

**Christ Church CE School**  
**Health, Safety and Welfare Policy**  
**Autumn 2016**



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

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

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## 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 - Every Child Matters**

## **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:** Autumn 2016

**Review date:** Autumn 2017

**PART 1. STATEMENT OF INTENT**

The Governing Body of Christ Church Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy is kept both outside of the office and on the shared area network folder.

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

This policy statement supplements:

- Child protection and safeguarding policy
- Behaviour policy
- E-Safety policy
- Physical restraint policy
- Educational visits policy
- Medical needs policy

## **PART 2. ORGANISATION**

**At a school level, duties and responsibilities have been assigned to staff and governors as detailed below.**

### **Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Document Library](#).

Two Health & Safety Governors, currently **Paula Walker (headteacher) and Father Colin Coppen**, have been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Health & Safety Team provide competent health and safety advice for Community, Community Special and VC schools.

The Governing body provides access to competent H&S advice via **James Leighton** as required by the Health and Safety at Work etc. Act 1974.

### **Responsibilities of the Headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the health and safety policies rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA, LDBS and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.

- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher/Governors may choose to delegate certain tasks to other members of staff.

### **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3. ARRANGEMENTS**

- Risk Assessments
- Health and Safety Monitoring and Inspection
- Fire Evacuation and other Emergency Arrangements
- Inspection / Maintenance of Emergency Equipment
- First Aid and Medication
- Offsite Visits & School Journeys
- Accidents & Incident Reporting
- Health and Safety Information and Training
- Personal safety / lone Working
- Premises Work Equipment
- Flammable and Hazardous Substances
- Asbestos
- Lifting and Handling
- Contractors
- Work at Height
- Display Screen Equipment
- Lettings
- Vehicles
- Minibuses
- Stress / Wellbeing
- Legionella

## **General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by **Jean Smith and Tracy Butcher** following guidance and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally in **the school office**. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

## **Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by **Paula Walker**. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

## **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by class teachers using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use (e.g. schemes of work, lesson plans).

- **Be Safe! Health and Safety in primary science and technology, 4th Edition ASE**
- **National Society for Education in Art & Design (NSEAD)**  
<http://www.nsead.org/hsg/index.aspx> ]
- **Safe Practice in Physical Education and School Sport' Association of PE 'afPE'**  
<http://www.afpe.org.uk/>

## **APPENDIX 2**

<b>HEALTH AND SAFETY MONITORING AND INSPECTION</b>
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A general inspection of the site will be conducted on a **6 monthly** basis (or more frequently if desired) and be undertaken / co-ordinated by **Jean Smith/Tracy Butcher**.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking 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 **Jean Smith/Tracy Butcher**.

A named governor (**Paula Walker/Father Colin Coppen**) will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

## APPENDIX 3

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained on the schools website. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

#### Emergency Procedures

Fire and emergency evacuation procedures are detailed in the **emergency planning documents** and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

Emergency contact and key holder details are maintained by **KCR/London Keyholding**.

#### Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

#### Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- 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.

#### Details of service isolation points

These are located in the boiler room gas meter cupboard.

#### Details of chemicals and flammable substances on site.

An inventory of these will be kept by **school cleaners and the school office** as appropriate, for consultation.

## APPENDIX 4

### INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Jean Smith/Tracy Butcher are responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the school office.

#### FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 3:45pm.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer - KCR (0800 085 2504)

A fire alarm maintenance contract is in place with KCR and the system is tested 6 monthly by them.

#### FIRE FIGHTING EQUIPMENT

Regular in-house checks that all firefighting equipment remains available for use and operational. Chubb undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb (0344 879 1755).

#### EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by LB facilities (01268 493884).

#### MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

## APPENDIX 5

### FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

#### TRAINED TO FIRST AID AT WORK LEVEL:

- Bernie O'Connell (Nursery)
- Denise Cooper (HLTA)
- Sylvie Palany (Year 2)

#### **TRAINED TO EMERGENCY AID LEVEL (6 hr):**

- N/A

#### **TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID):**

- Sarah Storey (Reception)
- Arti Kotecha (Nursery)
- Sylvie Palany (Year 2)
- Bernie O'Connell (Nursery)
- Denise Cooper (HLTA)

First aid qualifications remain valid for 3 years. **Jean Smith** will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

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

- First aid room
- Playground trolley

All classrooms have a basic first aid pack, containing plasters and gloves.

**Denise Cooper** is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

**Transport to hospital:** Where a first aider considers it necessary, the injured/unwell person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time. The child's details card will always be taken to hospital.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of a pupil, with the parents/carers.

## Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in the [Medical Needs Policy](#).

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

[Denise Cooper/Jean Smith/Tracy Butcher](#) are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by [Denise Cooper/Jean Smith/Tracy Butcher](#) in the [school office](#). All parents/carers must sign a permission slip before any medication can be administered.

All non-emergency medication kept in school are securely stored in the [school office](#), with access strictly controlled. Where appropriate, pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in [the classroom \(inhalers\) or school office \(epipens\)](#) and clearly labelled.

## Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by [Denise Cooper](#), in conjunction with the school nurse.

All staff are made aware of any relevant health care needs and copies of health care plans are available [in the school office/SENCo office](#).

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## APPENDIX 6

### *OFFSITE VISITS & SCHOOL JOURNEYS*

Camden has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance which can be found in the [Education Health and Safety Document Library](#).

Camden's Outdoor Education Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator **Paula Walker** who will check the documentation and planning of the trip and if acceptable approve the visit.

**(Please see the 'Educational Visits Policy' for more details)**

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 Camden's Outdoor Education Advisor. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Headteacher 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 Headteacher 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 Headteacher has authorisation for routine (lower risk) visits. The Headteacher is also responsible for ensuring the satisfactory completion of risk assessments.

Camden LA has powers of approval for higher risk visits. The Headteacher / Head of centre / club is responsible for ensuring full risk assessments are undertaken and consent received from the governing body. The Headteacher 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.**

## APPENDIX 7

### ACCIDENTS & INCIDENT REPORTING

#### Accidents to employees

These are recorded and stored in the **head's office**.

#### Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident/bumps book (**situated in the first aid room and on the first aid trolley**) is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to LBC using the telephone reporting system.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and **the Governing Body**. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

#### Violent Incidents

Violent incidents between pupils will be dealt with in accordance with the school's policy for behaviour management and will not be reported to Reportline unless serious in nature (severity of injury, police involvement etc.) Violent incidents towards staff will be reported via Reportline.

#### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Schools' Health and Safety Advisor on 020 7974

5672.

Incidents resulting in the following outcomes will be reported to the HSE within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

**Any accident/incident reported to Reportline will be monitored against RIDDOR reporting criteria and reported onto the HSE by Reportline following approval from the Health & Safety team.**

**Schools who are not required to report incidents via Reportline can report RIDDOR reportable incidents to the HSE as soon as practicable via their on line reporting system at <http://www.hse.gov.uk/riddor/report.htm>.**

Further guidance on accident and incident reporting along with a flowchart summarising the reporting requirements can be found in the [Education Health and Safety Document Library](#).

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

#### Consultation

*The **full governing body** meets **half termly** to discuss any health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.*

The Health and Safety Law poster is displayed in **the staff room**.

#### Health and Safety Training

All 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 will be kept by **Jean Smith** in the **school office**.

**Jean Smith** is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training 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 managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## APPENDIX 9

### PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

#### **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 activity is necessary.

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

Staff working outside of normal school hours must obtain permission of **the headteacher**.

Where lone working cannot be avoided, staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

#### **School staff responding to call outs**

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

## APPENDIX 10

## PREMISES AND WORK EQUIPMENT

All staff are required to report to **Jean Smith/Tracy Butcher** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

**Jean Smith/Tracy Butcher** are responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the school office by **the Contractor**.

### **Curriculum Areas**

**Subject leaders** are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to **Jean Smith/Tracy Butcher**.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by **Fenn Electrical**.

**Jean Smith/Tracy Butcher** are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by **LB Facilities**.

### **External play equipment**

External play equipment will only be used when appropriately supervised.

**ISEC** will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by **ISEC**.

## APPENDIX 11

### FLAMMABLE AND HAZARDOUS SUBSTANCES

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 2002*" (COSHH Regulations).

Within curriculum areas (in particular science and DT) **subject leaders** are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health are **Jean Smith/Tracy Butcher**.

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.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children and .
- 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.

Where persons may be affected by their use on site, **Jean Smith/Tracy Butcher** are responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

## APPENDIX 12

### ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [Camden's asbestos policy](#). The school's most recent asbestos management survey was conducted on **September 2015**.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in / by **Jean Smith outside the school office**, and is immediately available to all contractors.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the School's Asbestos Authorising Officer** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to **Jean Smith/Tracy Butcher** who will contact Camden's Asbestos Compliance Officer Jonathan Lemonsky on 0207 9741191, Mobile: 07789271863 or via email at [jonathan.lemonsky@camden.gov.uk](mailto:jonathan.lemonsky@camden.gov.uk).

The school's Asbestos Authorising Officers are **Jean Smith/Tracy Butcher** and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via Camden's Asbestos Compliance Officer.

## APPENDIX 13

### LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**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.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to **Jean Smith/Tracy Butcher** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

#### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## APPENDIX 14

### CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to **school office** where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

**Jean Smith/Tracy Butcher** are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### **School managed projects**

Where the school undertakes projects directly, the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by **Jean Smith/Tracy Butcher** who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>1</sup> regulations will apply.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

## **APPENDIX 15**

### **WORK AT HEIGHT**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders/stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The establishment's nominated person(s) responsible for work at height is (are) **Jean Smith/Tracy Butcher**.

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<sup>1</sup> CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work.

In such instances it is recommended that an agent be used to work on the schools behalf.

The nominated person(s) 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 all equipment is regularly inspected and maintained;
- any risks from fragile surfaces are properly controlled.

## APPENDIX 16

### DISPLAY SCREEN EQUIPMENT (DSE)

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

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Document Library](#).

## APPENDIX 17

### LETTINGS / SHARED USE OF PREMISES

School lettings are managed by *Jean Smith (polling station only)*.

## APPENDIX 18

### 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. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

*Vehicle access to the playground will only take place during school holidays or if a risk assessment has taken place (e.g. for works which need to happen during term time when the children are present in school).*

## APPENDIX 19

## MINIBUSES

**Christ Church** maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.<sup>2</sup>

All minibus drivers should hold a valid minibus permit (valid for 5 years)

## APPENDIX 20

### STRESS / WELLBEING

The school and governing body 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 LBC management standards.

The following systems are in place for responding to individual concerns and responding to staff workload:

- coaching and mentoring programme
- performance management
- induction meetings
- key stage meetings
- weekly briefings
- staff surveys
- open door policy of SLT

## APPENDIX 21

### LEGIONELLA

The school complies with advice on the potential risks from legionella as identified [Camden's Water Hygiene Policy for Schools](#).

A water risk assessment of the school has been completed by **Excel Services** and **Jean Smith/Tracy Butcher** are responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

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<sup>2</sup> All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

- Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis [insert contractors name]