



ST PAUL with ST LUKE
CHURCH OF ENGLAND PRIMARY SCHOOL
Leopold Street, Bow, London E3 4LA

Health and Safety Policy Policy version Control

Version no	Amendments	Approval date
2	Updated with small changes	

PART 1. STATEMENT OF INTENT

The Governing Body of St Paul with St Luke's C of E Primary 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 and a reference copy is kept in the school office and on the shared drive.

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

This policy statement supplements

- LBTH's Corporate Health and Safety Policy
 - CSF Health and Safety Policy, Organisation and Arrangements Statement
- The above Statements (and other H&S policies and guidance) are available from stuart.mcgregor@towerhamlets.gov.uk

Bob Gilbert, Chair of Governors Nicola Horton, Headteacher

PART 2. ORGANISATION

As the employer, LBTH has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

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 a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments 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 establishment's 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 (CSF, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;

- Promoting a positive H&S culture and high standards of health and safety within the establishment via the link governor with responsibility for health and safety.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of LBTH policy and procedures.

Responsibilities of the Headteacher:

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

As manager of the establishment 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 LBTH any hazards which cannot be rectified within the establishment'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 establishment.

The task of overseeing health and safety on the site has been delegated by the Headteacher to the School Premises Manager.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own area of work 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 from sources and ensure that all subordinate 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 under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Headteacher or Finance Officer of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- 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 department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

The School Premises Manager

The School Premises Manager is responsible for ensuring the safety, security and maintenance of the premises in conjunction with the Finance Officer.

The responsibilities of the Premises Manager are outlined in the relevant job description and this person 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.

Work carried out by a Premises Manager must be properly risk assessed, prior to the work commencing, by a competent person and the risk assessment recorded. For work requiring specialist skills and competences the school will seek the services of a competent building contractor. It is also the responsibility of the Premises Manager to remain fully aware of his/her own limitations, for example if health and safety concerns arise regarding certain work processes or a request to carry out specific work s/he should discuss this with the Headteacher or Finance Officer 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 the Premises Managers and any other staff members working on the School site.

The School Premises Manager

The School Premises Manager is responsible for:

- 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 maintain the school asbestos management plan, and to hold 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
- Act as the main point of contact for Building and Technical Services Department (Bats), including liaising over the work arranged through the Bats department.
- 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 Personal record of training/competence in ensuring s/he is able to complete these safety roles and responsibilities.

Senior Staff Members

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective senior staff members are responsible to the Headteacher, so far as is reasonably practicable, for:

- Ensuring that all members of staff under their direction are aware of any safety precautions to be taken when undertaking potentially hazardous activities.
- Ensuring that the curriculum area/s for which s/he is responsible includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that the curriculum area/s for which s/he is responsible does not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.
- Ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment. Generic risk assessments are available from the local authority.
- Ensuring that all members of staff under his/her control adhere to all relevant aspects of the Health & Safety Policy.
- Reporting all potential hazards to health or safety and all accidents to the Headteacher.

The Governing Body

The governing body controls the school premises (subject, in some cases, to the direction of the LA). In this regard, the governing body takes all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils at risk while they are on the premises. The governing body (and Headteacher) complies with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

The Chair of the Governing Body should take steps to discharge his/her own responsibilities for health and safety performance in school. Some of the principle responsibilities are given below:

- Ensure that the Headteacher has made adequate arrangements to discharge his/her responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Headteacher, 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
- Ensuring that health and safety issues are covered at meetings of the governing body, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by London Borough of TH

- To provide information to London Borough of Tower Hamlets on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.

PUPIL HEALTH AND SAFETY

School Governors

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. Responsibility for the health and safety of pupils lies with the governing body of the school because it controls school premises.

The Local Authority

The Local Authority (LA) has responsibilities as the employer.

As employer, the LA 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: Advice for Schools 2013*. The employer must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

The LA 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 a risk assessment shows training is needed the employer must make sure this takes place. The School recognises that the LA cannot fulfil its statutory duty unless it monitors how well the School is complying with its policy.

Responsibilities of employees

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 employees 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 with which they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

Detailed information on Arrangements can be found on the intranet under Corporate Health and Safety and from stuart.mcgregor@towerhamlets.gov.uk
The following list of arrangements covers the key elements of a Health and Safety policy.

Appendix 1 - Risk Assessments

Appendix 2 - Offsite visits

Appendix 3 - Health and Safety Monitoring and Inspections

Appendix 4 - Fire Evacuation and other Emergency Arrangements

Appendix 5 – Inspection/Maintenance of Emergency Equipment

Appendix 6 - First Aid and Medication

Appendix 7 - Accident Reporting Procedures

Appendix 8 - Health and Safety Information and Training

Appendix 9 - Lone Working

Appendix 10 - Premises Work Equipment

Appendix 11 - Flammable and Hazardous Substances

Appendix 12 – Moving, Lifting and Handling

Appendix 13 – Asbestos

Appendix 14 – Contractors

Appendix 15 – Working at Heights

Appendix 16 – Display Screen Equipment

Appendix 17 – Vehicles on Site

Appendix 18 – Stress/Wellbeing

Appendix 19 – Legionella

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

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.

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 relevant teacher or line manager.

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 teacher supervising the activity using the relevant codes of practice and model risk assessments developed by national bodies. Whenever a new activity is adopted or developed this is checked against the model risk assessments and significant findings incorporated into texts in daily use, such as lesson plans.

In addition the following publications are used as sources of model risk assessments:

Make it safe (5th edition) NAAIDT

(Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001)

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'afPE' <http://www.afpe.org.uk/>

APPENDIX 2

OFFSITE VISITS

All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Children Schools and families Outdoor Education Policy. Stuart.mcgregor@towerhamlets.gov.uk is your contact for any Outdoor Education Visits concerns, and all matters relating to the Evolve system.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

Risk assessment pro forma are available from the school office and must be completed by the member of staff organising the visit.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Headteacher who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher for approval.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted monthly and be undertaken/ co-ordinated by the Finance Officer in conjunction with Premises Manager.

Records of such monitoring will be kept by the Premises Manager.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager.

The nominated governor with responsibility for Health and Safety will be involved / undertake an inspection on an annual basis and report back to both the Resources committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the School Premises Manager or Finance Officer.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The council carries out regular fire risk assessments in the School to ensure this is kept up to date.

The Headteacher 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. The fire risk assessment is located in the Premises Manager's office and reviewed on an annual basis, or after any building change and incident of fire, or concerns with fire safety.

Fire Instructions

These documents are made available to all staff and included in the establishments induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

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 protocol policy and a summary posted in each classroom, office and meeting room.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Premises Manager 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 fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff are made aware of the type and location of portable fire-fighting equipment and they receive basic instruction in its correct use as appropriate.
- **Details of service isolation points** (i.e. gas, water, electricity)
 - Gas – kitchen and boiler room
 - Water – at the meter outside of the bin shed on the car park
 - Electricity – boiler room
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Premises Manager as appropriate, for consultation.

APPENDIX 5 INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Testing of the Fire Alarm

Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record kept in the fire log book. This test will occur weekly at different times.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Interserve/Initial.

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

INSPECTION OF FIRE FIGHTING EQUIPMENT

Interserve/Initial undertakes an annual maintenance service of all fire fighting equipment.

Weekly checks are carried out by the Premises Manager to ensure that all fire-fighting 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 direct to Fire Safety Services 01234 854 100.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Premises Manager and recorded as monthly flick tests in the fire log and annually by Interserve/Initial.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes are carried out by the Premises Manager who ensures all final exit doors are operational and available for use.

APPENDIX 6 FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Every Classroom, Finance Office and, KS1 and KS2 toilets.

The Finance Officer 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.

All Teaching Assistants and Midday Meals Supervisors are trained in emergency first aid or schools first aid.

Some staff are trained in EYFS first aid.

A list of first aiders is displayed in various places around the school.

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

Prior to an external visit or trip, the supervising teacher/ first aider will check that any vehicles are properly equipped with first aid boxes before they are used.

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.

Provide details of contact numbers of Hospital A&E department, the school's nurse and child's doctor.

The Royal London – 020 7377 7000

School nurse – Kolpona Rajmin - 0208 223 8095

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document "Managing Medicines in Schools and Early Years Settings" and '*St Paul with St Luke C of E Primary School Supporting Pupils at School with Medical Conditions.*'

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Headteacher. Records of administration will be logged in the medicine log by the person administering the medicine which is kept in the Admin Office.

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 a locked cabinet during the day (classrooms or the Admin Office) with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be stored safely within the classroom/Admin office 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 school nurse, parent and Senco. 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.

APPENDIX 7

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. (AIR accident and Incident Report forms)

Copies of these forms are available electronically and via the school office.

- A local accident book located outside the Headteacher's office in the is used to record all minor incidents to pupils, any more significant incidents must also be 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 his/her 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.

All staff should **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety advisor, Nick Pervis on 01522751999 or 07894506311 The Health and Safety advisor will report these to the Health and Safety Executive (HSE) on 0345 300 9923 or on-line at <http://www.hse.gov.uk/riddor/index.htm>

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 stuart.mcgregor@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).

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Resources Committee meet termly 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 Reception/Admin Office. The Children Schools and Families Health and Safety Coordinator, Tel: 020 7364 4193 Mob: 07985 297 797 will provide competent health and safety advice.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Headteacher or his/her nominated person.

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 by the Finance Officer who is responsible for coordinating training needs. 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.

APPENDIX 9

LONE WORKING

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

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

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. (Refer to Guidance on staff intranet corporate health and safety or contact stuart.mcgregor@towerhamlets.gov.uk)
- 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 must 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.
- Report any incidents or situations where they may have felt "uncomfortable".

APPENDIX 10

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 by the School Premises Manager.

The School Premises Manager 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 identified in a register.

All staff are required to report to the Headteacher or Finance Officer 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.

Teaching and learning areas

The appropriate teacher is responsible for ensuring the good order of equipment in his/her area/s as identified.

Electrical safety

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. The School Premise Manager is responsible for ensuring the annual testing is carried out. 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 once every five years.

External play equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and the Premises Manager will conduct a formal weekly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Childrens Play and Advisory Service.

Trees and Plants on Site

Trees and plants on site form part of the Premises Manager's visual daily check and weekly inspection. A tree survey is carried out when required by Tamla Trees and recommended work is carried out by CS Gushers.

Windows/Roof Inspection

The velux windows and roof are inspected by Velux yearly.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

The Premises Manager, in conjunction with the cleaning contractor is responsible for ensuring the secure storage of cleaning substances hazardous to health.

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 risk assessments for that chemical but information only).
- Risk assessments are conducted for the use of hazardous substances as appropriate (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/cleaning materials are appropriately and securely stored out of the reach of children.
- All chemicals/cleaning materials are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and is available for use where appropriate.

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

APPENDIX 12

MOVING, LIFTING AND HANDLING

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

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

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

Paediatric Moving and Handling

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

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

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

APPENDIX 13

ASBESTOS

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

The asbestos register is held in the School Premises Manager's office 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.

The Establishment's Asbestos Authorising Officer is the School Premises Manager refresher training is required 3 yearly.

The Headteacher shall ensure:

- The asbestos log is maintained and that any changes are notified to the asset management team.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advise 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.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher 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 Finance Officer 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 Finance Officer.

APPENDIX 14 CONTRACTORS

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

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

The Premises Manager 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 Finance Officer 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 CDM1 regulations will apply.

To ensure contractor competency the school uses London Borough of Tower Hamlets or LDBS registered contractors. These contractors have satisfied the Council/LDBS that they understand and abide by health and safety regulations.

Where non registered contractors are used, the School Premises Manager will undertake appropriate competency checks prior to engaging a contractor.

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.

1 CDM refers to the Construction (Design and Management) Regulations 2007 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 Coordinator

and principal contractor must be appointed.

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

APPENDIX 15 WORKING AT HEIGHTS

Working at height can present a significant risk, the main hierarchy of control is to eliminate working at height. This can be completed by either changing the work process for example using extended poles to clean windows instead of using ladders to gain access to height – or engage the use of competent companies to complete such works. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used.

Staff must not climb onto chairs etc.

The School's nominated person responsible for work at height is the Premises Manager.

The Premises Managers shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

Refer to <http://www.hse.gov.uk/pubns/indg36.pdf>

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 to analyse workstations to assess and reduce risks

They are entitled to an eye test and glasses, if needed, on request.

Training and advice should be provided on request.

APPENDIX 17

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.

The Premises Manager is responsible for overseeing the management of vehicles on site, i.e. restriction on vehicle movement at certain times, reversing vehicles, special arrangements for deliveries etc.

APPENDIX 18

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.

The following programmes/arrangements are available to support staff wellbeing:

- For teachers, staff absence insurance provide a wellbeing helpline
- Place2be counselling service provide face to face support on site
- Staff are referred to Occupational Health for stress related conditions.

- Provisions are made to safeguard PPA time for teaching staff,
- leadership and management time is also allocated.

The Headteacher is responsible for overseeing staff wellbeing and for responding to individual concerns and monitoring staff workloads, including appraisal, mentoring, maintaining an open door policy.

APPENDIX 19 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 has been completed by Gems. 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 Gems.

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)