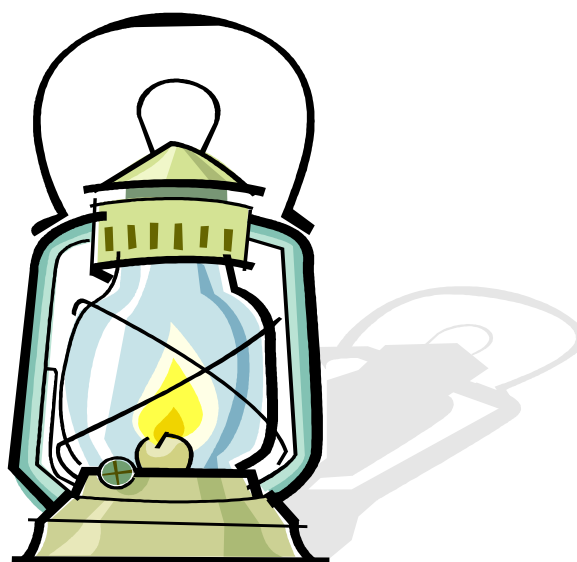




St. Bede's Catholic Primary School & Nursery

# HEALTH, SAFETY & WELFARE POLICY

(To be read in conjunction with LBR H&S Policy)



*“Shine like a Lantern in the presence of the Lord”*

Approved by:

Head Teacher

Date: 04 – 09 – 2023

Signed

Last reviewed on:

Autumn 2023

Next review due by:

Autumn 2024

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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 is to be read in conjunction with the Corporate Health, Safety and Welfare Policy of the London Borough of Redbridge.

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 internal department of the school. 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 School 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.

St Bede's Catholic Primary School & Nursery will ensure that it has access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with an appropriate expert (07.11.2022 – 06.11.2024), London Borough of Redbridge, the Corporate Health, Safety & Welfare Team).

### **1 POLICY STATEMENT**

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

- Safe machinery and equipment;
- 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 employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.

..... (Head teacher)                      ..... (Date)

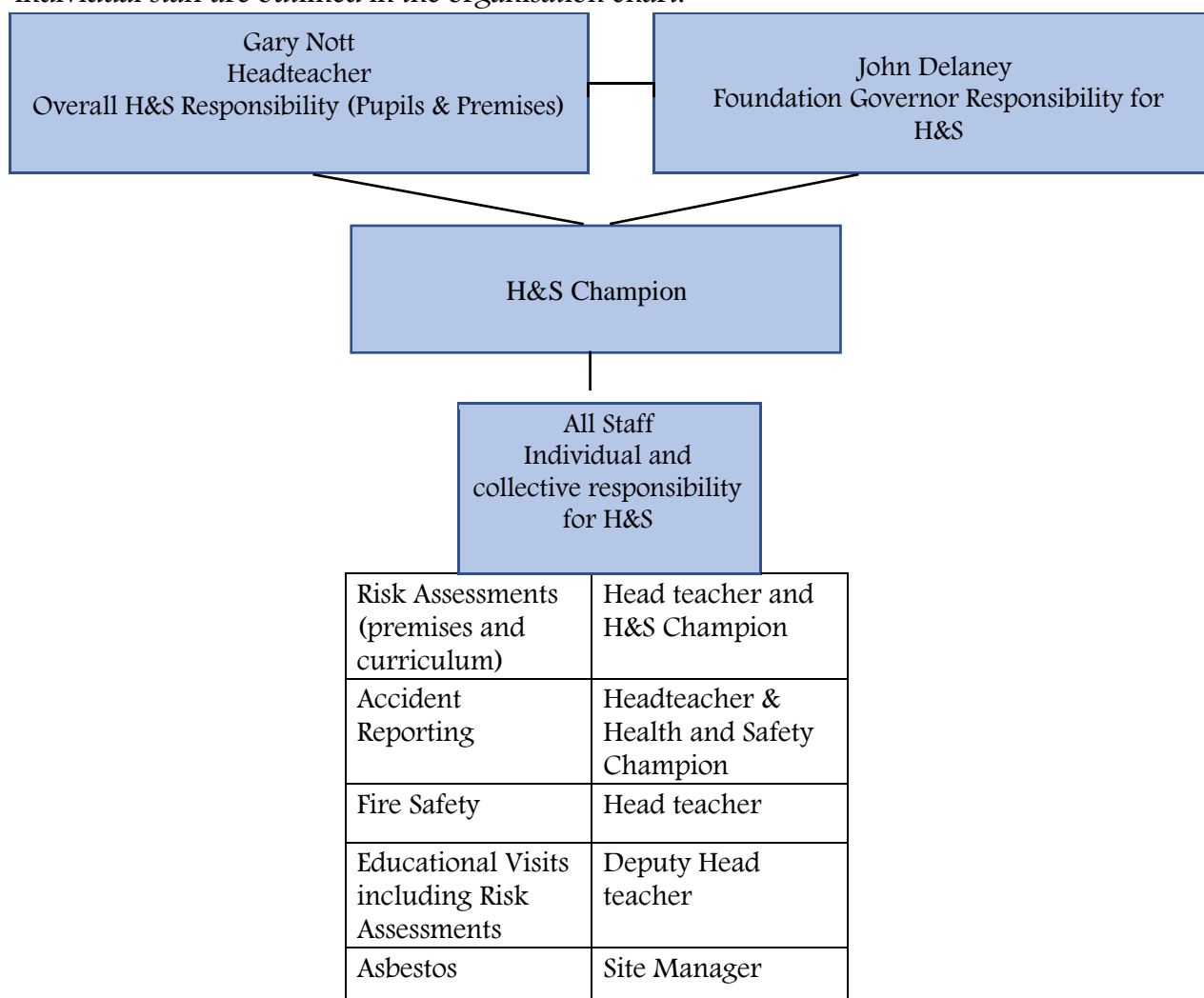
..... (Governor)                      ..... (Date)

### 1.1 **PROFESSIONAL ADVICE**

St Bede's Catholic Primary School & Nursery will employ professionally qualified Health and Safety advisors who are available to assist the school in the fulfilment of its responsibilities by providing advice and guidance on matters of health and safety.

## 2 **ORGANISATION AND RESPONSIBILITIES**

Health and Safety within the school is the responsibility of all staff, these responsibilities are outlined in sections 2.1 – 2.16. Key health and safety roles that have been designated to individual staff are outlined in the organisation chart.



Maintenance Records	Site Manager
Use of Display Screen Equipment	ICT Technician & H&S Champion
Manual handling	Site Manager
COSHH	Site Manager
Working Alone	H&S Champion
First Aid	H&S Champion
Medicines	SENDSCO & H&S Champion
Asthma	SENDSCO
Science/ Art/ Design/ PE/ ICT/ Maths Risk Assessments	Subject Leaders
Nursery	Nursery Manager
Reception	Reception Manager
Personal Protective Equipment	Site Manager & H&S Champion
Pregnant Workers	Headteacher & H&S Champion
Working at Height	Site Manager
Smoking	Headteacher
Sharps and Special Waste	Site Manager
Infectious Diseases	Headteacher & H&S Champion
The Use of Electricity	Site Manager
Contractors	H&S Champion
Playground Safety	H&S Champion
Grounds Maintenance	Site Manager

## 2.1 GOVERNING BODIES OF MAINTAINED, VOLUNTARY AIDED & FOUNDATION SCHOOLS

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

The employer for Maintained and Voluntary Controlled schools is the Local Authority who therefore have overall responsibility for health and safety compliance. These responsibilities cannot be devolved. The LA must provide oversight and monitoring and therefore these

schools are required to provide details of all incidents and near misses to the Corporate Health, Safety & Welfare team.

In Voluntary Aided, foundation and foundation special Schools the governing body is the employer and as such bears full responsibility for the health and safety of its premises and employees. There is no statutory requirement for Voluntary Aided Schools to adopt the LA's policies and procedures and as such, these schools cannot be compelled to send the CHS&W team any incident/near miss forms from a statutory perspective. They are required to keep their own records of such incidents. Unless the school has a Service level agreement with the Corporate Health, Safety & Welfare Team.

The Governing Body should ensure:

- 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 annually reviewed to ensure their suitability.

## **2.2 HEAD TEACHERS**

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 Champion for the School;
- Ensuring that sufficient resources are allocated to enable health and safety to be successfully managed;
- Ensuring other health and safety information is communicated to relevant staff;
- Ensuring that accidents are investigated and reported using the established procedures;
- Ensuring that Trade Union Safety Representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them. Where a Safety Representative has not been appointed by the union, ensuring that adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- Ensuring that all inspection reports are dealt with in an appropriate manner;
- Ensuring that all training needs are identified and met;

- Ensuring that assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- Ensuring that new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire safety and other safety procedures;
- Ensuring that fire precautions and procedures are implemented (including fire drills);
- Liaising with contractors working at the premises;
- Ensuring appropriate arrangements are made regarding companies hiring school premises, where appropriate;
- Ensuring Health and Safety performance is monitored as specified in paragraph 3.24;
- Ensuring termly health and safety inspections of the school are carried out.

### **2.3 SCHOOL HEALTH AND SAFETY CHAMPION**

Health and Safety Champions 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 school;
- Liaising with Safety Representatives or other means of consulting with employees;
- 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 Council’s Corporate, Health, Safety & Welfare Team

### **2.4 SLT/PHASE LEADERS**

SLT/Phase Leaders are responsible for implementing the Health, Safety and Welfare Policy and procedures within their area of control. They will need to ensure that:

- Appropriate health & safety information is held within the Department/Section;
- The Health & Safety 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 Department/Section 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 are identified and met, or reported to Head Teacher;
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures.

## 2.5 Subject leaders

Subject leaders are responsible for implementing the Health, Safety and Welfare Policy within their subject area.

In particular, ~ Subject leaders will need to ensure that:

- Equipment within the phases is maintained in a safe condition. To achieve this the Subject leaders will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the phases, and that an action plan is produced to ensure that any issues identified are resolved;
- Records are maintained of the Department's health & safety activities.

## **2.6 CLASS TEACHERS/HLTAS/TAS/MIDDAYS**

The health, safety and welfare of students in classrooms and other work areas and on trips out is the responsibility of the class teacher or in conjunction with the HLTAs and/or LAs. These guidelines also apply to student teachers / teaching assistants who must be made aware of their responsibilities by the class teacher.

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 his/her 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;
- Carry out classroom daily checks;

- 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, specialist safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the Headteacher, Phase Leader or H&S Champion.
- Identify risks associated in the classroom and ensure risk assessments in place and communicated to all relevant staff.
- 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.

## **2.7 TECHNICAL STAFF**

Technical staff (Computing/Music) are responsible for ensuring health and safety within the practical areas in School, including Computing Room (including Computer Storage trollies), server locations and Music Room (including where instruments are stored).

Technicians are responsible for:

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

## **2.8 THE SITE MANAGER**

The Site Manager is responsible for ensuring the health and safety of the site, more specifically:

- 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 monthly test of the emergency lighting system;
- Undertaking and recording of the weekly test of the magnetic door release mechanisms;
- Undertaking and recording of the monthly 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, obtaining COSHH data sheets from suppliers for all products used within the school.
- Health and Safety within designated areas of the school including the Site Manager'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
- Ensuring completion of Accident and Near Miss forms where appropriate and referred to the Headteacher.

## **2.9 HEALTH & SAFETY CHAMPION**

The Health & Safety Champion is responsible for ensuring the health, safety and welfare of the Office Staff and is also responsible for ensuring that:

- A record is maintained of all premises related maintenance and inspection reports;
- Copies of completed accident forms are completed and submitted online. Once printed, the forms should be retained for 3 years for adults and until the young person is 22 years old.

## **2.10 ASBESTOS DUTY HOLDER**

The Control of Asbestos Regulations 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 (or persons) who have clear responsibility for the maintenance or repair of the premises e.g., the Site Manager / H&S Champion.

The [Asbestos Duty Holder\(s\)](#) are:

The Site Manager / H&S Champion.

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

The Asbestos Register is located at the office reception hatch.

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., the Site Manager's office or main school office.

The [Asbestos Information Poster](#) is displayed in the entry lobby and staffroom.

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

Note: It is a legal requirement for the duty holder(s) to have asbestos awareness refresher training at regular intervals.

### **2.11 EDUCATIONAL VISITS CO-ORDINATOR (EVC)**

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader completes a suitable and sufficient risk assessment.

### **2.12 COSHH CO-ORDINATOR**

The COSHH Co-ordinator is responsible for ensuring that data sheets for all hazardous materials are available and that all such materials are entered on the COSHH register and all such materials are retained in secure storage.

- Colleagues 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 Borough's COSHH Do's and Don'ts poster is displayed in all locations where hazardous substances are stored and/or used regularly.

### **2.13 FIRE WARDENS (ALL BUILDINGS) 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 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 to discuss the evacuation, identify any problems and share information.

- Monitoring to ensure that fire routes and exits are kept clear at all times in their area(s).

#### **2.14 FIRST AIDERS (TRAINED LEARNING ASSISTANTS 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.

The school also has a number of Playground First Aid trained staff who can administer first line first aid to minor injuries such as a grazed knee.

All staff treating first aid must log the incident and give the appropriate coloured wrist band: orange (bumped head); green (general first aid) or blue (asthma pump). Parents of children who have bumped heads (no matter how minor) will be sent a text notification and should be observed in class by all staff.

#### **2.15 CLEANERS**

The cleaners work under the supervision of the Site Manager and are responsible for cleaning the buildings. Cleaning schedules are organised by the Site Manager, who has the responsibility for ensuring high standards are maintained.

The Site Manager 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 (e.g. rubber gloves) provided and that safe working practices are followed.

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 Site Manager.

#### **2.16 Safety Representatives**

The H&S Champion is responsible for ensuring the health, safety and welfare of the Office Staff and Cleaning staff; in particular being responsible for ensuring that:

- Accidents and near miss reports are filed online and copies of the completed 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 warden 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 lists for checking during the evacuation procedure. Checking the EVAC app for staff and visitors;
- 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.

### **2.17 OFFICE STAFF**

The Office Staff, in conjunction with the H&S Champion, 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 lists for checking during the evacuation procedure. Checking the EVAC app for staff and visitors;
- 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

### **2.18 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 other staff on lunchtime duty, supervising the immediate evacuation of the pupils if the fire alarm sounds during the lunchtime.

### **2.19 ALL EMPLOYEES**

Although overall responsibility for health and safety rests with the Headteacher, all employees also have an individual responsibility for their own and other safety. 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 school has a formal hazard reporting system, details of which are contained in Section 3.42.

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.

## **2.20 TRADE UNION SAFETY REPRESENTATIVES**

In accordance with the Safety Representatives and Safety Committee Regulations, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives will normally be found on the “Health and Safety Law – What you need to know” poster displayed in a convenient location on the premises. The training of Safety Representatives is the responsibility of the appropriate trade union. The school will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

## **2.21 EMERGENCY LOCKDOWN PROCEDURE:**

‘Emergency Lockdown Procedure’ Notices are displayed throughout the premises advising the actions to be taken on hearing instructions given over the school P.A system and telephone handsets.

## **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 but had the potential to do so.

All incidents (with the exception of minor injuries) should be reported via online <https://sheassure.net/lbr/Portal/lbrSksjhvoiawr/Index>.

Due to potential additional reporting requirements, please ensure that these forms are completed as soon as possible, and no later than 7 days after the incident.

Where appropriate, accidents may also be investigated by the Health and Safety staff, LBR Insurance or the Health and Safety Executive.

### **3.2 Asbestos Management**

The Control of Asbestos Regulations 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 identified above at 2.10.

It is the responsibility of the Asbestos Duty Holder to ensure that anyone, contractors or staff, who intends to work on the fabric of the building, reads the Asbestos Information poster and consult the Asbestos Register prior to commencing work 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 task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

Control and safety management systems must include the following:

- 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 that only appropriately accredited and competent contractors work on site and wherever any work may involve disturbing the fabric of the building, the contractor must be made aware of the contents of the asbestos survey / register before they commence work.
- Contractors must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant asbestos related 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.
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming that they have had access to the information contained in the register and that their risk assessments and method statements reflect fully this knowledge of the potential risks;
- Advising the Corporate Facilities Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

The duty holder must 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(s) to have asbestos awareness refresher training at regular intervals.

### **3.3 COMMUNICABLE DISEASES**

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

Public Health England have produced 'Guidance on Infection Control in schools and other childcare settings'.

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 and guidance is located in the office.

### **3.3 BREAKTIME SAFETY (DURING COVID-19 PANDEMIC 2020, PLEASE SEE SEPARATE arrangements) 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 Site Manager should cordon off all unsafe/slippery areas.

The Site Manager 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 Infants building in the medical area of the office 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 CONSULTATION WITH EMPLOYEES**

Under the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations an employer has a duty to consult with employees or their appointed representatives 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 School will consult with staff in the following ways:

- Headteacher's briefing notes;
- Phase meetings;
- Specific emails from Headteacher, Phase Leader or H&S Champion;

- Information in staff room or via pigeonholes.

### **3.5 CONTROL OF CONTRACTORS**

This School recognises that it has 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 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.

Clients need 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 a safe method of working for the contracted work and preventative and protective steps that will apply when work is in progress. A risk assessment should be carried out to identify and address any potential hazards. 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 be able 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 school.

All contractors should report to the school office upon arrival. They should sign in and must have current DBS clearance if left to work unsupervised whilst pupils are in situ.

The Site Manager is responsible for ensuring that all contractors on site are made aware of the asbestos register, fire safety and emergency evacuation procedures and any other relevant information as part of a formalised induction process.

Contractors in turn should notify the Site Manager of any hazards arising from their activities, which may affect the occupants of the school.

The Catering/Cleaning (ISS) staff are responsible for the safety of the kitchen & cleaning areas and must notify the Site Manager of any hazards.

### **3.6 Control of Substances Hazardous to Health**

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 Regulations cover 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 does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

This School 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.

COSHH data sheets and risk assessments can be obtained by contacting the Site Manager who is the school's COSHH Co-ordinator.

### **3.7 DISPLAY SCREEN EQUIPMENT**

The Display Screen Equipment (DSE) Regulations 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.

Completed User forms and DSE assessment checklists are saved in the staff drive under H&S.

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](http://www.hse.gov.uk/msd/dse)

### **3.8 DRIVING**

Under the Health and Safety at Work etc Act, 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 School will ensure that the guidance provided in the LBR Driver's Safety Policy and Handbook is adhered to.

A hard copy of the [Driver's Handbook](#) is located in the H&S subfolder in the staff drive.

Staff may only drive pupils in their own vehicles if prior written permission has been obtained from their parent/guardian and providing that their licence, MOT, Tax and Insurance are valid for such an activity.

### **3.9 ELECTRICITY AT WORK**

The Electricity at Work Regulations 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 to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. Attention should be paid to the condition of power cables and their connections, as these can easily be damaged which may introduce a hazard.

All portable electrical equipment should be visually inspected before use. Equipment used and moved regularly such as kettles, extension leads, vacuum cleaners etc should be subject to a detailed inspection and test by a competent person periodically. 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.

Portable Appliance Testing will be carried out by an approved contractor and the records are retained by the Site Manager and put on Parago.

Fixed electrical installations should be inspected by a competent person at least every five years.

Mains Electrical Testing is carried out annually and the records are retained by the Site Manager and put on Parago.

Staff and pupils may not bring their own personal electrical appliances into the School/ unless they have had their earth-bond and insulation checked by an approved contractor. This includes phone charges that plug into the electrical supply.

### **3.10 EDUCATIONAL VISITS**

The Health and Safety at Work Act 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 school 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 School has appointed an Educational Visits Co-ordinator, and developed a school Educational Visits Policy based on the DFE and Children's Services Guidance.

The Educational Visits Co-ordinators (EVC) is the Deputy Head teacher.

The school Educational Visits Policy is located via the policies section of the school website.

No educational visit 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.

### **3.11 FIRE SAFETY**

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

Each School 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 and ensuring that any significant findings identified are acted upon, preparing an Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPs) for staff or pupils with impaired mobility.

The Responsible Person for this School is the Head teacher

The current Fire Risk Assessment, Emergency Evacuation Plan and any Personal Emergency Evacuation Plans (PEEPs), can be found in the fire safety folder that is located in the finance office.

'Fire Action Notices' are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

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

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 the Corporate Health, Safety & Welfare Team using the LBR incident reporting system.

The competent people for fire safety at this school are as follows:

- a. Calling the Fire Brigade is the responsibility of the Headteacher/Deputy Headteacher or H&S Champion
- b. Liaising with fire brigade is the responsibility of the Headteacher/Deputy Headteacher
- c. Collecting class registers is the responsibility of the office staff
- d. Fire Wardens are all support staff
- e. Organising fire drills is the responsibility of the Headteacher/Deputy Headteacher and the H&S Champion.
- f. Organising fire safety training is the responsibility of the Headteacher/Deputy Headteacher and the H&S Champion.
- g. Periodic inspections of the fire alarms, emergency lighting, fire door magnetic holders are carried out by the Site Manager and approved contractors
- h. Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by the Site Manager
- i. Annual inspection of the fire extinguisher and firefighting equipment is carried out by the Site Manager and approved contractors

### **3.12 RISK AND EVACUATION**

#### **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 Head teacher will decide if the 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 Group Call message will be sent 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.

### **3.13 FIRST AID**

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

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, paediatric first aid or playground first aid (whichever is deemed most appropriate).

A first aid assessment of needs has been undertaken by the H&S Champion using a First Aid Needs Assessment Form. A copy of the completed form is located in the First Aid Folder in the finance office.

The First Aid Boxes for this School are sited in the school office for use on trips etc and in classroom medical cupboard (plasters etc).

The person responsible for maintaining the First Aid boxes is the Site Manager.

Notices are displayed throughout the school advising of the names of first aiders and the level of qualification.

Any accidents requiring first aid must be recorded and where relevant reported to the class teacher; H&S Champion; Headteacher/Deputy Headteacher.

All first aid incidents must be logged on to the 'Medical Tracker' platform and the correct colour wrist band given (orange for bumped head; green for general first aid and blue for asthma pump). All bumped heads must be notified to the office as a message has been sent to the parent. This is an automated process via the Medical Tracker software. The class teacher should be informed of this in order that the child can be observed in class.

Further information can be found at <https://www.gov.uk/government/publications/firstaid-in-schools>

### **3.13 GAS SAFETY**

Under the Gas Safety (Installation and Use) Regulations, any work on gas systems and appliances must only be undertaken by persons registered with the Gas Safe register.

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

Annual servicing will be carried out by an appropriate contractor and records maintained by the Site Manager and put on Parago.

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

Any gas matters within the school, must be reported to the Health and Safety Champion and the Corporate Facilities Management Team on (0208 708 3528). The responsible person/ nominated person must contact the Gas supply/ company immediately.

### **3.14 HEALTH & WELLBEING OF STAFF**

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 1999 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”.

The school subscribed to Schools Advisory Service who offer a range of support functions, including counselling. Details can be found in the staff room or via the SAS app.

### **3.15 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 School 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 H&S Champion.

### **3.16 LEGIONELLA**

The Control of Substances Hazardous to Health Regulations relates to the risk from hazardous micro-organisms, 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.

The Legionella risk assessment has been undertaken by Integrated Water and is located on Parago.

All water systems should be subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspections and testing, 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 Ph Water Technologies. Records will be maintained by the Site Manager and are kept on Parago.

Any queries regarding Legionella risk management should be referred to the Corporate FM Team on ((0208 708 3528).

Further information can be found on HSE website [www.hse.gov.uk/legionnaires](http://www.hse.gov.uk/legionnaires)

### **3.17 LETTING OF THE SCHOOL PREMISES**

There are no lettings allowed on the school premises.

### **3.18 LOCAL EXHAUST VENTILATION**

The Workplace (Health, Safety and welfare) 1992 Regulations specify general ventilation requirements.

The Control of Substances Hazardous to Health (COSHH) 2002 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 Site Manager is responsible for carrying out visual checks of LEV systems.

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 an appropriate contractor and records are kept on Parago.

Further information is available from the HSE document INDG 408(rev1) – Clearing the air A simple guide to buying and using local exhaust ventilation (LEV).

### **3.20 LONE WORKING**

The Health and Safety at Work Act 1974 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 Schools (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 School 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.

It is the responsibility of the Headteacher and the H&S Champion 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 Headteacher/Deputy Headteacher/H&S Champion.

It is the responsibility of the H&S Champion 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.

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 work alone safely and to be able to summon help and assistance if required.

All staff who are working alone must let the Site Manager know they are on site and when they leave. This will ensure the Site Manager can make periodic checks to see that the member of staff is OK and that nothing has occurred. Any incidents must be reported to the Headteacher/Deputy Headteacher immediately.



Further guidance is available in the HSE document Working alone (INDG73).

### **3.21 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.

The H&S Champion will be responsible for carrying out risk assessments for all 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 H&S folder in the finance office.

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.

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.

Training records will be maintained by the H&S Champion and held on Parago.

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](http://www.hse.gov.uk)

Manual handling- Manual Handling Operations Regulations 1992 - L23 (Fourth edition) Published 2016.

### **3.22 MEDICINES**

In general, medicines should 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 relevant pupil's class folder; with the SENDCO and in the office.

Prescribed medicines are stored in the medical cupboard in the pupil's class and the office.

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

A list of pupils' medical needs are in the class folder. A supply teacher should be shown this by their buddy teacher when arriving in class. They should also be informed of any child with a care plan.

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

Appropriate records in relation to the administration of medicines should be maintained at all times. A 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 Department for Education document 'Supporting pupils at school with medical conditions'.

### **3.23 MINIBUSES**

The school does not currently have a minibus.

### **3.24 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 Site Manager in addition to detailed termly inspections of the school (these could be in conjunction with inspections by School safety representatives). A written record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of the school 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;
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;
- The Site Manager and H&S Champion will carry out informal health and safety inspections at least termly;
- Reviewing accident statistics by governing body to identify causes of accidents; and
- Reviewing audit reports detailing the performance of the school's health & safety management system.

Records of maintenance checks, inspections etc are located in the Site Manager's office or on Parago.

### **3.25 NEW & EXPECTANT MOTHERS**

The Management of Health & Safety at Work Regulations 1999 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 school 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.

Further advice can be found in the following documents available on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk):

HSE INDG373(rev2)- New and expectant mothers who work, A brief guide to your health and safety.

### **3.26 NOISE AT WORK**

The Control of Noise at Work Regulations 1992 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 rule, in this school, 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 School staff, School 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

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

### **3.27 PERSONAL PROTECTIVE EQUIPMENT**

The Personal Protective Equipment Regulations 1992 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 them 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.

### **3.28 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.

The playground and all playground equipment is visually checked on a daily basis and a termly/6 monthly inspection is also undertaken. These checks are recorded and signed by the person responsible for undertaking them.

The responsible person for maintaining the playground and playground equipment is Universal Services Sports Equipment LTD.

Records of playground and playground inspections are on Parago.

### **3.29 PONDS**

There are no ponds on the school site.

### **3.30 RISK ASSESSMENT**

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, and any others who may be affected by their undertaking.

The responsibility for carrying out risk assessments lies with the Headteacher and the H&S Champion.

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 H&S Champion will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the school.

Copies of current risk assessments are located in the Risk Assessment folder in the finance office and also partly on Parago.

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.

### **3.31 SAFETY, SIGNS AND SIGNALS**

The Health and Safety (Safety Signs and Signals) Regulations places 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 School 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 Site 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 Site Manager/H&S Champion.

Further information on safety signs and signals can be found on HSE website [www.hse.gov.uk](http://www.hse.gov.uk): HSE L64 (Third edition) Published 2015 'Safety signs and signals- The Health and Safety (Safety Signs and Signals) Regulations 1996.

### 3.32 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.

The Headteacher and the H&S Champion within the school may assume the responsibilities for school security.

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

### 3.33 SMOKING

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

As a result, this School is a strictly no smoking School.

### 3.34 SLIPS AND TRIPS

The Health & Safety at Work Act 1974 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 School recognises that good housekeeping is essential to preventing slip and trip accidents. The following measures will be taken to ensure good housekeeping:

Formal recorded workplace inspections will be undertaken by the Site Manager on a termly.

Informal workplace inspections will be undertaken by the Site Manager on a weekly basis.

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

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 Site Manager.

### **3.35 SWIMMING POOL**

The school does not have a swimming pool. Swimming lessons take place for year 5 pupils and a specific risk assessment is completed for this.

### **3.36 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.

### **3.37 PERSONAL SAFETY OF STAFF**

The Health and Safety at Work Act 1974 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 1999 places duty on 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. A risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

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. The Headteacher may make the decision to ban a parent for a fixed period who has been aggressive towards staff.

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.

### **3.38 WASTE INCLUDING WASTE ELECTRICAL & ELECTRONIC EQUIPMENT (WEEE)**

**REGULATIONS ALL** waste generated by this School will be disposed of responsibly.

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

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations. This may be via the Corporate Facilities Management Team (SMADs) 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.

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).

Details of waste collection contracts:

<u>Type of waste material</u>	<u>Frequency of collection</u>	<u>Name of Collector</u>	<u>Contact details</u>
Daily waste	Weekly	LBR waste	LBR
Clinical waste	Fortnightly	LBR waste	LBR
ICT and electrical waste	As needed		
Fluorescent tubes	As needed		

### **3.39 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;
- Used only by people who have received adequate information instruction and training;
- Inspected
- Accompanied by suitable safety measures, e.g., guards, markings, warnings

In addition to PUWER, 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.

Defects should be reported to the Site Manager and the H&S Champion.

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 H&S Champion to arrange staff training, and to ensure that records of staff training are maintained and logged on Parago.

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 and records kept by the Site Manager.

This School only permits designated staff to undertake modifications to equipment. The Health & Safety Champion holds a list of designated staff and the limits of their authority to undertake such work.

Staff and pupils may not bring their own personal electrical appliances into the school/ unless they have had their earth-bond and insulation checked by a competent person (delete as applicable).

The Health & Safety Champion 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.

Further Information is available from “Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance - L22”

### **3.40 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.

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 1999 require employers to specifically take account of young person's 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.

Headteacher/Deputy Head teacher 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 school 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.

Any pupil undertaking work experience at this School will be given an induction, which will be recorded using the Work Experience Induction Checklist.

Completed checklists are located in the H&S folder in the finance office.

### **3.41 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 1999 the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

This School 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 H&S Champion 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 Site Manager.

This School has a Ladder Checklist to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are maintained by the Site Manager and kept in his office.

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/](http://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” HSE INDG455- Safe use of ladders and stepladders- a brief guide.

### **3.42 WORKPLACE (HEALTH, SAFETY & WELFARE)-**

Employers have a general duty under the Health and Safety at Work Act 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 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 School will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonably practicable. In order to monitor this, a regular workplace inspection will be undertaken using a workplace H&S Inspection checklist.

Workplace inspections will be undertaken by the Site Manager and the Governor with responsibility for H&S.

Workplace inspection records will be kept by the Site Manager and logged on Parago.

The responsibility for building and equipment maintenance lies with the Site Manager.

Any building or equipment defects or hazards should be reported to the H&S Champion and Headteacher.

#### 4 Access to Policy Statement

A copy of this statement is to be made available to all employees and others