

**PART 2: Welfare of the school community**

This outlines the school procedures for ensuring the welfare of the school community.

**PART 3: Organisation and Responsibilities**

- This outlines the detailed responsibilities for everyone involved in implementing the policy.

**PART 4: Arrangements**

- This section provides more detail on how the policy will be implemented at an operational level.

Link to Schools Health & Safety pages on Camden Essentials: <http://camdenessentials.lbcamden.net/ccm/navigation/working-at-camden/your-health--safety-andwell-being/health-and-safety-in-schools/>

**Purpose of the Health and Safety Policy**

The purpose of the school's health and safety policy is to explain in a simple and easy to understand way how the school manages key health and safety issues. In particular this model health and safety policy is designed to:

- To ensure schools protect the health, safety and welfare of pupils, staff, visitors and contractors on site.
- To provide head teachers with sensible easy to follow common sense guidance.

Further Help, Support and Guidance

- Please see the Health and Safety Executive website <http://www.hse.gov.uk>
- Camden Health & Safety Service: Please see our pages on:

<http://camden-essentials.lbcamden.net/ccm/navigation/working-at-camden/yourhealth--safety-and-well-being>

#### Other Applicable Guidance Notes or Policies

- The Safer Management Standards
- The Safer Management Standards Schools- People
- Management Standards Schools- Buildings

#### Terms Explained

- Camden's safety risk management model: The overall approach to safety risk management within Camden, as outlined in the Health and Safety Policy.
- Inherent risk rating: Risk rating assigned to a service which reflects inherent health and safety risks within the service, dependent upon the activities the service engages in.
- Management risk rating: Risk rating assigned to a school which reflects how well health and safety risk is being managed.
- Safer Management Standards: Set of safety management standards that heads are expected to meet.
- Service risk: A combination of inherent and management risk, designed to give an overall picture of safety risk within the school.
- Camden Health & Safety Service: Based in HR Services and responsible for raising standards of health and safety within Camden Council.
- Control measure: Something you put in place to prevent people being harmed and/or to prevent damage to property.
- Hazard: Something that could harm someone and/or damage property.
- HSE: Health and Safety Executive. The government body responsible for health and safety promotion and enforcement.
- Permit to work: Where tasks have been identified as being high risk, a system needs to be in place to ensure that all staff/contractors carrying out the task are kept safe. This is called a permit to work. This ensures that the task is well controlled and monitored until it is completed. The permit to work is issued to an individual's specific locations and is time bound.
- PPE: Personal Protective Equipment such as gloves, hard hat and boots.
- Review date: Whenever anything changes you should review your risk assessment and make a note of the date. You should review the risk assessment at least once a year.
- Risk: The likelihood and severity of a hazard causing damage or harm.
- Risk assessment: A way of looking at a situation, identifying how people and/or property could be harmed and putting measures in place ideally to eliminate the chance of that happening, or if not possible to reduce and control the likelihood it could happen.
- Written safe system of work: This is a detailed explanation of how safely to undertake a high risk activity. This can be a one-off or a frequent task. As with the risk assessment it will explain what

hazards have been identified, but will also include areas such as training and safety equipment required to control the task.

The Chair of Governors and Head Teacher recognise the responsibility placed on them by the Health and Safety Work etc. Act 1974, and the duties required by the Local Authority (LA). It is the intention of the Chair of Governors and the Head Teacher that the established policies and procedures issued by the LA shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

We will:

- Show strong and active leadership, encourage the integration of good health and safety management with business decisions;
- Make adequate provision of resources for measures required to eliminate or control risk;
- Review progress with the Head Teacher and staff.

The Governors wish to encourage the recognised Trade Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work etc. Act 1974. The Governors wish to work in a constructive and cooperative way with such safety representatives in order to promote high standards of health and safety.

The Governors and Head Teacher are committed to ensuring a safe and healthy working environment for all staff, pupils and visitors including the provision of safe equipment and procedures.

This document details the policy and procedures which all staff are expected to work with and abide by. All staff have access to this document and are encouraged to familiarise themselves with its contents.

This policy will be reviewed periodically to ensure continued compliance. The reviewed policy will then be ratified at the next full Governing Body Meeting.

Signed: Date:

Chair of Governors

Signed: Date:

Head Teacher

The Governing Body

The Governing Body, in consultation with the Head teacher, will make itself familiar with the requirements of the Health & Safety at Work etc Act 1974 and any other Health & Safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health & Safety at Work Regulations 1999.



The Governing body will also maintain effective policy, organisation and arrangements for the provision of Health & Safety throughout the school, assess periodically the effectiveness of this policy and ensure that any necessary changes are made. It will identify and evaluate all risks related to the everyday business of the school and evaluate risk control measures in order to select the most appropriate means of minimizing risks to staff, pupils and others. Established systems must be clearly documented and be understood by all staff. All meetings of the Governing Body should include items on Health and Safety in the schools, such as number of incidents, accidents and security.

#### Head Teacher - General Duties

The Head teacher is the responsible manager and will ensure:

- This policy and the Council's health and safety policy are complied with at all times, ensuring that a competent Premises Manager / Site Services Officer (SSO) is appointed, is provided with appropriate training and undertakes their duties as required.
- That "risk assessments" required under the Management of Health and Safety at work regulations, are carried out as appropriate in respect of work carried out by his\her staff.
- That all accidents, dangerous occurrences, diseases, near-misses and property damage are reported, that the cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.
- The maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person in accordance with LA procedures.
- First aid provisions are made in accordance with the school's medication policies.
- All employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and properly maintained.
- That consultations with local trade unions on health and safety procedures are undertaken (and ensure their effective implementation) and be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing.

- Liaison with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member may be excluded from the school to prevent the spread of infection.
- Records of children in the school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk.
- That staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.

#### Assistant Head Teachers

The Assistant Head Teachers are the responsible persons in the absence of the Head Teacher. They will manage and control all aspects of the Head Teacher's General duties when required to do so.

## All Staff

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by supporting the School health and safety arrangements; ensuring their own work area remains safe at all times; not interfering with health and safety arrangements or misusing equipment; complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions. They are also required to report safety concerns to their staff representative or other appropriate person; report any incident that has led, or could have led to damage or injury; assist in investigations due to accidents, dangerous occurrences or near-misses and not act or omit to act in any way that may cause harm or ill-health to others.

#### Premises Manager - General Duties

The Premises Manager's role is very important within the school with regards to Health and Safety so it is important that he/she is trained in all necessary aspects of safety.

Liaising as necessary with other relevant staff, the Premises Manager/SSO will take primary responsibility to:

- Ensure the Asbestos Management Plan (AMP) is shown to and signed by all contractors visiting the site to carry out works; ensure regular inspections are carried out and recorded in the AMP.
- Ensure Water Hygiene regime is followed e.g. regular flushing of "dead legs" and cleaning of shower heads to prevent development of Legionella bacteria.
- Ensure that all communal areas, particularly those associated with fire escape routes, are kept reasonably free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.

- Make arrangements for the safe working of contractors on site ensuring so far as is reasonable, that their work is segregated from the main school users and in accordance with LA recommendations.
- Ensure all hazardous substances have the appropriate MDSS (Material Data Safety Sheet) with each chemical listed and that they are being used correctly.
- Ensure that snow and ice is cleared in order to maintain safe access to and egress from all buildings.
- Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff/public and equipment for which he\she is responsible.
- Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against un-authorized entry.
- Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensure that all fixed and portable electrical equipment receives inspection/maintenance in accordance with guidance.
- Report to the Head Teacher any circumstance preventing him/her from carrying out his/her health and safety responsibilities
- Ensure all fire safety equipment is properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed.
- Ensure suitable test, maintenance, service and training records are kept.

### Health and Safety Committee - General Duties

If deemed appropriate, the Governing Body, through the Head Teacher should (where possible) make arrangements for the establishment of a Safety Committee.

Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the committee and shall decide amongst themselves which individuals should sit on the committee. The Safety Committee will report to the Governing Body, Head Teacher and Children Schools and Families directorate as requested.

The objectives of the Safety Committee are to ensure that all aspects of Health and Safety within the school and areas of work are addressed and, in so far as possible, all potential hazards are identified and addressed with effective procedures / plans put into place. The H&S committee will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

#### Codes of Practice and Safety Rules - General Duties

The Governing Body will adhere to Guidelines and Codes of Practice published by the LA, DFE and recognised safety bodies such as the Health and Safety Executive.

Although this document refers to Head Teachers, they may in practice wish to delegate their responsibilities to local managers; they do however remain responsible for health and safety within their school.

## Welfare of the school community

### Healthy schools initiative

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and we have now achieved the National Healthy School Standard. We believe that a healthy school is one in which children can thrive, not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

### The school curriculum

The school curriculum is essential in informing pupils about health, safety and welfare:

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers

take every opportunity to educate children in this regard as part of the normal school curriculum. For example, within the geography curriculum, the Key Stage 1 topic entitled 'People who help us', deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies). In year six the children attend a day long Citizenship workshop.
- We believe that everybody in our school can, and should, promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and to inform their teacher e.g. bodily waste/ spillages etc
- Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as Harvest Festivals, and through the daily act of collective worship.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.
- The children use the school council effectively, ensuring that their voices are heard.
- The older children are appointed to key positions of responsibility within the school (Playground Friends and Monitors) to promote the well being and nurture of the younger children.

### School meals

Our school provides the opportunity for children to have a meal at lunchtimes. If parents or carers are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time. Parents have a helpful guide to a healthy packed lunch published by the school.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school but encourage the children to bring in fruit for a healthy snack at playtime.

### School uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for the school uniform with parents and carers, and we review these requirements regularly.

It is the responsibility of the Head teacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform. Any child without the correct uniform will be provided with a clean one from the 'spare clothes box'.

We ask parents and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, the school will do all it can to support the parent. We ask parents and carers not to send their child to school with 'extreme' hairstyles, or in attire that is likely to detract from their learning, or the learning of others. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

All children are expected to wear the correct uniform for P.E. Again, a clean P.E. uniform will be provided for the child in the event that they repeatedly leave their uniform at home.

On grounds of health and safety, we do not allow children to wear jewellery in our school. The exceptions are a wrist watch and small studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

## Child protection and safer recruitment

The following systems are in place to ensure vigilance:

- The named person with responsibility for child protection in our school is the Head teacher, who liaises with a named governor. We will follow the procedures and policy for Child Protection drawn up by the LA and the Governing Body.
- If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the named person about their concerns. They will then write down their concerns on the appropriate pro forma outlined in the CP policy.
- When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- We require all adults employed in school, governors and volunteers, to have their application vetted by the police using an enhanced DBS check, in order to check that there is no evidence of offences involving children or abuse.
- There will always be at least one member of an interviewing panel who will have undergone 'Safer Recruitment' training.
- Details of the adults in the school and their DBS checks, proof of identity and record of renewal date are kept centrally in the office and available for inspection at any time.
- All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. In all circumstances, we use our professional judgement and integrity - it is better to be 'safe than sorry'.

## School security

We will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a member of the SLT immediately. The Head teacher will warn any intruder that they must leave the school site straight away. If the Head teacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

### Safety of children

The safety of all our children is paramount and the following established routines and systems are in place;

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Head teacher before that particular activity next takes place.
- We do not take any child off the school site without the prior permission of the parent.
- If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the Medical Room and there are also basic kits in each class room. We have three members of staff who have current first aid training, including two who are also trained in paediatric first aid procedures. The names of these members of staff are displayed very prominently and everyone working in the school knows that they can refer to them in an emergency.
- All playground accidents are recorded and details of treatment (if any) provided. Any children with injuries related to the head, no matter how seemingly minor, are sent home with a letter informing their parent/carer of the incident.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. A green card stating "FIRST AID" is attached to the front of each classroom door and on the front of the medical room door. If a teacher requires help urgently, a child will take this card to the nearest first aider and they will go immediately to the scene.



In the event of a more serious injury, such as; unconsciousness, asthma attack, severe bleeding, throat obstruction, suspected fracture, allergic reaction or the swallowing of a toxic substance etc, the school administrative team will telephone for emergency assistance and call the parents immediately.

First Aid kits are available in the school and their contents checked and replenished as necessary by the nominated first aider. Only first aid items may be kept in the kit. There must be no creams, lotions, tablets etc. The kit is taken on all visits away from the school.

Asthma pumps are kept in class to ensure accessibility - they are also taken outside at every break time and on school trips. Epi pens to be used for specific children are kept in the school office, in a named box, with instructions/advice about how to administer. The school nurse has provided training to the first aiders on these procedures.

### **Blood and spilled bodily fluids**

All staff should be familiar with these procedures before handling any blood:

Wash hands first

Put on disposable gloves

Clean any wound as necessary or ask first aider to treat

Dress any wound if necessary

Place the gloves or contaminated material in a plastic bag, seal and dispose of in the allocated bin.

Wash hands thoroughly again

Record the incident in the incident book

We record in the school log book all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.

In the event of spilled bodily fluids a chair will be placed over the spillage and an adult will remain vigilant to ensure that no one goes near the spills. A child or member of staff will be sent to alert the office who will in turn call the site manager to clear away safely.

### Physical restraint

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases the school Physical Restraint policy (in line with LA guidance) is employed. Only the minimum force necessary will be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. In a situation where a member of staff may regularly have to carry out manual handling operations, then the appropriate level of training is provided.

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

### Fire and other emergency procedures

Procedures for fire and other emergency evacuations are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. The school has a very comprehensive Emergency Planning Policy. This policy forms part of the annual INSET for staff, and new members of staff that join in the middle of an academic year are instructed by the Induction Manager.

### Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. An off site visit, is any visit where the children are taken away from the school site. All LEA guidelines are to be followed before any off site visits take place. Where activity providers are used, then their competency is to be checked. First aid kits are always taken on the visit. All

arrangements for off site visits must be checked (where possible) by the teacher before the visit commences. A risk assessment is undertaken for all trips and visits (see policy for Educational Visits and risk assessment proforma attached).

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving and their fastening is always checked by an adult.

### Medicines

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term; perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). In very exceptional cases, medicine may be administered by a first aider or member of the SLT at the discretion of the head teacher. A disclaimer from the parent will also be required.

When children have long-term medical needs, we will do everything we can to enable them to attend school regularly (please refer to the Exceptional Medical Needs Policy).

Staff involved in administering the medication will receive training, usually from the school nurse.

### Animals in School

Permission must be sought from SLT before any animals are brought into school.,

Adults in charge of class pets and visitors bringing animals to school for educational purposes must adhere to the following procedures:

- Ensure that children wash their hands before and after handling animals
- If animals wander on to floors or tables wash afterwards
- Teach children how to handle the animals with care

- Any animal bites and scratches should be washed carefully. Medical advice will be sought if there is any risk of infection
- Children will not be allowed to bring dead or injured animals in to school.

### **PART 3 Internet safety**

(See E safety Policy)

We regularly use the Internet in school because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications. A copy of the E safety policy can be found in the school foyer.

### **Theft or other criminal acts**

The teacher or Head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head teacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

### **The health and welfare of staff**

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Head teacher/Line Manager without delay.

Formatted: Indent: Left: 0 cm

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol and the police, as appropriate.

Staff who have been away on long term sick leave will be subject to three procedures to ensure they are fit to return to work. The member of staff will have a back to work interview, a review with the school's Occupational Health provider and a review at an agreed date and time. The school will work closely with the Occupational Health team and the Human Resources team to ensure that decisions made regarding a return to work ensure the health and safety of the individual.

In extreme cases of long term sickness, the governors may decide that a restructuring of the school, a compromise agreement or an ill health retirement is appropriate to ensure the health, safety and welfare of the individual. Alternatively, they may decide to make reasonable adaptations to the environment in order to safely include and reintegrate the member of staff.

When a member of staff has become pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

This policy has been communicated to all staff to ensure a full understanding of the procedures relating to their health and safety.

## Overall School Safety

- Health and safety assistance

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Education Authority. This department will provide advice and guidance on health, safety and DDA law and instruct the school on what measures it needs to take, in order to comply with that law.

- Extending ladders

Extending ladders should be used only by the site manager who has received proper instruction. Roof work, e.g. retrieving balls will only be undertaken during suitable weather conditions.

- Stepladders & kick stools

Appropriate stepladders are provided around the school. It is unacceptable to use chairs to access higher areas. Staff must know how to use the ladders competently and correctly. The top step must not be stepped on unless there is a suitable side rail for support. No member of staff is to use the ladder if they feel uncomfortable in doing so.

### Office safety

The office is checked to ensure that trailing cables from computers do not cause tripping hazards. A Display Screen Assessment is carried out to ensure that the school Admin Officer is not exposed to risks from repetitive strain injury or work related upper limb disorder. The Admin Officer is involved in the assessment. There should be adequate storage provided for files etc. Space under the desk and open floor areas are not used for storage.

### Asbestos

The Head Teacher is the Appointed Asbestos Officer (AAO) and the Site /Premises officer is the Deputy Appointed Officer.

A copy of the AMP is kept in the school /Premises Manager office. The Head Teacher will ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the plan. Any member of staff who may disturb the fabric of the building must report it immediately to the Head Teacher.

All contractors shall be referred to the AMP and sign before commencing work.

Regular inspections as detailed in the plan will be carried out by the SSO and recorded in the log in the back of the document. For advice and help on asbestos contact CSF's Property & Contracts service on 020 7974 1601.

#### Audits and Inspections

Monitoring provides the information that lets you review activities and decide how to improve performance. Audits can be carried out by school staff or the H&S service to see if your policy and systems are actually achieving the right results. The results from measuring performance with the information from audits should be combined to improve your approach to health and safety management.

Special attention should be paid to the following areas:

- The degree of compliance with H&S performance standards (including legislation).
- Areas where standards are absent or inadequate

- Achievement of stated objectives within given timescales
- Injury, illness and incident data - analysis of immediate and underlying causes, trends and common features. These indicators will show where you need to improve.

### Boilers and Pressure Systems

The main regulations covering pressure equipment and pressure systems are the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

Examples of pressure systems/equipment are: boilers and steam heating systems; pressurised process plant and piping; compressed air systems (fixed and portable); pressure cookers, autoclaves and retorts; heat exchangers and refrigeration plant; valves, steam traps and filters; pipe work and hoses; and pressure gauges and level indicators.

- Reduce the risk of failure

The level of risk from the failure of pressure systems and equipment depends on a number of factors including: the pressure in the system; type of liquid or gas and its properties; suitability of the equipment and pipe work that contains it; age and condition of the equipment.

- Maintenance, Examination and Inspection of the equipment

All pressure equipment and systems should be properly maintained. The maintenance programme should take account of the equipment's age, its uses and the environment, signs of wear and corrosion.

Systems should be depressurised before maintenance work is carried out. Ensure there is a safe system of work, so that maintenance work is carried out correctly and under suitable supervision.

- Training

Make provision for appropriate training and ensure everyone concerned has the necessary skills and knowledge to carry out their job safely. All new employees, should have initial training and be closely supervised. Additional training or retraining may be required if:

- the job changes;
- the equipment or operation changes; or
- skills have not been used for a while.

### COSHH Assessments

The Head Teacher and SSO will complete a risk assessment and identify all hazardous and potentially dangerous chemicals. All hazardous substances will be stored in the secure and signed storage when not in

use. This is to remain locked at all times. An inventory of these substances has been completed and key staff have been trained and informed. Safety data sheets are stored in the site office.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance.

Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. The COSHH register is held in the School Office.

### Display Screen Equipment (DSE)

All significant users of DSE must complete the display screen equipment assessment and complete the e-learning course on Camden Essentials. Any actions arising from the assessment will be dealt with as necessary by line managers and routinely reviewed at intervals not to exceed three years.

Staff are entitled to an eye test and a contribution to glasses if it is identified that they require corrective lenses for computer (DSE) usage. Please go to the essentials page for the full information on eye tests and glasses.

### Document review

The Health and Safety Policy should be reviewed annually by the relevant school committee in conjunction with the Head Teacher

### E-Safety

E-safety forms part of the "staying safe" element of the Government's *Every Child Matters* agenda, and all schools have a responsibility under the Children Act 2004 to safeguard and promote the welfare of pupils, as well as owing a duty of care to children and their parents to provide a safe learning environment.

E-safety is a framework of policy, practice, education and technological support that ensures a safe e-learning environment in order to maximise the educational benefits of ICT whilst minimising the associated risks.

An e-safety strategy enables schools to create a safe e-learning environment that:

- promotes the teaching of ICT within the curriculum
- protects children from harm
- safeguards staff in their contact with pupils and their own use of the internet



- ensures the school fulfils its duty of care to pupils
- provides clear expectations for staff and pupils on acceptable use of the internet.

Schools can enable an "e-safe" environment for pupils by ensuring that the following aspects are addressed:

- Safe systems
- Safe practices
- Safety awareness

Head teachers have ultimate responsibility for e-safety issues within the school including:

- the overall development and implementation of the school's e-safety policy
- ensuring that e-safety issues are given a high profile within the school community
- linking with the board of governors and parents and carers to promote e-safety and forward the school's

e-safety strategy

- ensuring e-safety is embedded in the curriculum
- deciding on sanctions against staff and pupils who are in breach of acceptable use policies.

As governing bodies have a statutory responsibility for pupil safety, it is vital that governors are aware of

e-safety issues and support the head teacher in the development of the school's e-safety policy and strategy and promote e-safety to parents.

Schools should have a designated e-safety contact officer who is responsible for coordinating e-safety policies on behalf of the school. Ideally, the contact officer should be a senior member of the management team. Given the issues associated with e-safety, it is appropriate for the designated child protection teacher to be the school's safety contact officer.

For further information, see the link below :

[http://webfronter.com/camden/esafety/ff\\_files/Materials/Staff\\_and\\_adults/e\\_Safety\\_Policy/images/E\\_safety\\_schools\\_policy.doc](http://webfronter.com/camden/esafety/ff_files/Materials/Staff_and_adults/e_Safety_Policy/images/E_safety_schools_policy.doc)

## Electrical Safety

The Head Teacher and SSO will ensure that electrical testing (PAT every 2 years and Fixed every 5 years) is undertaken by a competent person.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability will be taken out of service, labelled correctly, locked away and the defect reported to the Head Teacher or SSO who will arrange for repair or replacement.

The Head Teacher (school) will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electricity at Work Regulations.

The responsible manager/head teacher will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment testing/inspection/maintenance can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested before use
- New equipment must be advised to the responsible manager/head teacher in order that it can be added to future Portable Appliance Testing (PAT) testing schedules

### Emergency Planning

The Civil Contingency Act 2004 defined an Emergency as:

"An event or situation which threatens serious damage to human welfare, the environment, or war or terrorism which threatens serious damage to the security of the UK".

Camden's Children, Schools and Families Directorate have an Emergency and Business Continuity Plan which is available to all schools. Please click on link below:

<http://camden-essentials.lbcamden.net/ccm/content/working-at-camden/your-health-safety-andwell-being-folder/health-and-safety-in-schools-folder/emergency-advice.en>

Each school/centre is required to:

- Review these guidelines in the context of their existing procedures
- Ensure the completed plan is stored on and off site in both printed and electronic formats
- Maintain and operate the emergency in response to emergencies that may affect the school
- Update the document on an annual basis, particularly to check staff contact details
- Ensure that the school governors and persons within the school who have specific roles in the school emergency plan are provided with copies of the document, and that they are ready and capable of assuming those roles if an emergency situation develops
- Develop a programme of assessing the plan's effectiveness and reviewing the emergency arrangements (e.g. learning from previous incidents or tests such as fire drills).

### Fire Safety

A Fire Risk Assessment (FRA) has been undertaken by a competent person (e.g. member of the IFE - Institute of Fire Engineers) and will be reviewed annually for three years when a new FRA will be completed. The assessment has been written in accordance with PAS 79 2007.

All Staff, Pupils and visitors must comply with the emergency evacuation plan.

Individual risk assessments and/or Personal Emergency Evacuation Plans are completed for anyone requiring assistance. These are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of a fire.

The responsible manager/Head teacher will ensure that:

- All staff complete the mandatory fire safety induction
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire Action notices are to be found in all rooms and corridors
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities to know the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- A record of all fire drills, tests, maintenance and inspections of fire safety equipment is maintained in the school Fire Log Book. The fire procedures folder is kept in the main school office and is updated regularly.
- The fire risk assessment is reviewed annually by a competent person (suitably qualified) and amended as new hazards or required amendments are identified
- Fire Drills are carried out each term in accordance with requirements
- Class Fire Evacuation Risk Assessments are carried out at the start of each term or when a new child joins the class or following a change of circumstance.

### First Aid

A first aid assessment has been carried out, which will ensure adequate First Aid provision. The assessment has identified minimum numbers of first aiders required within the school. The assessment is based upon numbers of pupils and employees within the school.

EYFS (Early Years and Foundation Stage), will have at least one Paediatric trained first aider. As required in new statutory guidance for schools/centres which came into effect in September 2008.

Contingency arrangements will be made to cover school trips and staff absence.

The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted on the Health and Safety Notice board in the staff room.

Gas Safety

- Gas appliances must have an annual safety test and inspection. This can only be carried out by a Gas Safe Registered (previously Corgi) operative. This means that they should be registered with the Gas Safe Register as approved by the HSE. (Health and Safety Executive)
- All staff including the Site Services Officers must be informed that they must not attempt to fix or tamper with any Gas appliances
- Any works required on a gas fitting must only be carried out by a competent person

### **Manual Handling**

All moving and handling tasks will be risk assessed to evaluate and manage all significant risks.

Staff will be instructed not to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

No staff are allowed to be involved in any moving and handling of pupils that requires hoisting until they have received the moving and handling training. If a pupil requires the use of a hoist there will always be two staff to do this.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The SSO is expected to undertake regular physical work which would typically include significant moving and handling. He/she must attend a formal moving and handling training course specific to their work requirements.

### **Medication - Administration in Schools**

An effective policy on administering medicines is in place. The policy includes effective systems (including an "Administration Medication Record Book") to support and keep pupils safe.

The areas covered are:

- Labelling - the medication will clearly show the child's name, the name of the contents, the times it should be taken, the quantity and the expiry date. If the medication is not clearly labelled, parents/carer will be contacted in the first instance.
- Storage - medication should be in child-proof containers, which should be provided by the parents/carers. It will be stored in a locked cupboard/drawer unless required to be stored in a refrigerator. Leftover medication will be returned to the parent/carers. Only named individuals should have access.
- Supply of medication - The parents/carers must supply the school with medication either daily or weekly. Staff will check the medication given is not out of date.

• Recording – When administering medication staff are advised that this is done in pairs. A record will be made at the time. It should specify the name of child, medication given and dosage. The record must be signed by the person administering and countersigned by a witness.

- Side effects – Staff should be aware of possible side effects that the medication can have on the child and be prepared to respond appropriately e.g. is there somewhere the child can rest if needed.
- Special circumstances – if any of the following circumstances apply then arrangements will be made to ensure only trained staff in conjunction with the school nurse administer the medication.
- The prescribed medication is classified as a “dangerous drug.”
- The timing and nature of the administration is critical or where serious.
- Consequences could result if the dose is not taken.
- Any technical/medical knowledge or expertise is required to administer the medication.
- Intimate contact is necessary.
- Removal of under garments is necessary.

#### Training;

If the administration of prescription medicines requires technical knowledge then individual training will be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Parents/carer are required to provide schools with sufficient information of the medical condition that requires a child to take medication whilst at school e.g. Asthma, Epilepsy.

Medication will not be given without written consent from parents/carer. This applies to each and every medicine. Only those medicines which are part of a specific prescribed course of treatment will be administered.

### New and Expectant Mothers

A new and expectant mother risk assessment with the individual concerned is undertaken as soon as the Head/Line manager is notified by the member of staff that they are pregnant. This includes those who have given birth or miscarried in the previous six months and breast-feeding mothers. Line managers take particular account of risks to new and expectant mothers or to that of her baby from any processes or working conditions, or physical, biological or chemical agents.

The risk assessment will be reviewed at regular intervals throughout the pregnancy to ensure continued effectiveness of any control measures.

### Noise

The Control of Noise at Work Regulations 2005 requires employers to prevent or reduce risks to health from noise to staff, students and others affected by having in place arrangements which are designed to eliminate, control and minimise risks from noise.

Noise at work can cause various health effects, ranging from short term hearing loss and Tinnitus (ringing, whistling, buzzing or humming in the ears) to temporary or even permanent hearing loss. Hearing damage caused by exposure to noise at work can be permanent and continues to be a significant problem in the workplace.

The Noise at Work Regulations 2005 requires heads and managers to ensure staff are not exposed to excessive noise at work by:

- Assessing (and where necessary measuring) the risks to your employees from noise at work;
- Making a record of what you will do in an action plan
- Taking action to reduce the noise exposure that produces those risks;
- Providing your employees with suitable hearing protection if you cannot reduce the noise exposure enough by using other methods;
- Ensuring that the legal limits on noise exposure are not exceeded;
- Providing your employees with information, instruction and training;
- Carrying out health surveillance where there is a risk to health.

If the noise levels in the workplace are such that a conversation cannot be heard from 2m away the Head will contact the Health Safety Service for advice and a noise assessment.

### Off-site Visits & School Journeys

Visits are categorised into two main groups. As a rough guide, all trips which fall into the high risk category (formerly Category B) must be notified to the Health & Safety Service. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Head Teacher should satisfy themselves that such assessments are suitable and sufficient.

- Routine or lower risk activities

These are visits where risks are no greater than those encountered in everyday school/centre/ club activities. These include for example: parks, museums, libraries etc.

Notification procedures are determined by the governing body but in all cases authorisation by the Head Teacher is required. These trips can be updated onto Evolve (Camden's online Approval system), but this is optional.

- Higher risk activities

These visits must be entered on to Evolve at [www.camdenvisits.org.uk](http://www.camdenvisits.org.uk)

They include potentially 'high risk' activities and are visits where the following criteria apply: travel by air or sea is involved; overnight stay; destinations abroad; adventurous activities are included in the programme; visit involves activities or field-work in a mountainous or coastal environment, or near inland

water (rivers, canals, lakes and reservoirs) and swimming (other than lessons given as part of the National Curriculum) is included.

The Head Teacher has authorisation for routine (lower risk) visits. The Head Teacher is also responsible for ensuring the satisfactory completion of risk assessments.

The LA has powers of approval for higher risk visits. The Head Teacher / Head of centre / club is responsible for ensuring full risk assessments are undertaken and consent received from the governing body. The Head Teacher or centre manager is then required to ensure the visit is entered onto Evolve for processing by the LA health and safety adviser.

This must be done as soon as possible and in all cases, at least 2 weeks prior to the visit taking place.

### **Personal Safety and Lone Working**

Lone workers are defined as employees who work by themselves in situations where there is no close or direct contact with a colleague, for example when working alone on the school site or carrying out home visits.

Lone working is strongly discouraged. Should it occur, all staff should be aware of the following for lone working in the school:

Where work activities are to be undertaken by a lone worker or outside normal working hours then these factors should be considered in the assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for non-hazardous work activities which have not been subject to a formal risk assessment.

- assessing if the work is a "one person" job
- the remoteness or isolation of the workplace
- any problems of communication
- the possibility of violence or criminal activity by intruders
- the nature of possible injury
- emergency egresses e.g. are fire exits open out of hours?

Never enter the school premises alone without letting the Premises Manager/SSO and/or the Head teacher are aware of your plans. All lone working is to be approved by the responsible manager/Head Teacher.

### **PPE (Personal Protective Equipment)**

Where identified by risk assessment as a necessary control measure (usually the last resort / last line of defence) or where it's specifically required by a manufacturer, the Head Teacher will ensure that suitable PPE is provided and that it complies with H&S regulations. Appropriate provision will also be made for replacement and safe storage of PPE.

## RIDDOR Reporting - Accidents and Incidents

As a general guide, all accidents other than very minor ones (scratch, graze, bruise etc) should be reported via Camden's Reportline on 02920 266787 or 020 7974 6655 whether they involve pupils, staff, contractors or visitors. If a minor injury requires action to prevent recurrence, this should also be reported. Assaults, near misses and occupational ill health should also be reported. You can also report by email to:

[reportline@santia.co.uk](mailto:reportline@santia.co.uk)

### Bumps book

Schools are advised to use a "Bumps" book for minor incidents. There are template forms (on Camden Essentials - Schools H&S pages). The forms should be used for recording minor non-preventable injuries involving children:

- where there is no apparent fault of the school/centre
- there is no requirement for hospital treatment/admission
- there is no need for it to be reported under RIDDOR.

The bumps book is a school document and should be reviewed regularly, e.g. monthly, to identify whether trends are evident. If common themes are identified you need to determine what action you could take to address them.

### Head Injuries

Where a head bump/injury has taken place, the child/pupil should be assessed immediately by a fully qualified First Aider (who has attended a HSE approved course).

In Early Years settings this should be a Paediatric First Aid trained member of staff.

The child/pupil must be monitored (look for signs of drowsiness, vomiting, headache etc) and if their condition deteriorates an ambulance should be called, or he/she taken to the nearest A&E department. If the First Aider or the school is in any doubt then they must seek immediate medical attention.

Parents should be informed either at the time of the accident or when the child is collected - depending on the nature of the incident.

### Safe system of work (SSOW) / Permit to Work

If a significant risk associated with a task is identified, a written safe system of work must be created.

A safe system of work is a way of assessing the risk while also describing in detail how a task can be undertaken safely. The person assessing the work must consider a wide variety of issues such as the



training; experience and knowledge of the people whom you are expecting to carry out the task. All staff expected to undertake the task must read, understand and sign the SSOW.

### Permit to Work

For the highest risk activities a permit to work system can be used. The permit to work identifies which employees are eligible to carry out the task and sets this within a certain time frame; the safe system of work details how to carry out the work. Where a Head believes a risk is high enough to justify a permit to work, guidance should always be sought from the CSF Safety Advisor.

If any tasks require a permit to work to be signed this will need to be completed in line with local procedures.

### Site Management & Building Security

The greatest threats to security in schools and other education establishments come from acts of theft, burglary, arson or criminal damage such as vandalism and graffiti.

All of these incidents are statutory offences and should be reported to the police.

The following measures should be put in place:

- Action should be taken to prevent unauthorised access to the school. This could be both during the day and at night when the premises are closed.
- Use of CCTV and effective lighting can act as deterrents.
- Consideration of the physical aspects of the building, e.g. security of boundary fences, blind spots, secure windows and doors (should comply with BS7950), intruder alarms, fire detection and limiting the number of entrances.
- All staff understand the importance of security, the school's policy and their own responsibilities. Their training needs are reviewed and arranged as necessary
- Periodic surveys/risk assessments of security should be conducted and regular security checks carried out.
- Procedures should be in place for dealing with intruders
- Information sharing and involvement of parents and the community to support the school

Visitor and contractor awareness

- All visitors and contractors should report to reception to sign on and off site.
- All visitors and contractors should be made aware of the site safety procedures, for example fire evacuation arrangements.

### Contractor management

- Contractors should sign to say that they have read and understood any health and safety information before they start work, for example that they have checked the asbestos register, that they are aware of any potentially hazardous substances or processes on site, and that they are aware of any particular issues regarding persons on site.
- Any information should be readily available to contractors and provided to them well in advance of work commencing.
- Contractors should be supervised where children or vulnerable adults are present.

### Maintenance

- The workplace and equipment should be properly maintained. Systems and equipment should operate efficiently, and be in a good working order and state of repair.
- There should be a system for reporting defects and ensuring that action is taken to rectify problems, for example by using a maintenance log book.
- Adequate resources are budgeted for
- SSO suitably trained to carry out inspections and maintenance to site premises

### Stress

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards, guidance and requirements. This will identify a constructive way of dealing with and preventing stress. Where an individual indicates that work related stress is becoming an issue, our approach will be to follow this process.

All staff are made aware of the need to maintain a balance between work life and home life. Senior leaders will endeavour to keep school meetings to a minimum and any stress counselling availability will be made known to all staff.

### Training

First day health and safety induction using the induction checklist will be given to all staff on their arrival on the first day of employment. The manager/Head Teacher must ensure that all staff have adequate information, instruction and training relating to their role. Appropriate local training regarding risk assessments and safe working practices, as well as periodic refresher training will be provided. Training records must be maintained by the Head/administrator.

## Water Hygiene

A water hygiene risk assessment must be undertaken. A system of routine inspection and maintenance is implemented as recommended in the water hygiene risk assessment. The assessment also contains two plans, one for monitoring works and one for recording remedial works.

This includes a minimum of taking and recording water temperatures on a monthly basis at all tap and shower heads, flushing, disinfecting and measuring the temperature of calorifiers. (this applies to Schools in the CSF Service Level Agreement - SLA). Water services must operate at temperatures that prevent the proliferation of Legionella and other bacteria.

- Hot water storage (calorifiers) should be at 60°C or above.
- Hot water distribution should be at least 50°C attainable at the taps within one minute of running.
- Cold water storage and distribution should be at 20°C or below.

Hot water pipes should be covered where vulnerable pupils are present.

## Work at Height

Tasks vary greatly therefore we take a sensible approach to ensure that infrequent low risk tasks are controlled and allowed to be conducted without complex controls and risk assessments that will not reduce any residual risk. Careful consideration is given to ensure that higher risk tasks, however infrequent, are suitably controlled. The main factor that dictates the type of controls required is the risk that the operation poses. For

example a short task at 10m above ground level needs to be controlled as effectively as a long-term task at 5m above ground level.

Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. Where work at height does take place, e.g. on roofs, harnesses or other fall arrest equipment must be used. Staff are not permitted to use any other access equipment for work at height without specific training.

Contractors working at height are to be appropriately supervised and must only use their own access equipment.

Work at height tasks includes teachers putting up displays in classrooms, for which suitable steps/kick stools should be provided. A second member of staff should be in attendance.

## Work Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under the SLA arrangements, or as locally arranged. Records of all inspections and tests must be kept in the appropriate folder/file.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be labelled as such and immediately taken out of use until repairs can be carried out. Any urgent matter is to be referred to a senior member of staff immediately.

### **Monitoring and review**

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The Head teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Head teacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Signed:

Date: