

# HEALTH & SAFETY POLICY



ST MARY'S LEWISHAM CE PRIMARY SCHOOL

## Our Vision

To be a learning community that promotes the unique gifts, wellbeing and potential of every person. Our work is founded on the life and teaching of Jesus Christ, building on His message of equality, peace and justice, guided by His words 'As I have loved you, so you must love one another' (John 13:34).

## Introduction

St Mary's Lewisham CE Primary School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others (See [Safeguarding](#) Policy).

The health and safety of the children, parents, staff, governors and visitors at St. Mary's C.E Primary School is our priority. It underpins much of what we do. Every member of our community has the right to work in a safe and secure site. We aim for all children to be safe, to understand the value of a healthy life style and be prepared for life in a rapidly changing society.

## Statement of Intent

The Governors of St. Mary's C.E Primary School recognize and accept their responsibility in providing a safe and healthy environment for the staff employed in the School, for the children attending the School and for other users of it.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974, Regulations, Approved Codes of Practice, Guidance, etc made under this legislation as well as the Instructions, Guidance and Codes of Practice issued by the Local Authority. To this end, the Governors have designated the Headteacher as having strategic oversight of the School's Health and Safety Organisation and Arrangements on its behalf whilst each member is expected to reinforce the Governing Body's message on Health and Safety. The Governing Body, nonetheless, recognises it has a corporate responsibility towards the School, its staff, pupils and for others coming on to the premises.

Each and every member of staff must recognise that there is a personal and collective responsibility under the Act and under this Health and Safety Policy statement.

The Organisation and Arrangements through which Governors of the School aim to fulfil the requirements are set out in the following pages.

**Signed: J. Pring**

**Chair of Resources Committee**

**Signed: C. Bernard**

**Headteacher**

**Signed: K. Whipps**

**Health & Safety Co-ordinator 1**

**Date: Agreed at Resources Committee Meeting – June 2023**

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## **Objectives**

### **The objectives of the Health & Safety policy are:**

- To promote high standards of safety, health and welfare in compliance with the Health & Safety at Work Act 1974, and other statutory instruments and approved codes of practice.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in this document and other procedures that are adopted from time to time as appropriate to changing circumstances.
- Protect personnel, whether they be employees, pupils, members of the general public visiting the school (including the disabled), contractors and their employees or supply staff from any foreseeable hazards.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by all personnel.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation on all matters is encouraged.

## **Organisation of Health and Safety**

### **Responsible Persons – Health & Safety Team**

Headteacher	Christine Bernard
Health and Safety Co-ordinator	Sandra Noble
Governing Body	Kevin Jeffrey
School	Nick Scrivens

### **The Resources (Finance, Premises & General Purposes) Committee**

The Committee will comprise the following:

**Headteacher**

**School Business Manager/Premises Officer**

**Staff/Union Representative (as required)**

**Designated Governors**

Health and Safety will be a standing agenda item on all Governors' (Resources Committee meeting) and scheduled staff meeting (at least termly).

### **Review, Audit and Inspection Schedule**

The Health and Safety Policy will be reviewed biannually.

Audits and Inspections will take place as follows:

<b>Term One</b>	Full Inspection and Audit by the Headteacher, a nominated Governor, and H&S Co-ordinator
<b>Term Two</b>	Follow-up (monitoring) Inspection by the Headteacher, Premises Officer and a different nominated Governor Audit independent H & S Advisor Audit (LBL)
<b>Term Three</b>	Inspection by Headteacher, Committee members

Written Reports will be submitted after all Inspections and made available to all members of staff insofar as they affect their health, safety and welfare and as required under the Health and Safety (Consultation with Employees) Regulations 1996.

## **Roles and Responsibilities**

### **Role of Governors**

*The Governing Body is responsible as the employer for:*

1. Recognising and accepting its responsibilities for the health and safety and welfare of its staff, pupils and visitors to its premises
2. To establish a suitable organisation for managing health and safety
3. To establish effective arrangements for satisfying its policy
4. To ensure the effective monitoring of the safety policy is carried out and updated or amended accordingly

### **Duties and Role of the Headteacher**

*The Headteacher is ultimately responsible to the Governors of the School for the planning and implementation of the safety management systems within the school, and in particular shall ensure that:*

1. Staff are familiar with the policy and satisfy their delegated responsibilities and duties.
2. Safe, secure and healthy working systems of work are established and maintained within their sphere of control.
3. Suitable and sufficient assessments of the risks to health and safety of all staff, volunteers, pupils and others who may be affected are carried out and appropriate preventative and protective measures implemented.
4. Suitable and sufficient training programmes are introduced and maintained for all staff in the school.
5. The staff, where appropriate, incorporate relevant health and safety standards in the design, installation and operation of new systems, buildings, plant and equipment.
6. All contracts arranged take full account of issues affecting the health, safety and welfare of staff, pupils, users of the school and the contractor's personnel.
7. Regular safety inspections in the school are carried out and the procedures for reporting followed.
8. Accident and incident investigation and reporting procedures are produced and implemented
9. The school's Governing Body is provided with regular and routine health and safety reports.

### **School Employees**

*All employees are required to ensure they:*

1. Carry out duties in accordance with the Safety Policy.
2. Take reasonable care of themselves whilst at work.
3. Follow the information, instruction and training provided.
4. Co-operate with management on matters of a health and safety nature.
5. Do not misuse anything provided for safety.
6. Use plant, equipment and substances correctly and use the appropriate safety equipment.
7. Inform their appropriate line manager of any defective equipment, safety hazard or damage in their area.
8. Report all accidents whether serious or not to their line manager.
9. Take reasonable precautions to ensure the safety of all persons within their charge.
10. Take responsibility for roles allocated to them (i.e. fire marshal).

## **School Health and Safety Officers**

*School Health and Safety Officers are responsible to the Governing Body and Headteacher for;*

1. Providing advice and guidance on health and safety issues.
2. Making representation to external organisations
3. Investigating and reporting on serious accidents and incidents.
4. Assisting in the production of suitable and sufficient risk assessment
5. Carrying out inspections of school activities and premises on a routine basis
6. Assisting in the development of appropriate arrangements
7. Assisting in the provision of training and information for staff

## **Pupils**

1. All pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others.
2. Pupils are expected to observe all the Health and safety rules of the school and in particular the instructions of staff given in an emergency.
3. Pupils should not use and misuse, neglect or interfere with facilities or equipment provided for their health and safety.

## **School & Trade Union Health and Safety Representative**

The Governing body and Head teacher recognise the role of a staff safety representative at St Mary's Primary School. Any staff safety rep will be allowed to investigate accidents and potential hazards. They will be allowed to pursue employee complaints and carry out school safety inspections with the Premises Officer within directed time but, whenever practicable, outside teaching time if necessary.

The Healthy and Safety at Work etc. Act 1974 states provision is made for the appointment of Union Health & Safety Representatives. It is the function of the Health & Safety Representatives to make such proposals as they see fit with regard to ways of achieving improvements in health and safety.

## **Fire Marshall**

The School's designated fire Marshalls and their deputies are known to all school staff. They will assist in a fire /emergency evacuation, ensuring their dedicated areas are swept and report to the fire controller any issues.

On a day to day basis Fire Marshalls will ensure all fire exits are kept clear, fire equipment is in its allocated area, fire hazards are reported to the Premises Officer. Fire Marshalls will receive training and refresher training when required.

## **First Aiders**

The school's designated first aiders are made known to all staff and listed at **Appendix 1**. Any injuries to pupils, visitors or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The contents of first aid boxes are maintained by the first aiders to whom they are allocated.

**Lists of the current first aiders are displayed in Early Years and the Staffroom.**

## **Educational Visits Co-ordinator (EVC)**

The EVC will undertake the appropriate training which will enable them to undertake educational visits risk assessments. They will ensure all the health and safety risks have been identified and apportion suitable control measures. The risks and behaviour of specific pupils will also be

assessed.

### **Contractors**

It is the responsibility of contractors and their employees to read and comply with the School's Health and Safety Policy. Where contractors are employed, they must be vetted for suitability of the task and meet the relevant criteria.

All contractors will sign a copy of the "Contractors Code of Conduct" held by Premises Officer. See **Managing of Contractors** Policy.

### **Role of the Resources (Finance, Premises & General Purposes) Committee with regard to Health & Safety (led by Committee Chair)**

*The aim of the Committee will be the promotion of co-operation between Governors, management and all employees at the School in achieving and maintaining a safe and healthy workplace for all users of the premises.* Within that aim, certain specific matters will be considered:

1. Reports of any accidents which have occurred since the previous meeting, and remedial action taken to prevent a recurrence
2. Reports of any fire drills that have taken place
3. Relevant matters arising from Inspection Reports
4. Progress on remedying any specific hazards which may have been identified
5. Information on new legislation that has implications for the School
6. Implementation within the School of safety advice issued by the Local Authority's Occupational Health and Safety Unit (OHSU).
7. Governors' endorsement of the reviewed contents of the School's Health and Safety Policy annually.
8. Management's monitoring of its implementation

The Committee will meet at least once a term. Additional meetings may be held by agreement between the Headteacher and Staff representatives, where warranted.

**Terms of Reference - Resources Committee - with regard to safety (Part of the overall). Under Section 2 (7) of the Health and Safety at Work Act 1974, the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils. Specific functions will include:**

- assisting in risk assessment and the development of school safety procedures and safe systems of work
- following risk assessment, provide advice that will contribute to procedures for the health and safety policy and the staff handbook
- reviewing risk assessments annually
- ensuring that new procedures are communicated to relevant groups/individuals and are consulted upon with staff where necessary
- ensuring that newly appointed staff are suitably informed of health and safety procedures and policies upon induction
- the examination of audit reports and relevant data statistics and trends so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- consideration of reports which safety representatives may wish to submit
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training

- monitoring the adequacy of safety and health communication and publicity in the school

## **Consultation and Communication**

### **Staff Information**

Staff will be given a copy of the Health & Safety policy & procedures and asked to sign to say they have read and understood their delegated roles and responsibilities.

Changes or new procedures will be given to all employees as relevant and their signature obtained for information.

Key health & safety information will also be included in the staff handbook.

New employees will be given a site tour and information at induction.

### **Staff Consultation**

Staff will be consulted and asked for their input on the Health & Safety policy by the headteacher and through their Safety Representatives.

Health and safety will be a standing agenda item for staff meetings,

A formalised annual review of the policy will be undertaken, and staff asked for their input.

Staff will be encouraged to report any H&S concerns by contacting the school nominated Health & Safety Person or the Premises Officer.

Copies of up to date H&S manual and copies of all risk assessments and policies will be kept electronically on the admin server in the H&S file and hard copies in the school office for review by staff whenever required.

### **Staff Training & Competencies**

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organised as required:

<b>Staff</b>	<b>Training Requirement</b>
<b>Governors</b>	Safety Awareness briefings and professional qualifications.
<b>Head teacher -</b>	Managing Safely Course or Health & Safety Responsibilities session
<b>Deputy Head or Responsible Person (SBM)</b>	Managing Safely Course awareness session Risk Assessment – at least awareness session Educational Visits – EVC Training
<b>School Premises Officer</b>	Managing Safely Course awareness session Risk Assessment –awareness session Fire Safety, COSHH, Working at Height, Manual Handling, Managing Contractors Asbestos Management & Awareness, Legionella Awareness
<b>First Aiders</b>	3-day Full First Aid, Paediatric and Emergency First Aid at Work. Including refresher training.
<b>Premises Assistants</b>	Awareness training in Manual Handling, COSHH and Working at Height, Asbestos and Legionella
<b>Fire Marshalls</b>	Fire safety and Marshall training
<b>Staff Working with Special Educational &amp; Behavioural Needs</b>	Positive Handling Training (if required to the need of the pupil(S))

### **Area of Responsibility**

### **Owner**

1. Accident / Incident Reporting	Head Teacher
2. First Aid	Head Teacher
a) Accidents Involving Blood	Head Teacher / First Aider
b) Infectious Diseases	Head Teacher / SBM / SAO
c) Administering Medications	SBM/SAO/Designated First Aider
3. Emergencies	Head Teacher
1. Emergency Procedures & Drills	Head Teacher
2. Evacuation Notices & Signs	GB / PO
4. Thoroughfares	PO
5. Playground Supervision	Head Teacher
6. Good Housekeeping	Head Teacher / SBM / PO
7. Information on Health & Safety	Head Teacher / SBM
8. Defect & Hazard Reporting	PO
9. Smoking	Head Teacher
10. Office Equipment	SBM
11. Fire Fighting Equipment	PO
12. Control of Substances Hazardous to Health	PO
13. Asbestos	HT / PO
14. Electrical Safety	PO
15. Gas Safety	PO
16. Water Management	PO
17. Security	PO
18. Alarm Systems	PO
19. Intruders	Head Teacher / SBM / PO
20. Procedure for Safe Recruitment	SBM
21. DBS	SBM
22. Emergency Crisis Management	GB / Head Teacher / SBM / PO
23. Positive Handling	Head Teacher
24. Violence & Aggression	Head Teacher / SBM
25. Off Site Activities	Educational Visits Co-Ordinator
26. Events	Head Teacher / SBM
27. Coach Safety	Head Teacher / SBM
28. Road Safety	Head Teacher / PO
29. Contractors	Head Teacher / SBM / PO
30. Other Users	Head Teacher / SBM / PO
31. Work Experience	Head Teacher / Deputy Head
32. Manual Handling	PO
33. Working at Height	PO
34. Cleaning	SBM / PO
35. Grounds Maintenance Inc Trees	Head Teacher / SBM / PO
36. Lone Working	Head Teacher / SBM / PO
37. Waste	PO
38. Stress	GB / Head Teacher
39. Personal Protective Equipment	SBM / PO
40. PE	Teachers / PO
41. Glazing	PO
42. Infectious Diseases	SBM
43. Playgrounds	HT/PO
44. Vehicles	SBM / PO
45. Pregnant & New Mothers	



## **Planning and Implementation**

### **Arrangements/Procedural Section**

#### **Risk Assessments**

The Headteacher and Deputy Headteacher are responsible for ensuring that the appropriate members of staff carry out Risk Assessments and the Headteacher will review them on an annual basis or each time a re-assessment is required.

#### **Risk Assessments and Procedures**

Risk assessments will be carried out by those people as identified above in the Areas of Responsibility section.

Risk assessments will be carried out once and then reviewed annually unless there is occasion to review earlier. Risk Assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working.

**See RISK ASSESSMENT folder in Headteacher's room.**

## **1. Accident Recording and Reporting**

### **Reporting accidents**

Details of all serious accidents, which must be reported to the Local Authority and the School Governors, are kept on an official form kept in the School office.

Guidance is found in the LA Managing Health & Safety in Schools – Accident/Incident Reporting (see section on Accident and Reporting- completing a CS2 form or RIDDOR reporting F2508 form). Once completed this information is transferred onto the Lewisham Accident Reporting System online. Near misses are also reported to the Resources Committee and recorded on the LBL online system.

### **Recording other injuries treated**

All **non-reportable** accidents treated with First Aid should be entered in the Accident Record book, kept in the medical area.

In the event of an accident or other occurrence (e.g. an epileptic fit) a First Aider should be contacted to deal with the situation and inform the class teacher and/or member of the ELT depending on the level of injury. The First Aider is responsible for recommending to the ELT that an ambulance is called, if the need for one is not obvious.

When a child has injured their head, a Head Injury Form needs to be filled out and

- a “bumped head” letter goes to the class teacher to give to the child’s parents
- a completed slip is also given to the child’s class teacher to ensure they are aware of what has happened
- the office is informed so a parent can be contacted as a safeguard to ensure the parent has been notified
- all Head Injuries to be reported to a member of the SLT
- a member of SLT must be consulted before a parent is contacted about a child going home after an accident/or when ill.

**Incidents/Accidents** are investigated fully and the results reported back to the Governing Body. The school record accidents and incidents on our MIS system and so these can be used as part of the analysis procedure.

## **2. First Aid**

There are sufficient numbers of staff who are qualified as First Aiders at the school who are on call during the whole school day including extended services.

**A Paediatric First Aider will be available on site the whole time the school is in operation including extended services if under 6’s are present.**

**A Paediatric First Aider will accompany any Early Years trip (even local ones) to comply with the EYFS Statutory Guidance 2017**

Regulations require that First Aid materials are readily accessible. The First Aid Boxes will contain at least the minimum permitted contents in accordance with the Regulation and additional items identified by risk assessment.

The school will provide applicable First Aid provision for all groups that regularly attend the site. Individual risk assessments will be carried out to identify what first aid provision is required (lone workers, school trips / events etc)

See [First Aid Policy](#).

### **3. Emergencies**

#### **(a) Procedures and Drills**

All staff, pupils, contractors and visitors are required to evacuate the building on the sounding of the fire alarm.

**A record of all alarm soundings must be kept – even false alarms.**

See Procedures at **Appendix 2**

#### **(b) Evacuation Notices and Signs**

Evacuation notices are displayed in all rooms and common areas. These indicate the quickest route out of the building, the nearest call point (alarm) and the assembly place.

Emergency exit signs indicating the route out of the building are displayed.

All staff are required to be familiar with the arrangements.

### **4. Thoroughfares**

All access and egress into, out of and through the buildings must be maintained at all times, in corridors and in classrooms - to allow safe evacuation in an emergency and to avoid accidents by tripping.

All doors on escape routes and final exit doors must be kept unlocked during occupation of the buildings. This is the responsibility of all staff.

### **5. Playground Supervision**

The rota is displayed on the staffroom notice board and is regularly reviewed. Adults on duty should make themselves aware of the risk assessments associated with various items of playground equipment and supervise appropriately. Children are not allowed to enter the playground without adult supervision. If the playground supervisors are not present a member of staff must remain in the playground until a playground supervisor is present.

### **6. Good housekeeping – Slips, Trips & Spills**

Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below:

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Ensure display material does not trail on the floor

See [Housekeeping](#) Procedure

### **7. Information on Health and Safety**

This is available on the staffroom notice board.

All members of staff have the right to seek and to have independent advice on matters which may affect their health, safety or welfare.

New staff will be briefed through the induction programme on health and safety matters.

All staff must inform themselves of the contents of the School's Health and Safety Policy and familiarise themselves with the arrangements contained therein and especially with those safe systems which advise their daily working activities.

Pupils and other users of the premises will be given basic instructions and information on health and safety.

All Health and Safety Inspection Reports will be made available to every member of staff. They will be required to address any issues contained in the report for which they are responsible.

Updates of daily Health & Safety issues/concerns are reported to staff via the day sheet.

### **8. Defect and Hazard Reporting**

It is the responsibility of every employee and other persons using the School to report, immediately, any situation which has the potential for harm so that action can be taken to rectify the problem.

If there is immediate danger, steps should be taken, as required, to reduce the risk whilst help is sought from the Headteacher, Deputy Headteacher or School Business Manager. An incident book is available from the admin office for documenting these incidents.

### **9. Smoking**

**Smoking is not allowed in any part of the School building at any time or within the school grounds.**

### **10. Office Equipment**

Office equipment will be checked annually for electrical safety as part of the PAT testing. There are some items of office equipment that are not suitable for use by children or for which usage needs to be restricted/supervised.

Photocopier Teachers and support staff will be given basic training on how to use the photocopier

Office staff will be trained on how to use the full functions of the photocopier and how to unblock jams safely

No children should use the photocopier.

Laminators Children will not be allowed to use the laminating machine.

VDU Computer screens will be positioned with due regard to lighting levels, glare and/or reflection. Where necessary blinds or glare screens will be utilized to eliminate any identified issues. Screen brightness, colour and flicker rate will be taken into account when deciding suitability of screens. Staff will be encouraged to have annual eye tests and also to take regular breaks from looking at the screen.

Workstations

Workstations will be assessed by a trained member of staff (to review seating position, height of keyboard, positioning of screen, positioning of cables and suitability/adjustability of chairs to alleviate/minimize fatigue and discomfort)

**See Appendix 3**

### **11. Fire Fighting Equipment**

It is the responsibility of the Premises Officer to check regularly that fire fighting equipment (extinguishers, hoses, blankets) have not been, in any way, tampered with or damaged. He will also ensure that the equipment is serviced annually and will keep records of the service checks.

From time to time the Headteacher will undertake a review of the changing needs of fire fighting provision and will instruct an audit of the equipment.

## **12. Control of Substances Hazardous to Health (COSHH)**

No potentially harmful substances are used in the classroom by teachers or pupils. Where potentially dangerous substances are used by others, or elsewhere in the School, COSHH assessments must be carried out.

Where possible chemicals used for cleaning or other purposes that are not labelled hazardous will be used.

Where a Contractor (catering and cleaning) is the responsible person he must

- identify the hazard
- identify the risk
- assess it
- eliminate it or substitute a safer substance
- introduce control measures to reduce or minimise the risks
- document them
- implement them
- monitor and review them
- provide any necessary training and supervision.

The School should hold a copy of these Assessments.

## **13. Asbestos**

The school will follow the procedure indicated in the Lewisham Council Asbestos Management Policy (Version 7.0)

The School Management will ensure that these procedures are followed.

A plan showing the potential location of asbestos is kept in the school office. Additionally, copies of these plans are provided to contractors working in these areas.

Inspections will be carried out monthly by the Premises Officer to ensure there has been no disturbance and an approved contractor called in if there are any concerns.

See [Management of Asbestos](#) Policy

## **14. Electrical Safety**

The School complies with the Electricity at Work Regulations 1989.

The Premises Officer is responsible for the arrangement of the required inspections, testing and certification of mains installations in accordance with the Regulations. He is also responsible for ensuring the inspection and testing of all portable appliances in accordance with the Regulations and the keeping of records.

See [Electricity](#) Policy

## **15. Gas Safety**

The requirement for annual maintenance and servicing will be carried out by competent "Registered Gas Safe" contractors. It is the responsibility of the Premises Officer to ensure that this is done.

In the event of an emergency involving gas, the relevant part of the Emergency Evacuation Procedures will be put into operation.

See [Emergency Evacuation](#) Policy.

## **16. Water Management**

The school will ensure that the legislation surrounding water management as detailed in the **COSHH Regulations** and **Approved Code of Practice L8** are fully complied with.

The Head Teacher will ensure that competent persons are employed to manage the water systems and control the spread of legionella bacteria. This person is the Premises Officer and competent contractors.

The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

See [Water Management](#) Policy

## **17. Security**

The Premises Officer is responsible for ensuring that the School is securely shut up at the end of each day and the burglar alarms set.

**There are keyholders who will be called out by the police in the event of the alarms being set off.**

It is every member of staff's responsibility to ensure that he/she takes the necessary measures to make safe the materials and equipment in his/her care. Doors should be locked when rooms are not in use.

- Keys, bags, passes etc., should not be left unattended
- Lost keys should be notified to the Headteacher immediately
- Any lost or stolen valuables should also be reported immediately to the Headteacher
- The police should be informed of any thefts and the crime number noted
- Found keys or valuables should be handed into the School office
- The Headteacher, or senior member of staff should be notified immediately if anyone is seen acting in a suspicious way.

See [Security](#) Policy

## **18. Alarm Systems**

The Premises Officer is responsible for making certain that all alarm systems (fire and intruder) are regularly serviced and tested.

**The fire alarm is tested on a weekly basis by the Premises Officer to ensure that the warning systems function properly.** If any member of staff finds that an alarm does not sound or does not sound loudly enough, the defect should be reported immediately to the Premises Officer.

**Records must be kept of all testing and servicing.**

## **19. Intruders**

During the school day, all visitors will be expected to report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge.

In the event of a member of staff encountering a person who has no legitimate reason for being in the School, (s)he should politely and unthreateningly ask that person to leave the premises or come to the School office where the Headteacher or Deputy Headteacher will be called. If the intruder is not co-operative help should be sought, in the last resort, from the Police.

No effort should ever be made to touch or forcibly remove an intruder from the School.

It is important that information is passed on to other local schools (and LA); if it is thought that the intruder might go there.

**All incidents have to be recorded.**

## **20. Procedure for undertaking recruitment**

Any offer letter that is sent to any successful candidate will state that the position is subject to

- DBS clearance
- Medical clearance
- References x 2

Reference requests sent out (using the Lewisham standard Safeguarding Reference Request Letter and Questionnaire) A faith reference will be requested for a Deputy/HT post.

- Identity check.
- Immigration, Asylum & Nationality check.
- Qualification check.
- Health check (carried out by LBL)
- Professional Registration Body check (for teaching posts – teacher is registered with GTC).

## **21. DBS Checks**

- DBS information received from the candidate and an on-line DBS application completed.
- DBS obtained and verified by LBL before a confirmation letter of employment and contract can be sent out.
- All Governors, Staff, Volunteers require DBS through the school to work in St Mary's CE.
- Supply staff are fully vetted, and their details are kept on the SCR.
- Daily supply is provided each time they work at the school and kept ready available in the Daily Supply Folder kept in the school office.
- Instructors and Self –employed staff–
  - \* long term – are entered onto the SCR
  - \* daily - asked for on request as they enter the school.

The only exceptions to the rule are:

- Work experience students under the age of 18 (usually for a period of 1 – 2 weeks placement)
- Parents who accompany their child on the school trip (List 99 to be completed)
- Tradesmen (Premises Officer will accompany until the job is completed/the job will be completed out of school hours).

***None of the above should be alone with a child/children***

## **22. Emergency/Crisis Management**

In the event of an emergency situation/crisis refer to the School Business Continuity Plan, the Evacuation Procedure and the Lockdown Policy (all able from the School Office or online (T drive)).

## **23. Safer/Positive Handling Procedures**

Safer Handling (restraint of a child) should only be used:

- as a last resort
- by fully trained staff (training should take place every 2 years, using a reputable company who provide a certificate of competence on completion)
- by 2 members of staff ideally (if a child is in danger or it is deemed that others are in danger then 1 member of staff can restrain a child).

All acts of restraint should be:

- recorded in the Restraint Book kept in the school office ensuring that the account contains as much detail as possible
- reported to the Headteacher/Deputy Head.

For further details please refer to the St Mary's Behaviour Policy.

## **24. Violence and Aggression**

Staff should always take steps to minimise the possibility of violence in school. Any incident of violence involving adults or pupils must be reported to the Headteacher immediately. **All incidents have to be recorded.**

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

See [Violence and Aggression](#) Policy

## **25. Off Site Activities**

Permission must be sought from the Headteacher before any trip is organised. The class teacher must complete a risk assessment before trip letters are sent out to parents.

A risk assessment checklist must be handed into the office on the day of the trip to ensure all areas of assessment have been completed.

See [School Trips](#) Procedures

## **26. Events**

An individual risk assessment should be carried out for all events to be held both on and off the school site. Permission from parents to be obtained for children to attend.

If alcohol is to be served (i.e. mulled wine at Christmas) a licence will be obtained from LBL.

See [Events](#) Policy

## **27. Minibus and Coach Safety**

With regards to safe practices, vehicle checklists and seat belts fitted in vehicles must be used in the transport of children. The School will take all possible precautions when transporting children. This will be achieved through adhering to the recommendations of the LA's Off-site Activities Guidelines.

See [School Trips](#) Procedure

## **28. Road Safety**

Whenever children are to be taken out, they should be reminded of the need to be careful and to follow instructions when crossing roads, etc.

Road Safety will be addressed at the appropriate point in the curriculum.

## **29. Contractors on Site**

All contractors who work on school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises in accordance with the Health & Safety at Work etc Act 1974.

See [Managing Contractors](#) Policy

## **30. Other Users**

Other users including visitors, the disabled and temporary employees of the premises will have a copy of this Policy and are required to co-operate with the arrangements contained therein insofar as they affect their health, safety and welfare and that of the occupants of the School.

Conversely, other users will provide the School with a copy of their Policy so that the School can co-operate with them with regards to health, safety and welfare. Any special arrangement needed should be arranged pre-visit.



### **31. Work Experience**

The School Management will ensure the Health, Safety and Welfare of all young people who come to the School on a work experience placement in respect of the Management of Health and Safety Regulations 1999. A risk assessment will be undertaken prior to them beginning the placement.

### **32. Manual Handling**

Some manual handling will be necessary in all jobs – whether it be moving equipment, stacking materials or taking delivery of goods and stationery. However, staff must not be placed in situations where the task overreaches individual limits and should not be asked to move heavy equipment.

See [Physical Intervention and Physical Contact with Children & Manual Handling Policy](#)

### **33. Working at Height**

Working at height includes any place where a person can fall a distance liable to cause personal injury. This includes pinning up children's work on display boards, taking a book from a high shelf, changing a light bulb as well as working on a roof or from a ladder.

The Headteacher is responsible for ensuring the designated person responsible for monitoring working at height (the Premises Officer) has been properly trained and is provided with the required resources.

See [Working at Height](#) Policy

### **34. Cleaning**

The School Business Manager is responsible for producing risk assessments for cleaning products, training staff and keeping a COSHH manual detailing all the cleaning products which they use in the building. The Premises Officer and cleaners are also responsible for ensuring these products are stored safely and securely at all times. The Premises Officer will review and monitor the safety of the storage arrangements as part of his monitoring of the cleaning and building walk-rounds. Any concerns must be reported to the Headteacher.

In the event of a child getting access to the storage area and swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet).

In the event of an accident with, or an adverse reaction to, a product being used in the school, the risk assessment will be reviewed with a member of the senior management team and a decision taken on whether to revise the control measures or cease usage of the product immediately.

### **35. Grounds maintenance – Inc. trees**

The Premises Officer is responsible for ensuring the grounds are kept clear of rubbish, debris, leaves etc. A daily inspection of the ground is carried out before the school day begins. The premises Officer is responsible to report and organise any action that needs to be taken in relation to the pruning of trees and shrubbery.

A risk assessment should be undertaken by a competent person for any trees on site and the frequency of reassessment will be determined by the assessment.

### **36. Lone working**

People who work alone without interaction with other workers i.e. people who work in the building outside normal school/office hours (i.e. teachers/office staff working late, premises officer) and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures may be required.

Under the Management of Health and Safety at Work Regulations (MHSWR) 1999, managers are required to carry out suitable and sufficient risk assessments, identify the hazards associated with the work, assess significant risks to lone workers and take steps to avoid or control the risk and implement safe working arrangements/procedures.

See [Lone Working](#) Policy

### **37. Waste Disposal**

The disposal and collection off all waste products is the responsibility of the Premises officer.

Records are kept in the Premises Office

See [Waste](#) Policy

### **38. Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

See [Stress & Wellbeing](#) Policy

### **39. Personal Protective Equipment (PPE)**

PPE equipment will be provided to protect the user against health & safety risks at work. This includes items such as gloves, eye protection, high-visibility clothing and safety footwear. The school adheres to the HSE guidelines

See [PPE](#) Policy

### **40. PE**

All P.E. Equipment will be formally inspected and undergo maintenance from a competent contractor on an annual basis. Records are kept in the Premises Office

All staff managing any PE activity must visually inspect any equipment and physically remove, if possible, or restrict use if suspect of being faulty or damaged.

All PE activities, whether indoors or outside, must be risk assessed prior to the activity taking place identifying practical management control measures.

See [PE](#) Policy.

### **41. Glazing**

Any windows or glazing that needs to be replaced or repaired in the school will be organised by the Premises Manager. The glass used will be the recommended to the correct standards

See [Glazing](#) Policy

### **42. Infectious Diseases**

Any person or pupil presenting with an infectious or potential infectious disease will contact the school Welfare Officer to determine what actions should be taken.

See [Infectious Diseases](#) Policy

#### **43. Playgrounds**

Playgrounds will be inspected daily by the Premises staff. Adequate supervision will be in place all the times pupils are in the play areas.

See [Playground Risk](#) Assessment

#### **44. Vehicles**

Only those persons authorised and in possession of the appropriate licence are to drive vehicles on school business. Pupils cannot be taken in staff cars without permission from parents and there must be suitable car restraints appropriate to the age and size of the child.

See [Use of Vehicles](#) Policy.

#### **45. Pregnant and New Mothers**

When a member of staff confirms that she is pregnant, a risk assessment will be undertaken. This risk assessment may need to be updated regularly depending on any changes in the pregnancy or medical advice given.

A new mother that is returning from maternity leave may need to have a risk assessment undertaken for them, particularly if they are breastfeeding.

See [Pregnant and New Mothers](#) Guidance

## **Addendum to Health & Safety Policy RE-**

### **Pandemics**

“Among the many emergencies to which our school must be prepared to respond, is the possibility of a local, community, world -wide infectious disease outbreak. While it is difficult to predict if or when an illness will rise to an epidemic or even pandemic level, there are steps that the school can take to work collaboratively and effectively with local authority and Government stake holders such as Department of Education, Public Health England and UKHSA in order to limit the spread of disease and to provide safe learning environments.”

We may have to develop new policies and procedures whilst updating existing arrangements such as First Aid, Infectious Diseases, Safeguarding etc.

**May 2020**

## **Appendix 1**

### **First Aiders**

Vicki Stead – Paediatric Emergency First Aid at Work

Elizabeth Egunjobi - Paediatric Emergency First Aid at Work

Alexandra Dikule – Paediatric First Aid

Jennie Herbert – Paediatric First Aid

Annalise Taylor - Paediatric First Aid

Nirvana Henry – First Aid

Karolina Harwat – Paediatric First Aid

Charmain Bennett – Paediatric First Aid

## Appendix 2

### **Fire Drill and Actual Fire Action Procedure – ALARMS SOUNDED!**

**Once the alarms are sounded, everyone evacuated to the assembly point must remain there until given the all clear by a Senior Emergency Leader - Even if after the alarms are sounded, they are then silenced.**

**Assembly point:** Upper playground – if bad weather: St Mary's Church via upper playground.

### **Senior Emergency Leaders (SELS)**

**1) Ms Bernard. 2) Mr Wright. 3) Ms Noble. 4) Mr Scrivens. 5) Ms Stead. 6) Ms Tildesley. 7) Ms Maseko.**

**Four SELS are required in the event of an emergency (Primary SELS).** They are listed above in order of priority requirement. If any SEL (1) to (4) is absent, then the next SEL (5) to (8) are to take their place.

**1)** All SELS report to Miss Noble for instruction. **2)** Each of the four Primary SELS to collect a walkie-talkie from the SBM office. **Duties for each Primary SEL: One (Sandra) (Actual fire: immediately call the fire brigade). 1)** Note time alarms sounded. **2)** Take the fire emergency boxes to the entrance reception area. **3)** Distribute area evacuation search cards and high-viz jackets to the SELS and Fire Marshals **4)** Actual fire: Wait at front gate for the fire brigade – report situation on their arrival. **Matt** to go to the assembly point to coordinate the roll call and to check that all evacuees are present as per the registers **and once complete, record the evacuation completion time.** Any anomalies to be relayed to the other SELS via walkie-talkie. **Christine** to assist and coordinate the fire marshals to ensure that all areas are fully evacuated. **One** to take the Premises Officer's duties in his absence, or if present, report to the assembly point to assist where required.

**Front reception:** Immediately take the most recent printed pupil, visitor and staff registers together with the loud hailer to the assembly point (during bad weather, to also take the church keys).

**Premises Officer:** (If absent, then a Senior Emergency Leader): **1) Note time alarms sounded 2)** immediately go to the fire panel to establish device (call-point, smoke/heat detector) location. **3)** Silence alarms (set fire panel to phased evacuation). **4)** Investigate the area of the device's location and report the situation via walkie-talkie to the other SELS. **5)** Go to the assembly point, check if all evacuees are present as per the registers and note the evacuation completion time. **6)** Drill or false alarm: Return to the fire panel and re-set it. **If an actual fire**, remain at the assembly point or go to assist where required.

### **Evacuation**

**Nursery, Reception and Year 1:** **Staff leading the class and TA** to quickly escort their class to the assembly point via the safest most direct route. At the assembly point, check all pupils are present as per the register and report any anomalies to the SEL on duty at the assembly point.

**Year 2, 3, 4, 5 & 6:** **TAs** to report to Sandra at front reception for instruction. **Member of staff leading the class** to quickly escort their class to the assembly point via the safest most direct route. At the assembly point, check that all pupils are present as per the register and report any anomalies to the SEL on duty at the assembly.

**Dining Hall:** Member of staff leading the class to quickly escort all pupils to the assembly point. Any other teacher, TA or staff member present to immediately report to the front office for Fire Marshal assignment.

**Playground** – as Dining Hall

**ICT Suite, Library, Art Room, Sensory Room & Community Hub:** The teacher or TA in charge: Quickly escort their pupils to the assembly point via the safest most direct route. At the assembly point ensure their pupils join their class groups ready for roll call - immediately report any anomalies to the SEL on duty at the assembly point.

**ESSENTIAL:** Evacuation must be orderly: No running, talking or shouting, and no panic. Teachers and TAs escorting pupils to the assembly point are to look out for other stray pupils along the way ensuring that they are also escorted to the assembly point. Immediately report any missing pupil to a Primary SEL.

**At the assembly point:** All pupils to line up in class groups, SELS and Fire Marshalls to ensure calm in order to prevent distress and confusion. Quiet is essential as clear communication via walkie-talkie and between SELS and fire marshals will be taking place.

## Pre-Assessment Display Screen Equipment User Questionnaire

*This questionnaire is intended for all users of DSE workstation furniture and equipment. It forms part of your workstation risk assessment and is an opportunity for you to highlight any issues or problems. It is to be completed by you at the workstation you normally or most frequently use. If you have any questions or comments see your local risk assessor who will arrange to go through this questionnaire with you.*

Please retain this questionnaire and ensure that it is completed and available for your assessment

**Name:**

**Organisation:**

**Work area:**

### General work pattern

Estimated time spent using computer each day (in hours):

Do you use other workstations?

Yes

No \_\_\_\_\_

### Work Chair

**Yes   N/A   No**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Does the chair have a stable five pronged base?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the chair provided with castors/glides?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Can you adjust the seat height to achieve a comfortable seated position whilst working?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Can you adjust the back-rest height and tilt angle to achieve a comfortable seated position?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. When seated at a comfortable 'keying height' are your feet able to rest flat on the floor or on a foot rest? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Keyboard and Mouse

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 6. Is the keyboard separate from the screen?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Can the keyboard be tilted by raising or lowering it at the rear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the keyboard free from glare and reflections?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are the keyboard symbols adequately readable?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is the keyboard sufficiently clean?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**11.** Can you position your keyboard parallel to the edge of the desk, directly in front of you and with space to support the hands and arms when not typing?

☐☐☐

**12.** Do you have sufficient space to position and use your mouse without stretching?

☐☐☐

### **The Monitor and Screen**

**13.** Is the image stable and flicker free?

☐☐☐

**14.** Is the information on the screen large enough, clear and easy to read?

☐☐☐

**15.** Can you adjust the brightness and contrast to suit your needs?

☐☐☐

**16.** Is the screen free from glare and/or reflections that make the text difficult to read?

☐☐☐

**17.** Is the screen clean?

☐☐☐

**18.** Does the monitor swivel from side to side and tilt up and down adequately to meet your needs?

☐☐☐

**19.** Can you position the monitor at a comfortable viewing distance (Approximately arm's length)?

☐☐☐

**20.** When seated at a comfortable keying height is the top of the monitor approximately at eye level?

☐☐☐

### **Workdesk**

**21.** Is there adequate legroom clearance under the desktop?

☐☐☐

**22.** Is the surface of the desk free from glare and reflections?

☐☐☐

**23.** Is there adequate space on the desktop to locate your screen, keyboard, mouse and paper work appropriately?

☐☐☐

**24.** Are frequently used items of equipment within easy reach on the desk without excess reaching, stretching or twisting?

☐☐☐

**25.** If you frequently use paperwork whilst working on your computer has a stable and adjustable document holder been provided?

☐☐☐

### **Lighting**

**26.** Does the general office lighting enable you to view the screen, keyboard and your paperwork clearly?

☐☐☐

**27.** Have adequate window blinds been provided where required?

☐☐☐



### Space and Room Layout

28. Is your area free from obstructions / hazards?

☐☐☐

### Noise

29. Is your computer equipment quiet enough to allow you to work and conduct a normal conversation without distraction?

☐☐☐

### Heating / Ventilation

30. Is the ventilation adequate to prevent discomfort from excess heat/cold and draughts?

☐☐☐

31. Is the office environment adequate to avoid discomfort from dry eyes?

☐☐☐

### Your Computer and software

32. Is the software provided suitable for the job you do?

☐☐☐

33. Do you feel you have received adequate training in the use of the computer and software in your job?

☐☐☐

### Training

34. Have you received adequate instruction and/or training in how to operate the adjustments provided by your workstation furniture?

☐☐☐

35. Have you received adequate instruction on the safe use of your workstation including good posture?

☐☐☐

### Vision

36. Are you aware of the organisation's eye/eyesight test policy?

☐☐☐

37. Have you had an eye/eyesight test since beginning to use computers?

☐☐☐

38. Have you had an eyesight test within the last 4 years?

☐☐☐

### Other Issues

39. Are you able to organise your work as to ensure adequate screen breaks?

☐☐☐

40. Are you aware of who to contact if you are experiencing problems using your Workstation?

☐☐☐

41. Has this questionnaire covered all of the health and safety related issues you Wish to raise concerning the use of your workstation or workplace (e.g. excessive workload, lifting and carrying, general health etc.)?

☐☐☐

Please write any comments below

Users signature\_\_\_\_\_

Date \_\_\_\_\_