

St Mary's Lewisham CE Primary School

ST MARY'S LEWISHAM
C of E PRIMARY SCHOOL



"We are the dawn of peace"

Health and Safety Policy

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: ***Chair of Resources Committee***

Signed: ***Headteacher***

Signed: ***Health & Safety Co-ordinator 1***

Signed: ***Health & Safety Co-ordinator 2***

Date:

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	Alex Ifrim

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:

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

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 of the 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

Areas of Responsibility**Managed by**

1. Accident Reporting and Recording	Headteacher
2. First Aid	Headteacher
(a) Accidents involving blood	Headteacher/ First Aider
(b) Infectious diseases	Headteacher/ SBM/SAO
(c) Administering medicines to pupils	SBM/SAO Designated 1 st Aiders
3. Emergencies	Headteacher
(a) Emergency Procedures and Drills	Headteacher
(b) Evacuation Notices and Signs	Governing Body
4. Clear Thoroughfares	PO
5. Playground Supervision	Headteacher
6. Good Housekeeping	Headteacher SBM PO
7. Information on Health and safety	Headteacher SBM
8. Defect and Hazard Reporting	PO
9. Smoking	Headteacher
10. Office Equipment	SBM
11. Fire Fighting Equipment	PO
12. Control of Substances Hazardous to Health (COSHH)	PO
13. Asbestos	Headteacher SBM PO
14. Electrical safety	PO

15. Gas Safety	PO
16. Water Quality	PO
17. Security	PO
18. Alarm Systems	PO
19. Intruders	PO
20. Procedure for undertaking recruitment	SBM
21. DBS checks	SBM
22. Emergency/Crisis Management	Headteacher SBM
23. Safer/Positive Handling	Headteacher
24. Violence against staff	Headteacher
25. Safety on Off-Site activities	School Journey Leader
26. Events	SBM Headteacher
27. Coach Safety	Headteacher SBM
28. Road Safety	Headteacher PO
29. Contractors on Site	Headteacher SBM/PO
30. Other users	Headteacher/ SBM/PO
31. Work Experience	Headteacher/Deputy Head
32. Manual Handling	PO
33. Working at height	PO
34. Cleaning	SBM/PO

- | | |
|---|---------------------|
| 35. Grounds maintenance – inc. trees | Headteacher /SBM/PO |
| 36. Lone working | Headteacher /SBM/PO |
| 37. Waste disposal | PO |
| 38. Stress | Headteacher |

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.

Schedule of Reviews and Record-Keeping

Task	Frequency	Responsible Person(s)	Comments
Review of Health and Safety Policy Organisation and Arrangements	Every year	Headteacher/ Governors	New Regulations, Codes of Practice, School Policies, etc have to be added in the interim
Review of COSHH Assessments	Whenever changes occur and every 2 years	Headteacher/SBM Premises Officer	Central record to be kept by Headteacher; all contractors to provide COSHH information
Record of water quality testing, temperature taking	As required by the Water Risk Assessment	Premises Officer	Training required for Premises Management; log book must be kept
Electrical Safety Certification of fixed installations	Every 5 years/ as advised on current Certificate	Premises Officer	The guidance on electrical testing and relevant timescales provided in the Local Authority's Health & Safety Manual will be followed.
Record of maintenance inspections of fixed installations	Half-yearly/ Quarterly	Premises Officer	
Record of Portable Appliance Testing	Annual Assessment	Premises Officer	
Record of Gas appliance testing	At least once a year or as recommended	Premises Officer	Only a CORGI registered person can do this
Fire Safety Record of staff training	Annually	Headteacher	Contractor carries out
Record of nominated persons - "fire marshals"	Keep up to date	Headteacher	
Record of Fire Fighting appliances check	Weekly	Premises Officer	
Record of Fire Fighting appliance maintenance	Annually	Premises Officer	

Task	Frequency	Responsible Person(s)	Comments
Record of Fire Alarm testing	Weekly	Premises Officer	
Record of Fire Alarm maintenance	6 monthly	Premises Officer	Contractor carries out
Record of Battery testing	Weekly	Premises Officer	
Record of Fire Drills	Half-termly	Headteacher	Contractor carries out
Record of False Alarms	As required	Headteacher	Log time taken, note problems Note reasons
First Aid			
Record of Accidents/ Injuries	As required	Headteacher	These should be tabled at Governors' meetings
Record of number of First Aiders and first aid stock	As required after assessment of needs	Headteacher	
Review of provision	Annually and as required	Headteacher	Need for replacement when a first aider leaves
Record of training of First Aiders	Keep up to date	Headteacher	Important for arranging re-training
Record of Manual Handling training	Keep up to date	Headteacher	
Record of Display Screen Equipment assessments - training - visits to Optician - claims - re-testing - review of assessments	Keep up to date As advised Annually/ on changes being introduced	Headteacher / ICT co-ordinator / SAO	

Task	Frequency	Responsible Person(s)	Comments
Record of H&S training	Keep up to date	Headteacher	
Record of Young Persons on Work Experience	Annually	Headteacher	Full details to be kept
Record of School Journeys, outings, off-site activities, etc	On all occasions	Headteacher	Full details to be kept Risk Assessments to be made
Record of Risk Assessments including for pregnant women	Keep up to date	Headteacher	Central record to be kept by Headteacher
Review of Risk Assessments	Annually or on changes being introduced	Headteacher/SBM	
Record of pregnant women	As required	Headteacher	Additional assessments to be done
Security			
Review of security arrangements	Annually and as required	Premises Officer	
Record of incidents	Keep up to date	Premises Officer	
Record of maintenance of equipment	Annually	Premises Officer	
H&S Audit and Inspection Reports	Annually/ termly	Headteacher	H & S Governor (Internal Audit) LBL (Annual Audit)
Record of all visitors on School Premises	Every occasion	Admin. Officer	Contractors should check in and out, recording times
Record of equipment maintenance	Annually	Headteacher/ Premises Officer	

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 classteacher 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 – Please refer to the First Aid Policy

3. Emergencies

(a) Procedures and Drills

See Procedures at APPENDIX C

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.

(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. Clear 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

Flooring

Floors will be checked regularly by the Premises Officer to ensure they are stable, level, have no bumps or holes and are not slippery. Any concerns will be reported to the School Business Manager to agree control measures such as repair, replacement or provision of safety signs. All staff have a responsibility to report worn flooring, holes and cracks that could cause a tripping hazard to the Premises Officer using the Maintenance Request Slips.

Cable Management

All staff are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes. Cable covers should be used to fix cables to surfaces and ensure they are tucked out of the way. Staff who need assistance should raise this with the

ICT co-ordinator or the Premises Officer (using the maintenance request book).

Spillages

Spillages must be cleaned up immediately using an appropriate cleaning method. Staff should take care when carrying drinks around the school and clean up any spillages themselves as soon as they happen or get a responsible child to assist. Spillages must not be left. Meal supervisors to be responsible for filling water jugs rather than children whenever possible to reduce the number of spillages. If children are allowed to undertake this task, teachers must ensure the children go back to check the floor and clean up any mess they have made.

Children to be informed of the dangers of slips and falls as part of their PSHE curriculum. Children must also be encouraged to report wet floors to their teacher or the staff on duty so the wet floor signs can be put out and the floors mopped.

Coats/Book Bags

Class teachers and support staff are responsible for ensuring children hang up their coats and put their book bags in the box provided so they do not cause a potential tripping hazard in the corridors (which could prove fatal in the event of a fire). Staff noticing bags/coats strewn across the floor have a responsibility to go into the class they believe may be responsible for the hazard. The class teacher should interrupt the lesson to get the responsible children to clean up the mess immediately. The children should be made aware of this issue through assemblies and PHSE lessons.

Tables/Chairs

Children should be briefed to ensure chairs are tucked away under tables and toys/equipment packed away to reduce the risks of trips and falls. Class teachers should ensure access routes are kept clear of desks and other equipment.

Housekeeping

Good housekeeping is essential. All staff have a responsibility to keep the working environment clean and tidy with floors and access routes kept clear of obstacles, boxes and files.

Weather Conditions

In poor weather conditions, the Premises Officer is responsible for ensuring key pathways are gritted before staff and children start to arrive in the morning and at key intervals through the day as required.

Children should not be allowed in the playground until the ice has melted (or access restricted to less icy areas). The Playground Supervisor and HoS/Deputy Head are responsible for deciding when wet play should be announced in these conditions.

Outdoor Hazards

When taking children on trips which involve walking in muddy fields, uneven ground or wet areas, the trip leader must ensure children are briefed on the footwear required for the trip. Children who do not have suitable footwear may need to be left behind if there is considerable risk.

Hall

The Premises Officer is responsible for checking the halls on a daily basis and putting away any equipment or chairs that have been left out.

Playground

The Playground supervisors and meal supervisors are responsible for ensuring play equipment is cleared away at the end of breaks. The Premises Officer is responsible for checking the playground morning and evening for rubbish and stray equipment that could cause a hazard.

Dining Hall

The meal supervisor on duty is responsible for clearing up (or bringing to the attention of the kitchen staff) any spillages that could cause slipping hazards.

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. **See Appendix A**

Work Stations

Work stations 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 A

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)

See Guidelines Appendix B

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.

Provision and use of PPE (personal protective equipment)

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

13. Asbestos

The school will follow the procedures indicated within the relevant section of the LA Asbestos Management Procedures Manual (4.0 – March 09)

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.

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.

The guidance on electrical testing and relevant timescales provided in the Local Authority's Health & Safety Manual will be followed.

Hard wired equipment and portable power tools

Under the Provision of Use of Work Equipment Regulations 1998 (PUWER) the equipment provided for use at St Mary's is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate. (All equipment logged and Pat tested annually).
- Used only by people who have received adequate information, training and instruction.
- Accompanied by suitable H 7 S measures such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.

15. Gas Safety

The requirement for annual maintenance and servicing will be carried out by 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 Evacuation Policy.

16. Water Quality

Prevention or Control of Legionella and other harmful bacteria.

The school will follow the guidelines on control of Legionella and the recommended maintenance regimes provided in the Health & Safety Manual.

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

- Offer letter sent to successful candidate stating that 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 are 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 to Staff/pupils

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.

25. Safety on Off-site Activities

See School Trips Procedures

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.

26. Events

Individual Risk Assessment should be carried out for all events to be held both on and off the school site. See Sports Day Risk Assessment. 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.

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.

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

Contractors are taken from the approved LA list and their levels of public liability checked to ensure they meet the statutory requirements. Written quotations will be secured for work in advance, ideally from 3 potential contractors, prior to commencing work – unless in the case of emergency or routine maintenance of a bespoke system – i.e. intruder alarm, fire alarm etc.

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.

All contractors are given written information about their required conduct on site by the Premises Officer or by the office staff if the Premises Officer is not on duty. This will normally be done at the pre-contract meeting.

All contractors must be made aware of asbestos presence. They are also forewarned that not all areas of asbestos have been identified. This will normally be done at the pre-contract meeting.

Wherever possible repairs, installations of new fixtures and fittings and decorations will be conducted outside school hours. Where this is not possible, the Head, along with the Health & Safety Representative and Premises Officer, will monitor any potential hazards arising from inadequate measures being taken by contractors and take appropriate action. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his/her care being exposed to the risk of injury.

Any concerns about approved contractors will be reported to the SDBE and Estates Management Team at Lewisham so concerns can be noted on the Exor system and contractors removed from the approved list if deemed necessary.

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.

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 over reaches individual limits and should not be asked to move heavy equipment. If the load to be moved requires unusual strength or height, puts people at risk who are pregnant or have health problems or requires specialist knowledge or equipment, every effort should be made to redesign the task. It is the responsibility of the Headteacher to ensure the risks of manual handling have been considered and steps identified to remove or reduce the risks.

Wherever possible, manual handling should be undertaken by the Premises Officer who has received specialist training. However, whilst training helps to identify hazardous manual handling and instructs in good handling technique, it cannot compensate for a lack of mechanical aids, unsuitable loads, bad working conditions or poor working environment.

The Premises Officer is responsible for undertaking a general risk assessment for manual handling – consulting with staff regarding the types of manual handling they need to undertake as well as listing the activities the post holder themselves is asked to undertake. Consideration should be given to work practices and work place design/layouts that could minimize the amount of manual handling required and reduce the associated risks

The following areas should be reviewed in the risk assessment:-

Art/Craft/Pottery	Lifting bags of clay should not be performed by pupils Storage facilities should be close to the area where the lessons will be carried out and should be at a suitable height to minimize risk
Premises cleaning	Bins should not be over-filled, polishing machines and industrial vacuums should be stored close to where they are to be used
Offices	Storage should not be at a high level and should be able to be reached without stretching and twisting
Sports/PE	Vaulting boxes and benches should be stored close to where the activities will be carried out and be easy to dismantle to reduce the weight of the items to make carrying, pushing, pulling and assembling easier
Drama/Events	The storage location and possibly methods of moving props and staging units should be considered

Consideration should also be given to the frequency of manual handling and the physical capabilities of the people who undertake the tasks as part of the risk assessment. Recommendations and control measures should be suggested for approval by the Headteacher to reduce the risks and potential for injury.

In the event of unusual manual handling requirements which are not covered by the generic risk assessment, consideration needs to be given to the type of load and whether it is potentially hazardous – i.e. heavy, bulky, difficult to grasp, unstable or sharp/hot. If these factors are present then an on the spot risk check needs to be undertaken by a line manager to assess whether a more specific risk assessment is required. The fitness of the person should also be considered – taller or overweight people are more likely to experience back problems, as are pregnant women and older people with less muscle strength or those who usually have a sedentary lifestyle.

If it has been decided to proceed, the following process should be followed:-

- Stop & think – is there another way to move the load or can any trolleys or other equipment be utilized to reduce the potential risk?
- Plan the lift – where is the load to be placed? Is help required with the load? Are there any obstacles that need to be removed? Does the load need to be rested on route?
- Position the feet to give a balanced and stable base
- Adopt a good posture – bend the knees if lifting from a low level, keep the back straight, keep the shoulders level and facing in the same direction as the hips
- Get a firm grip – a hook grip is less tiring than keeping the fingers straight
- Keep the load close to the body, do not move suddenly, move your feet not your body
- Lift smoothly
- Do not twist the body when turning – move your feet instead
- Put the load down, rest and then adjust as necessary

Any regular occurrence of back disorders or other ailments which may be associated with unsatisfactory manual handling processes need to be investigated by the School Business Manager to see whether new procedures and storage solutions need to be introduced or new equipment purchased.

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.

The Premises Officer is responsible for ensuring ladders and step ladders are clearly labelled and properly maintained. The Premises Officer is also responsible for carrying out a general risk assessment for working at height across the school and reporting findings, proposing control measures and procedures and detailing resources required. For specific, hazardous work (i.e. accessing the roof to clear guttering or weeds) a live risk assessment must be drawn up and agreed by the Headteacher before work commences.

Teachers/staff should avoid working at height whenever possible. Instead the Premises Officer should be called to carry out the work. Staff must not use a ladder if they suffer from dizziness, epilepsy, heart conditions, lung conditions, significantly impaired joint function or are taking medication which recommends machinery should not be used. Anyone who has a fear of heights must also not use a ladder.

The most suitable and correct equipment must always be used – standing on chairs is not permissible. When selecting equipment the work conditions, distance and consequence of a fall, duration and frequency of the task and the ease of rescue should all be considered. Ladders should only be used in low risk situations, for work of short duration (i.e. under 30 minutes in one position) and where the site condition is suitable (i.e. where the ladder can be tied or secured, the ground is level and not slippery, there are no adverse weather conditions which could affect stability and where the user will have at least 1 hand free to grip the ladder).

The following procedures must be followed:-

- Pre-use checks of the equipment (general condition sound, clean, dry, free from oil or wet paint, no signs of damage or corrosion, no missing rungs, no sharp edges or splinters, footpads at the base of the ladder secure and not damaged)
- Visual inspection of the ladder in situ (is the ladder secure, is it long enough to ensure the top three rungs do not need to be used, is there a secure hand hold, not resting on weak surfaces, is the ladder angle safe, is the ground stable, is the ladder a safety risk for people on the ground – i.e. tripping, at risk from dropping items if walking under the ladder). If using an a-frame step ladder can the restraint be fully opened?
- Is there someone available to hold the ladder and hand up tools/equipment. If not, a tool belt should be used to ensure hands are free to grip the ladder and balance is not compromised while reaching for tools/equipment.
- Over-reaching must be avoided – keep navel inside the stiles and both feet on the same rung throughout the task. Suitable shoes should be worn to avoid slipping
- The ladder must be moved and stored securely when not in use and as soon as the job is finished.

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.

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.

The Headteacher and School Business Manager are responsible for identifying all staff who act as lone workers on a regular basis, conducting a risk assessment, setting up procedures to control the risk and organizing information and training for the affected staff where appropriate. The risk assessment should consider physical fitness along with physical hazards and draw up guidelines as to whether there are some activities which should not be conducted when the staff member is a lone worker (i.e. working at heights etc).

In the event of an incident involving a lone worker (including a near miss or potentially hazardous situation which was avoided), a CS2 form should be sent through to the E&C Safety team and the risk assessment revisited.

Office Staff should ensure when working late as a lone worker that all perimeter gates have been closed and the office counter and doors are shut so they have additional time to enable them to reach the panic alarm in the event of an intruder. This call will be logged at the alarm receiving centre and key holders called for assistance.

The Premises Officer should ensure that he carries a charged mobile phone at all times. In the event of concerns about safety when opening/closing the school, they should leave the building and call the police from a place of safety rather than entering the building or challenging intruders. Comfortable shoes and clothes should be worn which will not attract attention and ideally a "bogus" purse/wallet carried which can be handed over to an attacker without handing over all possessions. Personal valuables should be left at home or work. If attacked for school money (i.e. on route to the bank) which the attacker knows about, the money should be handed over.

The Premises Officer should use his expertise, experience and common sense when undertaking maintenance tasks as a lone worker during school holidays/weekends and ensure high-risk & hazardous activities (such as working at height, climbing on the roof etc) should not be undertaken when there is no-one else on the premises. Selection and use of equipment must be in line with the requirements of PUWER (Provision and Use of Working Equipment Regulations). If appropriate, protective equipment and clothing should be utilized.

37. Waste Disposal

Each classroom is provided with two bins – one of which is for recycling. The recycling bin is clearly labelled with the items which can be put in it and the children are taught about the importance of recycling their waste materials.

The school has several large council bins for general waste and recycling bins in the bin area at the front of the school. These bins are emptied once a week all year round. In the event of non collection, the Premises Officer is responsible for chasing up the council to request immediate removal.

Hazardous waste (such as computer equipment, fluorescent light bulbs, old fridges etc) have to be registered in the Hazardous Waste log which is maintained by the Premises Officer and collection organized by approved contractors. The collection certificates are also kept in this file and must tie in with the log. It is responsibility of the Premises Officer to keep the log and paperwork up to date for inspection when required.

Medical waste (such as wipes used to clean up body fluids and needles) need to be disposed off in the medical waste bin which is kept in the Medical Area. First aiders should ensure waste is disposed of appropriately in this bin. This waste must be collected by an appropriate agency.

Sharps

Instructions on how to deal with Sharps to be followed by the PO. Always use correct equipment when removing. Use sharps box. Report to the Policy if deemed necessary i.e knife found on site.

See Risk Assessment

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.

APPENDIX A

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"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

8. Is the keyboard free from glare and reflections?

9. Are the keyboard symbols adequately readable?

10. Is the keyboard sufficiently clean?

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 _____

Control of Substances Hazardous to Health (COSHH) 1994

These Regulations require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, a non-hazardous substance should be substituted, if one is available. If not, then a safe system of work should be drawn up and documented. This would indicate, apart from technical details of the substance (e.g. description, level of toxicity) what other substances it should not be used with and

- how to store, handle, use it
- what protective clothing to wear
- what to do in case of accident, spillage, etc.

Everyone who uses these substances must be informed about, as well as instructed and trained in, their use.

Regular monitoring and review of the arrangements are required.

Where the Premises Officer has to use hazardous substances, the above-mentioned safe systems of work must be drawn up and made available (e.g. by display) to all who use them.

If a COSHH assessment is not done and there is an accident to anyone while using a potentially harmful substance, the Governors, Headteacher or responsible person, may be held liable.

Inflammable substances and compressed gas cylinders must also be correctly stored and used.

Hazardous substances are basically:

- Chemicals
- Micro-organisms which create risks to human health
- Dust
- Fumes
- Gas
- Any other substance which creates a risk to health.

Some common signs indicating hazardous substances

Very toxic	Skull and cross bones
Toxic	Skull and cross bones
Irritant	X
Harmful	X
Corrosive	test tubes and liquid droplets