Health & Safety Policy

Policy Start Date	Policy Review Date	Frequency
Autumn 2025	Autumn 2026	Annual

Headteacher:	Mkelliher	**Date:**	**Autumn 2025**
Chair of Governing Body:		**Date:**	**Autumn 2025**

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Links to Supporting Documents:

Annual Health and Safety Plan	*Health and Safety Committee Terms of Reference*
Health and Safety Responsibility Matrix	*Risk Assessment Register*
Health and Safety Training Matrix	*Fire and Evacuation Procedures*
Statutory Inspection, Maintenance and Service Schedule	

Section 1:
Statements of Intent and Overarching Health and Safety Strategies

1.1 Health and Safety Statement of Intent

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

We are committed to:

a) Providing a safe and healthy working and learning environment

b) Implementing actions to prevent accidents and work-related ill health

c) Identifying and controlling curriculum and non-curriculum work activities and hazards through risk assessment.

d) Defining duties, functions and responsibilities for health and safety at all levels within this policy and in associated arrangements, procedures and instructions.

e) Complying with all relevant statutory duties and legal requirements as a minimum standard and adopting best practice to further minimize risks to health and safety wherever possible.

f) Ensuring safe working methods and providing safe plant and equipment

g) Providing effective information, instruction, training and supervision as needed to ensure the competency of our employees and to enable them to understand and meet their health and safety responsibilities.

h) Monitoring and reviewing systems to make sure they are effective

i) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters

j) Setting targets and objectives to develop a culture of continuous improvement

k) Ensuring adequate welfare facilities exist at the school

l) Ensuring adequate resources are made available with sufficient promptness to support the implementation of health and safety measures

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors and staff will play their part in its implementation.

It is the duty of all employees to familiarise themselves with this health and safety policy and to co-operate with the school as necessary to uphold the terms of the Policy. Employees are reminded that any failure to meet these requirements may be subject to disciplinary action.

This policy document will be reviewed on an annual basis and as necessary by the Health and Safety Committee and the full Governing Body and formally agreed at the first full Governing Body meeting of the school year.

This policy and any changes will be made available to all staff, contracting agencies, partners and others affected by its provisions.

A signed and dated copy of this statement will be prominently displayed in the school office and the staff room.

Name Gary Padbury **Signature**  **Date: 09.12.24**
(Chair of Governors)

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1.2 The School's Occupational Health and Safety Management System

"An Occupational Health and Safety Management System (OHSMS) is a framework that allows an organisation to consistently identify and control its health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety legislation and continually improve its performance." British Standards Institute.

The school follows the LA's Model School Occupational Health and Safety Management System

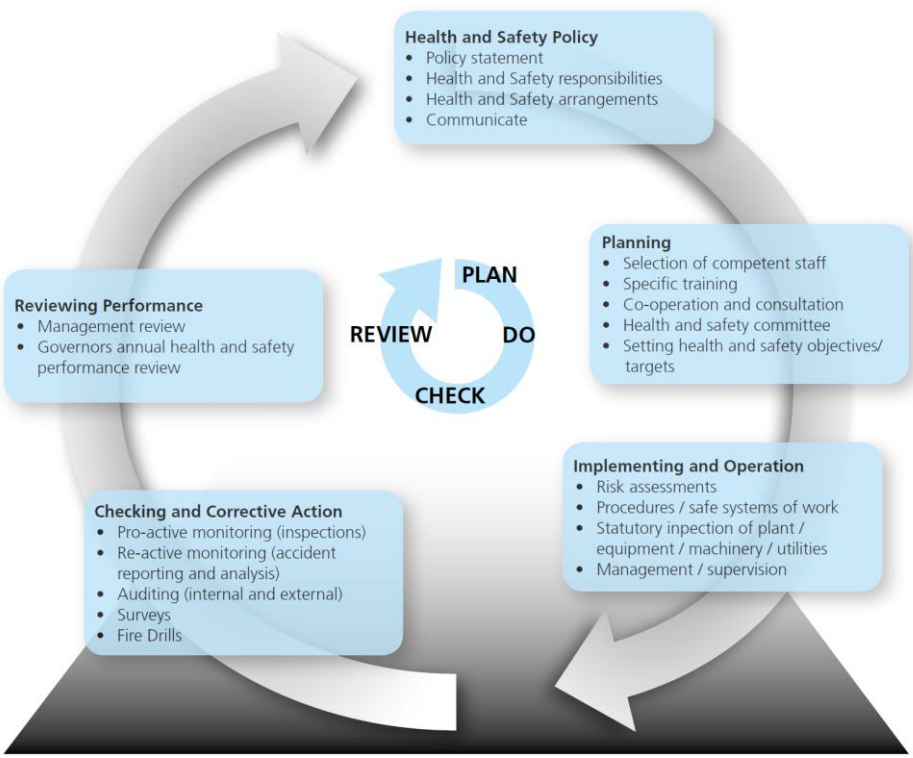
By implementing a health and safety management system, the school can more effectively satisfy:

a) The requirement under Section 2 of the "Health and Safety at Work Act 1974" to prepare and revise a written health & safety policy.

b) Regulation 3 of "The Management of Health and Safety at Work Regulations 1999" to make a suitable and sufficient health and safety assessment of the risks to which employees and others are exposed.

c) Regulation 5 of "The Management of Health and Safety at Work Regulations 1999," which states that after the employer has introduced risk control (preventative and protective) measures following risk assessment that they then have a duty to implement appropriate management controls to ensure the effective ***"planning, organisation, control, monitoring and review"*** of the preventative and protective measures.

The emphasis of any OHSMS is that health and safety should be a continuously planned process, repeated on an annual cycle. This cycle is shown as a diagram below.



1.3 Annual Health and Safety Plan

As part of its Occupational Health and Safety Management System, the school will set health & safety objectives that are Specific, Measurable, Achievable, Relevant and Time-bound (SMART). The goal of each objective will be to reach a desired outcome that once achieved will bring about a positive change or improvement.

The primary focus of health and safety is to prevent harm and the school is committed to the prevention of injury and ill health. Therefore, accident analysis will also be used to identify trends, with the purpose of including accident elimination or reduction in our objectives.

In addition to developing Health and Safety Objectives, the school will also use the results of risk assessments and internal and external audits, inspections and surveys to help identify gaps in health and safety compliance.

The school will produce an Annual Health and Safety Plan so that agreed objectives and the actions necessary to achieve health and safety compliance can be gathered under one roof and more easily managed. The plan will show the designated persons responsible for completing actions and timescales.

The Governors will record the agreement and development of objectives and confirm the actions necessary to achieve compliance in the minutes of its meetings and will also be used as the forum for updating the plan and recording progress.

The current *Annual Health and Safety Plan* is available to all staff on the school's shared drive. *(Admin drive)*

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Section 2

Organisation

2.1 Introduction

This section of the policy defines health and safety roles and responsibilities at all levels by outlining a person's duties per their position/job title. A **Health and Safety Organisational Chart**, naming people against their position for easy reference, is attached at **Appendix B**. There is also a more detailed **Health and Safety Responsibility Matrix** at **Appendix C**, which shows specific health and safety functions against the name and position of the person responsible for carrying them out.

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2.2 Health and Safety Governance Structure

2.2.1 The Employer

Ultimate responsibility for health and safety at the school lies with the 'employer.' As a voluntary aided school, the employer at **Our Lady & St John's Primary** is the school's governing body.

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2.2.2 Governing Body

The School's Governing Body have overall responsibility for setting the health and safety policy and will ensure that sufficient financial resources are provided to support its implementation.

The governing body will:

- Produce a clear written policy statement, which promotes the correct attitude towards safety in staff and pupils and demonstrates a commitment by the Governing Body to 'lead from the top' in health and safety matters.
- Ensure that the school's health and safety policy and performance is reviewed annually.
- Ensure that health and safety issues are covered at meetings of the governing body, either through a special meeting or a standing agenda. This will include discussion of any safety reports or information issued to the Headteacher by the LA health and safety advisory service.
- Implement a governing body approval process for school trips per the LA's school trip guidance and procedures.
- Appoint at least one of its members as a Health and Safety Governor.
- Ensure that the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Bring to the attention of the Diocese any matter that they are unable to resolve.

The governing body are responsible for the following aspects which are delegated to the Headteacher.

- Complying with legislation and best practice in relation to premises, plant, equipment and all school activities.
- Providing adequate training and instruction.

- Ensuring the effective communication of Health and Safety matters.
- Consulting with employees on significant Health and Safety matters.
- Delegating to suitable persons, as appropriate, duties to assist in the discharge of responsibilities.
- Ensuring that any significant risks to the health and safety of staff, pupils and others are risk assessed.
- Ensuring that clear instructions, procedures and safe systems of work are created if determined necessary by the risk assessments.
- Health and safety performance is measured both actively and reactively.
- To provide information to the LA's contracted health and safety advisory service on Health and Safety matters when requested.

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2.2.3 Health and Safety Governor

The main role of the health and safety governor is to act as a champion for health and safety and promote a positive health and safety culture by providing the link between the governing body, school management and staff. The health and safety governor's dedicated focus on health and safety matters provides assurance to the governing body that their delegated responsibilities are being met.

The Health and Safety Governor will work with the school's health and safety co-ordinator to ensure that:

- The health and safety policy and the arrangements to implement and monitor it are effective.
- Appropriate health and safety procedures and practices are undertaken by the school.
- Regular termly health and safety inspections are made of the school premises.
- All staff with Health and Safety responsibilities are trained and competent to carry them out.
- Risk assessments are in place and reviewed regularly.
- An 'audit track' showing delegated responsibilities for all Health and Safety tasks is completed.
- Budget implications are considered regarding the implementation of the responsibilities identified above.
- They keep the governing body informed of health and safety issues.
- They remain informed and up to date by reading new materials and information relating to health and safety matters received into the school, e.g. from the LA or published in educational health and safety publications.
- They attend appropriate training to enable them to more effectively carry out their role.
- Any matter that they are unable to resolve is brought to the attention of the Governing Body.

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2.3 Health and Safety Management Structure

2.3.1 Headteacher

The Headteacher is accountable to the Governing Body and is responsible for day-to-day health and safety and for implementing the health and safety policy in the school.

To ensure that their health and safety responsibilities are met, the Headteacher will:

- Attend Health and Safety meetings.
- Work with the governing body to ensure that there is an effective policy for Health and Safety within the School and will be directly responsible for the establishment and the effectiveness of that program.
- Ensure that all staff have read and understood the Health and Safety Policy.
- Appraise the effectiveness of the Policy on an annual basis and as necessary with the Health and Safety Governor and Governing Body and ensure that any necessary changes are made.
- Take direct interest in the Health and Safety Plan and support all persons carrying it out.
- Ensure that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- Review any reports received from the Health and Safety Adviser and implement remedial actions where recommended.
- Ensure that all staff have adequate training to perform their tasks safely and competently, including the compilation of risk assessments.
- Bring to the attention of the Health and Safety Governor, any health and safety matter that they are unable to resolve
- Ensure that the health and safety functions for which they are responsible are carried out by delegating them, as necessary, to appropriately competent members of staff, as detailed below.

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2.3.2 Deputy / Assistant Headteacher

Deputy / Assistant Headteachers have delegated responsibilities which are school-wide and of considerable weight. These responsibilities are in addition to carrying out the professional duties of a teacher and a manager.

They play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitoring progress towards their achievement.

With specific regard to health and safety, Deputy / Assistant Headteachers will have responsibility for:

- Undertaking the professional duties of the Headteacher, including their health and safety responsibilities, in the event of their absence from the school.
- Working with the Headteacher to ensure:
    - The health and safety policy is clearly articulated, shared, understood and acted upon effectively by all.
    - The school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment

- They demonstrate the health and safety ethos of the school in everyday work and practice.
- They motivate and work with others to create a positive health and safety culture.
- They assist in the ongoing and annual review of health and safety performance.

- Planning, organising and delivering staff meetings to satisfy the school's health and safety consultation and communication process and where necessary bringing in outside speakers.
- Working with the Governing Body (providing information, objective advice and support) to enable it to meet its health and safety responsibilities.
- Engaging all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans, which encapsulate both key school learning strategies and good health and safety practice.
- Recruiting and selecting teaching and support staff with the appropriate health and safety competencies.
- Undertaking annual Staff Performance Management, which specifically includes health and safety competency standards and agreed targets linked to the school's Annual Health and Safety Plan and Health and Safety Training Matrix.
- Support staff, within their team and within the whole school, in achieving high standards of health and safety competency through effective continuing professional development
- Bring to the attention of the Headteacher any health and safety matter that they are unable to resolve.

In addition to the above, the Deputy / Assistant Headteachers will have responsibility for the following programmes, which have a direct influence on health and safety:

- Behaviour policy & practice across the school
- Equality and Accessibility Plan

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2.3.3 Senior Management Team (SMT)

The Senior Management Team (SMT) shares the collective responsibility for all aspects of school leadership and management, including the efficient daily running and sound discipline of the School, the pastoral care of all pupils and staff and implementing an agreed whole school development plan, of which the Annual Health and Safety Plan is an integral part.

Whist the main role of the SMT is to set the strategic direction of the school from an educational point of view, in keeping with the school's ethos that health and safety should be integral to all aspects of school life and that a safe school provides the best learning environment, Health and Safety will be a standing agenda item at SMT meetings.

In situations where health and safety issues are straight forward and can be resolved quickly, the SMT will manage these themselves and report any changes to the Health and Safety Committee. For more complex issues and situations where wider consultation is appropriate, the matter will be passed to the Health and Safety Committee to resolve.

Each member of the SMT is directly accountable to the Headteacher for his/her specific responsibilities.
The SMT consists of:

- Headteacher
- Deputy Head

- *4* Senior Teachers
- The Special Needs Co-ordinator (SENCO)

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2.3.4 Business Manager

The Business Manager has been delegated the responsibility for the day to day implementation of the School's Health and Safety arrangements and as such is responsible directly to the Headteacher for:

- Familiarising themselves with Statutory Health and Safety Requirements and any updates as issued from time to time.
- Ensuring that a single consistent Risk Assessment procedure is adopted and maintained across the whole school and detailed in the Health and Safety Policy's arrangements.
- Ensuring that risk assessments for all general hazards and common areas of activity in the school and any specific activities under their direct control are completed.
- Drawing up health and safety procedures and safe systems of work where it has been identified as a requirement of the above risk assessments.
- Ensuring risk assessments and surveys for Fire, Legionella and Asbestos are carried out by a suitably qualified professional and that they are kept up to date and 'relevant' through periodic review.
- Drawing up and maintaining an annual Asbestos Management Plan, using the data supplied in the Asbestos Management Survey.
- Ensuring that a Demolition and Refurbishment Asbestos Survey is carried out as part of any construction work.
- Ensuring that air monitoring takes place following any asbestos removal and that air clearance certificates are supplied as confirmation that the building is safe for re-habitation and that these documents are kept on file.
- Ensuring that local monitoring procedures are in place and carried out by suitably trained members of staff to control legionella bacteria.
- Drawing up and maintaining a risk assessment register as a means of tracking the completion of risk assessments across the whole school and as a means of monitoring their ongoing review. **The school's Risk Assessment Register** can be found here**: Admin drive**
- Ensuring that all plant and equipment, both mechanical and electrical, is inspected, tested and maintained per statutory requirements by suitably qualified contractors and that adequate records are kept.
- Inspecting all new plant, buildings and equipment for potential hazards, in conjunction with relevant staff, as necessary.
- Ensuring that any piece of plant or equipment found to be defective is removed from operation or immobilised until a repair can be effected.
- Ensuring that any hazardous or dangerous conditions or situations reported are remediated as soon as possible.
- Providing adequate health and safety training and instruction across the school and maintaining the Health and Safety Training Matrix and Health and Safety Training Schedule.
- Maintain their own health and safety competency through continual professional development.

- Ensuring that procedures are in place so that new staff receive a full health and safety induction and that appropriate records of induction are kept.
- Ensuring the effective communication of Health and Safety matters.
- Consulting with employees on significant Health and Safety matters.
- Bringing Health and Safety issues to the attention of the Health and Safety Governor.
- Making adequate arrangements for first aid provision and facilities
- Developing emergency evacuation procedures
- The control of Contractors within the school grounds and will ensure that they have the appropriate competencies required for their field of work and have produced the necessary risk assessments, method statements, insurances and, where necessary, police checks of staff before work can commence.
- Ensuring that contractors are made fully aware of the school's Health and Safety Policy, procedures and any risks to their health and safety, including physical hazards, confined spaces, work at heights, substances hazardous to health and Asbestos containing materials as identified in the school's Asbestos Survey and Asbestos Management Plan.
- Ensuring that all areas of the School are inspected, from a Health and Safety point of view, once per term.
- Reviewing internal and external health and safety Audits, Inspections, Surveys and other reports and implementing remedial actions where recommended.
- Effectively delegating the responsibilities for specific safety precautions and arrangements to the Site Manager and teaching and non-teaching Heads of Department.

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2.3.5 School Health and Safety Lead

The main function of the Health and Safety Lead is to be the focal point for day to day references on health and safety and provide in-house assistance and advice on such matters within the school. The role is assigned to an existing member of staff with a remit and an aptitude for health and safety matters.

The role itself does not carry with it any executive or managerial responsibility. However, the role will generally be given to a member of staff that is already part of the health and safety management structure and therefore already has delegated health and safety functions.

This is the school's preferred choice when making the appointment and ensures the role is pitched at the right level and given to a member of staff with the appropriate positional authority to sufficiently influence staff behaviours.

In fulfilling their role, the Health and Safety Lead will:

- With co-operation from the Business Manager, maintain their own health and safety competency through continual professional development.
- Advise the Business Manager and Health and Safety Governor on the formulation and implementation of suitable arrangements for Health and Safety.
- Advise the Business Manager and Health and Safety Committee on the health and safety implications of proposed changes to plant, equipment, buildings and procedures.
- Co-ordinate the school's hazard and defect reporting procedure and advise the Business Manager and Health and Safety Governor of situations or activities which present a significant risk to the health and safety of staff, pupils and visitors;

- Respond to requests for advice from colleagues relating to risk assessment, the drawing up and establishing of safe systems of work and any other health and safety issues. The Health and Safety Lead will not complete the work on behalf of colleagues. The School's intention is that all those tasked with health and safety responsibilities should have access to advice but will personally complete and take responsibility for their own procedures.
- Carry out periodic inspections of school departments and general site areas per the school's Health and Safety Monitoring Procedures and provide advice and recommendations to the Business Manager, and Health and Safety Governor for improvement where necessary.
- Co-ordinate the annual (or earlier if required) risk assessment completion and review process for the school
- Co-ordinate the implementation of safety procedures
- Investigate accidents on site and recommend changes and improvements where necessary.
- Carry out Health and Safety inductions for new members of staff.
- Conduct INSET periodically at the request of the Business Manager or Head
- Maintain a central file of relevant codes of practice and other health and safety information
- Co-ordinate termly (or more frequent if required) fire drills.

In addition to the above general functions, the Healthy and Safety Lead will work closely with the Business Manager and provide direct assistance to them in:

- Making adequate arrangements for first aid.
- Disseminating health and safety information to all staff, pupils, volunteers, contractors and visitors etc. as appropriate
- Developing emergency evacuation procedures
- Maintaining the school risk assessment register
- Completing risk assessments for all general hazards and common areas of activity in the school.

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2.3.6 Site Manager

The Site Manager reports directly to the Business Business Manager and is crucial to the efficient running of the school by providing a safe infrastructure and foundation upon which to operate. Their duties are broad and premises focused, having responsibility for the upkeep of the fabric of the building, its grounds, plant, utilities, safety and security systems, equipment, machinery, waste and substances.

The Site Manager will have responsibility to ensure that:

- They visually inspect access equipment for working at height before use and that a formal recorded inspection is carried out every 6 months.
- Any monitoring required to control legionella bacteria, e.g. weekly water flushing and monthly temperature checking, is carried out and appropriate records kept.
- Asbestos is managed on the site and that the condition of asbestos is checked regularly and records kept on at least an annual basis.

- Contractors, service engineers etc. are made aware of the asbestos survey and any records relating to asbestos and that they have signed the "Contractor Pre-Start Declaration" form.
- Regular inspections of the boiler(s) by a competent person (i.e. Gas Safe registered) takes place.
- They are trained in the operation of the boilers and are familiar with any action needed to be taken in an emergency.
- Regular inspections of the boiler house are undertaken and that the sump pump (if present) is operating effectively and that the boiler room is not used to store any items.
- COSHH assessments are made of all caretaking and cleaning substances, and the necessary material safety data sheets are obtained from the manufacturer. Also, that any such information be made available to relevant personnel (e.g. contractors, service engineers, cleaners and school staff).
- All cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances, use of PPE, safe systems of work.
- Traffic on site is managed safely.
- Defects to the premises are dealt with in consultation with Health and Safety Lead and Business Manager, and that interim measures are taken to make an area safe where the defect cannot be dealt with immediately.
- Any items received from suppliers e.g. machinery, equipment, substances are accompanied by adequate information, safety data and instruction prior to use and are kept on file for reference, e.g. manuals and manufacturer's instructions.

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2.3.7 All Teachers (including supply teachers and students on training placements)

Teachers are responsible for the health and safety of pupils and students while in their care, as are student teachers and supply teachers. A teacher is responsible for ensuring that they:

- Give clear health and safety instructions and warnings to pupils as often as necessary (notices, posters, hand-outs are not enough).
- Integrate all relevant aspects of health and safety into the teaching process. For areas of the curriculum that carry inherent risks such as Science, Design and Technology, Physical Education and Art and Design, ensure that health and safety instructions and methods of work are written into the schemes of work and lesson plans, which are integral to the risk assessment process. If necessary, give special lessons on health and safety.

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2.3.8 All Employees and Volunteer Helpers

In addition to any specific responsibilities which may be delegated to them, all employees are individually responsible for:

- Taking reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions (i.e. failures to act).
- Familiarising themselves and complying with the health and safety policy, relevant risk assessments and any rules, procedures and codes of practice relating to health and safety.

- Making sure they are aware of the emergency procedures in respect of fire, first aid and accident reporting and any special health and safety measures to be adopted in their own specific department.
- Attending any training provided in the interests of health and safety and acting in accordance with the training received.
- Complying with any arrangements for the provision of information, instruction and supervision as it relates to Health and Safety.
- Reporting all hazards, defects and dangerous occurrences, e.g. to plant, property or equipment, to their manager and the Health and Safety Lead for investigation and remediation.
- Reporting all accidents to their manager and the Health and Safety Lead for investigation and remediation and to the Welfare Assistant for completion of the accident report form.
- Using any work equipment provided correctly and in accordance with instructions and training and not intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety, hygiene and welfare.
- Co-operating with any requirements to use personal protective equipment (PPE).
- Ensuring good housekeeping and the prevention of slip and trip hazards by managing the storage of equipment, materials and waste and taking immediate action when a problem is identified, regardless of who is responsible for the area.
- Informing their manager and the Health and Safety Lead of any work situations which present a serious and immediate danger to health, safety and welfare and take immediate measures to protect persons from such risk.
- Informing their manager promptly of any medical conditions that they have that may affect their own safety or the safety of others.
- Seeking health and safety advice when necessary, e.g. when unable to resolve an issue themselves.
- Ensuring that occasional one-off manual handling operations are assessed before attempting them and that assistance is sought if required.

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2.4 Staff with specific areas of responsibility

2.4.1 Educational Visits Co-ordinator (EVC)

The overarching role of the EVC is to help the school fulfil its Health and Safety obligations for off-site school visits on behalf of the Headteacher, by being involved in the planning and management of educational visits and approving them.

The EVC will be competent to perform these tasks and have the authority to carry them out. If no EVC is appointed or in the absence of the EVC, the role will fall by default to the Headteacher.

The role will be given to a member of staff that is already part of the health and safety management structure to ensure that the role is pitched at the right level and given to a member of staff with the appropriate positional authority to sufficiently influence staff behaviours.

The specific responsibilities of the EVC are provided in more detail in the LA's *Policy and Procedures for School Trips and Off-site Activities (Staff shared drive)*

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2.4.2 Staff Leading and Supervising Trips

The overarching responsibility of staff leading trips is to ensure that trips are properly planned, risk assessed and supervised in accordance with the LA's guidance and procedures. They are also responsible for ensuring that the EVC is informed of the trip and ultimately approves it along with the school's governing body.

Members of staff providing supervision on school trips are responsible for providing such supervision of the pupils throughout the trip as professional standards, common sense the specific conditions of the risk assessment demands.

The specific responsibilities of Trip Leaders and Supervisors are provided in more detail in the LA's *Policy and Procedure for School Trips and Off-site Activities (Staff shared drive)*

▲TOP

2.4.3 Fire Wardens

Fire wardens are designated persons who are allocated certain duties to help support the ongoing management of fire safety within the school by contributing to the safety of people in the event of a fire.

The main function of the fire wardens is to ensure, as far as reasonable practicable, that everybody has left the building by carrying out a systematic search of the premises immediately following the fire alarm activation.

Fire wardens will also report back any findings to the Lead Fire Warden, who is responsible for checking the fire panel and going directly to the location of the alarm signal to check if the fire is genuine. The Lead Fire Warden will then co-ordinate with the other fire wardens to collate information for the emergency services. All fire wardens have undergone specific training to ensure they perform their role effectively and without risk.

The specific responsibilities of fire wardens are detailed in the LA's *Management of fire Safety Policy (Staff shared drive)*

▲TOP

2.4.4 Welfare Assistant

The key tasks of the Welfare Assistant are to be the primary port-of-call for first aid and medical assistance during the school's normal operating hours and to ensure that all incidents are reported.

The Welfare Assistant will have specific responsibility for:

- Administering first aid to staff, children and visitors sent to the Medical Room; recording minor incidents on SIMs.
- Completing Incident reports using the LA's online incident reporting system to ensure satisfactory records are kept for the *LA,* the school's insurers and for parent information.
- Making themselves aware of, and familiar with, the school's first and medical policies and provide advice if appropriate.
- Overseeing the Medical Room and ensuring that it is kept tidy and fully stocked with the necessary equipment and medical supplies.
- Carrying out a termly audit of all First Aid boxes across the school to ensure the contents is complete and in date.

- Reordering medical supplies as and when necessary within the annual medical budget and ensuring that first aid supplies are purchased and first aid boxes restocked following notification from first aiders.
- Providing medical packs and essential medical information briefing sheets for all school trips and ensuring that staff return these to the Medical Room. It will be the responsibility of the Welfare Assistant to sign these kits in and out and to replenish their contents as and when required.
- Monitoring the pupils' EpiPens and inhalers across the school and ensuring that all medication kept on site is stored in a secure location in orderly manner with clear labelling. It will be the responsibility of the Welfare Assistant to notify parents of any out-of-date medication and to ask for it both to be removed and to be replaced.
- Maintaining and circulating the most up to date First Aider list, keeping in close contact with the Business Manager for the latest training schedule.
- Reviewing with the Business Manager any recurring problems and making recommendations for any appropriate remedial action.
- Circulating the most recent allergy and medical information to all members of staff (via email) and to key information points around the school (e.g. kitchen, staff room and school office).
- Ensuring that pupil medical information, pupil medication and a first aid kit is taken with them, if safe to do so, in the event of a fire/Emergency Evacuation.

▲TOP

2.4.5 First Aiders

The key tasks of the school's first aiders are to assist the Welfare Assistant by administering crucial initial first aid to staff, pupils or visitors following incidents and medical emergencies as they occur in their location and to provide first aid cover when the Welfare Assistant is not present, e.g. out of normal school hours and during off-site activities.

First Aiders will have specific responsibility for:

- Administering first aid to the level of their competence in response to incidents and medical situations as they arise.
- Satisfactorily resolving first aid and medical issues if within their capability or maintaining the condition of casualties until further assistance arrives.
- Referring casualties to the Welfare Assistant if necessary and knowing how to call for assistance.
- Providing first aid, as required, during activities taking place off-site, e.g. school trips and sports fixtures and ensuring that fully stocked first aid kits are taken.
- Informing the Welfare Assistant of any incidents they have dealt with so that they can report it on SIMs or complete an incident report using the LA's online incident reporting system.
- Maintaining the condition and contents of a designated first aid kit and informing the Welfare Assistant promptly of anything that needs to be replenished.
- Taking their designated first aid kit with them, if safe to do so, in the event of a fire/emergency evacuation.

▲TOP

2.4.6 Mid-day Supervisors (Teaching Assistants)

Mid-day supervisors are responsible for ensuring that:

- Students are safe and without risks to health during the mid-day period, inside and outside the school building, by effective supervision and by challenging inappropriate behaviour.
- Spillages are cleaned up immediately.
- Arrangements for fire and first aid are followed.
- That all areas of the playground can be observed.
- Recreation equipment is directly supervised to ensure that students use them as designed, fairly and sensibly to reduce the possibility of accidents.
- That they know how to call for assistance if necessary.

▲TOP

2.4.7 Office Staff

Office staff, as front of house staff, represent the outward face of the school and are the first port of call for all visitors and the passing of information, much of it health and safety related. As such they play a crucial role in ensuring that anyone arriving at the school does not pose a health and safety or security risk and that information is communicated to members of staff to allow them to perform their job safely.

Office staff are responsible for ensuring that:

- The legitimacy of visitors is checked before allowing them onto the premises and that they have been signed in and are supervised by an appropriate member of staff.
- The school's health and safety information is communicated to visitors and understood.
- Personal information relating to medical conditions is kept securely in line with the General Data Protection Regulations.
- The medical information of students is securely communicated to the school's Welfare Assistant, First Aiders and appropriate members of staff, so that they are aware of the appropriate action to take in an emergency.
- The medical information of staff is securely communicated to the school's Welfare Assistant, First Aiders and the member of staff's line manager.
- The school's cash handling procedures are followed to ensure that the personal safety of those staff involved is not at risk.
- The fire brigade is called following confirmation from the Lead Fire Warden following emergency evacuation of the premises.
- The school's evac-pack/grab bag is taken to the assembly point in the event of a fire/emergency evacuation.
- The school's registers are taken to the assembly point for roll call in the event of a fire/emergency evacuation.

▲TOP

2.4.8 Cleaning Staff

The key tasks of cleaning staff are to ensure that the building is cleaned to a high standard of hygiene to prevent health risks to staff, pupils and visitors and that they carry out their duties in a safe manner to prevent risks to the health and safety of themselves and others.

Cleaners are specifically responsible for ensuring that:

- The school is cleaned to the standard of hygiene stipulated in the agreed cleaning specification.
- Cleaning substances are used in accordance with the manufacturer's instructions and the requirements of the school's COSHH assessments.
- They only use cleaning substances and operate equipment that they have been trained to use.
- Cleaning substances are securely stored in the location stipulated in the COSHH assessments to prevent unauthorised access.
- Different cleaning substances are never mixed.
- When decanting cleanings substances from large containers into smaller ones for daily use, the container is clearly labelled with its contents.
- Cleaning equipment is only used in its designated area, by rigorously adhering to the hygiene colour coding system.
- The cleaning methods they use adhere to recognised good practice and do not present a hazard to themselves or others that may be on site, e.g. slip and trip incidents caused by training cables, abandoned equipment or slippery floors.

▲TOP

2.5 External Health and Safety Structure

2.5.1 Staff Health and Safety Representatives

The position of Health and Safety Representative is voluntary and it is the duty of the post-holder to represent staff in matters affecting their health and safety. It is not a matter for the employer, but the employer is obliged by law to support the appointment and ensure that the rep is consulted and co-operated with on health and safety matters.

A Health and Safety Representative can be appointed by a trade union, in which case their functions are set out in the Safety Representatives and Safety Committees Regulations 1977 Union Safety Representatives have the function of representing their fellow Trade Union Members in consultation with their employer and may represent other trade union members by agreement between the Trade Unions involved. The rep will not necessarily be a member of school staff and may operate over several schools on behalf of the union.

Alternatively, a Representative of Employee Safety can be elected by their colleagues, in which case they are not trade union affiliated and their functions are set out in the Health and Safety (Consultation with Employees) Regulations 1996 Such an appointment would more typically be made in-house.

The appointed safety representative's responsibilities will include:

- Completing Health and Safety Inspections once a term (or more frequently if agreed)
- Carrying out investigations after any notifiable accident, dangerous occurrence or notifiable disease or where there is a substantial change in working conditions or if new information becomes available.
- Pursuing employee complaints
- Taking part in workplace risk assessments
- Representing workers in talks with the employer, or the Health and Safety Executive (HSE), or other safety or environmental enforcement agencies.

- Being involved in the staff consultation and communication process.

▲TOP

2.5.2 Parents and Visitors

The school has a duty to ensure, as far as reasonably practicable, the health and safety of parents and other visitors whilst on site. In return, the school expects parents and other visitors to co-operate with all measures provided in the interests of health and safety and to behave appropriately.

Parents and other visitors will be expected to adhere to the *Visitor Code of Conduct*, *(Staff shared drive)*, to which the school has a zero-tolerance approach. The *Visitor Code of Conduct* will be prominently displayed in the school's reception and circulated in the school's newsletter periodically.

▲TOP

2.5.3 Pupils

In health and safety law, students are classed as visitors and the school has a duty to ensure, as far as reasonably practicable, their health and safety whilst on the premises or whilst involved in school activities away from the premises. The school expects students to co-operate with all measures provided in the interests of health and safety.

However, as non-employees there is no legal compulsion for them comply with the school's health and safety policy and compliance is reliant on their own individual understanding of right and wrong and their standard of behaviour.

▲TOP

Section 3

Health and Safety Arrangements

3.1 Introduction

The following health and safety arrangements have been produced to ensure compliance with the *Governing Body's,* Statement of Intent. Where appropriate, specific arrangements will be described in full. Where the LA has already produced a specific policy, procedure or guidance note dealing with a subject, the school will confirm their adoption of the document in the text and will instead refer the reader to it rather than reproduce it in full. The same will apply if the school has produced its own stand-alone policies and procedures.

▲TOP

3.2 Risk Assessment

The school regards risk assessment as the crux of health and safety decision making and the principle tool for developing suitable preventative and protective control measures. The school will conduct documented risk assessments for all activities and situations for which there is a significant foreseeable risk. All risk assessments will be reviewed annually or earlier if significant changes occur.

▲TOP

3.2.1 Risk Assessment Procedure

Except for risk assessments for Display Screen Equipment (DSE), Control of Substances Hazardous to Health (COSHH), Manual Handling and curriculum risk assessments in Science, D&T and Art and Design, for which there are specific formats, staff will be required to carry out all other risk assessments using the same procedure and forms to ensure consistency of approach throughout the school. The school uses the LA's *General Risk Assessment Procedure (Admin shared drive)*

▲TOP

3.2.2 General Risk Assessment

As there are a variety of hazards, which are common to all or many areas of the school, rather than producing multiple risk assessments for similar areas such as classrooms, corridors, and offices etc. the school will produce a General Risk Assessment so that commonly shared hazards are covered in one document. The General Risk assessment will also identify hazards for which a specific risk assessment is required. Following each review of the General Risk Assessment it will be circulated to all staff for comment before finalising.

▲TOP

3.2.3 Specific Risk Assessments

In addition to the General Risk Assessment, the school will produce and maintain a library of risk assessments dealing with specific activities and situations, for which there are inherent risks and for which a dedicated risk assessment is required. These risk assessments will be carried out by a variety of staff, dependant on their positional responsibility and/or their competency in the specific topic being assessed. In certain situations, the appropriate knowledge may not be available in-house, in which case external experts will be engaged to carry out the risk assessments, e.g. as is the case for Fire, Asbestos and Legionella and appropriate review periods set. For a current list of staff and consultants responsible for

different risk assessments, please refer to the school's *Risk Assessment Register (Admin shared drive)*

A list of specific risk assessments currently maintained by the school is shown below

Curriculum risk assessments			
Science	D&T	Art and Design	PE
Drama	Music		
Activity risk assessments			
Fire	Asbestos	Legionella	Working at Height
Play equipment, outside furniture, Playground Safety and Supervision	Manual Handling	Lone Working/ Personal Safety and Avoiding Violence	First Aid
Events	Machinery and Work Equipment	School Grounds/ Ponds/Conservation Areas	School Trips
Adverse Weather	Transport and Vehicle safety	Cleaning Operations	Extended use of School premises
Keeping Animals	COSHH	Glazing	Control of waste
Confined Spaces			
Risk Assessments for Individuals			
New and Expectant Mothers	Disability/Special Needs	DSE Assessment	Return to Work (e.g. after injury or illness)
Work related Stress	Young workers/ Work experience	Health Surveillance	

In addition to the risk assessments listed above, the school will also carry out risk assessments for any non-routine activities that should arise, e.g. a task that is a one-off or has not been previously encountered. In such cases a risk assessment will be completed before work commences.

▲TOP

3.2.4 Risk Assessment Register

The School will maintain a register of all risk assessments completed within the school so that they can be seen at a glance and their completion monitored centrally. The register shows the title of the risk assessment, which member of staff is currently responsible for it, the date it was first completed, its current review date and the date of the next review. The *Risk Assessment Register* can be viewed here *(Admin shared drive)*

▲TOP

3.3 Health and Safety Monitoring and Inspection

A general Health and Safety Inspection of the site will be conducted on a termly basis by a small team of stakeholders using a prescribed checklist. The team will comprise of the Business Manager the Health and Safety Lead, the Site Manager and at least once a year, the Health and Safety Governor.

Other members of staff may be asked to join the inspection team for their individual knowledge, e.g. Heads of Department, especially where there may be specialist equipment or activities involved, such as PE, science, music and drama. Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Asbestos locations are inspected at the same time as the termly health and safety inspections, using a checklist created from the most current risk register.

Inspections of the D&T, Art and Design and Science departments will be carried out by their specific Heads of Department using prescribed checklists provided by CLEAPSS.

In all cases the persons undertaking the inspections will complete a report in writing and submit this to the Headteacher and Health and Safety Governor. Responsibility for following up items detailed in the safety inspection report will rest with the Health and Safety Governor, Business Manager and the Site Manager.

The school follows the LA's *Health and Safety Inspections - Guidance and Forms (Admin shared drive)*

▲TOP

3.4 Health and Safety Audit and Review

To aid in the school's health and safety auditing procedure and in co-operation with the LA the school completes the Governors' Annual Health and Safety Performance Review, which is sent out every Summer Term by the LA Health and Safety Advisors.

The school also co-operates with the LA's Health and Safety Auditing procedure, in which Audits are conducted by the school's Health and Safety Advisor once every 3 years.

The Headteacher and Board of Governors will hold an annual meeting to thoroughly review the school's health and safety management system to ensure it continues to be effective. The review will take place in the Summer Term so that any opportunities for improvement can be programmed in for the next academic year. The management review meeting will be documented and follow an agenda that includes the headings below:

- Summary of performance
- Amendments to Health and Safety Policy document
- Accident / Incident Analysis
- Results of audits and Progress on resolving remedial actions
- Staff Participation and Consultation
- Issues raised at Health and Safety Committee and progress on resolving them
- External health and safety communication/consultation
- HSE and other enforcement authority activity
- Health and safety legislative updates
- Health and Safety Training
- Progress on achieving health and safety objectives/targets set by committee
- Proposals for new health and safety objectives for the coming year

▲TOP

3.5 Statutory Inspection and Maintenance of Premises and Plant

Regular inspection and testing of school plant and equipment is conducted to ensure that legislative requirements are met. Some of these inspections and checks are carried out by competent contractors and others are carried out in-house by the school's own premises staff.

The members of staff and contractors currently responsible for carrying out the various inspections and maintenance tasks are detailed in the school's *Statutory Inspection and Maintenance Schedule (Admin shared drive)*

Statutory inspection and maintenance covers a broad range of topics. The table below shows all the areas that require a statutory inspection and/or a maintenance regime:

Asbestos	Air Conditioning and Ventilation	AMP (Asset Management Plan) Surveys	Boiler Maintenance
Catering equipment	CCTV	D&T equipment.	Disabled Access

Doors (Automated)	Dust and fume Extraction / Local Exhaust Ventilation (LEV)	Electrical, fixed installation	Electrical, portable appliances
Electrical stage lighting	Temporary electrical installations, e.g. for events	Emergency Lighting	Energy Performance
Fire detection and alarm systems	Fire doors	Fire-fighting equipment: Fire Extinguishers	Fire-fighting equipment: Fire Hoses
Fire-fighting equipment: Sprinklers systems	Fire-fighting equipment: Wet and dry Risers	Fire-fighting equipment: Wet and dry suppression systems	Fire Shutters and curtains
Fragile Roofs	Fuel Oil and biomass storage	Gas appliances	Gas pipe work
Gates (Automated)	Gym Equipment	Hydrotherapy and swimming pools	Intruder Alarm
Lifts and lifting equipment	Lightning conductors	Mechanical Services general maintenance	Playground Equipment
Pottery Kilns	Pressure vessels	Roller shutters	Tables (particularly centre fold ones such as SICO)
Tree Safety and grounds maintenance	Water hygiene and control of legionella	Water hygiene: Thermostatic Mixing valves on water outlets and showers	Water and surface Temperature
Working at Height: Ladders (fixed and portable)	Working at Height: Scaffold Access towers	Working at Height: Guard rails	Working at Height: Fall arrest and fall restraint systems

To ensure that these are achieved at the required frequencies, the school strictly follows the LA's *Statutory Premises Inspection and Maintenance Guide (Admin shared drive)*
▲TOP

3.5.1 Asbestos

In addition to the requirements for safely managing asbestos that are detailed in the school's *Statutory Inspection and Maintenance Schedule,* the school also follows the LA's *Control of Asbestos Policy (Admin shared drive)*

The school employs the services of a competent external consultant to complete an Asbestos Management Survey, which is repeated every *(2 years)* or following removal of asbestos or changes to the building. The current consultant used for this purpose is detailed in the school's *Risk Assessment Register (Admin shared drive)*The current Asbestos Management Survey and Asbestos Register are available to all staff on the school's shared drive *(Admin shared drive)* and a paper copy is kept. Remedial actions resulting from the Asbestos Management Survey are incorporated into the school's *Annual Health and Safety Plan (Admin shared drive)*, which is updated annually.

New and historical termly asbestos inspection checklists are also available to staff on the school's shared drive. *(Admin shared drive)*

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

Under no circumstances must staff drill or affix anything to walls or ceilings without first obtaining approval from the Business Manager or Site Manager. Staff must report any damage to materials known or suspected to contain asbestos, immediately.
Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, the Business Manager or Site Manager will check the asbestos log and establish whether permission to work can be given.

Prior to any construction work, a Refurbishment and Demolition (R&D) Survey will be carried out by an approved asbestos consultant to ensure that any hidden asbestos is identified, or if in doubt presumed to be present, and then removed safely by licensed contractors as part and parcel of the construction project.

Following any asbestos removal, air monitoring will be carried out by a suitable contractor to ensure that the building is safe to re-inhabit and air clearance certificates supplied as confirmation of this. Examples of previous air clearance certificates are available on the school's shared drive.

▲TOP

3.5.2 Legionella

In addition to the requirements for safely managing the control of legionella that are detailed in the school's *Statutory Inspection and Maintenance Schedule,* the school also follows the LA's *Policy for Water Hygiene and Control of Legionnaires Disease (Admin shared drive)*

The school employs the services of a competent external consultant to complete a Legionella Risk Assessment, which is repeated every 2-3 years, depending on the advice of the consultant. The current consultant used for this purpose is detailed in the school's *Risk Assessment Register*. The current Legionella Risk Assessment is available to all staff on the school's shared drive *(Admin shared drive)*, and a paper copy is kept. Remedial actions resulting from the Legionella Risk Assessment are incorporated into the school's *Annual Health and Safety Plan (Admin shared drive)*

Recent and historical records of monthly water temperature checking and weekly water flushing are available on the school's shared drive. *(Statlog)*

Maintenance of the hot water system, including disinfection and descaling, is carried out by an appropriate contractor. Maintenance records are available on the school's shared drive. *(Statlog)*

Thermostatic Mixing Valves (TMV) are fitted to all taps and showers used by students to limit hot water to a maximum of 43 degrees centigrade and prevent scalding, whilst still allowing hot water pipes to remain at 50 degrees plus and thus control legionella bacteria. Recent and historical records of TMV maintenance are available to all staff on the school's shared drive. *(Statlog)*

▲TOP

3.6 Machinery and Work Equipment

All equipment presenting a significant risk will be risk assessed. The school refers to the LA's on *Work Equipment (Admin shared drive)*

All staff will carry out a visual check of mechanical and electrical equipment before use to ensure safety devices are in place and that there are no obvious faults to cables, plugs, its stability or working parts. This ensures early identification of unsafe and defective equipment.

Furthermore, equipment is included in the checklist for termly health and safety inspections, ensuring that there is a regular documented inspection. The Head of Design and Technology and the Senior Technician will complete a specific recorded inspection of D&T equipment following CLEAPSS guidance.

All staff will report any problems found with equipment to the Business Manager. Defective equipment will be clearly marked and taken out of service by securely isolating it from its power source or by storing it in a secure location, pending repair or disposal.

To prevent putting themselves and others at risk, staff will not use machinery or equipment unless they have received appropriate instruction or training. The training requirements for equipment is detailed in the school's *Health and Safety Training Matrix (Admin shared drive)*, and those currently trained are detailed in the school's *Health and Safety Training Schedule (Admin shared drive)*

▲TOP

3.7 Hazard and Defect Reporting

It is the responsibility of all staff to resolve any hazardous situations themselves if they discover them and if they can do so. If they are not able to resolve the situation, they must take temporary measures to make the area safe and then report the matter to their Head of Department, the Site Manager or the Business Manager so that a permanent solution can be found.

If a permanent solution cannot be immediately found, the hazard must be reported by the member of staff or to the Business Manager in writing using the school's *Hazard and Defect Reporting Procedure (Admin shared drive)*.This ensures that the hazard is properly logged and entered onto a repair plan. Proper logging of hazards and defects also helps the school to identify any reoccurring trends.

▲TOP

3.8 Consultation and Communication

Consultation and communication with staff on health and safety matters will first and foremost be achieved through the Health and Safety Governor.

Health and safety is also an agenda item in staff meetings.

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

▲TOP

3.9 Induction and Training

All new permanent and temporary staff and any volunteers or student teachers will receive a health and safety induction carried out by the school's Health and Safety Lead.

The induction is carried out using a checklist of topics to be covered, which includes the reading of health and safety documents, and once completed is signed and dated by the member of staff, the Health and Safety Lead and kept on file.

All staff receive a health and safety update and refresher during the first inset of the school year.

Staff cannot carry out their duties safely without having the appropriate competencies and the school is committed to ensuring that all staff receive the necessary instruction and training for their role. Health and safety requirements are broad and so the school has conducted a training needs analysis to pre-identify all training requirements by job role. These training requirements are detailed in the school's *Health and Safety Training Matrix (Admin shared drive)*, and details of those currently trained, in what subject, to what level, on what date and when refresher training is due are detailed in the school's *Health and Safety Training Schedule (Admin shared drive)*

▲TOP

3.10 Fire Safety and Emergency Preparedness

In addition to the requirements for maintaining fire equipment and systems that are detailed in the school's *Statutory Inspection and Maintenance Schedule,* the school follows the LA's *Management of Fire Safety Policy*.

The school employs the services of a competent external consultant to complete a Fire Risk Assessment, which is repeated every *2* years. The current consultant used for this purpose is detailed in the school's *Risk Assessment Register (Admin shared drive)*. The current Fire Risk Assessment is available to all staff on the school's shared drive. Remedial actions resulting from the Fire Risk Assessment are incorporated into the school's *Annual Health and Safety Plan*. *(Admin shared drive)*

Recent and historical records of in-house fire checks carried out by the school's Site Manager e.g. fire call points, emergency lighting, fire doors, automatic doors, fire extinguishers are kept in the *Fire Log Book,* on Statlog.

Recent and historical records of contractor inspection and maintenance of fire equipment and systems, e.g. fire alarm, fire-fighting equipment, emergency lighting and lightning conductors are kept on Statlog.

▲TOP

3.10.1 Emergency Procedures

Emergency procedures, including details on evacuation, lockdown/shelter-in-place, specific responsibilities of staff, emergency contact numbers, evac-pack contents, secondary evacuation points etc. are described in full in the school's *Emergency Response Plan (Admin shared drive)*.These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

The school's *Emergency Response Plan* follows Hounslow Council Emergency Response Template. *(Admin shared drive)*.

When developing procedures for fire and emergency, the school also refers to the LA's guidance on *Local Emergency Planning*
A pictorial *Evacuation Plan*, on laminated paper, is posted on the inside of each room and public area of the building, showing the current location, the route to the nearest exit, all other secondary exits in case the preferred exit cannot be accessed and the location of the assembly point. Plans are updated when changes occur.

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

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

Emergency contact and key holder details are maintained by the Business Manager.

▲TOP

3.10.2 Fire Drills

Fire drills are undertaken termly and results, including the date, time taken to evacuate and any problems encountered, are recorded on Statlog. The school has a target evacuation time of between 2½ and 3 minutes. If any issues are encountered during evacuation, remedial actions will be taken to resolve the matter and the drill repeated in the same term to confirm they have been successful.

▲TOP

3.10.3 Fire-Fighting

Staff are not expected to fight fires and are actively advised not to do so during annual fire awareness training, unless they have no choice because their exit is blocked. However, the layout of the school is such that there are always at least 2 choices of exit in different directions,

and regular fire drills ensure that practice is sufficient. Therefore, this situation should never arise. Fire Wardens will have a slightly increased probability of encountering a fire, but are instructed to cease their search and leave the building rather than fight it. However, Fire Wardens are taught how to use fire extinguishers as part of their Fire Warden training and are therefore better placed to make a sensible judgement about whether a very small fire can be extinguished successfully. The Fire Wardens work in pairs, which ensures such decisions are shared and unanimous.

▲TOP

3.10.4 Fire and Rescue Services

The Fire Brigade will be met by the Principle Fire Warden and supplied with any information regarding the fire, specific hazards, and any missing persons. A *Fire Plan*, detailing the layout of the building and essential information such as the location of the fire alarm panel and fire exits and details of service isolation points (i.e. gas, water, electricity) is kept in the school's evac-pack. This will be passed over to the fire brigade to help them navigate the building and carry out their job more efficiently. Also, included in the plan are details of any hazardous substances such as Asbestos, flammable substances on site such as petrol or gas canisters. These locations also have appropriate warning signage.

▲TOP

3.10.5 Hot Works

Any contractors carrying out hot works on site such as welding, cutting, brazing, soldering, use of blow lamps and bitumen boilers and any other equipment which produces heat, sparks or naked flames will be required to carry out a hot work permit to ensure that adequate controls are in place to prevent fire.

For projects where a principle contractor is in operational control of the site, then the principle contractor will issue hot work permits to their staff and sub-contractors. However, for smaller projects where the school remains in operational control of the premises or they have employed the contractor directly for a specific job, then the school will issue the Hot Work Permit.

When issuing hot work permits to contractors, the school will follow the LA's *Hot Work Permit Procedure (Admin shared drive)*

▲TOP

3.10.6 Personal Emergency Evacuation Plans (PEEPS)

A PEEP will be completed for any member of staff, pupil or visitor with a physical disability to ensure that adequate precautions are in place to ensure their safe evacuation. A PEEP will also be carried out for anyone with a temporary disability, e.g. because of an accident or illness.

When completing PEEPs, the school will follow the LA's *PEEP Procedure and Forms (Admin shared drive)*

▲TOP

3.11 First Aid

There are sufficient first aid qualified members of staff and sufficient first aid facilities within the school to ensure that staff, pupils and visitors will receive appropriate care in the event of injury or illness during normal school operating hours and during extended school activities and official off-site activities. A list of First Aiders, detailing their level of qualification, certificate

expiry, their location in the school and means of contact is displayed in the reception, the office, the welfare room and the staff room and in all first aid boxes.

The school's first aid provision has been determined through risk assessment. When completing the risk assessment the school has made reference to the LA's guidance on *First Aid at Work (Admin shared drive)*.

For full details on the school's approach to first aid, please refer to the school's *First Aid and Admin of Medication Policy (Admin shared drive and staffroom noticeboard)*

▲TOP

3.11.1 Admin of Medication

Parents and pupils are encouraged to seek an alternative to having medication kept and administered at school unless unavoidable. However, if necessary the school does permit prescription medicine only to be administered via the Welfare Assistant under strict controlled conditions.

For full details on the school's approach to administering medication, please refer to the school's *First Aid and Admin of Medication (Admin shared drive)*

▲TOP

3.11.2 Communicable Diseases

If a member of staff or pupil contracts a communicable disease, e.g. chickenpox, tuberculosis or meningitis, the school's primary focus is to introduce effective controls to prevent its spread or outbreak, for which there is a higher probability in a densely-populated environment like a school. Such controls are likely to include the exclusion of the individual for a period.

The school cannot identify communicable diseases themselves and they are not experts in this field. The school must therefore rely on the National Health Service and the co-operation of staff and parents to inform them of medical conditions.

If a General Practitioner or Hospital suspects or confirms that a patient has a communicable disease, they are duty bound to inform Public Health England, who will then take the lead in dealing with the wider repercussions of the person's condition, by contacting the person's place of work or in the case of young people, their school or college, to give advice.

In all cases of communicable disease, the school will follow the advice of Public Health England when contacted by them, including if, how and when to inform parents of the situation. If the school becomes aware of a case of communicable disease they will pre-empt Public Health England by contacting their local office first for advice:

North West London HPT, 61 Colindale Avenue, London, NW9 5EQ
Phone: *020 8327 7181*

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3.11.3 Incidents involving blood and other biological agents

Dealing with blood and other bodily fluids carries obvious and potentially serious risks to health. The school's Welfare Assistant and First Aiders will respond to all incidents involving blood and bodily fluids and will protect themselves and others when dealing with biological agents by strictly adhering to the LA's *Infection Control Procedure (Admin shared drive)*

▲TOP

3.12 Incident Reporting

The school follows the LA's procedure on the *Reporting of Injuries, Diseases and Dangerous Occurrences*

Incidents occurring on or off the school premises are reported using the LA's online accident reporting system https://hounslow.info-exchange.com/schoolincidents. The following types of incident are all reported:

- **Incidents resulting in fatality or injury** (including because of an illness or pre-existing condition)
- **Episodes of illness or pre-existing conditions** (which have not resulted in injury)
- **Incidents resulting in no injury** (e.g. near misses, damage to property)
- **Dangerous occurrences** (i.e. incidents that have not resulted in injury, but had the circumstances been right could have been catastrophic and lead to fatality or major injuries, e.g. Fire, gas leak, collapse of buildings or structures)
- **Cases of Occupational Disease** (i.e. diseases contracted by members of staff because of the job they do, which have been confirmed by a doctor, e.g. legionella, blood-borne viruses, dermatitis, asthma and cancers such as lung cancer caused by respiratory hazards such as asbestos, silica dust or wood dust)
- **Incidents of violence, aggression or abuse**
- **Incidents of Challenging Behaviour**

All incidents resulting in injury or involving illnesses or pre-existing conditions will be reported to the Welfare Assistant, who will make the online report. The Welfare Assistant will also complete online reports for any cases of occupational disease, as soon as they are brought to their attention and as soon as a doctor's report is provided as confirmation.

Incidents involving violence, aggression, challenging behavior, near misses or dangerous occurrences may be reported by the Welfare Assistant, but may more appropriately be reported by the senior member of staff investigating the matter.

All incidents occurring off-site, e.g. on school trips or during sporting fixtures will be recorded on paper by the member of staff in charge of the activity and then reported back to the Welfare Assistant on the first day back at school so that the details can be entered onto the online system. Written notes will be scanned and uploaded to the online accident report and then destroyed as confidential waste.

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3.12.1 Reporting to the Health and Safety Executive (HSE)

It is a legal requirement that any incidents involving a fatality, major injury, dangerous occurrence or occupational disease are to be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Any accidents, which result in a member of staff being unavailable for work for more than seven days or which result in members of the public being taken from the scene to hospital, also need to be reported under RIDDOR. In the case of fatalities, reports must be made immediately and for other incidents within 15 days.

The LA's Health and Safety Advisor will report all accidents that meet the required criteria for RIDDOR to the HSE on the school's behalf as a function of their service. It is therefore essential that staff report all incidents so that they can be entered onto the online system, because this is how the school's Health and Safety Adviser is notified. In the unlikely event of a fatality or other

catastrophic event, the school will contact the Health and Safety Adviser by telephone as soon as practically possible on the same day to appraise them of the situation and seek advice.

▲TOP

3.12.2 Incident investigation

The Headteacher, or an appropriate nominee, e.g. Deputy Headteacher or Business Manager will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. will be reported and attended to as soon as possible. Any findings of the investigation will be recorded in the manager's section of the online accident report and any written reports, witness statements, photographs, risk assessments or other supporting documents uploaded and attached.

Following any incident, the investigating member of staff will review relevant risk assessments to ensure they remain suitable and sufficient. This action will then be confirmed in the relevant section of the online report.

▲TOP

3.12.3 Incident monitoring and analysis

Incidents will be monitored by the Health and Safety Committee for trends and a report made to the Governing Body as necessary. Where trends are identified, remedial actions and strategies will be put in place to try and prevent continued occurrence.

▲TOP

3.13 Health and Safety in the Curriculum

3.13.1 Science

The Science curriculum is managed safely through the adoption of model risk assessments, and guidance produced by CLEAPSS.

CLEAPSS model risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

▲TOP

3.13.2 Design and Technology

The Design and Technology curriculum is managed safely through the adoption of model risk assessments and guidance produced by CLEAPSS.

CLEAPSS model Risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

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3.13.3 Art and Design

The Art and Design curriculum is managed safely through the adoption of model risk assessments, model COSHH Assessments and guidance produced by CLEAPSS.

CLEAPSS model Risk assessments are made specific through their incorporation into the department's written schemes of work and lesson plans, which allow them to be tailored to the specific needs of the lesson.

Equipment selected for purchase is safe and suitable for its intended purpose and any gifts are treated with caution and carefully assessed and records of any assessment kept.

All equipment is checked before use and periodically tested and maintained by a competent person where necessary.

▲TOP

3.13.4 Physical Education

The PE curriculum is managed safely through membership of the AfPE (Association for Physical Education) and the adoption of their guidance document, *"Safe Practice in Physical Education and Sport." (Staff shared drive)*

Risk assessments for each PE work area are created and maintained and the significant findings included in the "schemes of work". All staff involved in physical education are made aware of the risk assessments and are involved in their annual review.

Specialist teachers of PE are appropriately qualified and have completed appropriate initial teacher training and/or professional development courses covering the activities they are required to teach. Where there are specific National Governing Body Certificates available for certain sports or activities, teachers planning or supervising these activities are appropriately certificated, e.g. swimming, gymnastics, trampolining, contact sports and aspects of outdoor and adventurous activities. The full list of training courses and the staff required to attend them can be found on the school's *Health and Safety Training Matrix (Admin shared drive)*

Where pupils are involved in apparatus handling, e.g. in gymnastics and trampolining, it is carried out in such a way as to reduce risk to pupils as far as is reasonably practicable and arrangements are in place to enable pupils to learn how to handle equipment safely per their age and strength.

PE department staff carry out pre-use visual checks of equipment to identify obvious defects, this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed. Arrangements have been made with competent contractors to inspect PE equipment at least annually.

Procedures to address the needs of injured pupils and the remainder of the group are anticipated, especially on visits away from school premises, and appropriate provision for first aid and managing accidents are included in PE risk assessments.

▲TOP

3.14 School Visits and Off-site Activities

All school trips and off-site activities will be thoroughly planned and risk assessed. They will be lead and sufficiently supervised by competent members of staff and no trip will take place until approved by the school's Educational Visits Co-ordinator and, in the case of residential trips and trips abroad, the Governing Body. The school follows the *Policy and Procedures for Trips and Off-site Activities (Admin shared drive)* of the LA, which should be referred to for the full details on the school trip process

▲TOP

3.15 Security

The school is protected from intruders by robust perimeter fencing and an intruder alarm, which are regularly maintained and serviced. Recent and historical records of maintenance are available to all staff on the school's shared drive – Statlog.

In addition to the above, during the school day the school is also protected against unauthorised access via CCTV and intercom operated external pedestrian and vehicle gates, managed by the school office. Admission is only permitted to those with appointments or those on official business on production of suitable identification or personal recognition.

As a second line of protection, nobody can enter the building without first going through reception and being permitted past a second set of doors. Visitors are not permitted on site without supervision except by special arrangement and proper DBS clearance.

If security issues increase, e.g. due to factors such as break-ins, theft, arson or general increase of crime or unrest in the area, a specific security risk assessment will be carried out with advice from the school's Health and Safety Advisors.

▲TOP

3.16 Control of Contractors

Before we select contractors, we will ensure that they not only have a good work record, but also a good health and safety record so that when invited onto our premises, they will not endanger themselves or any members of staff, pupils or visitors by their actions or failure to act.

To help ensure the above, we will only employ contractors that have been approved through the LA's/Employer's chosen procurement and supply chain management service, 'Constructionline' to ensure that the essential standards for such things as performance, insurance, finance, environment safety and sustainability have been met. With specific regard to health and safety, we will also ensure that whenever possible, contractors are registered through a SSIP (Safety Systems in Procurement) member scheme, e.g. CHAS (Contractors Health and Safety Scheme); Acclaim Accreditation (provided by Capita Property and Infrastructure, exclusively for Constructionline members); British Standard OHSAS 18001 accreditation.

If we feel a contractor is right for the job, but is not registered through a SSIP scheme, we will check their health and safety competency ourselves by asking them to complete the LA's/Employer's *CDM Duty-Holder Health and Safety Competency Assessment* and to supply the evidence to support their answers. When checking contractor health and safety competency, we will do so in conjunction with the LA's/Employer's *Control of Contractors Policy and procedures*

When any construction work is carried out, we will adhere to the LA's/Employer's *Construction Safety Policy* and *Undertaking Construction Work Procedure* to ensure that we comply with the requirements of the Construction (Design and Management) Regulations (CDM) 2015, especially with regards to understanding our role as client under these regulations and ensuring that we have appointed suitably competent persons in the other statutorily required duty-holder roles, e.g. Principle Designer, Principle Contractor, Contractor.

Key members of staff will attend CDM awareness training to ensure that there is sufficient knowledge within the school on the construction regulations and the duties of the client and other duty-holders under the regulations. Those staff currently trained in CDM awareness are highlighted on the school's *Health and Safety Training Schedule (Admin shared drive)*

During any construction work, we will ensure that suitable welfare facilities are provided by the principle contractor/contractor and maintained throughout the duration of the project. This is a specific duty of the client and when dealing with such matters we will follow the LA's/Employer's *Welfare Facilities Guidance Note*

Any high-risk work activities carried out by a contractor, e.g. work in confined spaces, work at height, structural alterations, gas or electrical installations etc. will only be carried out following the completion of a Permit to Work. For projects where a principle contractor is in operational control of the site, then the principle contractor will issue permits to work to their staff and sub-contractors. For projects where we remain in operational control of the premises or we have employed the contractor directly for a specific job, we will issue the contractor with our own

Construction Work Permit for them to complete. A specific *Hot Work Permit Procedure* will be issued for any hot works.

▲TOP

3.17 Work related Stress

The school follows the *Stress Management Policy, Procedure and Forms* of the LA which should be referred to for the full details on the school's Stress Management Process

The School will endeavour to identify all work-related stress and reduce it as far as is reasonably practicable, whilst creating a working environment in which employees have the confidence to come forward and discuss any work-related problems.

Stress is a reaction to excessive pressures or other types of demands placed on people both in work and in their personal lives. Stimulation and challenge are positive impacts at work as they provide motivation and encourage staff to achieve their best. However, excessive, prolonged or overwhelming stress levels, have potentially negative effects, including reduced work performance and damage to an individuals' health. Stress usually arises when an individual is no longer able to cope with a given situation.

All school managerial and supervisory staff will monitor any members of staff under their care for signs of stress. They will do this informally through conversation and observation of their behaviour and formally through one-to-ones and Performance Management.

If any members of staff are identified as having work related stress, a member of senior management will complete a Stress Risk Assessment with the individual and ensure that reasonable adjustments are put in place to eliminate or reduce the causes of stress and enable them to continue working safely.

Because stress is a metal condition, all such cases will be treated confidentially and dealt with sensitively, with assistance from the school's professional HR advisors as necessary. If stress has resulted in absence from work, the member of staff will be referred to the school's Occupational Health provider. Members of staff suffering stress will also be offered a referral to the Employee Counselling Service.

▲TOP

3.18 Hiring and Letting of the Premises

The school has a specific *Hiring and Letting Policy (Admin shared drive)*, which requires all third-party hirers to complete a written contract.

The lettings policy and any forms of agreement are legal documents rather than health and safety documents and therefore their full content and proper phrasing have been produced in consultation with the school's legal advisers.

However, the following health and safety requirements are all included as conditions of hire:

- Hirers must provide proof that they have public liability insurance up to five million
- Hirers must provide risk assessments for their activities.
- Hirers must provide details of where or from whom they obtain competent health and safety advice.
- Hirers must have their own first aid arrangements (a common-sense approach will be taken by the school when deciding what level of fist aid qualification is appropriate, depending on such factors as the level of risk posed by the activity, the number and age of participants. These factors will differ from one user to another, e.g. a low risk adult craft activity might

only require an Emergency First Aid at Work qualification, while martial arts classes would more appropriately require a full First Aid at Work qualification. If a user is instructing or looking after under-fives, then paediatric first aid qualification would be required). Proof of qualification must be provided.

- Hirers must provide their own first aid kit/materials.
- Hirers must have their own accident reporting procedure and forms.
- Hirers must bring any health and safety concerns to the attention of the school.
- Hirers working with children and vulnerable adults must provide proof that they have been suitably vetted to work with these groups and have appropriate child protection checks, training and procedures.
- Hirers must provide evidence that they are competent to provide their activity, e.g. instructors/supervisors/coaches should hold appropriate valid qualifications, e.g. issued by relevant national governing bodies or through relevant memberships of such organisations or can demonstrate they have had suitable and adequate experience.
- Any specialist electrical equipment brought by the hirer must be able to provide evidence that it is subject to regular inspection and testing.

In addition to the above conditions expected of the hirer, under the Hiring and Lettings Policy, the school will also provide the following health and safety information to the hirer:

- Relevant Risk Assessments
- Fire precautions and emergency procedures, including the requirement to keep exits clear and not exceed the permitted capacity of the hired area. The permitted capacity of assembly halls will be given, e.g.
    - Number of persons if all seated at tables
    - Number of persons if using a combination of dancing area and seated at tables
    - Number of persons if all seated in rows
    - Number of persons if all standing
- The location of emergency equipment and devices and how to operate them
- To inform the user that a representative of the school is at liberty to:
    - Be present during any period of hire
    - Inspect activities at any time
    - Put a stop to any activities deemed to be inappropriate or conducted without due care and attention

▲TOP

3.19 Waste Control

Waste will be controlled in the following ways to reduce its risk to the health and safety of staff, pupils and others:

3.19.1 General waste and Recycling

- All members of staff are encouraged to prevent or minimise the production of waste, as far as reasonable practicable.
- Waste must be stored in the compliant and suitable containers, which are provided throughout the school and in designated locations pending their disposal.

- All waste is removed from the building at the end of the school day as a matter of course and during the day as necessary, e.g. where there has been a delivery or activity, which has resulted in a specific generation of waste or where waste containers are abnormally full.
- Waste containers must be securely sealed or not overfilled to prevent accidental spillage or leakage.
- Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling and to prevent injury to those staff responsible for disposing of waste, e.g. because of heavy items or broken glass or other sharp materials, which could cause a direct injury or result in bags splitting.
- Waste is not to be stored in plant rooms, corridors, stairwells or any other area where it could present a trip or collision hazard, be tampered with, present an obstacle during an evacuation of the building or constitute a combustible material in the start or escalation of a fire.
- Waste and recycling will be disposed of in the wheelie bins provided, pending collection by the LA's Waste Collection Service. Wheelie bins will be kept in their specific enclosure away from the building to prevent waste being tampered with or being used in an arson attack. Wheelie bins will also be kept locked for the same reasons.
- Waste should only be disposed of by the schools cleaning and caretaking staff following appropriate manual handing training and using any lifting and moving equipment and Personal Protective Equipment provided.
- Any waste materials produced during lessons in specialist departments such as D&T workshops, Art and Design and science are cleaned up by staff and, where appropriate, pupils to ensure these areas are kept safe throughout the school day and to ensure that specialist cleaning and disposal methods are employed where necessary.

▲TOP

3.19.2 Hazardous Waste

Hazardous Waste is waste that could, in certain circumstances, cause long or short term harm to human health or the environment due to its physical, chemical or biological properties. Such material could be explosive, oxidising, flammable, irritant, corrosive, toxic, carcinogenic or infectious.

Asbestos, Radio-active materials, Science chemicals, batteries, fluorescent tubes, photographic chemicals, paint, waste oils, solvents, acids, alkaline solutions, pesticides and electrical equipment are all hazardous wastes.

The school will ensure that all such items are disposed of appropriately. Where possible, the school's caretaking staff will make periodic trips to the local civic amenity to dispose of any items accepted there. For all other hazardous waste, the school will engage the services of a suitable registered collection service. Details of the school's current providers can be found on the school's *Statutory Inspection, Maintenance and Service Schedule (Admin shared drive)*

The school refers to the LA's guidance on *Common Hazardous Wastes*

▲TOP

3.19.3 Clinical Waste/Human biological waste

All clinical waste, including materials contaminated with blood and other bodily fluids and sanitary waste is collected regularly under contract with an approved collection service. Details of the school's current contractor can be found on the school's *Statutory Inspection, Maintenance and Service Schedule (Admin shared drive)*

▲TOP

3.20 Transport and Vehicle Safety

A risk assessment has been completed to help ensure that traffic management on site and work related journeys are safe, staff are fit and competent to drive safely and the vehicles used are fit for purpose and in a safe condition

3.20.1 Traffic Management on site

The main hazard on site with regards to traffic management is the proximity of moving vehicles to pedestrians, most of which will be pupils and the public.

Therefore, the school has implemented control measures to ensure that vehicles and pedestrians are separated, especially at times of increased risk such as the beginning and end of the school day. Controls take the shape of physical separation, such as barriers and separate footpaths and the use of road markings, signage, speed limits and one way systems.

We also ensure that adequate supervision is in place at the beginning and end of the day and that the arrival of deliveries is restricted to certain times. Road markings and pathways are also provided to help ensure the safe access and egress of those that have parked their vehicle on the school grounds.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians if bringing students to school or collecting them.

Access to the school must be kept clear for emergency vehicles. The vehicle access gate must not be used for pedestrian access.

▲TOP

3.20.2 Use of School Minibus

All nominated minibus drivers receive MIDAS training, which is repeated every four years, and have the validity of their driving licences checked annually by a senior member of staff. The current list of nominated drivers is available on the school's *Health and Safety Training Schedule (Admin shared drive)*. All nominated staff drive on a voluntary basis and receive no additional payment.

If travelling outside of the borough, minibuses will have at least one other trained member of staff on board to provide supervision of passengers and to act as a back-up driver if necessary.

The use of the minibus is included in the risk assessment prior to school trips, sporting fixtures or any other excursion.

▲TOP

3.20.3 Use of Private Vehicles

All staff using their own private vehicle whilst on school business must have business use on their insurance certificate or their insurance could be invalidated if they have a road traffic accident when driving at work.

Driving at work is defined as:

Travelling from home to a location that is not your normal place of work or travelling to and from your normal place of work to other locations for any work purposes (this would include things like attending meetings, events and training and is the case whether it is done routinely or infrequently and is not reliant on goods or passengers being transported).

In addition to the above, we have a duty of care to ensure that staff who drive their own private vehicle at work do not do so unless they are competent to drive and their vehicle is roadworthy.

Therefore, we will ensure that driver documentation for anyone in this category is checked and recorded on at least an annual basis, which will include the following:

- Validity of driving licenses for use in the UK
- Make, type, colour and registration of their vehicle
- That the vehicle is roadworthy and a copy of their MOT and Emissions certificates are checked
- That they are insured to drive for business use

When recording the above information, we will use the LA's *Driver Documentation Checklist*

For further guidance, please refer to the LA's guidance on the *Use of Private Vehicles*

Additional guidance is also available from the NUT: *Teachers' use of Own Private Vehicles at Work*

▲TOP

3.21 School Events

All events held at the school will be thoroughly risk assessed. Events put on by the PTA will be risk assessed by members of the PTA, but the school will provide appropriate support to ensure that the risk assessment is suitable and sufficient and meets its own standards.

When completing risk assessments for events, the school will refer to the LA's guidance on *Event Safety Planning* and the *Model School Risk Assessment 003 - Events (Admin shared drive)*

Any activity put on by the school itself will be covered by it Employer's Liability Insurance. However, any events put on by the PTA will be insured specifically by the PTA.

In addition to the above, the school or PTA will also ensure that any specific licences that may be required for the activity are acquired, including:

- **Theatre Licence**
- **Performing Rights Licence**
- **Justices Licence** (for bringing alcohol onto the premises)
- **Alcohol Licence** (for selling alcohol on the premises)
- **Cinematograph Licence**
- **Public Entertainment Licence**

▲TOP

3.22 Lone Working

Risks associated with Lone working are included in all activity/task related risk assessments to determine if any work carried out unaccompanied or without immediate access to assistance is necessary. Staff are generally encouraged not to work alone in school and the focus of the risk assessments is to eliminate the need for such practices whenever possible.

Work involving potentially significant risks (e.g. work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the headteacher and sign in and out of the school premises

Where lone working cannot be avoided, the school will ensure that staff have means to summon help in an emergency e.g. access to a telephone, mobile phone, radio or alarm and that a staff monitoring and checking-in procedure is followed.

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague or wait until the police arrive. They should carry out a perimeter check of the premises together to identify evidence of a break-in and should not enter the premises unless they are sure it is safe to do so.

The school follows the LA's *Lone Working Policy and Procedures, (Admin shared drive)*, which should be referred to for full details on its procedure for managing the risks presented by lone working.

▲TOP

3.23 Violence to Staff

The school believes that staff should not be expected to put themselves in danger and have a zero-tolerance policy on violent, threatening or abusive behaviour of any kind towards its staff.

The school follows the LA's *Avoidance of Violence to Staff Policy (Admin shared drive)*, which should be referred to for the full details on the school's approach to this subject.

The threat of violence and aggression is considered in all activity/task related risk assessments. When completing risk assessments, the school will refer to the LA's guidance on *Personal Safety and Avoiding Violence (Admin shared drive)*

If any member of staff is subjected to any aggression on school premises they must report such incidents to the Headteacher immediately. The school will work in partnership with the LA and the police, where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which staff and pupils feel safe.

All incidents of violence are to be reported using the LA's online incident reporting system https://hounslow.info-exchange.com/schoolincidents

▲TOP

3.24 Manual Handling

General office and classroom manual handling operations are included in the school's General Risk Assessment. All staff are provided with information and instruction in basic safe moving and handling techniques through *(e-learning and external training provider)*, which is repeated annually.

All routine manual handling tasks, which present a significant risk to the health and safety of staff, i.e. because they involve the lifting and moving of heavy, awkward or difficult to access items, or because they are carried out repetitively, intensively or over long distances, are specifically risk assessed. Copies of the manual handing risk assessments are provided to employees, who must follow the instructions given in them when carrying out the task.

Any non-routine or one-off tasks that arise, which will involve significant manual handing operations, will also be risk assessed before the work takes place.

When completing specific manual handling assessments, the school will follow the LA's *Manual Handling Guidance and Procedure (Admin shared drive)*

Wherever possible, risk assessments will aim to avoid the need for manual handling or reduce the risk through the introduction of safe working practices and/or moving and handling equipment, in which case relevant staff will also receive information and instruction in its use.

Those staff that are responsible for completing significant manual handing tasks will receive specific manual handling training, requiring them to attend a recognised training course. Training is repeated every 3 years. *Health and Safety Training Matrix (Admin shared drive)*

Staff should ensure they do not lift heavy items and equipment unless they have received the appropriate training to enable them do so safely.

Staff are given clear parameters on what they should and shouldn't lift depending on their role and their level of training in the school's dedicated *Manual Handling Policy (Admin shared drive)*

▲TOP

3.24.1 Moving and Handling of People

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use). This training is refreshed per the provider's specifications.

The moving and handling of pupils is risk assessed and recorded by a competent member of staff. A full list of staff currently identified as requiring training can be seen on the school's *Health and Safety Training Matrix (Admin shared drive)*

▲TOP

3.25 Working at Height

Working at height presents one of the school's most significant risks. For all working at height activities that cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. Risk assessments will identify all fall hazards, set limits on the duration and height of the work carried out and determine the most appropriate access equipment to use for different tasks. A copy of this assessments will be provided to employees authorised to work at height.

When completing risk assessment for working at height, the school will refer to the LA's guidance: *Preventing Falls from Heights (Admin shared drive)*

Staff are not to carry out working at height operations alone. All such tasks should be properly planned so that they are carried out with another trained member of school staff.

All staff are provided with information and instruction in the safe use of stepladders through *e-learning and external training provider etc.*, which is repeated annually at inset.

When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto chairs, tables or other items of furniture.

Those staff that are responsible for carrying out significant tasks at height, e.g. site management, caretaking and cleaning staff, will receive specific training, requiring them to

attend a recognised training course. Training is repeated every 3 years. Site manager will receive training on how to formally inspect mobile and fixed ladders on a 6-monthly basis.

The school has a specific *Working at Height Policy (Admin shared drive)* which should be referred to for the full details on the school's approach to managing work at height.

▲TOP

3.26 Hazardous, Flammable and Explosive Substances

An inventory of all hazardous substances used on site is compiled and reviewed annually. COSHH Assessments are completed for all substances that present a significant risk and these are reviewed annually or when new substances are introduced. When completing COSHH assessments, the school will refer to the LA's *Control of Hazardous Substances Procedure*

Material safety data sheets (MSDS) are obtained from the relevant supplier/manufacturer of each substance and kept with the COSHH assessments and made easily accessible to those staff that use them. MSDS are updated annually along with the COSHH assessments to ensure they are the most current version.

In the unlikely event that a substance was to cause harm to a person, the emergency procedures stipulated in the relevant MSDS and COSHH Assessment will be followed. If this requires the individual to have emergency medical treatment, a copy of the MSDS will be supplied to the medical professionals so that they are aware of the active chemical in the substance and the correct treatment to give.

All chemicals are appropriately and securely stored out of the reach of pupils and other unauthorised persons. Flammable substances, e.g. petrol, white spirit will be stored in a specific metal flammables cabinet, clearly labelled. Only staff with appropriate training in its use will have access to hazardous substances.

All chemicals are kept in their original packaging and labelled. If chemicals need to be decanted, this will only be done into clearly labelled containers.

Suitable personal protective equipment (PPE) has been identified and is available for use. PPE is to be provided free of charge where the need is identified as part of the COSHH assessment.

All substances are acquired through an approved supplier to ensure consistency in quality and service. The approved supplier also provides COSHH awareness training to staff and instruction materials such as posters and ensures that obtaining all the necessary MSDS is straight forward and hassle free.

3.26.1 Substances used by contractors

In all situations where a contractor uses a hazardous substance, e.g. cleaning contractor, catering contractor, decorators, trade persons etc. the contractor will produce the necessary COSHH assessments and MSDS for the substances that their staff use and for ensuring that their staff are appropriately trained. The school regularly checks that these requirements have been met as part of its contractor performance monitoring.

▲TOP

3.27 Display Screen Equipment (DSE)

The school will ensure that all staff that are DSE users undergo a DSE assessment, which will be completed on employment and then repeated at least every two years or if an individual's circumstances change.

The term DSE does not just refer to computers, but any device with an interactive screen, e.g., laptops, tablets and interactive whiteboards. An individual is a DSE user if any of the following conditions are true:

- The individual is dependent upon the use of DSE to do the job as there are no alternative means readily available.
- The individual has no discretion whether to use the equipment or not
- Significant training or specific skills are required
- DSE is normally used continuously for at least one hour every day
- The job requires fast transfer of information between the user and the screen
- The job activity requires high levels of attention and concentration from the user

The school considers all office staff, school management, teachers, site management and ICT technicians to be DSE users as a matter of course. Other DSE users will continue to be identified through training needs analysis and staff performance appraisal. The most up-to-date list of DSE users are identified on the school's *Health and Safety Training Matrix (Admin shared drive)*

All DSE users are required to complete the LA's DSE Self-Assessment/e-learning package.

Completion of the DSE assessments will be co-ordinated by a senior member of staff, who is identified on the school's *Health and Safety Responsibility Matrix (Admin shared drive)* and *Risk Assessment Register*

If DSE users identify any issues in their assessment, the Health & Safety Lead will ensure that they are following good practice and arrange for reasonable adjustments to be made (e.g. purchase of new or specialist equipment or furniture). When advising staff, the Health & Safety Lead will refer to the LA's *Display Screen Equipment (DSE) Guidance.*

The Health & Safety lead will attend specific training, as detailed in the *Health and safety Training Matrix,* to ensure they have sufficient awareness of the subject to competently advise staff in most situations. In cases where the lead is unable to find a solution to a member of staff's problem, they will contact the LA's Health and Safety Adviser for advice or an independent assessment.

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3.28 Behaviour

Although behaviour is not directly a health and safety matter, a break down in discipline could have an impact on the safety and health of staff, pupils and visitors and therefore the school operates a strict *Behaviour Policy (Staff shared drive)*, to prevent this from happening.

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3.29 New and Expectant Mothers

The school will complete a specific risk assessment for any members of staff that are new or expectant mothers, as soon their condition becomes known. The risk assessment will be completed by a senior member of staff with the individual.

Because the physical condition of an expectant mother will change over the course of the pregnancy, the risk assessment will be reviewed regularly in conversation with the employee to

ensure it remains suitable and sufficient. Reviews will take place at least monthly, but the frequency may increase if specific complications arise.

Any staff that are pregnant, have given birth in the previous six months or are breast feeding are required to notify the school of the fact in writing as soon as possible to enable the school to take the necessary actions to eliminate any potential harm to them or their unborn/new-born child or control them to acceptable levels.

The school will provide all new and expectant mothers with access to the HSE's *Pregnant Mothers: A Guide for Employees (Admin shared drive)*

The school will refer to the LA's guidance on *New and Expectant Mothers at Work (Admin shared drive)*

When completing risk assessments for new and expectant mothers, the school will refer to the LA's *Model School Risk Assessment 002 - New and Expectant Mothers (Admin shared drive)*

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3.30 Young Workers/Work Experience

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

This will include ensuring that work experience providers are appropriate and that proportionate checks of their health and safety management system are carried out, including the provision of suitable and sufficient risk assessments, safe working practices, supervision and emergency procedures. The school will ensure that the following takes place:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are be subject to pre-placement checks by a competent person who will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a Further Education college, then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting the tasks they are to undertake and any necessary health and safety information, which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours' provision) in order that a member of school staff can be contacted should an incident occur.
- Any incidents involving students on work placement activities will be reported to the placement organiser and via the LA's online incident reporting system.

In situations where students in 16-19 education are taking part in work experience on the school premises, the school will ensure that its own risk assessments adequately address the needs of that young person and that they meet all the same requirements listed above for the placement organiser.

When assessing the safety requirements for young workers, the school will refer to the LA's guidance document: *Employment of Young Workers, Casual or Temporary*

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3.31 Competent Health and Safety Assistance

It is a statutory duty of the employer to ***'appoint one or more competent persons to assist'*** with health and safety compliance. The HSE says that being 'competent' means having the relevant knowledge, skills and experience and the ability to apply these.

The LA appoints the LA's Occupational Health, Safety and Wellbeing Service to provide information and competent health and safety advice and to provide a variety of health and safety functions.

These functions are outlined in the Service Level Agreement, which can be accessed via the following link: https://hounslowservicesforschools.co.uk/services/health-and-safety/

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3.31.1 Curriculum Specific Health and Safety Assistance

Certain subjects within the education curriculum involve activities that require expert knowledge and carry with them inherent risks. These subjects are Science, Design & Technology, Physical Education and Art and Design.

Whilst the LA's Corporate Health and Safety Service can offer general advice on health and safety, they are not able to offer advice on how these subjects should be taught safely on a day to day basis as the competencies required to do so are very specific and technical in nature. Therefore, for subject specific advice on good practice, risk assessment, training and departmental auditing, we refer to the expertise of the recognised bodies that represent these different subjects.

For advice in Science, Design and Technology and Art and Design, we refer to CLEAPSS as the competent organisation for recognised standards in safe practice, model risk assessments, procedures and training. CLEAPSS advice and documentation is recognised by the Health and Safety Executive and the Department for Education. CLEAPSS membership is purchased via annual subscription, which is paid for through our SLA with the LA's Health and Safety Service. http://www.cleapss.org.uk/

For advice on good practice in physical education, we maintain annual membership of the Association for Physical Education (AfPE), which is the only physical education subject association in the UK. http://www.afpe.org.uk/ 01905 855 584 or e-mail: enquiries@afpe.org.uk

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3.32 Health Surveillance

It is a statutory duty of the employer to carry out health surveillance of staff if it has been identified as a potential risk.

The school has carried out a risk assessment to identify staff at risk.

The school appoints Occupational Health Advisers, who will carry out health surveillance and provide a variety of Occupational Health functions, such as post job-offer health checks.

Appendix A
Example Health and Safety Organisational Chart

