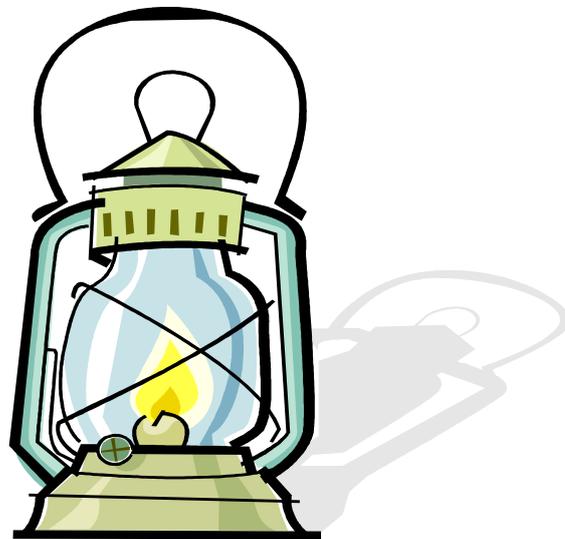




HEALTH, SAFETY & WELFARE POLICY

(based on LBR policy)



Summer 2017



"Shine like a lantern in the presence of the Lord."

Agreed by the Teaching & Learning Committee on 4th May 2017

To be approved by Governing Body on 8th June 2017

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Health, Safety & Welfare Policy

Introduction

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent Regulations.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the Service Area. Copies and subsequent amendments will be made available to all employees.

The success of this Policy depends on the active support of all employees to achieve its objectives.

The Establishment recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, pupils and others.

This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

1 Policy Statement

This Establishment will provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this Policy.

This Establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This Establishment will provide for its employees whilst working on the premises or elsewhere:

- Safe machinery and equipment, including vehicles;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Information, instruction, training and supervision to enable employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health & safety;
- Adequate welfare facilities

Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with the Establishment, as the employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.

1.1 Professional Advice

The London Borough of Redbridge (LBR) employs professionally qualified Health and Safety Staff who are available to assist the Establishment in the operation of its responsibilities by providing advice and guidance on matters of health and safety.

In addition, there are other officers within LBR who are able to provide advice on health and safety within their specialist areas (e.g. Asbestos, Legionella etc.).

2 Organisation and Responsibilities

Health and Safety within the school is the responsibility of all staff, these responsibilities are outlined in sections 2.1 – 2.21. Key health and safety roles that have been designated to individual staff are outlined in the organisation chart.

School Business Manager & Headteacher

<i>Risk Assessments (premises and curriculum)</i>	<i>School Business Manager & Headteacher</i>
<i>Accident Reporting</i>	<i>Headteacher & All Staff</i>
<i>Fire Safety</i>	<i>Headteacher</i>
<i>Educational Visits including Risk Assessments</i>	<i>Headteacher & School Business Manager</i>
<i>Asbestos</i>	<i>School Caretaker</i>
<i>Maintenance Records</i>	<i>School Caretaker</i>
<i>Use of Display Screen Equipment</i>	<i>ICT Instructor & Technician</i>
<i>Manual handling</i>	<i>School Caretaker</i>
<i>COSHH</i>	<i>School Caretaker</i>
<i>Working Alone</i>	<i>School Business Manager</i>
<i>First Aid</i>	<i>School Business Manager</i>
<i>Medicines</i>	<i>School Business Manager & SENCO</i>
<i>Asthma</i>	<i>SENCO</i>
<i>Science/ Art./ Design/ PE/ ICT/ Maths Risk Assessments</i>	<i>Subject Leaders</i>
<i>Nursery</i>	<i>EYFS Phase Leader & Nursery Manager</i>
<i>Reception</i>	<i>EYFS Phase Leader</i>
<i>Personal Protective Equipment</i>	<i>School Caretaker</i>
<i>Pregnant Workers</i>	<i>School Business Manager & Headteacher</i>
<i>Working at Height</i>	<i>School Caretaker</i>
<i>Smoking</i>	<i>Headteacher</i>
<i>Sharps and Special Waste</i>	<i>School Caretaker</i>
<i>Infectious Diseases</i>	<i>School Business Manager & Headteacher</i>
<i>The Use Of Electricity</i>	<i>School Caretaker</i>
<i>Contractors</i>	<i>School Caretaker & School Business Manager</i>
<i>Playground Safety</i>	<i>School Caretaker & School Business Manager</i>
<i>Vulnerable Glazing</i>	<i>School Caretaker</i>
<i>Grounds Maintenance</i>	<i>School Caretaker & School Business Manager</i>

2.1 Governing Bodies of Community, Voluntary Aided & Foundation Schools

Responsibility for health and safety differs between Community Schools, and Voluntary Aided and Foundation Schools.

For Voluntary Aided and Foundation Schools, the Governing Body and the Head Teacher are ultimately responsible for ensuring the effective management of health and safety within the school.

Specifically the Governing Body should ensure:

- There are adequate arrangements for managing activities where there is no Council procedure;
- Health, safety and welfare within the school when the Governing Body is acting as the controller of the premises;
- That it considers the health and safety implications of its decisions;
- Sufficient resources are allocated to ensure that health & safety can be successfully managed;
- That suitable standards of health & safety are achieved and maintained within the school by monitoring the School's health and safety performance on an annual basis.
- That the School's Health & Safety Policy and procedures are reviewed annually to ensure their suitability.

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2.2 Headteachers of Community, Voluntary-Aided & Foundation Schools

As outlined in 2.1, the ultimate responsibility for health and safety differs between Community Schools, and Voluntary Aided and Foundation Schools.

Head Teachers are responsible for:

- Producing the School's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Establishing and maintaining systems within the School to ensure that health & safety is effectively managed;
- Appointing a Health & Safety Coordinator for the School;
- Acting as Asbestos Dutyholder;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- This Policy is brought to the attention of all staff;
- Relevant health and safety information is communicated to relevant staff;
- Accidents are investigated and reported using the established procedures;
- Safety Representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them. Where Safety Representatives are not appointed by the staff side association, adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- Safety Representatives inspection report forms are dealt with in an appropriate manner;
- Training needs are identified and met;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- Fire precautions and procedures are implemented (including fire drills);
- Liaison with contractors as appropriate;
- Appropriate arrangements are made with regard to lettings, where applicable;
- Health and safety performance is monitored as specified in paragraph 3.24;
- Termly health and safety inspections of the School are carried out (instead of 6 monthly as previously)

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2.3 School Health and Safety Co-ordinator

Health and Safety Co-ordinators are responsible for:

- Establishing arrangements for dealing with health and safety matters such as:
 - Dissemination of health and safety information to all staff;
 - First aid;
 - Accident reporting;
 - Emergency evacuation procedures;
 - Ensuring accidents are investigated;
 - Ensuring health and safety matters raised by staff are dealt with;
 - Maintaining a central file of health & safety information relevant to the establishment;
- Liaising with Safety Representatives or other means of consulting with employees;
- Annually reviewing the Health & Safety Policy;
- Ensuring the implementation of the Safety Policy is monitored;
- Co-ordinating all aspects of Health, Safety and Welfare Policy and practice;
- Ensuring 'reportable' accidents are reported to the Borough;

- Undertaking periodic health & safety Inspections of the School;
- Carrying out health & safety risk assessments and reviewing regularly;
- Annually reviewing the Fire Risk Assessment and Managed Evacuation Plan;
- Reviewing all health & safety policies and procedures; and
- Monitoring health & safety training requirements and arranging appropriate training as required.

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2.4 Phase Leaders

Phase Leaders are responsible for implementing the Health, Safety and Welfare Policy within their area of control, alongside class teachers. In particular, they will need to ensure that:

- Appropriate health & safety information is held within the Phase/Classroom;
- Appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the Phase/Classroom/location are reported; the causes are investigated and an accident report form is completed;
- Reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- Health and safety training needs of staff within the Phase/Classroom/location are identified and appropriate training arranged as necessary;
- Staff are aware of the fire procedures; and
- New employees receive appropriate health and safety information, instruction and training, including School safety procedures;

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2.5 Class Teachers/Instructors/HLTAs & Learning Assistants

The health, safety and welfare of students in classrooms and other work areas and on trips (including swimming and Church) is the responsibility of the class teacher or Instructor in conjunction with HLTAs an/or Learning Assistants. These rules also apply to student and any supply teachers who must be made aware of their responsibilities by their professional tutor/mentor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- Be aware of specific needs of pupils as described in Care Plans and ensure that anyone working with such children are also aware of their needs including students and/or supply staff;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);

- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the Phase Leader or Health & safety Co-ordinator;
- Supervise work experience students, teaching practise students and volunteers within their classroom (Class Teachers only) and ensure they follow and adhere to appropriate health and safety procedures; and
- Act as fire wardens when the fire alarm sounds.

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2.6 Work Experience/Teaching Practice Students

Work Experience/Teaching Practice Students are responsible for:

- Attending an Induction session with the Phase Leader which will cover health & safety, Child protection & Safeguarding (including PREVENT, online safety and data protection) issues and classroom practices;
- Signing in and out via the Visitor Book each day;
- Reporting non-attendance at school to their own school/college/university; and
- Familiarising themselves with the responsibilities of the Class Teacher (Teaching Practice students only).

See Student Handbook for more information.

2.7 Technical Staff

Technical staff (Computing and music) are responsible for ensuring health and safety within the practical areas of the school, including the Computing Suite, Server locations and Music Room. In particular, this will include:

- Undertaking regular workplace inspections of the Computing Suite and Music Room (and including any areas where musical instruments are stored) to identify hazards and ensure good housekeeping;
- Undertaking regular equipment inspection and keeping equipment in good working order; and
- Ensuring any hazardous substances used, if applicable, are handled, transported and stored in accordance with the information outlined in COSHH assessments and other information sources (eg. CLEAPSS)

2.8 Subject Leaders

Subject Leaders, alongside class teachers, are responsible for ensuring health and safety within the subjects that they lead, including Science Equipment, Design & Technology and Art work, gym equipment, playing fields, swimming pools and food preparation areas.

In particular, Subject Leaders are responsible for:

- Undertaking regular workplace inspections of their area to identify hazards and ensure good housekeeping;
- Undertaking regular equipment inspections and keeping equipment in good working order; and

- Ensuring any hazardous substances used, if applicable, are handled, transported and stored in accordance with the information outlined in COSHH assessments and other information sources (e.g. CLEAPSS).

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2.9 School Caretaker

The Caretaker is responsible for ensuring the health and safety of the site. In particular the Caretaker is responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking and recording the weekly test of the fire alarm system;
- Undertaking and recording of the weekly test of the emergency lighting system;
- Undertaking and recording of the weekly test of the magnetic door release mechanisms;
- Undertaking and recording of the weekly water temperature tests and flushing regimes;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the School Business Manager of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Undertaking weekly inspections of the playground (including all playground equipment) and the field and completing a report sheet on each occasion;
- If applicable, liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Supervising the cleaning staff and ensuring safe working practices are followed. This includes the use of Personal Protective Equipment (PPE) and other safety equipment provided;
- Co-ordinating COSHH issues, in conjunction with the School Business Manager, obtaining COSHH data sheets from suppliers for all products used within the school, retaining a copy for COSHH record file and passing a copy on to the School Business Manager (see 2.17 below);
- Health and Safety within designated areas of the school including caretaker's room, cleaners' cupboards, boiler rooms, electrical intake rooms/cupboards, store rooms and school grounds;
- Using equipment such as ladders and tools safely and in line with risk assessment; undertaking appropriate training as necessary;
- Using appropriate manual handling techniques, attending training as appropriate, and equipment when lifting and moving items
- Acting as the Asbestos Duty Holder to ensure all contractors working on site sign the Asbestos log (see 2.15 below);
- Ensuring a record is maintained of all premises related maintenance and inspection reports

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2.10 Cleaners

The Cleaners are responsible for:

- Using the personal protective Equipment (PPE) provided;
- Using the appropriate safety signs including those for wet floors; and

- Being vigilant for hazards and building repairs and reporting them to the School Caretaker.

2.11 School Business Manager

The School Business Manager is responsible for ensuring the health, safety and welfare of the Office Staff, Schoolcaretaker and Cleaning staff; in particular the School Business Manager is responsible for ensuring that:

- Copies of completed accident forms are maintained. The forms will be retained for 3 years for adults and until the young person is 22 years old.
- Act as Fire wardens with the Office Team for the main building;
- In the event of an emergency evacuation, in the absence of any of the Office Team taking out class and staff lists and the visitors book for checking during the evacuation procedure;
- In the event of an emergency evacuation, dialling 999 and unlocking the main school gate in readiness for the arrival of any emergency services
- An up to date medication list and medication is available at all times;
- An up to date parent contact list is available at all times; and
- Notifiable diseases are reported to the appropriate Health Body.

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2.12 Office Staff

The Office Staff, in conjunction with the School Business Manager, are responsible for:

- Maintaining and replenishing the first aid cupboards around the school ensuring they confirm to regulations; ensure first aid kits are available for use both off and on site and that contents are checked periodically and replenished as appropriate;
- Act as Fire wardens for the main building;
- In the event of an emergency evacuation, taking out class and staff lists and the visitors book for checking during the evacuation procedure;
- Dealing with minor accidents to pupils and/or staff and providing and recording first aid for minor injuries as necessary in accordance with School procedures;
- In the case of serious injury or illness, summoning the immediate assistance of a nominated First Aider (if not available from the Office Staff) and notifying the Headteacher (or Deputy Headteachers) of the situation without delay;
- The safe storage of equipment in the office and all office areas, including the reprographics room;
- Ensuring serious accidents/incidents/taking of medications and illnesses of pupils are logged in the appropriate places and a record of any actions taken is kept; and
- Ensuring completion of Accident and Incident (AIR) forms where appropriate and referred to the Headteacher.

2.13 Midday Assistants

The Midday Assistants are responsible for –

- The general safety of pupils in the dining area throughout lunchtime;
- The general safety of pupils in the playground during lunchtime or classroom in the event of wet dinner times; and
- In conjunction with the learning assistants on lunchtime duty, supervising the immediate evacuation of the pupils if the fire alarm sounds during the lunchtime

2.14 After School Club Staff

The health, safety and welfare of students at the after school club (football, choir, multi skills etc.,) organised by the school is the responsibility of the person leading the club for the duration of the session. They are also responsible for:

- Supervising children attending and ensuring safe working practices are followed;
- Taking a register at the start of all sessions and noting who is absent;
- Ensuring that appropriate health & Safety risk assessments have been undertaken, that they are followed and reviewed regularly.

All club staff are expected to:

- Know the emergency procedures in respect of fire, first aid, food hygiene and health and safety procedures to be followed and to ensure they are applied;
- Exercise effective supervision of children and ensure they know of the general emergency procedures in respect of fire and first aid;
- Be vigilant for hazards, deficiencies and repairs needed and report them to the School caretaker or School Business Manager, and
- Ensure the safe storage and use of items during the session including training children in the correct use of any equipment used.

2.15 Asbestos Duty Holder(s) The Caretaker

The Asbestos Duty Holder(s) must ensure that they have written asbestos management systems in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works, will require comprehensive control systems in order to comply with the duty to supervise and monitor their activities.

Control and safety management systems must include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive; this role is undertaken by the Borough on behalf of the School;
- Contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant;
- Ensuring that the Asbestos Information Poster is displayed at the reception point.
- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- Ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register for the premises;
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks;
- Advising the Borough Asbestos Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

It is recommended that the Caretaker **always** obtain a signature from persons carrying out the work, confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

Note: It is a legal requirement for the duty holder to have annual asbestos awareness refresher training.

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2.16 Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring that all trips and visits (routine eg swimming or one-offs eg Tower of London) are approved in accordance with the Borough's Policy and that the visit leader(s) complete a suitable and sufficient risk assessment; a copy of which must be signed off by the EVC and Headteacher prior to the event.

In the case of overnight stays eg. year 6 isle of Wight trip, or more hazardous trips eg. activities at Stubbers Outdoor Pursuits Centre are logged on the EVOLVE system.

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2.17 COSHH Co-ordinator

The COSHH Co-ordinator is responsible for ensuring that:

- Managers consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
- Suitable & sufficient COSHH assessments are completed for all the hazardous substances used on site;
- No new hazardous substance is used by the School's employees or students until a suitable & sufficient COSHH assessment has been completed;
- The Authority's COSHH Do's and Don'ts poster is displayed in all locations where hazardous substances are stored and/or used regularly;

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2.18 Fire Wardens (or fire stewards) ~ Infant Building; Main Building and Nursery

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm they are responsible for:
 - Ensuring the safe evacuation of everyone in their area(s) of responsibility
 - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
 - Where possible, closing windows and doors as each room is checked;
 - Reporting to the Incident Control Officer (Headteacher) to inform them that everyone has safely evacuated the building, or to report any problems;
 - Ensuring that nobody re-enters the building until the Incident Control Officer has stated it is safe to do so;
- Ensuring they are available, after the evacuation, to attend a debrief meeting, if required, to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits are kept clear at all times.

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2.19 First Aiders (Trained Learning Assistants, Instructors and Office Staff)

Those qualified first aiders, either by taking a First Aid At Work, Emergency and/or Paediatric First Aid training course, can be easily identified around the school site, as those people wearing a green first aid lanyard.

A List of current first aiders is located at various points around the school; adjacent to or in the vicinity of the medical boxes.

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Administering and recording first aid for minor injuries, in accordance with school procedures (and accident incident report form will be required for more serious injuries);
- Calling for an ambulance, if required;
- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

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2.20 All Employees

Although prime responsibility for health and safety rests with the Borough and senior managers, all employees also have responsibilities. Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare. The establishment has a formal hazard reporting system.

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

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2.21 Safety Representatives (if applicable)

In accordance with the Safety Representatives and Safety Committee Regulations 1977, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives are to be displayed on the premises*. The training of Safety Representatives is the responsibility of the appropriate trade union. The Establishment will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

* Normally displayed on the “ Health and Safety Law – What you should know’ poster.

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3 General Arrangements for Implementing the Health, Safety and Welfare Policy

3.1 Accident/Incident Reporting & Investigation

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage.

All incidents should be reported to the appropriate manager and where required, the council's internal report form completed. A copy of this form should be retained in the school office unless a notifiable incident.

Due to potential additional reporting requirements, please ensure that these forms are completed as soon as possible, and no later than 8 days.

Blank copies of the [Accident/incident report \(AIR\) forms](#) are located in the School Office

The “Blue Dot” [Reporting of Accidents & Incidents Wall Chart](#), which briefly outlines the reporting requirements is displayed in the School Office and staffroom and in the Infant Building and Nursery, adjacent to the First Aid Cabinets.

Please note, the report form has a section ‘action taken to prevent a recurrence’. All accidents are required to be investigated, and this section should be completed to reflect any action taken. Where no further action is required this should be entered into the form to demonstrate that management have considered this.

Where appropriate, accidents may also be investigated by the Health and Safety Function, LBR Insurance or the Health and Safety Executive (HSE).

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) e.g. specified injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc will be reported to the Health and Safety Executive by the Health and Safety Function.

Further information on accident reporting and investigation can be obtained from the following websites:

<http://insidelbr/files/publications/4405.pdf>

<http://www.hse.gov.uk/pubns/edis1.pdf> or by calling the Health and Safety Function, at Lynton House, 02087083152.

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3.2 Asbestos

The Control of Asbestos Regulations 2006 places a duty on the “Asbestos Duty Holder” to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person who has (or persons who have) clear responsibility for the maintenance or repair of the premises e.g Headteacher and Caretaker.

The [Asbestos Duty Holder\(s\)](#) is the Headteacher (Gary Nott); the Health & Safety Coordinator (Patricia Lawlor) and the Caretaker (Ray Smith) will act on his behalf to meet the responsibilities.

Each establishment has an Asbestos Register that identifies whether asbestos or asbestos containing materials are present within the premises, the location, the type of asbestos and its condition.

The Asbestos Register is located in the School Office

In addition, there is an Asbestos Information Poster, which outlines the processes to be followed prior to work commencing on the premises; and also, what to do if any suspected asbestos material is damaged in any way. This poster should be displayed in an area occupied by personnel who have cause to access the asbestos log and/or deal with contractors, e.g. caretaker's office or main school office.

The [Asbestos Information Poster](#) is displayed in The Caretaker's Office and adjacent to the School Office in Reception)

It is the responsibility of the Asbestos Duty Holder to ensure that **anyone**, contractors or staff, who intend to work on the fabric of the building, read the Asbestos Information poster and consult the Asbestos Register prior to commencing work in order to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it.

If, during the course of the task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

Please note that the Asbestos Register was compiled following a Type 2 asbestos survey. Any major intrusive work will require a Type 3 asbestos survey to be carried out prior to the work commencing.

Any queries regarding asbestos in the premises, or how to arrange for a Type 3 survey, should be referred to the Asbestos Duty Holder, who will consult with the Council's Asbestos Team.

Asbestos Awareness refresher training is required to be undertaken.

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3.3 Breaktime Safety

Playtimes

A minimum of three members of staff should be on duty in the playground. They are responsible for patrolling all areas and stopping or averting incidents, as well as dealing with accidents in the first instance. First aid during morning playtimes is located in the Infant building and is manned by a learning assistant.

On hearing the signal for the end of play, the children should stand still and await the second signal or their class name. They should then walk quietly to their designated area to line up. All staff should enforce this.

During inclement weather, the children remain in their classrooms. All duty staff should patrol and monitors from year 6 are assigned to help supervise in classes with younger children. The caretaker should cordon off all unsafe/slippery areas.

The caretaker checks all fixed apparatus on a regular basis and a termly inspection is carried out by a playground equipment contractor. Any defects should be dealt with

immediately and/or the apparatus put out of order and a contractor called.

Lunchtimes

The learning assistants and midday assistants are responsible for the supervision of the children in the dining hall and the playground (and field in the summer term only). A minimum of two members of staff should be on duty in each playground area. They should also actively patrol the corridors and toilets. Prefects from year 6 are assigned to help in different areas of the school and playground.

Learning assistants and midday assistants are responsible for dealing with accidents and administering first aid for minor injuries. First aid during lunchtime playtimes is located in the Junior building in the medical room and is manned by a learning assistant or a member of the office team. The office staff should be asked to contact a parent/carer for any child who has sustained a significant injury or who reports a bump to the head.

Hot Drinks

Hot drinks are not permitted to be carried around the school unless using safety beakers.

3.4 Cleaning

The cleaners work under the direction of the Caretaker and are responsible for the cleaning the buildings. Cleaning schedules are organised by the Caretaker (and/or School Business Manager) who has the responsibility of ensuring high standards are maintained.

The caretaker is responsible for the ordering and safe storage of all necessary cleaning materials and supplies, for ensuring that the cleaners use any personal protective equipment (eg. rubber gloves) provided and that safe working practices are followed.

3.5 Communicable Diseases

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases.

North East and North Central London Health Protection Unit have produced Guidance on [‘Infection Control and Communicable Diseases in Schools, Colleges and Nurseries’](#).

This document provides guidance on the prevention and spread of communicable diseases, and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

A copy of the exclusion period chart is located in the School Office
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The current guidance is located in the School Office
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3.6 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977 an employer has a duty to consult with employees on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

This establishment will consult with staff in the following ways – weekly staff briefing meetings.

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3.7 Control of Contractors

This Establishment recognises its' responsibilities in relation to the use of contractors. In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

(The client in these circumstances is the head teacher/school, or where schools have bought into SMADS, the local authority)

The client needs to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The School will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment.

The Caretaker is responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures.

The Caretaker should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the Head of Establishment of any hazards arising from their activities, which may affect the occupants of the establishment.

Contractors MUST comply with the following procedures:

- They should report to the school office on arrival to sign the visitors book. They should return to the school office before leaving site to sign out. If the school is not in session they should report initially to the Caretaker who will provide access – they will still be required to sign in and out at all times when accessing and leaving the school site;

- The Caretaker should give the contractors the asbestos log to read and sign;
- Contractors should be advised that the safety of pupils and adults on site is paramount;
- Potentially dangerous activities such as grass cutting or hedge trimming should cease while children are using the grounds during playtimes and lunchtimes or for games activities;
- Contractors should be asked to evacuate the building if they hear the fire alarm bell and to assemble in the playground in front of the assembly point.

Further information is available from the HSE document [“Use of Contractors - a joint responsibility”, HSE INDG 368](#)

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3.8 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH doesn't cover lead, asbestos or radioactive substances because they have their own specific regulations.

This Establishment will ensure that COSHH assessments will be carried out on all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc. will be reviewed as appropriate, or every five years, whichever is the sooner.

A COSHH assessment can be obtained by contacting the school's COSHH Co-ordinator.

The COSHH Co-ordinator is the Caretaker.
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A copy of the [“COSHH Do's and Don'ts “poster](#) should be displayed wherever hazardous substances are used or stored, including the cleaners' cupboards.

The COSHH Do's and Don'ts Poster is displayed in The Caretaker's Office and in all cleaners' cupboards and on the health and safety noticeboard in the Staff Room..

A copy of the procedure to follow in the event of an [accidental release of chemical substances](#) should be available in the Caretaker's office.

Further information on COSHH can be obtained from the COSHH folder , which is located in the Caretaker's Office.
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3.9 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the Regulations, however, employers still have general duties under other health and safety at work legislation.

‘Users’, as defined by the Regulations, can be identified by completing the [DSE User Questionnaire](#).

Where users are identified, the following must be ensured:

- Workstations are assessed using the [HSE workstation assessment checklist](#) and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

The DSE Assessor for this Establishment is the ICT instructor.

Completed User forms and DSE assessment checklists are located in the Headteacher’s office.

When a DSE User requests an eye test, a completed copy of the [Eye and Eyesight Test form](#) should be completed and taken along to the appointment.

Further information can be found on the HSE website: www.hse.gov.uk/msd/dse.

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3.10 Driving

Under the Health and Safety at Work legislation, employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive as part of their duties. They may be required to drive either their own private vehicle or an LBR vehicle, e.g. minibus (see section 5.18).

This Establishment will ensure that the guidance provided in the LBR Driver’s Safety Policy and Handbook is adhered to.

A copy of the [Driver’s Handbook](#) is located in the Staff Policies section of Fronter.

Staff may drive pupils in their own vehicles only if written permission has been obtained from their parent/guardian and provided their licence, MOT, Tax and Insurance are valid for such an activity. There must be a chaperone.

Copies of permission slips are located in the School Office.

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3.11 Electricity at Work

The Electricity at Work Regulations 1989 set out specific requirements on electrical safety. These Regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. ‘Systems’ includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

All portable electrical equipment such as drills, irons, kettles etc should be visually inspect before use, equipment used and moved regularly should be subject to a detailed inspection and test by a competent person at least every 12 months. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Annual Portable Appliance Testing will be carried out by contractors arranged by LB Redbridge and the record is maintained by the caretaker and held in his office.

Fixed electrical installations should be inspected by a competent person at least every five years and the test certificate held in the caretaker’s office.

Mains Electrical Testing is carried out annually and the records are held in the Caretaker’s office

Staff and pupils may not bring their own personal electrical appliances into School.

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3.12 Educational Visits

The Health and Safety at Work legislation places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits *the* Establishment follows the guidance provided in the LBR Children’s Services document “Requirements for Educational Visits” using the online educational visits software package “Evolve” as applicable.

In accordance with this guidance this Establishment has appointed an [Educational Visits Coordinator](#), and developed a school Educational Visits Policy based on the DfE and Children’s Services Guidance.

The Educational Visits Co-ordinators (EVC) is Patricia Lawlor.
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The school Trips and Educational Visits Policy is located in the Staff Policies section of
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No educational visit (this includes swimming and Church visits) will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Head Teacher and (for adventurous activities, residential visits and international visits) the local authority.

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3.13 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each establishment should have a “Responsible Person” who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a fire risk assessment, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPS) for staff or pupils with impaired mobility.

The Responsible Person for this Establishment is Gary Nott.

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of the School Business Manager.
- Liaising with the fire brigade is the responsibility of The Headteacher or Deputy Headteacher.
- Collecting class registers, staff book and visitors book is the responsibility of the Office Team.
- Fire wardens are the LAs; the Office Team and Carol Ladd in the Nursery.
- Organising fire drills is the responsibility of The Headteacher or the School Business Manager.
- Organising fire safety training is the responsibility of The Headteacher Quarterly inspections of the fire alarm, emergency lighting, fire door magnetic holders are carried out by LBR contractors.
- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by the Caretaker.
- Annual inspection of the fire extinguisher and fire fighting equipment is carried out by LBR Contractors.

Please see the Fire Safety Policy, Fire Risk Assessment and Managed Fire Evacuation Plan for more information.

The current fire risk assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPS), if applicable, and fire safety folder are located in the Headteacher’s Office.

It is the responsibility of The Headteacher to ensure that the fire risk assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as necessary, and keeping the contents of the fire safety folder up to date.

Blue Dot ‘Fire instruction notices’ are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

The Caretaker is responsible for ensuring the “Blue Dot Fire Instruction” notices are appropriately display.

[Fire Instruction Notice PS 1234](#) is displayed near all fire alarm call points.

[Fire Instruction Notice PS 0699](#) is displayed in all communal areas and offices.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments are reported to the Governing Body; caretaker to time.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire

fighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Head Teacher and to HR's Health & Safety Function using the LBR incident report form.

Please see the Fire Risk Assessment and Managed Fire safety Plan for more information.

Suspicious Packages

Any package considered suspect should be isolated and under no circumstances should it be opened or touched in any way. The Police and Fire Brigade should be summoned immediately. The Headteacher should decide if school evacuation procedures are necessary and take appropriate action.

Bomb Threat Calls

Any threats or warnings received as to the placing or presence of a bomb on the premises must be taken seriously and the following should happen:

- The School should be evacuated – see Total Evacuation of the Site below
- The Police should be summoned immediately (the School Business Manager to make the call on the instruction of the Headteacher)
- The Headteacher should inform the Borough (Children's Services) at once by telephone and this should be followed later by a written report; and
- No one should be allowed to re-enter the School site until the Emergency Services have declared it safe.

Total Evacuation of the Site

If total evacuation of the site becomes necessary the children will be taken to Grove Primary School. Each class will walk with their teacher and, if possible, at least one other member of staff.

A notice should be posted at the school gates informing parents of the whereabouts of their children and stating that they should be collected as soon as possible.

The School Office staff should take the parent contact list containing children's addresses and phone numbers so that parents may be informed.

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3.14 First Aid

The Health and Safety (First-Aid) Regulations 1981 set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First-Aid) Regulations do not oblige employers to provide first aid for members of the public. However, LBR Service areas that provide a service for others, including schools, should include the public, pupils and others on their premises when making their assessment of first aid needs.

A first aid assessment of needs has been undertaken by the School Business Manager using a [First Aid Needs Assessment Form](#). A copy of the completed form is located in the First Aid folder in the school office.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, paediatric first aid (each of these staff will be easily identifiable by a green first aid lanyard) or school based first aid.

The First Aid Boxes for this Establishment are sited in the main office, infant block, nursery and Y6 corridor

The person responsible for maintaining the First Aid boxes is: Theresa Morris in the school office.

Notices are displayed throughout the premises advising of the locations of first aid boxes and the names of first aiders.

A member of staff, child or visitor to the school who requires first aid should go to the school office. If the injured party is unable to go to the school office due to the extent of their injuries, the school office should be informed and they will send a first aider to the scene. A wheelchair is also available on site if necessary. Any accidents to staff requiring first aid must be reported using the accident reporting procedure. Pupils – banged heads/asthma pump or first aid; all incidents are logged and a wristband is issued for banged heads/asthma pumps or major first aid. A text is also sent if a child has bumped their head. Parents will be notified by phone if the injury is more serious. Where a child needs emergency service support or a visit to the GP an AIR form should also be completed.

Further information can be found in the DfE booklet [First Aid in Schools](#).

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3.15 Gas Safety

Under the Gas Safety (Installation and Use) Regulations and the Gas Safety Regulations, any work on gas systems and appliances could only be carried out by persons registered with the [Gas Safe Register](#).

Work on gas systems and appliances can only be undertaken by persons who are Gas Safe Registered.

The caretaker is responsible for ensuring that gas appliances will be regularly serviced by competent persons.

Annual servicing will be carried out by Redbridge contractors; records are maintained by the Caretaker and held in the Caretaker's Office

If you smell gas:

- Do not use any naked flames/other ignition sources
- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

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3.16 Health & Wellbeing (Including Employee Assistance Programme)

The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as *“the adverse effect people have to excessive pressure or other types of demand placed on them”*.

This Establishment recognises that stress per se is not an illness, but can result in stress related illness such as anxiety or depression. Accordingly a risk assessment has been undertaken to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

The LBR [“Employee Assistance Programme”](#) 24-hour confidential telephone helpline is available for staff to use. This is accessed by telephoning 0800 282193, 01865 397074 or online at www.livewell.optum.com/public/welcome.asp. The login is London.Redbridge. Where necessary, the Establishment can refer employees to the Council’s Occupational Health Unit via the Employment Relations Team.

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3.17 Information, Instruction and Training

The Health & Safety at Work Act establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

This establishment is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

[Induction training](#) will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept by the School Business Manager.

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3.18 Legionella

The Control of Substances Hazardous to Health Regulations relates to the risk from hazardous microorganisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

As part of the SMADS contract, the legionella risk assessment has been undertaken by the LBR Legionella Team and is located in the caretaker’s office.
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All water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspection and test, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Regular monitoring, inspection and testing will be carried out by LBR contractors

Records will be maintained by the caretaker and held in the caretaker's office

Any queries regarding Legionella risk management should be referred to the Caretaker, who will consult with Redbridge

Further information can be found on HSE website www.hse.gov.uk
[Legionnaires' disease - a guide for employers](#)

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3.19 Letting of the School Premises

There are no lettings allowed on the school premises.

3.20 Local Exhaust Ventilation

The Workplace (Health, Safety and welfare) Regulations specify general ventilation requirements.

Control of Substances Hazardous to Health (COSHH) Regulations require that, where hazardous substances are used, they should either be contained or safely dispersed (i.e. Local Exhaust Ventilation). The regulations also set compliance requirements for LEV systems used to control exposures to hazardous substances.

The school will ensure that all LEV systems are maintained to standards suitable for their purpose and that visual checks are carried out every week by trained personal.

The School Caretaker is responsible for carrying out visual checks of LEV systems. Kitchen staff for LEV within the kitchen.

All LEV systems should be subject to a thorough inspection and testing at least every 14 months by a competent person. The written records of the visual checks (with findings), test and inspection, in the form of logbook or register, should be maintained for at least 5 years and be available for examination.

Annual inspection and testing will be carried out by LBR Contractors
Records are maintained by the School Caretaker and held in the Caretaker's Office

Further information can be found on the HSE website:

[Local exhaust ventilation systems \(LEV\)](#)

[LEV Guidance Sheet 200 – COSHH Essentials](#)

[INDG408 - Clearing the air - guide to buying and using LEV](#)

[INDG409 - Time to clear the air - A workers' pocket guide to LEV](#)

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3.21 Lifting Operations and Lifting Equipment (LOLER)

There is no lifting equipment on the school site.

3.22 Lone Working

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as “those who work by themselves without close or direct supervision”. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

This Establishment will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

A [Lone Working Flowchart](#) and a [Lone Working Risk Assessment Checklist](#) are available to assist with this.

It is the responsibility of the Caretaker and the School Business Manager to identify all lone working activities within the school and ensure that a suitable risk assessment is undertaken for each.

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with the School Business Manager.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them to work alone safely and to be able to summon help and assistance if required.

It is the responsibility of the Headteacher to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

Further guidance is available in the HSE document [Working alone in Safety \(INDG73\)](#).

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3.23 Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable;

Assess the risk of injury from any hazardous manual handling that can't be avoided; and **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The caretaker with the School Business Manager will be responsible for carrying out a risk assessment for manual handling activities which constitute a significant risk of injury to staff, and to update and review as necessary.

The risk assessment will be recorded using the [Manual Handling Assessment Form](#), completed copies of which are located in the Caretaker's Office

Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

LBR Health and Safety Function provides 'Manual handling for employees' and 'manual handling for managers' training courses.

Training records will be maintained by the School Business Manager and held in the School Office.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found on the HSE website www.hse.gov.uk

[INDG 143- Getting to grips with Manual Handling](#)

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3.24 Medicines

In general, medicines must not be brought into school. However if a pupil has a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made between the School and the pupil's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

A list of pupils with medical conditions and their care plans can be found in the office and in each classroom. Prescribed medicines are stored in the first aid cupboard in each class and also in the school office.

Protocols for pupils with serious medical conditions should be displayed in the prominent locations around the Establishment, e.g. staffroom, medical room and relevant classrooms. The protocols and care plans should be clearly marked with the pupil's name and an up to date photograph.

Registers should be clearly marked to alert supply teachers of any pupils with medical needs.

All staff involved in the administering of medicines should be appropriately trained, e.g. epi-pen training.

Teachers must ensure that asthma pumps, epipens and any other required medications (if this is noted on a care plan) are available and in date. This is particularly important when going out of school on school trips.

Appropriate records in relation to the administration of medicines should be maintained at all times. A [Medication Administration Permission Form](#) must be completed and signed by the parent or guardian, and a [Medication Administration Record Sheet](#) completed each time medicines are administered.

More detailed information can be found in the DfE document *Managing Medicines in Schools and Early Years Settings*.

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3.25 Minibuses

At present time, the school does not have a minibus.

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3.26 Monitoring – Audits & Inspections

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

This School will carry out the following monitoring:

- Daily checks by the Caretaker in addition to detailed termly inspections of the school (these could be in conjunction with inspections by establishment safety representatives). A written record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of the establishment or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc;
- The School Business Manager and the School caretaker will carry out informal health and inspections at least termly;
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;
- Reviewing accident statistics by governing body to identify causes of accidents; and

This Establishment will also carry out a formal inspection at least twice a year using an [Inspection Checklist](#).

Records of maintenance checks, inspections etc are located in:

Record Type	Location	Responsible Person
PAT TESTING	Caretaker's Office	Caretaker
5 Year electrical check	Caretaker's Office	Caretaker
PE Equipment	Caretaker's Office	Caretaker
Playground Equipment and Apparatus	Caretaker's Office	Caretaker
H&S inspections – 6 monthly	Headteacher's Office	School Business Manager/ Caretaker
Accident Records	School Business Manager's Office	School Business Manager/Headteacher
Caretaker's Inspections	Caretaker's Office	Caretaker
First Aid Logs	Staff room	All adults administering first aid; infant block first aid station plus office

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3.27 New & Expectant Mothers

The Management of Health & Safety at Work Regulations place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the Establishment in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice can be found in the following documents available on the HSE website www.hse.gov.uk:

[HSE 122 – New and Expectant Mothers at Work – An Employers Guide](#)

[INDG 373 – A Guide for New and Expectant Mothers who Work](#)

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3.28 Noise at Work

The Control of Noise at Work Regulations are in place to ensure that worker's hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce

risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in this Establishment noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the Establishment will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women, children and young people.

Further information and advice about noise at work can be found on the HSE website <http://www.hse.gov.uk/noise>.

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3.29 Personal Protective Equipment

The Personal Protective Equipment Regulations are designed to protect people from risks to their health.

The Personal Protective Equipment should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

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3.30 Playground/Play Equipment

The Health and Safety at Work Act requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so. Although playground equipment would not strictly be regarded as work

equipment, this school recognises that it has a duty of care to all pupils and this includes ensuring the equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment is visually checked on a daily basis and a termly inspection is also undertaken. These checks will be recorded and signed by the person responsible for undertaking them.

The responsible person for maintaining the playground and playground equipment is Sovereign (termly inspection contract).

Records of playground and playground inspections are located in the Caretaker's Office

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3.31 Ponds

There are no ponds on the school site.

3.32 Risk Assessment

The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The Headteacher and/or School Business Manager will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment.

The responsibility for carrying out risk assessments lies with the following staff – all teachers/Phase Leaders (school trips and curriculum activities), Educational Visits Co-ordinator, School Business Manager and Headteacher.

Copies of current risk assessments are located in the Risk Assessment folder in the Headteacher's office. Educational visit risk assessments are retained in the School Office

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: the Regulations stipulate that a specific risk assessment must be undertaken for [New and Expectant Mothers](#), [Young Persons](#) (under 18 years of age). Statutory risk assessments are also required for [COSHH](#), Display Screen Equipment (DSE), [Personal Protective Equipment](#) & [Manual Handling](#).

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3.33 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations places a duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

This Establishment will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of the Caretaker in conjunction with the School Business Manager to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to the Caretaker.

Further information on safety signs and signals can be found on the HSE website www.hse.gov.uk:

HSE leaflet [“ Signpost to The Health and Safety \(Safety Signs and Signals\) Regulations 1996 Why do we need these Regulations?”](#)

HSE leaflet [“Read the Label – How to find out if chemicals are dangerous”](#)

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3.34 Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils. See separately the School's Security Policy and Business Continuity Plan.

The health and safety co-ordinator within the school may assume the responsibilities for school security. Alternatively schools may wish to appoint a school security co-ordinator who will develop a knowledge and understanding of security issues within the premises.

The Headteacher has responsibility for school security issues together with the School Business Manager and the Caretaker.

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours and secondly the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Intruder alarm system

- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security

Internal/ External Agencies:

- LBR – health and safety advisors, property services etc
- Police – in particular, Crime Prevention, Community Support and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers
- www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity

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3.35 Smoking

The Smokefree Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.

As a result this establishment is a strictly no smoking establishment.

The Regulations require the displaying of no-smoking signs in all smokefree premises and vehicles.

No-smoking signs, which meet the requirements of the law, are displayed in various locations.

Further information can be found on the [Smokefree England](#) website and in the [LBR Smoking Policy](#).

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3.36 Slips and Trips

The Health & Safety at Work Act requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

This establishment recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly the following measures will be taken to ensure good housekeeping:

Formal recorded workplace inspections will be undertaken by the Caretaker and nominated governor on a 6 monthly basis.

Informal workplace inspections will be undertaken by the Caretaker and School Business Manager on a (not less than) termly basis

All staff are responsible for undertaking informal daily checks of their own work areas.

Informal daily checks of the communal areas of the school will be undertaken by the Caretaker.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Copies of the action plan and formal workplace inspection records will be kept by the Headteacher

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3.37 Swimming Pool

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The school does not have a swimming pool.

Swimming lessons take place at Fulwell Cross Swimming Pool and a risk assessment is in place.

3.38 Traffic Management

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity should be carried out.

The following key issues were considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible;
- Protection for people who work near vehicle routes;
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;
- Install clear signs to tell drivers and pedestrians about the routes they should use;
- Where signposts are used, they should be constructed to Highway Code Standards; and
- Make sure the signs are kept clean and visible.

A copy of the traffic management risk assessment is located in the Risk Assessment folder in the Headteacher's office.

Further information on workplace transport is available from www.hse.gov.uk/workplacetransport

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3.39 Violence/Personal Safety of Staff

The Health and Safety at Work Act places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations places a duty on an employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within this school will not be tolerated and the School fully endorses the [LBR Personal Safety of Staff Policy and procedures](#). Consequently a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

The Headteacher is responsible for undertaking a risk assessment to cover potential violence at work. A copy of the current risk assessment is located in the Risk Assessment folder in the Headteacher's Office.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

It is the responsibility of the Headteacher to ensure that staff are provided with appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. See the relevant section of this policy for further information.

As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

In addition, there is an Employee Assistance Programme available to all staff, which offers a [24-hour confidential helpline](#).

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3.40 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by this Establishment will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2005. This may be via LBR facilities or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licences) must be kept by the Establishment.

Waste disposal from the School will be organised by the Caretaker.

Details of waste collection contracts:

Type of Waste Material	Frequency of Collection	Name of Collector	Contact details
Daily waste	Weekly	LBR waste	LBR
Clinical waste	Fortnightly	LBR waste	LBR
ICT and electrical waste	As needed		
Fluorescent tubes	As needed		

Members of staff must not take waste in their own private vehicles or in any LBR vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

Further information on the implication of the WEEE Regulations can be found in the Environment Agency document [“New rules for the disposal of electrical and electronic equipment”](#).

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3.41 Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- Suitable for the intended use;
- Safe for use;
- Maintained in a safe condition;
- Inspected;
- Used only by people who have received adequate information instruction and training; and
- Accompanied by suitable safety measures, e.g. guards, markings, warnings.

In addition to PUWER 1998, the Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

The Establishment will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

This Establishment requires all employees and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

Defects should be reported immediately to the Caretaker (or in his absence, the School Business Manager).

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Students using the work equipment must be supervised at all times.

It is the responsibility of the Headteacher to arrange staff training, and to ensure that records of staff training are maintained

All work equipment, where the failure of said item could result in a significant risk of injury, are to be subject to at least an annual maintenance/inspection by a competent person/organization. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance, should be maintained and be available for examination.

Annual inspection and maintenance will be carried out by Redbridge contractors and records (if applicable) are maintained by the School Caretaker and kept in his office.

This Establishment only permits designated staff to undertake modifications to equipment.

Staff and pupils may not bring their own personal electrical appliances into the School.

The Health & Safety Co-ordinator can advise on how to have equipment checked.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely. Under no circumstances may equipment be sold or passed-on to a third party.

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3.42 Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/ placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The Deputy Headteachers and/or Assistant Headteachers will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The establishment will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Where the school's own students undertake work experience with a local employer, the school will ensure that pre-placement checks of health, safety and welfare arrangements at the employers' premises are carried out by suitably qualified and competent people. They must also ensure that students are prepared for, supported and monitored appropriately during work placement programmes.

The Deputy Headteachers and/or Assistant Headteachers will be responsible for ensuring that health, safety and welfare arrangements and any pre-placement checks (including risk assessments) are undertaken and there is ongoing monitoring during placement period.

The Phase Leaders will be responsible for managing work experience placements.

Any pupil undertaking work experience at this establishment will be given an induction, which will be recorded using the [Work Experience Induction Checklist](#).

Completed checklists are located in the School Office.

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3.43 Working at Height

The Work at Height Regulations requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury".

Under the Management of Health and Safety at Work Regulations the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

This establishment will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

The School Business Manager will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Where work at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

An annual inspection of equipment used to work at height will be carried out by the Caretaker.

This establishment has a [Ladder Checklist](#) to record the inspection and maintenance of ladders and/or other access equipment.

Ladder risk assessments and other checklists are maintained by the School Caretaker

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found on HSE website www.hse.gov.uk

Advice for teachers and classroom assistants is available in the HSE document [Keeping safe when working at height](#)

The HSE document [“Practical guidance for schools on working at height”](#)
The Ladder Association [“Ladder Book”](#)

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3.44 Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations 1992 expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;

- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

This Establishment will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable. In order to monitor this, a regular workplace inspection will be undertaken using a checklist.

Workplace inspections will be undertaken by the caretaker and a nominated governor on a 6 monthly basis

Workplace inspection records will be kept by the Headteacher in his office

The responsibility for building and equipment maintenance lies with the Caretaker. Any building or equipment defects or hazards should be reported to him. There is a hazard reporting logbook in the Staffroom for this purpose.

4 Access to Policy Statement

A copy of this Policy is given to all employees and they are asked to sign to indicate that they have read it.

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5. Names of Key Staff

Designation	Name
Head Teacher	Gary Nott
Deputy Head Teacher(s)	Rob Spriddle/Katherine Roberts
Health & Safety Co-ordinator	Tricia Lawlor
COSHH Co-ordinator	Ray Smith
Educational Visits Co-ordinator	Tricia Lawlor
Caretaker	Ray Smith

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Appendix

School Kitchen

Responsibility for maintenance of all kitchen equipment, including PAT testing, sits with Havering Catering Services.

There is a risk assessment in place for the Kitchen, undertaken by Havering Catering Services.

Responsibility for maintenance of the fabric of the building lies with the school.