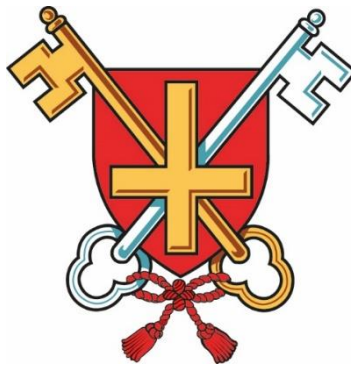




St. Peter's London Docks C of E Primary School

"Finally, all of you, be like-minded, be sympathetic, love one another, be
compassionate and humble"

1 Peter 3:8

Health and Safety Policy

HEALTH AND SAFETY POLICY

Introduction

The Health and Safety at Work etc Act 1974 requires employers with five or more employees to have a written statement of health and safety policy. The Policy has been prepared and will be brought to the attention of all staff and will be reviewed and revised as is appropriate to ensure it remains valid.

The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments are recorded. The arrangements section of the Health and Safety Policy are in effect, significant findings of risk assessments.

Health and safety responsibilities derive from the [Health and Safety at Work, etc. Act 1974](#) and the associated [Management of Health and Safety at Work Regulations 1999](#). Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

St Peter's is a Voluntary Aided School and therefore the Governing Board is the employer for all staff.

The employer must ensure, as far as is reasonably practicable, that pupils are not exposed to risks to their health and safety in school and during off-site visits. The employer must have a health and safety policy and arrangements to implement it. Key elements of a policy are listed in *Health and Safety: Responsibilities and Duties for Schools* (DfE 2022). The employer must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

The employer has the power to ensure that its health and safety policy is carried out. It must provide health and safety guidance to the school and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If risk assessment shows training is needed the employer must make sure this takes place. The employer cannot fulfil its statutory duty unless it monitors how well its schools are complying with its policy.

An LA has no responsibilities for, and no power to intervene in, pupil health and safety in schools where the governing body is the employer, except where safety (not health) is threatened by, for example, a breakdown in discipline.

STATEMENT OF INTENT

The Governing Board of St Peter's London Docks Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

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

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept in the school office and on the shared drive which is accessible for all staff.

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

ORGANISATION

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at St Peter's and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety policy detailing the responsibilities for ensuring health and safety within the school;
- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the schools budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the local authority/LDBS or any other authorities as necessary any hazards which the School is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the school may not

feel competent to deal with. As a voluntary aided school, it is a requirement of the Health and safety at work act 1974 to have access to competent health and safety advice. St Peter's uses the local authority health and safety advisor and an advisor from an independent company.

- Promoting a positive H&S culture and high standards of health and safety within the school via the nomination of a named Health and safety governor. (Please refer to Appendix 1, table of contacts for named Governor and all other health and safety contacts.)
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of LDBS policy and procedure.
- In conjunction with the Head teacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
 - action allocated to individuals who are responsible for the function
 - time limits set for action
 - remedial action to deal with the problems identified
 - identification of any long term action required in order to address underlying causes of problems

Responsibilities of the Headteacher:

Overall responsibility for the day to day management of health and safety in accordance with the Governing Board's Health and Safety policy and procedures rests with the Headteacher.

As manager of the school and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with the LA and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Governing Body any hazards which cannot be rectified within the School's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the school.

Responsibilities of Senior Leadership Team and Premises team

- Apply the school's health and safety policy and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- Maintain or have access to an up to date library of relevant published health and safety guidance and ensure that all staff are aware of and make use of such guidance
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff for whom they're responsible.
- Resolve health, safety and welfare problems that members of staff refer to them, and inform the Head of any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Class Teachers carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their remit are promptly reported and investigated using the appropriate forms.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- Ensuring that the curriculum includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that the curriculum does not involve staff and pupils in procedures likely to cause accidents.

Health and Safety Co-ordinator

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the school.

The Health and Safety Co-ordinator is responsible for:

- Assisting with inspections and safety audits;
- Investigating and advising on hazards and precautions;
- Developing and establishing emergency procedures, and organising fire evacuation practices within the school;
- Having a general oversight of health, safety and first aid matters;
- Making recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- Publicising safety matters;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;
- Monitoring accidents to identify trends and introduce methods of reducing accidents;
- Ensuring that reports on health and safety matters with respect to the school premises are prepared;
- Keeping records of hazards identified on site by staff and the remedial action taken and when;
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy;
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate);
- Ensuring that all portable electrical equipment is tested on an annual basis;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

Responsibilities of Premises Assistant

The Premises Assistant is responsible to the Headteacher in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas;
- Ensuring that appropriate signs and notices have been displayed;
- Ensuring that hazards are removed;
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced;
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed.
- Assisting the Head teacher in assessing the recommendations from the fire risk assessment and contributing to ensure a stage 2 report in complete for the fire risk assessment.
- To assist the Head teacher to ensure evacuation procedures are in place including for persons who require assistance during an emergency evacuation and the adequate provision of appropriately trained staff to enact evacuation
- Ensure that fire safety equipment is adequately maintained and tested in accordance with statutory requirements and Council policy
- Undertake risk assessments for all maintenance work and to keep a log of risk assessments.
- To be aware of the school asbestos management plan, and to have a copy of the asbestos survey.
- The management of legionella controls at the premises in line with the Council's policy on this area
- Undertaking premises inspections to ensure maintenance and safety issues are monitored and identified for action as appropriate.
- Facilitate and monitor the work of contractors whilst on the premises
- Ensure that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements
- Ensure that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and Council Policy
- Attend training relevant to their role, and to keep on file at the school a record of training/competence in ensuring they can complete their safety roles and responsibilities

The Premises assistant should only be used for general day-to-day, low risk repairs and maintenance to buildings. The work would not normally require the use of specialist tools, materials or specialist knowledge. In the workplace the person undertaking the activity must be competent.

To be competent, a person must have the necessary skills, knowledge, experience and where applicable training, to carry out a particular activity in a safe manner and to fully appreciate his/her own limitations. In the unfortunate event of an accident, competence may be rigorously examined.

All work carried out by the Premises assistant must be properly risk assessed, prior to the work commencing, and the risk assessment recorded. If the Head teacher has any concerns about the nature of the work in relation to the competence of the Premises assistant, they will to seek advice and/or the services of a competent building contractor.

It should also be noted that the individual Premises assistant should be fully aware of their own limitations in that if they have any health and safety concerns over a certain work process or request they should discuss this with their line manager or Head teacher prior to any works.

All work must comply with the statutory requirements of the Health and Safety at Work etc Act 1974, and its associated Regulations and their Approved Codes of Practice and guidance. There are many regulations covering a wide range of topics. Amongst the issues most likely to require consideration for the type of work in question are: manual handling, working at height, work in confined spaces, contact with underground and overhead services, contact with hidden services (e.g. in walls), personal protective equipment, general construction safety and work equipment standards, use of hazardous substances, and exposure to asbestos, lead, dust, noise, electricity and hand-arm vibration. (This list is by no means exhaustive).

All work should be adequately resourced and sufficient time allocated for its completion. It is unreasonable and unsatisfactory to expect or allow works to be undertaken with inadequate or unsuitable tools, materials or equipment, or to expect work, which should be undertaken by two or more people, to be carried out by just one person. This should be highlighted in the risk assessment, followed by a method statement, concluding in a safe system of working. It is a legal requirement that, where appropriate, personal protective equipment (PPE) should be issued to and worn by Premises Manager.

Responsibilities of all staff

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

All staff have a responsibility to:

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

Pupils

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of teachers.

Arrangements for policy review

1. Governors are required to take steps to ensure that they are kept informed of London Borough of Tower Hamlets Council's advice and guidance on health and safety matters.
2. Health and Safety is a regular item on the agenda of either a full meeting of the governing body or finance committee.
3. The health and safety policy is reviewed annually by the governor for health and safety and the head teacher using guidance on health and safety from the local authority. The full Governing body is kept updated through meetings.
4. Once completed the policy is communicated to all staff and is linked to the induction of all new staff.

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RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated and approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally in a folder in the office and are online in the Admin/Premises folder.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work. Please see appendix 2.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the Line Manager or head teacher.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the Deputy head or lead teacher using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed, all activities are checked and significant findings incorporated into the risk assessment.

All LA schools have a subscription to CLEAPSS¹. CLEAPSS is an advisory service providing support in science and technology for a consortium of local authorities and their schools including establishments for pupils with special needs. The science and DT publications can be used as sources of model risk assessment.

¹ Consortium of Local Education Authorities for the Provision of Science Equipment

SECTION 2

OFFSITE VISITS

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school office who will check the documentation and pass to the Head Teacher for approval. (Appendix 3)

SECTION 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken by the Premises assistant and the designated Governor for Health and Safety.

Monitoring inspections of classrooms will be carried out annually by class teachers. Records of such monitoring will be kept in the health and safety folder (appendix 4).

The person(s) undertaking such inspections will complete a check list and submit to the Premises assistant. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager and be reported to the Head teacher.

The named Governor for Health and Safety will undertake an inspection on an annual basis and report back to both the relevant sub-committee and full Governing Board meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the School's Health and Safety representative(s) if possible.

SECTION 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The council/independent contractor have completed the fire risk assessment in the school. The Head teacher is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

Fire Instructions

These documents are made available to all staff and included in the school's induction process. An outline of evacuation procedures are posted throughout the school.

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Fire Evacuation policy and a summary posted in each classroom.

(Appendix 5)

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the premises assistant and updated upon review.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

Details of service isolation points

- Gas isolation point is in the cleaners store cupboard
- Water isolation point is in the cleaners store cupboard
- Electric isolation point is in the electrical intake cupboard

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Premises assistant as appropriate, for consultation (COSHH). See Section 11 for more detail on the management and control of these substances.

SECTION 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by Premises assistant and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor, Churches Fire Services. A fire alarm maintenance contract is in place with Churches Fire Services and the system tested 6 monthly by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Churches Fire Services undertakes an annual maintenance service of all firefighting equipment.

The premises Manager will check on a weekly basis that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Churches Fire Services.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Premises assistant and recorded as monthly flick tests in the fire log and annually by Churches Fire Services

MEANS OF ESCAPE

The Premises team carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

SECTION 6

FIRST AID AND MEDICATION

The school has a First aid and medicines policy.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Medical room

Front office

Outside Year 2 classroom

Outside Year 5 classroom

The lead first aider is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

A full list of all staff that have completed various medical training can be found in the school's Safeguarding folder, located in the office. The list is also displayed in the staff room and the medical room.

The Headteacher will ensure that first aiders have a current certificate in paediatric first aid and that new persons are trained should first aiders leave.

Transport to hospital

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with LBTH guidance.

Contact numbers

Emergency – 999

Royal London Hospital A&E department- 020 7377 7000

NHS direct- 111

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document *Supporting pupils with medical conditions at school*.

The only medication kept and administered within school are those prescribed specifically for a pupil and non-prescribed paracetamol (Calpol) and anti-histamine (Piriton/Piriteze) medications. All medicines may only be administered at the request of the parent / guardian and with the consent of the head teacher/SLT. Records of administration will be kept in the medical room.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in the medical room with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc, it will be kept in the child's classroom, and clearly labelled.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc).

These plans are reviewed annually by The SENco and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LBTH Council forms.

- A local accident book located in the medical room is used to record all minor incidents to pupils, any more significant incidents must also be reported on an AIR form and reported to London Borough of Tower Hamlets.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Coordinator 020 7364 2852 or 020 7364 5008. The health and safety team will report these to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur, by sending the AIR form. The quickest way of doing this is by completing the AIR form and emailing it to healthandsafety@towerhamlets.gov.uk :

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

HEALTH AND SAFETY INFORMATION & TRAINING
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Consultation

The premises team meets every half term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

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

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by Head/ SLT. A copy of this policy is made available to all staff on joining the school.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held in the school office. The Head Teacher is responsible for co-ordinating health and safety training needs and for including details in the School Development Plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone. If an accident occurs, there will be no one to help or summon assistance.
(See Risk Assessment RA49).

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure the external doors are secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside).
- Ensure they have means to summon help in an emergency, e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits should obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- CMS keyholders are used to attend the school site if the alarm is activated out of hours. Contact information for CMS Keyholders is in Appendix 1.
- Report any incidents or situations where they may have felt "uncomfortable".

In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if the lone worker is overdue and raise the alarm with either the Head Teacher or premises assistant/SLT if there is no reply.

PREMISES AND WORK EQUIPMENT**Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by London Borough of Tower Hamlets. Records of such monitoring will be kept in the Statutory testing folder.

The Premises assistant is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is detailed in this register.

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

Curriculum areas

Class teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by a qualified contractor. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least every five years.

Records of these checks are held in the Statutory Testing folder in the School Office.

External Play Equipment

The external play equipment will only be used when supervised. The equipment will be checked daily for any apparent defects and the Premises assistant will conduct a formal termly inspection of the equipment. PE and play equipment is also subject to an annual inspection by Gym-fix (SEE STATUTORY TESTING FOLDER).

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “*Control of Substances Hazardous to Health (COSHH) Regulations 2002*”.

The school's nominated person responsible for substances hazardous to health is the Premises assistant.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials. The safety data sheets are not a risk assessment for that chemical but information only
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is provided free of charge where the need is identified as part of the risk assessment.

LIFTING AND HANDLING

Risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques. (See RA2, RA3, RA36, RA37)

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely. If help is not at hand the matter should be reported to the Premises assistant or the Head teacher. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Special care is to be exercised where pupils are involved with the moving of objects. Staff are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.

Paediatric Moving and Handling

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

All moving and handling of pupils will be risk assessed and recorded by the Head Teacher. (See RA36)

Equipment for moving and handling people will be subject to inspection on a 6 monthly basis by a competent contractor.

WORK AT HEIGHT

It is the schools policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The Premises assistant is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

- the height of the task; the duration and frequency; and
- The condition of the surface being worked on.

However there will also be certain low-risk situations where common sense tells you no particular precautions are necessary. See RA26, 27, 28,30,31,32

Competence

The Premises assistant must ensure that all persons undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the Premises Manager should seek advice from the Corporate Health and Safety team.

Must do's

- Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided;
- prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- do as much work as possible from the ground;

- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects; and
- Consider your emergency evacuation and rescue procedures.

Safe Use of a Ladder

- suitable access is provided where appropriate;
- all ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained;
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use;
- ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles;
- where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity;
- ladders are only used on a surface that is flat and in good condition;
- ladders are secured when in use; either at the top or bottom; and
- an arrangement is in place for the suitable storage of ladders.

Roof Work

The Premises assistant or Head teacher in consultation with the contractor is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- a Permit To Work (PTW) must be put in place;
- a suitable and sufficient risk assessment and method statement (RAMS) must be produced and approved by the Premises assistant or Head teacher;
- anyone going onto the roof must be competent and given sufficient information, instruction and training, and be supervised; and
- prohibition on lone working;

ASBESTOS

The London Borough of Tower Hamlets asbestos policy will be followed.

The asbestos register is held in the statutory testing folder and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Refresher training for asbestos management is required 3 yearly.

The Headteacher shall ensure:

- The asbestos log is maintained and that any changes are noted in the log and reported to the Premises team and then Governing body.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the asset management team before any undertaking of work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher/Premises assistant with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to the Head Teacher who will contact the LA for advice.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head Teacher.

Please see the Asbestos survey report and management plan for more details.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors' log and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Premises assistant is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Head Teacher and Premises assistant who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses London Diocesan Board for Schools registered contractors. These contractors have satisfied the LDBS that they understand and abide by health and safety regulations.

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

² CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

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

HOT WORKS POLICY

**HEALTH AND SAFETY AT WORK
TO COMPLY WITH THE PREVENTION OF FIRE IN THE WORKPLACE
REGUALTIONS**

HOT WORKS PERMIT

To comply with the Prevention of Fire in the Workplace Regulation, all places of work must operate Hot Works Permit systems.

The reason for this is whenever you are having work carried out that involves flame, sparks or anything that could generate heat and be a possible source of ignition to the surrounding fabric, there must be control procedures in place to limit the risk of damage or injury to the premises or its users.

When the work is completed the contractor returns and the works are signed off as complete with the time of completion recorded. A minimum of 1 hour should elapse and the person who issued the permit must go and check the works area to ensure that there has been no smouldering, residual heat retention or other signs of possible re-ignition Please see hot works permit (appendix 6).

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) should have an assessment.

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

Advice on the use of DSE is available from Corporate Health and Safety.

Please see DSE guidance (appendix 7)

SECTION 18

VEHICLES ON SITE

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

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

SECTION 19

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Head Teacher and the Premises team following council guidance. See School Lettings Policy.

SECTION 20

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Tower Hamlets Council management standards.

SCHOOL STRESS POLICY

The Governing Body interpret stress as being the unhealthy result of excessive pressure on the individual. The Governing Body recognise that work pressures can contribute to stress and whilst reasonable work pressures are a healthy component of the working environment, excessive pressure or in combination with other pressures can result in individuals being stressed.

The Governing Body recognise that stress adversely affects the capacity of staff to discharge their duties and therefore undertake to

establish procedures to monitor accessible indicators of stress in the workplace, for example, patterns of absence, changed behaviour, etc. The Governing Body recognise that stress can manifest itself in a variety of ways both physical and otherwise.

The Governing Body will provide resources for staff with a line management responsibility to be given guidance in monitoring for staff stress, and where practicable will provide the necessary resources to assist any affected staff that request help.

However the Governing Body is committed to the reduction of stress within the School organisation as a preventative measure as well as addressing the needs of an individual once stressed.

The Governing Body:

- recognise that workplace stress is a Health & safety issue
- will try to identify organisational sources of stress and will encourage open an informed management procedures
- will allocate resources for senior managers to be informed of proven management techniques that do not contribute to stress
- recognise that stress is an organisational rather than individual problem
- avoid discrimination against any individual suffering from stress related problems and
- will provide training and information on stress awareness and management to all staff as and when it becomes available from bona fide sources.

The school follows the LDBS 'Managing staff sickness absence' for guidance on any absence for any reason.

SECTION 21

ASSAULT/ VIOLENCE

It is the school's policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function (see RA43).

However it is recognised that even with proactive measures, incidents of violence may still occur. Therefore it is also the schools policy that appropriate support mechanisms exist for all members of staff who may

be subjected to incidents of violence during their work, including access to legal guidance where appropriate.

The Health and Safety Executive define violence as: 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

The school will take into account both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment. See Risk Assessment RA43.

When undertaking such risk assessment the opinions and views of staff must be sought by consultation. The assessments will evaluate the adequacy of measures to reduce the risk of violence and where necessary develop plans to further improve these precautions.

Preventative measures will include those relating to:

- the environment;
- physical security precautions;
- means of raising an alarm;
- emergency response procedures;
- safe systems of work;
- training and information; and
- individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

The school will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and defusion/de-escalation.

When faced with an imminent threat to their personal safety, staff will be expected to immediately leave the area. (N.B. All staff have a legal right to leave in such circumstances and provided this was justified, it will not result in disciplinary action.)

Should an employee be in a situation where they are being prevented from leaving an area (and the employee is in immediate fear for their personal safety), or they are actually being physically attacked (or reasonably believe they are about to be attacked), they are entitled by law to use such force as is absolutely necessary to defend themselves and create a window of opportunity to escape.

The school recognises that on very rare occasions such as these, an employee may need to use physical force for the purpose of their own (or others) protection. However the use of physical force must always be justified in its application (i.e. absolutely necessary) and solely to escape from a situation (never for retribution or retaliation).

The school will support any employee who acts in an appropriate manner in accordance with this policy and their training, including legal guidance where appropriate.

However, staff must be aware though that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party.

Following a violent incident a member of the SLT will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault a member of the SLT will be expected to ensure the actions below are taken:

- appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary);
- where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends hospital as soon as possible;
- a member of staff attending Hospital must be accompanied by a member of staff;
- the taking of photographs should be considered/offered as it may help with any police prosecutions etc in the future;
- the Head Teacher (or Chair of Governors if the Head Teacher is assaulted) is informed as soon as possible.

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

(NB dependant on the severity of the incident and the individuals wishes, if they are returning to an empty house, it may be advisable for another member of staff to remain with them for a period of time).

The school will encourage prosecution in all cases of violence but will always press for prosecution in cases of actual physical violence. Where appropriate, access to legal guidance will be provided to staff who are victims of violence.

All staff have a duty to report incidents of violence in accordance with school and LA accidents/incident reporting procedures using the AIR form.

Ideally this should include all incidents of swearing or verbally abuse to staff. However it is appreciated that some people can swear or be verbally abusive without necessarily intending to be aggressive and on such occasions staff do not necessarily feel threatened or offended and are reluctant to report these as violent incidents. The school accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the school still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported.

For incidents where e.g. parents or others are overtly aggressive, intimidating or threatening there is no staff discretion and these must be reported as should any occasion of physical assault (this would include any incident of physical contact during an aggressive outburst e.g. poking a finger in the chest, pushing etc).

All reported incidents of violence should, as soon as possible, be investigated by a member of the SLT to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

All reported incidents will be reviewed by the Corporate Health and Safety Team to ascertain if any further follow up or more detailed investigation is needed.

BLOOD BORNE VIRUSES

The school will manage the risk associated with staff coming into contact with blood and/or other body fluids that may contain Blood Borne Viruses (BBVs) in the course of their work by undertaking a risk assessment and implementing the preventative and protective measures, to include immunisation where appropriate. See Risk Assessment RA44

BBVs are viruses that some people carry in their blood. The main BBVs are hepatitis B (HBV), hepatitis C and D, human immunodeficiency virus (HIV).

These viruses can also be found in body fluids other than blood e.g. urine, faeces, saliva and vomit, however, they do carry a minimal risk of BBV infection, unless contaminated with blood; for this reason, care should still be taken as the presence of blood is not always obvious.

BBVs are most likely to be transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood, such as, through contamination of an open wound or skin condition or through a splash to the eyes, nose or mouth or a bite or accidental contamination with a needle stick or other sharps.

Staff immunisation

All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff aged 16 – 25 years should be advised to check they have had 2 doses of MMR.

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly hand washing, and maintaining a clean environment.

Preventing or controlling the risk

The following preventative and protective measures should be taken to reduce the risk from BBVs, to include:

- Participate in the vaccination programme;
- Use good basic hygiene practices, such as hand washing;
- Cover all breaks in exposed skin by using waterproof dressings and suitable disposable gloves;
- Where splashing is possible, protect the eyes and mouth by using appropriate personal protective equipment;

- Use the first aid equipment provided;
- Control contamination of surfaces by using the appropriate decontamination procedure e.g. dirty protest procedure and use of body fluid spillage kits;
- Dispose of contaminated waste safely.

Coughing and Sneezing

Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash your hands after using or disposing of tissues. Spitting should be discouraged.

Handwashing

Handwashing is one of the simplest and most important ways of controlling the spread of infection. Staff are advised to wash their hands with soap before they eat, drink, take or administer medicine or after any work activity where you may have become contaminated with blood or any other body fluid.

You should:

- use soap and water, under running warm water;
- wash all surfaces thoroughly, to include, the palms, back of hands, fingers and thumbs and under the finger nails;
- rub hands together for at least 20 seconds;
- rinse and dry hands; if towels are used these should be disposable.

Cleaning

Cleaning of the environment, including toys and equipment should be frequent, thorough, and follow national guidance e.g. COSHH, correct decontamination of cleaning equipment.

Monitor cleaning contracts and ensure cleaners are appropriately trained with access to Personal Protective Equipment PPE.

Cleaning of blood and body fluid spillages

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product which combines both a detergent and a disinfectant.

Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Personal Protective Equipment (PPE)

Disposable non powdered vinyl or latex free CE marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing) Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

Laundry

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash fabric will tolerate. Wear PPE when handling soiled linen. Soiled children's clothing should be bagged to go home, never rinse by hand.

Ensure that the washing machine or dryer is plan maintained in accordance with the manufacturers recommendations.

Clinical waste

Always segregate domestic and clinical waste in accordance with local policy.

Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.

All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than 2/3rds full and stored in a dedicated, secure area whilst awaiting collection.

Immediate action to take after exposure to blood or other body fluids

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water;
- wash out splashes in your eyes using tap water or an eye wash bottle, and
- your nose or mouth with plenty of tap water, do not swallow the water;
- report the incident to your line manager or other manager;
- immediately go to the nearest Accident and Emergency (A&E) department in transport provided by the establishment;
- Head Teacher or other SLT member to stay in touch with the employee to assess their needs and provide advice and assistance with the post exposure prophylaxis (PEP);

- record the incident on the LA's AIR form and follow the LA's Accident and Incident reporting procedure in this policy.

Location of the local NHS Trust

Prompt advice from a medical doctor is very important, to enable any treatment that is appropriate following the risk of infection with a BBV to be started quickly.

For this reason, staff should go immediately to The Royal London Hospital

Aftercare

Occupational Health can provide support, advice and reassurance for staff contaminated with a BBV or undergoing post exposure prophylaxis (PEP).

Useful links

www.hpa.org.uk•www.dh.gov.uk•www.nhsdirect.nhs.uk•www.wiredforhealth.gov.uk

www.defra.gov.uk•www.hse.gov.uk•www.dfes.gov.uk•www.immunisation.nhs.uk

Fact Sheets and further information are also available at www.hpa.org.uk.

www.healthcareA2Z.org.uk•www.buginvestigators.co.uk

PLAY SAFETY

The following should be arranged and managed by the School Premises assistant/School Business Manager

Daily site inspections to ensure that visual checks completed and recorded:

- play equipment is not damaged;
- play equipment is free of algae, weeds etc.;
- there are no potentially dangerous trees (e.g. broken or dead branches);
- there are no accessible drains or damaged drainpipes;
- sheds and other storage areas are secured so children may not get unauthorised access;
- all rubbish has been removed – in particular sharps such as hypodermic needles;
- dead animals are removed;
- vermin control boxes are suitably stocked and have not been tampered with;
- fences are intact and secure (including around ponds); and
- no potentially hazardous plants have seeded into the area e.g. Nettles, Foxgloves. Laburnum, bind weed or Chinese knotweed etc.

General advice

- Any pooling water following rainfall or leaks should be cleared or cordoned off.
- Where there may be ice or snow, clear paths should be made safe using grit/salt and shovelling should be carried out as necessary to reduce the level of water.
- Annual safety checks of trees should be made by a professional arboriculture specialist. For further information relating to Grounds Management refer to the relevant section of this Policy.
- Ponds and other water features should be cleaned annually or more frequently.
- All ponds must be fenced and locked to ensure total access control is achieved with appropriate supervision in place at all times.

- Attention should be given to ensure that any pesticides used on sports fields or cleaners/Algaecides used on playground equipment are not accessible to children either before or after application.

Recorded checks – play equipment

All play equipment should be visually inspected for any damage; this should be recorded with detailed action completed.

Annual outdoor play equipment inspections

Play equipment is subject to an annual inspection by Gym-fix.

Section 24

GROUND AND TREE MANAGEMENT

Grounds Maintenance

It is the school's policy that the seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

It is the responsibility of the Premises assistant in consultation with the School Business Manager to:

- Ensure that the individual trees, shrub and perennial/annual plants are properly managed and maintained, employing an arboriculturist if necessary
- in particular to undertake a risk assessment to determine the health and safety of the trees;
- production of risk assessments and safe systems of work, to include: working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.

Requests for dealing with any outbreaks of infestation should be reported to the Premises assistant or head teacher.

Section 25

BUSINESS CONTINUITY EMERGENCY PLAN

The School Business Continuity Plan is shown at Appendix 8.

SECTION 26

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the schools legionella water risk assessment and water log records.

A water risk assessment of the school is carried out by a qualified contractor and the Premises manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The Premises Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by the contractor. This will be recorded and signed off by the Head teacher, Chair of governors and Finance committee.

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

Please refer to water risk assessment in statutory testing folder. The Legionella Risk Assessment will be reviewed at least every two years by a competent person.

SECTION 27

WORK EXPERIENCE

The school has a separate work experience policy The School Business Manager is responsible for managing and co-ordinating work related learning within the school following guidance contained in the LA

guidelines for work experience and in accordance with the Quality Standard for Work Experience³.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate. Please refer to the student/work experience procedure.

SECTION 28

HEALTH AND SAFETY AUDIT INSPECTION REPORTCHECKLIST

Please see appendix 9

Section 29

STATUTORY COMPLIANCE

Evidence on the most up to date tests are held in a separate "Statutory Testing folder. This details the last service, the required next service, and the actions required for all remedial works.
