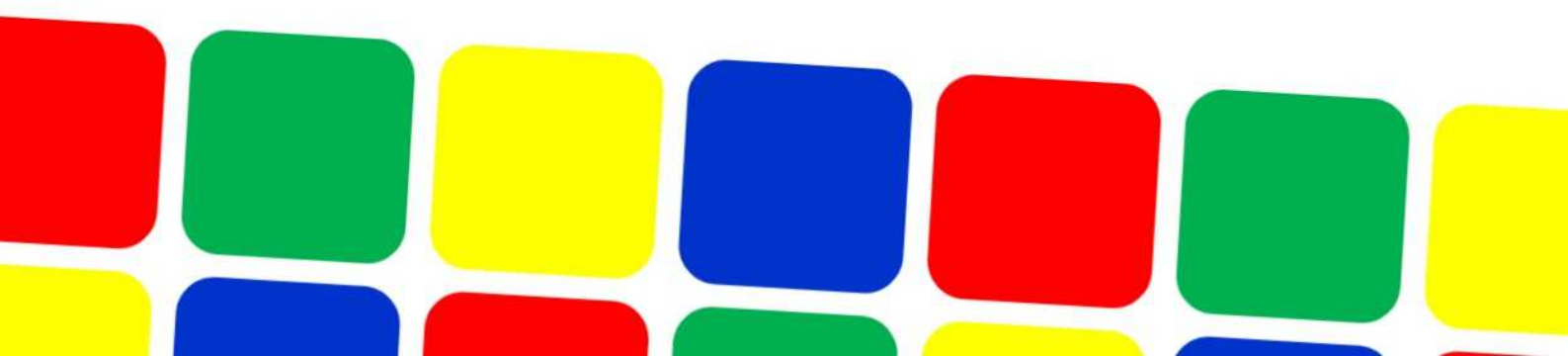




Health and Safety Policy

Approved by:	Shoshannah Thompson
Date:	September 2023
Review date:	September 2024
Shared with staff:	September 2023



OUR INTENT

OUR VALUES



OUR VISION

Provide a safe, supportive, and stimulating environment that enables and encourages highest standards of achievement (**ambition**).

Broad, balanced and **creative** curriculum which makes the most of the learning opportunities offered by the richness and diversity of the **cultures** and environment on our doorstep.

Provide an **enriched practical** curriculum based on excellence and **enjoyment** which allows for **exploration**, **enquiry**, and opportunities to ask questions.

OUR AIMS



All of our children are to become **successful, independent** learners.



All of our children are to be equipped with skills and knowledge to meet their current and future needs and **creative** potential.



All of our children are to be **confident** individuals who can live safe and **healthy** lives.



All of our children are to **respect** and value each other's contributions irrespective of race, gender, religion or ability.



All of our children are to be **self-aware** and able to manage their own behaviour, understanding that it has an impact on others.



All of our children are to be active and motivated **citizens** within the wider school community.

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Health and Safety Policy

STATEMENT OF INTENT:

The Governing Body of Halley Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

The Governing Body accepts that it has a responsibility to take all reasonably practical steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

The aim of the Governing Body is “To provide a safe and healthy working and learning environment for staff, pupils and visitors.”

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions.

The Governing Body believes that only the adoption of safe methods or work and good practice by every individual can ensure everyone’s personal health and safety.

This statement sets out how these duties will be conducted and includes a description of Halley Primary School’s organisation and arrangements for dealing with different areas of risk.

Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention and issued to all members of staff, a reference copy is kept on the shared school drive, and the website.

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

This policy statement supplements:

- LBTH's Corporate Health and Safety Policy

The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

LEGISLATION

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

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[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

ORGANISATION

THE LOCAL AUTHORITY AND GOVERNING BODY

As the employer, London Borough of Tower Hamlets has ultimate responsibility for health and safety matters in the School, but delegates' responsibility for the strategic management of such matters to the school governing board. At school level duties have been assigned to Governors and staff as laid out below.

RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body has ultimate responsibility for health and safety in the School, but will delegate day-to-day responsibility to the Shoshannah Thompson, Headteacher.

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The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Body responsible for health and safety matters at a local level and this includes the following:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (CSF, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive H&S culture and high standards of health and safety within the establishment via the link governor with responsibility for health and safety.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of LBTH policy and procedures.

The Governing Body and Headteacher must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health or pupils at risk

while they are on the premises.

The Governing Body and Headteacher must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

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

- Ensure that Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the School that reflects local procedures and policies.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
 1. Action allocated to individuals who are responsible for the function; 2. Time limits set for action;
 3. Remedial action to deal with the problems identified; and
 4. Identification of any long-term action required in order to address underlying causes of problems.
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Head teacher by LBTH.
- To provide information to LBTH on health and safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.

PUPIL HEALTH AND SAFETY

Health and safety responsibilities derived from the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety Regulations at Work 1999.

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Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

Responsibility for the health and safety of pupils lies with the Governing Body of the school, either as the employer of school staff or because it controls school premises (or both). Where the Governing Body does not employ school staff, the LA has responsibilities as the employer.

RESPONSIBILITIES OF THE HEADTEACHER:

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

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

The Headteacher has responsibility for:

- Co-operating with the LA and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

- Reporting to LBTH any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.
- Ensuring accidents and incidents are reported on time, in the correct format, and local investigations are completed promptly.

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

The task of overseeing health and safety on the site has been delegated by the Headteacher to the HR & Office Manager. Within departments this task is further delegated to SLT and LMT.

In the Headteacher's absence, Assistant Headteachers assumes the days-to-day health and safety responsibilities.

The Headteacher may choose to delegate certain tasks to health and safety lead. The nominated health and safety lead is Premises Manager.

RESPONSIBILITIES OF HUMAN RESOURCES & OFFICE MANAGER

The HR and Office Manager of Halley Primary School is responsible for:

- Making an annual report on health and safety matters to the Head teacher and the Governing Body
- Assisting with inspections and safety audits;
- Having a general oversight of health, safety and first aid matters;
- Publicising safety matters;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;

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- Monitoring accidents to identify trends and introduce methods of reducing accidents;
- Ensuring all accidents within the area of responsibility are recorded in line with *the school policy*;

RESPONSIBILITIES OF THE SCHOOL PREMISES MANAGER

The Premises Manager is the nominated Health & Safety Lead for the School and is responsible to the Headteacher in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Investigating and advising on hazards and precautions;
- Developing and establishing emergency procedures, and organising fire evacuation practices within the school;
- Making recommendations to the Head teacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation;
- Ensuring that reports on health and safety matters with respect to the School premises are prepared;
- Keeping records of hazards identified on site by staff and the remedial action taken and when;
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate);
- Ensuring that all portable electrical equipment is tested on an annual basis;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Ensuring compliance by periodic inspection of all areas;
- Ensuring that appropriate signs and notices have been displayed;
- Ensuring that hazards are removed;

- Maintain the school asbestos management plan, and to hold a copy of the asbestos Survey;
- The management of legionella controls at the premises in line with the Council's policy on this area;
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced;
- Ensuring that first aid equipment and supplies are correctly maintained and readily available;
- Ensuring that other staff at Halley Primary School are aware of their responsibilities as appropriate;
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed;
- May undertake the annual testing of electrical equipment in the school after appropriate training.
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- To keep records of hazards identified on site by staff and the remedial action taken and when.
- Undertaking premises inspections to ensure maintenance and safety issues are monitored and identified for action as appropriate
- Facilitate and monitor the work of contractors whilst on the premises.
- Ensure that all premises related plant and equipment are adequately maintained and tested in accordance with statutory requirements
- Ensure that the fixed electrical system and portable electrical equipment are adequately maintained and tested in accordance with statutory requirements and Council Policy.
- Attend corporately and departmentally provided training relevant to their role, and to keep on file at the school a personal record of training/competence in ensuring s/he is able to complete these safety roles and responsibilities.

RESPONSIBILITIES OF SUBJECT LEADERS

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

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

RESPONSIBILITIES OF EMPLOYERS

The employer, the LA, must ensure, as far as is reasonably practicable, that pupils are not exposed to risks to their health and safety in school and during off-site visits. The employer must have a health and safety policy and arrangements to implement it. Key elements of a policy can be found on the DfE website.

The employer must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

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

RESPONSIBILITIES OF EMPLOYEES

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

All employees have responsibility to:

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

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provided for safety or health reasons.

ARRANGEMENT 1: LEADERSHIP AND MANAGEMENT

ACTIVE LEADERSHIP

Protecting the health and safety of employees, students, visitors and contractors is an essential part of risk management and must be led locally by the school management team/Head teacher. Failure to include health and safety as a key business risk in school decisions can have catastrophic results and this has been proven over years of research into high profile safety cases. Health and safety law places duties on management to comply and individuals can be personally liable for health and safety failures. But what does this mean in practice?

- Visible and active commitment, such as having a 'named health and safety champion'
- Effective 'top-down' cascading of communication and vice versa
- Performance review for health and safety, such as local inspections, safety tours, audits etc
- Proactive approaches to health and safety such as policy reviews, inspections, risk assessments
- Reactive approaches such as analysis of accident trends and taking appropriate control measures, that is shared with the Governing body throughout the year
- Being aware of significant risks in the school, by completing the risk profile and sharing with staff
- Managing contractors to ensure all health and safety checks are completed, from selection of safe contractor through to management of contractors whilst on your school site.

HEALTH AND SAFETY AUDITING

Schools are required to carry out annual health and safety audits to ensure they are compliant with health and safety legislation. It is important to ensure that key personnel participate in the audit and take active roles to achieve compliance. Examples of key personnel are: Chair

of Governors, Headteacher, Assistant Headteachers, Inclusion and SEND Lead, HR & Office Manager, Finance & Governance Manager, Premises Manager, and Subject Leaders etc. All schools are encouraged to use the competence advice and service the LA Corporate Health and Safety Service (CHSS) provide via the SLA online.

SCHOOL HEALTH AND SAFETY COMMITTEE

Health and safety are integrated into all strategic planning meetings of the School and health and safety is a permanent agenda item in these meetings, including Finance and General-Purpose Committee Meetings, SLT, LMT, Whole School and Phase Briefing and Admin team meetings. The Health and Safety Link Governor meets the Premises Manager (PM) termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

A termly report to the Governing Body outlining achievements against the H&S plan and the results of the internal health and safety audit, the school's Health and Safety Lead may be responsible for collating this information for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

COMMUNICATION OF INFORMATION

- Health and safety should appear as an agenda item in all board meetings.
- Detailed information on how to comply with LBTH health and safety policy is located in the shared W drive.
- The Health and Safety Law poster is displayed in the Main Reception Office.
- The Service Level Agreement Corporate Health and Safety Lead Tel: **020 73644193** will provide competent health and safety advice.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be available to all staff health and safety induction training will be provided and documented for all new employees by the Office & Human Resources Manager.

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

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required
- LBTH training at the Professional Development Centre

Training records are held by HR & Office Manager who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. A training matrix for staff is recommended. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

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

HEALTH AND SAFETY INSPECTION AND MONITORING

A general inspection of the site will be conducted termly and be undertaken by the Headteacher in conjunction with the Premises Manager.

Monitoring inspections of individual departments will be carried out by Subject Leaders or nominated staff.

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

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

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

For a list of inspections and further details on all servicing contracts, please see **Appendix A**.

PART 2A. ARRANGEMENTS

FIRE EVACUATION AND EMERGENCY

The Head will ensure that an emergency plan is prepared to cover all foreseeable major accidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

It is the responsibility of the Headteacher to ensure that the fire risk assessment is completed annually. The LA schools under the employment of the borough must use the LA Corporate Health and Safety Service to complete an annual fire risk assessment (via the SLA online).

The Headteacher is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

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

FIRE INSTRUCTIONS

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

An outline of evacuation procedures is made available to all contractors / visitors and are posted throughout the site. This includes an off-site plan.

Ensure that the fire doors are maintained and not wedged open.

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

EMERGENCY PROCEDURES

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually. Please refer to **Appendix B** for a detailed plan.

In the event of an emergency situation the person identifying the emergency will communicate the basic details to a member of the Senior Management Team. The

Headteacher or member of SLMT will make the decision regarding which procedure to follow in the event of a gas leak, bomb warning or suspicious parcel.

FIRE EMERGENCY

Surprise fire drills will be held six times a year (twice a term). A record of all practices and the times taken will be kept in the Premises Log. Some of the drills will be unannounced with an exit blocked and when key personnel are missing. After each evacuation of the building the Head, PM and SLMT will identify any inadequacies. Any fire hazards must be reported to the Headteacher who will arrange for their removal. Reports on fire drills will go to the Finance & General Purposes Committee and forwarded to the Governing Body via the Premises Committee. The PM will ensure that Fire and Security alarms are checked monthly and maintained biannually. Refer to Appendix A for detailed Evacuation Plan.

In the event of an evacuation the admin staff will take class registers and signing in book/timesheets to the muster point where a register check will be undertaken to ensure all pupils/adults are present.

Teachers/TA's/MMS will escort pupils from the building to the muster point where a register will be taken. Pupils with special educational needs will be assisted to the muster point by their one-to-one carer if they are unable to be evacuated with their class.

The duty of Senior Leadership & Management Team will check the building to ensure it is clear as far as is practicable/safe.

In the event of an evacuation of the building, no member of staff or pupil shall re-enter the building without the permission of the Senior Member of staff present. Where there are members of the police or fire brigade present, the senior member of staff will seek permission from the officer in charge before allowing staff or pupils back into the building.

In the event of a prolonged evacuation, children will either be escorted home, or possibly to Cayley School. A board will be placed outside the affected building to inform parents where to find the pupils who have been evacuated.

If a fire is identified and the fire alarm has not been automatically activated it will be necessary to activate it manually by using the alarm points located in each building.

In the event of a malfunction in the alarm system a bell must be rung to alert staff and pupils to the emergency situation.

The senior member of staff on site will decide if it is appropriate to contact the fire brigade and will designate the task if appropriate.

The Evacuation Procedure (above) will be followed.

If it is safe and practical to do so, commence firefighting using the appliances located around the building.

The senior member of staff will act as Fire Marshall or designate a member of staff to undertake the role as appropriate.

Pupils and staff will not return to the building until informed it is safe to do so by the fire brigade or, if they are not in attendance the Fire Marshall.

Any extended closure of the building/site will require discussions with Tower Hamlets Officers regarding alternative arrangements.

Emergency contact and key holder details are maintained by Gregg Grieve the School's Premises Manager.

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

When firefighting:

- The safe evacuation of persons is an absolute priority.
- Trained staff, Fire Wardens, may only attempt to deal with small fires, **if it is safe to do without putting themselves at risk**, using portable fire-fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Staff should be made aware of the type and location of portable fire-fighting equipment and receive basic instruction in its correct use.
- Details of service isolation points, please see below for full list.
- An inventory of all chemical and flammable substances on site is kept by the Premises Manager as appropriate for consultation.

ISOLATION POINTS

The **Gas Isolation Points** can be found in the following locations:

- Kitchen
- Boiler room

The **Electric Isolation Points** can be found in the following locations:

- Opposite Y5/6 classroom

The **Water Isolation Points** can be found in the following locations:

- Bin Shed in the School car park

CHEMICALS AND FLAMMABLE SUBSTANCES

An inventory of these will be kept by the Premises Manager as appropriate, for consultation.

ARRANGEMENT 2B: FIRE PREVENTION AND TESTING OF EQUIPMENT

Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record kept in the fire log book. This test will occur on Friday at 7:00am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Lakers Fire Safety Services.

A fire alarm maintenance contract is in place with Lakers Fire Safety Services and the system tested 6-monthly by them.

Churches Fire Safety Services undertakes an annual maintenance service of all fire-fighting equipment.

Premises Manager coordinates weekly checks of the all fire-fighting equipment is available for use and operational and for any evidence of tampering.

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

The Emergency Lighting Systems will be checked for operation monthly in house by the Premises Manager and recorded as monthly flick tests in the fire log and annually by Lakers Fire Safety Services.

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

Premises Manager coordinates daily checks of the premises for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

Basic fire safety rules for the schools include:

1. Combustible materials, such as cardboard boxes and packaging materials should be kept in designated storage areas only.
2. Corridors, entrances and exits should be kept clear at all times.
3. Displays of work in classrooms and corridors should be set up with care. Decorations can be a fire risk if hung near sources of heat or from light fittings.
4. Waste paper bins should be made of metal or other non-combustible materials.
5. Stock rooms for stationery and other combustible materials should be kept securely locked.
6. Boiler rooms must be kept clean, clear and locked.
7. Electrical equipment must be used properly and kept in safe working order.
8. Electrical equipment testing must take place annually.
9. All staff to be trained in basic firefighting/emergency evacuation procedures.
10. Evacuation routes to be displayed in all classrooms/work/rest areas.
11. All defects/damage/shortcomings to be recorded in the Fire Log.

ARRANGEMENT 2B: INCIDENT / ACCIDENT REPORTING PROCEDURES

The School will record accidents and incidents. Accident reports will be monitored for trends and a report made to the Governors as necessary. The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

AIR Forms can be located in the main office, copies of these forms are available electronically on the Shared W Drive.

When incident/accident takes place, HR & Office Manager should be informed immediately to assess situation and if incident/accident is serious to inform Headteacher immediately.

Headteacher is responsible of reviewing AIR forms including details of escalation.

All pupil injuries, no matter how slight, will be recorded on Medical Tracker, staff can access Medical Tracker using the iPods/iPads/Class PCs/School Office/Reception PC. Minor injuries should be reported to the class teacher, whose responsibility it is to inform parents. Medical Tracker will also notify the parent that an injury has occurred.

If a serious incident occurs the admin team must be informed so that they can, if appropriate, contact the ambulance service. The victim should not be moved unless directed by the first aider.

The admin team will contact the victims' next of kin giving as much detail regarding the accident as possible. If the parent of a pupil cannot be contacted the Headteacher will decide who should accompany a child to hospital.

Parents/Carers should be called immediately for any serious or head injuries. Medical Tracker will notify the parent of any other injury, it is the teacher's responsibility to speak to the parent about non-serious injuries.

All staff accidents/incidents and near misses should be reported to HR & Office Manager immediately. First Aid should be administered if required and an AIR form is to be completed. Headteacher to conduct investigation following the report of the accident/incident or near miss.

All contractor accidents/incidents and near misses should follow the same process as staff accidents/incidents and near misses.

If an accident/incident occurs during an off-site activity staff should follow the guidance from [DfE Good Practice Guide: Health & Safety of Pupils on Educational Visits](#).

REPORTING TO CORPORATE HEALTH AND SAFETY SERVICES (LA)

In accordance with the LA's accident / incident reporting procedure employees must report accidents and incidents including physical assault; dangerous occurrences and near misses on the LBTH Accident and Incident (AIR) Form. These will be completed in full including supportive documentation and emailed to:

healthandsafety@towerhamlets.gov.uk

Incidents resulting in the following must be reported to the Corporate Health and Safety Service (LA) as soon as possible as they have a statutory duty to report to the HSE within 10 days of the incident occurring (or sooner in the case of a Fatality). Delays can result in fines imposed by the HSE.

Incidents involving a Fatality will be reported immediately to the Corporate Health and Safety Service 020 7364 4193 or 020 7364 5008.

Accidents that result in a Specified Injury will be reported immediately (as above); these include:

- Fractures (other than to fingers, thumbs and toes)
- Amputation
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organ
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays)
- Member of public (this includes Pupils) taken direct from the scene of the accident to hospital AND receiving treatment.

Further guidance can be found at HSE School accident guidance.

ARRANGEMENT 4: FIRST AID

The School needs to carry out a documented 'provision for first aid needs' assessment. It is the School's policy to ensure that there are an adequate number of competent first aiders. **Schools are classed as low risk environments (compared to factories) and therefore the one-day Emergency First Aid at Work (EFAW) course is deemed sufficient cover for staff.**

In addition, in primary schools, your provision of first aid assessment should include staff that hold the 2-day Paediatric award to provide cover for children (paediatric is defined as 'up to puberty'), depending on the number and complexity of your pupils.

In terms of numbers, there must always be a qualified person on the premises, so schools need to allow for staff absences. As an example, a typical sized primary school could have five with EFAW and ten with Paediatric training. Many schools now do a three-hour whole staff inset 'Basic Skills' course. This gives staff the confidence to act in the absence of the main first aider. It is advised to have defibrillators (paediatric or adult) as these save lives. Staff will require training on its use and it will need to be maintained yearly.

First aid boxes are located in Hygiene and Medical room, Main School Office and First Aid Stations located outside the both KS1 and KS2 Toilets and by the doors in Nursery and Reception Classrooms. Inclusion and Welfare Officer is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

Please reference **Appendix C** for the complete list of first aiders. The first aid list can also be located in the shared W Drive and in both main offices and First Aid Stations.

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

Adequate and appropriate first aid provision will form part of the arrangements for all out of school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

Transport to hospital: If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.

No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. The school will follow the procedure for completion of incident/accident records in accordance with LBTH guidance.

Royal London Hospital phone number: 020 7377 7000

School Health Team phone number: 020 3961 8564

NHS Direct: 111

[Chronic conditions e.g. Asthma](#)

A list of children who are prescribed treatment for asthma is kept on the server in a shared area accessible to staff, but not to children, parents or visitors. Children should keep their inhalers in their teacher's cupboard. Inhalers should be in their original boxes, and the boxes should have pharmacy labels on them. Inhalers should be taken to P.E. and Swimming lessons,

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and on any off-site excursions. It is parents' responsibility to ensure that their child has an inhaler in school (if he or she needs one), and to replace their child's inhaler if it expires or if the prescription changes.

Allergic Emergencies (Anaphylaxis)

Parents must discuss and agree the emergency procedure for children who suffer from Anaphylaxis with the Headteacher. Two EpiPens must be provided for school use and kept in classrooms. The procedure to be followed in the event of a reaction must be displayed in each staff room. It is the parent's responsibility to ensure that the EpiPens are available and in date. The school must receive a medical protocol containing input from the child's doctor. Staff must be trained in the use of EpiPens.

Personal Hygiene

The Headteacher needs to be kept informed of children with poor personal hygiene. Lessons on personal hygiene and health education matters will be covered throughout each year group. It is possible for the school nurse or home school worker to pay home visits to discuss personal hygiene with the parents.

Personal Welfare

All movement around the school is by walking, usually in single file or in pairs.

ARRANGEMENT 5: MEDICINES, SHARPS & BIO-WASTE

All medication will be administered to pupils in accordance with the DfE document ["Supporting pupils at School with Medical Conditions"](#).

The only medication kept and administered within School are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Headteacher. Records of administration will be kept by Inclusion & Welfare Officer.

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

All medications are securely kept in classrooms, each classroom has a designated safe space for those pupils with Health Care Plans. All access to medication is strictly controlled and regularly reviewed. Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., an emergency store will be kept in Hygiene and Medical room, and clearly labelled.

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) Schools should use the competence of the School Nurse to complete and advice on all pupil Health Care Plans. All staff involved should be provided with the relevant information to manage and assist in the care of pupils.

These plans are reviewed and monitored by Inclusion and SEND Lead and written precautions / procedures made available to staff, the levels of monitoring will be suitable to the needs of the care plan. The School is responsible for monitoring the provision of the school nurse service.

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

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

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

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

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

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

- Use good basic hygiene practices, such as hand washing;
- Cover all breaks in exposed skin by using waterproof dressings and suitable disposable gloves;
- Where splashing is possible, protect the eyes and mouth by using appropriate personal protective equipment;
- Use the first aid equipment provided e.g. first aid face shield for mouth-to-mouth resuscitation but only if you have been trained to use them;
- Control contamination of surfaces by using the appropriate decontamination procedure e.g. dirty protest procedure and use of body fluid spillage kits; and
- Dispose of contaminated waste safely.

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

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

You should:

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

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

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

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

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

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

For further information relating to PPE refer to the relevant section of this Policy.

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

Ensure that the washing machine or dryer is plan maintained in accordance with the manufacturer's recommendations.

Always segregate domestic and clinical waste in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.

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

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

1. wash splashes off your skin with soap and running water;
2. if your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water;
3. wash out splashes in your eyes using tap water or an eye wash bottle, and
4. your nose or mouth with plenty of tap water, do not swallow the water;
5. report the incident to your line manager or other manager; and
6. immediately go to the nearest Accident and Emergency (A&E) department in transport provided by the establishment;
7. Admin team to organise transport for the employee to the A&E department;
8. Headteacher to stay in touch with the employee to assess their needs and provide advice and assistance with the post exposure prophylaxis (PEP); and

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

Prompt advice from a medical doctor is very important, to enable any treatment that is appropriate following the risk of infection with a BBV to be started quickly. For this reason, staff should go immediately to The Royal London Hospital.

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

Useful links:

www.hpa.org.uk

www.dh.gov.uk

www.nhsdirect.nhs.uk

www.wiredforhealth.gov.uk

www.defra.gov.uk

www.hse.gov.uk

www.dfes.gov.uk

www.immunisation.nhs.uk

Fact Sheets and further information are also available at

www.hpa.org.uk.

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

[tigators.co.uk](http://www.buginvestigators.co.uk)

CLASSROOM PROCEDURES

Class teachers, other members of staff and pupils must be made aware of rules for safety in the classroom.

- Children must never be left unsupervised in the classroom.
- Children should not be placed unsupervised outside the classroom. If necessary, they should be sent to the Headteacher or Senior Member of staff in School.
- At playtimes and lunch times, children should not be left unsupervised in the Learning Studio, Workshop, library or Information/Learning Hub.

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It is the class teachers' responsibility to regularly check the resources used in the room, both in terms of their safe location and if there are any problems in how they work.

- Electrical equipment is visually checked annually, but the teacher must withdraw any equipment they are unsure of.
- Faulty equipment must be reported to the Premises Manager for repair.
- I.T. equipment must be closed down at the end of each day and switched off.
- Other I.T. equipment, such as iPads/iPods/Chromebooks, must be locked away at the end of each lesson.
- Trailing wires are a regular hazard to look out for.
- Children must not connect electrical equipment.
- Children must never move heavy equipment such as pianos.
- Children should not use staple guns.
- Knives must not be left out when not in use.

Any animals kept in School must be species approved by the LA. It is the class teacher's responsibility to ensure the animals are kept in safe and clean conditions as well as planning for weekends and holidays.

PROCEDURES FOR SPECIALIST LESSONS

The School's PE Policy covers in some detail the safety requirements and training of children in the safe handling of PE equipment. Staff must be conversant with this.

First and foremost, children are expected to work very quietly in PE, so that any instructions from the teacher can be heard by everyone without the teacher raising their voice.

Long hair must be tied back no jewellery should be worn.

Indoors, children must wear shorts and a T shirt () and work in bare feet. Outdoors, trainers must be worn and in winter children may wear a tracksuit.

It is expected that all classes will be trained in the safe carrying, erection and storage of PE equipment. However, it is understood that with younger children, the class teacher may prefer to set up the apparatus first. When children are carrying apparatus, there must be at least two children per piece. Before work commences the teacher must check the fittings.

If children are working with specialist equipment in Science or D&T lessons, the teacher must follow the guidelines laid out by the Science and D&T Lead in the risk assessment. This means children must receive training in how to use the equipment and be supervised closely by an adult. It is the teacher's responsibility to check that the equipment is not faulty.

PLAYGROUND SAFETY

It is the responsibility of the teacher on playground duty to be the first person in the playground, even if this means leaving the lesson with their class slightly earlier.

Staff on duty should fasten back external doors. Any dangerous hazards must be reported to the Headteacher/HR & Office Manager / Premises Manager.

The staff responsible for the playground has to make a judgement about the balance between adventurous and safe play. Things to look out for include:

- the numbers involved in any game,
- the proximity of equipment such as bats and balls
- the safe places for running.

Staff on duty have a responsibility to check all areas, including the toilets.

ARRANGEMENT 6A: RISK ASSESSMENT

The School requires a list of risk assessments (for all activities, teaching and non-teaching, premises and one-off activities). These will be co-ordinated and approved by the Headteacher following guidance from Corporate Health and Safety.

These risk assessments are available for all staff to view and are held centrally on the Shared W Drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work. Corporate forms for carrying out risk assessments are available from LBTH.

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by Office & Human Resources Manager.

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

Risk assessments for curriculum activities will be carried out by Senior Leaders, relevant coordinators, teachers and support staff using the relevant codes of practice and model risk assessments developed by national bodies. Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use scheme of work / lesson plan.

All LA schools have a subscription to CLEAPSS and in science and DT their publications can be used as sources of model risk assessment. In addition, the following publications are used as sources of model risk assessments:

[Make it safe (5th edition) NAAIDT]

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

[National Society for Education in Art & Design (NSEAD)

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

[Safe Practice in Physical Education and School Sport' Association of PE 'afPE'

<http://www.afpe.org.uk/>]

ARRANGEMENT 6B: STRESS

Health and Wellbeing is important to us all. Teacher burnout, workload and stress are common things we hear about in schools. A school should be an environment for both students and staff to thrive and stay well. High quality staff can only be retained if the school is able to support them in their working lives. More broadly the school environment provides an ideal opportunity to support and develop the health and wellbeing not only of its pupils but of the workforce.

At a national level there are a number of reports that highlight the importance of encouraging improvements in people's health and wellbeing within the workplace context including Dame Carol Black's report "[Working for a Healthier Tomorrow](#)" and NICE guidelines on workplace health management practices

Whilst there is no legislative requirement for 'wellbeing or wellness programmes' Halley Primary School recognises the benefits that these activities can offer and encourages the wellbeing strategies. As a School we are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

The Health and Safety Executive define stress as "*the adverse reaction people have to excessive pressure or other types of demand placed on them*". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health

Halley Primary School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed. The School will consult with Trade Union Safety Representatives on proposed action relating to the prevention of workplace stress. The School will provide training for all managers and supervisory staff in good management practices. The School will provide confidential counselling for staff affected by stress caused by either work or external factors.

The School will ensure there are adequate resources to enable line managers to implement the stress management strategy. Health and Safety Executive have devised a set of management standards that cover six areas of work design that need to be addressed when carrying out Stress Risk Assessment;

Demands: Considers issues such as workload, work patterns and the work environment

Control: How much say the person has in the way they do their work

Support: Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues

Relationships: This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour

Role: Relates to whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles

Change: How organisational change (large or small) is managed and communicated in the organisation.

More information can be found at:

<http://www.hse.gov.uk/stress/standards/index.htm>

ARRANGEMENT 6C: NEW & EXPECTANT MOTHERS

It is the School's policy to assess any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

HR & Office Manager, on notification that an employee is pregnant, breastfeeding or has given birth within the last six months, should undertake a New and Expectant Mothers Risk Assessment and check your workplace risk assessment to see if any new risks have arisen.

If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, you must take appropriate, sensible action to reduce, remove or control them and take advice from the LA's Occupational Health provider.

HR & Office Manager is responsible for undertaking a regular review of this assessment throughout the pregnancy and when they return to work as a nursing mother. We will provide somewhere for pregnant or breastfeeding employees to rest and lie down.

Although there is no legal requirement for us to provide an environment for staff to express and store milk, please direct any enquiry of this nature to HR & Office Manager.

ARRANGEMENT 7: DISPLAY SCREEN EQUIPMENT

All staff who use habitually use computers/laptops/tablets as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars, senior leadership team etc. should have an assessment.

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

Schools should have a trained DSE assessor to complete and manage and monitor DSE assessments. Forms and advice specific to schools are available from the Corporate Health and Safety Team.

A DSE assessment form is available for schools on request from the CHSS team.

ARRANGEMENT 8: MANUAL HANDLING

Risk assessments for manual handling operations are undertaken and staff provided with training and information on safe moving and handling techniques.

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

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

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

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

ARRANGEMENT 9: WORK AT HEIGHT

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

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

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

However, there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

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

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

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

Ladders must not be used by pupils under any circumstance.

Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided:

- prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects; and
- Consider your emergency evacuation and rescue procedures.

Safe Use of a Ladder:

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

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

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

The eye-bolts/fixings are tested annually in accord with the WAH and the Provision and Use of Work Equipment 1998.

The Premises Manager is responsible for making available the maintenance records either in paper copy or electronically.

For further information relating to the PUWER or the Management of Contractors refer to the relevant section of this Policy.

ARRANGEMENT 10: NOISE & VIBRATION AT WORK

It is the School's policy to either eliminate or reduce risks to health and safety from noise at work where the risk assessment identifies noise as a significant risk. Depending on the level of risk, preventative and protective measures will be put in place to reduce the noise exposure and provide employees with personal hearing protection.

In accordance with the Control of Noise at Work Regulations, the following action will be taken:

- designated areas and items of plant/equipment will be demarcated and identified by mandatory blue signs;

- reduce or minimise noise levels according to the hierarchy of controls as stated in the regulations i.e. by engineering out so as to eliminate, reduce, contain or isolate, effective maintenance of equipment;
- reduce time exposure wherever possible;
- where this is not reasonable to do so, suitable personal protective equipment should be considered, but as a last resort; and
- put in place a strategy to replace 'noisy equipment' over a period (may be long term, but not open ended).

For further information relating to Personal Protective Equipment (PPE) refer to the relevant section of this Policy.

Vibration from tools can affect your health but it is unlikely that vibration can be identified as a hazard in schools. However, using tools that vibrate for long periods of time regularly can cause long term damage to the fingers and hands. The Control of Vibration at Work Regulations 2005 and more information can be obtained from: <http://www.hse.gov.uk/vibration/index.htm>

ARRANGEMENT 11: HAZARDOUS CHEMICALS & RADIATION

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

Within curriculum areas (in particular science and DT) the heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments' nominated person responsible for substances hazardous to health is the Premises Manager.

They shall ensure:

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

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

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and radioactive sources.

- London Borough of Tower Hamlets Radiation Protection Officer is the Health and Safety Coordinator Children Schools and Families
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for London Borough of Tower Hamlets
- Member of staff in charge of radioactive sources (RPS) is [insert name] and is responsible for ensuring all records pertaining to radioactive sources are maintained. Ensure detailed list of Radiation held is sent to stuart.mcgregor@towerhamlets.gov.uk on an annual basis, or if any changes.

ARRANGEMENT 12: INDUSTRIAL KITCHEN

Schools may have LBTH Contract Services or external sources as their food provider. It is important to have knowledge of their documentation such as up to date risk assessments, valid staff training records, food hygiene inspection reports, gas safety certificates, pest control information and accident data. These will be required for the Health and Safety Audit annually. All external audits from the contract kitchen should be communicated with the school, to ensure a good level of contract compliance/monitoring.

Kitchen staff will need to be briefed on first aid, any presence of asbestos in their work areas, fire safety arrangements and be familiarised with the school's allergy and medicine policy. All reports of accidents and near misses in the kitchen are to be provided to the school administration, this may include the contractor completing the school's accident report as well as their own company accident report.

The School management is responsible for sharing information to the Kitchen staff of individual child needs such as allergies when preparing and serving food. The admin team print weekly briefing sheets for the kitchen, all medical updates including allergy information should be sent to the kitchen via email.

ARRANGEMENT 13: OFFSITE VISITS

All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Children Services Directorate Outdoor Education Policy, which is located on the LBTH Evolve front page.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system. Evolve must be used for the planning and approval of all offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required. The member of staff

planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (EVC) KS2 Assistant Headteacher who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to Headteacher. The EVC should have the relevant up to date training.

ARRANGEMENT 14: TRANSPORT & DRIVING

It is the policy of the School that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled. This policy includes the safety of all vehicle and pedestrian routes both internal and external; to include the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.

Vehicular access to the School is restricted to School staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them. Premises Manager is responsible for completion of the management plan and risk assessment.

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

HR & Office Manager is responsible for checking driver license, competence and self - declaration forms or delete if not applicable.

The Premises Manager is responsible for:

- upkeep and maintenance of all external/internal pedestrian and vehicle routes and car park [revise as appropriate];
- location and maintenance of road and pedestrian traffic safety signs; lighting for road and pedestrian routes;
- routine safety checks and inspections;
- suitable gritting of these routes both internally and externally;

- provision of suitable signage;
- parking bays for persons with a disability; and
- liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).
- Speed limit
- The maximum speed limit in the school is 5mph.

All vehicles entering the establishment will require an escort, the escort must:

- maintain visual contact with their driver;
- assist drivers carrying out reversing manoeuvres;
- do not walk or stand directly in front or behind vehicles; and
- do not assist drivers, vehicle or plant operators in manual handling operations.

HR & Office Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.

Drivers are re-assessed at 5-yearly intervals to maintain safe standards of operation.

LBTH is responsible for the undertaking regular checks on the vehicles and the school's operation of minibuses follows.

HR & Office Manager is responsible for checking vehicle inspection forms.

ARRANGEMENT 15: PREMISES SECURITY / PERSONAL SAFETY

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

However, it is recognised that even with proactive measures, incidents of violence may still occur. Therefore, it is also the school's policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work.

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

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

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

Preventative measures will include those relating to:

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

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

Following a violent incident HR & Office Manager will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical

treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault HR & Office Manager will be expected to ensure the actions below are taken:

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

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

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

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

However, the school still requires all incidents that exceed a staff member's personal

threshold or is personally directed at an individual staff member or another employee to be reported. All reported incidents of violence should as soon as possible be investigated by Headteacher to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

All reported incidents will be reviewed by the Corporate Health and Safety Team to ascertain if any further follow up or more detailed investigation is needed. For further information relating to Risk Assessment, Offsite Visits, Lone Working and New and Expectant Mothers, refer to the relevant section of this Policy, Corporate Health and Safety Team and the HSE website: <http://www.hse.gov.uk/violence/>

Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Complete a lone working risk assessment
- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Any staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

- A Key-holder service (Keypatrol) is used who will either attend for you or collect the key-holder
- Report any incidents or situations where they may have felt “uncomfortable”.

ARRANGEMENT 16: ASBESTOS

It is the School’s policy that the London of Tower Hamlets asbestos policy will be followed. The asbestos survey is held in Premises Managers Office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment. The Asbestos Management Plan is completed and managed/monitored by Premises Manager.

A re-inspection on all identified asbestos/current asbestos management survey (and plan) will be completed every 3 years, organised by the school staff Premises Manager.

Premises Manager will review and manage all contractor/building works, and ensure inductions and shared information that includes the School asbestos survey and management plan before works commences.

The Headteacher shall ensure:

- The asbestos log is maintained and that any changes are notified to the asset management team.
- All work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advise sought from the asset management team before any undertaking of work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
- A 3-year re-inspection is completed.

- Will organise another survey in the event of potential building/construction works, before the works begin. It is noted, that the school's asbestos survey is a 'management survey' and there are other more intrusive surveys required for any building works.

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

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

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

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

The School's most recent Asbestos Location and Condition Survey Report, which was carried out in July 2011, reported no traces of asbestos in all the samples that were taken. In 2016 the DFE issued an Asbestos Management Summary Report which agreed there was no asbestos an Asbestos Management Plan is in place which states what action will need to be taken.

ARRANGEMENT 17: PEST CONTROL

The pest control contract is undertaken by Contago and the contract is monitored by the Premises Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager.

The School is responsible for confirming that all pest control activities are in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and the Biocidal Products (BPR) Regulations i.e. disinfectants and pest control products. For further information relating to COSHH or the Management of Contractors refer to the relevant section of this Policy.

ARRANGEMENT 18: GAS

If the School has gas boilers for heating and hot water provision, contractors who manage these have to be registered with the government's Gas Safe Register.

Boilers have to be maintained yearly under the Boiler Maintenance (Gas Safety and Use Regulations 1998).

Annual gas safety checks are required on each appliance and flue.

The School will ensure that all gas appliances are serviced and also receive the gas safety inspections this includes catering gas, boilers, science, food tech etc.

The person responsible for arranging and managing/monitoring the statutory compliance gas requirements is Premises Manager.

ARRANGEMENT 19: ELECTRICITY

Electrical contractors used by the School must be registered with the NICEIC (National Inspection Council for Electrical Installation Contracting).

Fixed electrical installations require periodic inspections, conducted by Denver Electricals.

Staff should monitor the condition of plugs, cables and electrical equipment and conduct a

quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by AGG.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Please refer to HSE guidance on PAT testing:

<http://www.hse.gov.uk/pubns/books/hsg107.htm>

ARRANGEMENT 20: LEGIONELLA / WATER MANAGEMENT

As an employer, or a person in control of the premises, we will:

- Organise a Legionella water risk assessment (WRA) to be completed every 2 years, by a company registered with The Legionella Control Association
- Complete all recommendations from the WRA within the specified timescales
- Complete a detailed specification of water management to ensure compliance to L8, with details of roles and responsibilities that includes both contractor and local school management
- Ensure the relevant staff complete Legionella awareness training
- Maintain a high standard of monitoring of all log books, and take appropriate action when needed, such as responding to identified legionella bacteria within the school water system

A water risk assessment of the School has been completed by Nijuis and the Premises Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

Premises Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by named company (Nijuis).

This will include, with reference to the risk assessment:

- all remedial action identified in reports is undertaken within the timescale identified;
- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods;
- conducting necessary water temperature checks (monthly);
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly);
- thermostatic mixing valves (TMV) to form part of the regular test and inspection process and procedure;
- microbiological testing of the system, in accord with the risk assessment e.g. every six months;
- annual chlorination of the water system; and
- the Legionella risk assessment to be reviewed at least every two years by a competent person.

Useful link: [The Approved Code of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems \(L8\)](#) contains practical guidance on how to manage and control the risks in your system.

ARRANGEMENT 21: WORK & LIFTING EQUIPMENT

Regular inspection and testing of school equipment is conducted by appropriate contractors. Records of such monitoring will be kept in the Premises Manager's Office.

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

Equipment restricted to those users who are authorised is labelled accordingly.

All staff are required to report to Office or Premises Manager any problems found with plant/equipment.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Subject Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

ARRANGEMENT 22(a): OUTDOOR PLAY EQUIPMENT

The use of external play equipment will only be used after a suitable and sufficient risk assessment has been completed. Equipment will be checked daily before use for any apparent defects, and the Premises Manager will conduct a weekly visual inspection of the equipment. PE and Play equipment is subject to an annual inspection by Playsafety Ltd and repair and maintenance is completed by a qualified specialist contractor Play Safe.

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

Operational Quarterly Play Inspections must be undertaken by a qualified RPII Inspector.

Annual Outdoor Play Inspection must be undertaken by qualified RPII Inspector.

Useful link: Register of Play Inspectors International <http://www.playinspectors.com/>

The person responsible for organising the above inspections is Premises Manager and is responsible for ensuring all inspections (weekly visual, Quarterly Operational, and Annual) are completed to the above specification, and remedial works are completed within the

timescales.

The following should be carried out by the arranged and managed by and carried out by the Premises Manager.

Daily Recorded Site Inspections to ensure that visual checks completed and recorded:

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

ARRANGEMENT 22(b): OUTDOOR AREAS

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

- It is the responsibility of the Premises Manager in consultation with the Senior Leadership Team to:
- select a competent arboriculture's to manage the individual trees, shrub and perennial/annual plants;

- in particular, to undertake a tree risk assessment to determine the health and safety of the trees; and
- production of risk assessments and safe systems of work, to include: working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.

The horticultural activities are undertaken by Square Roots and the contract is monitored by the Premises Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager.

For further information, relating to COSHH or the Management of Contractors refer to the relevant section of this Policy. Please refer to Arboriculture Association:

<http://www.trees.org.uk/>

ARRANGEMENT 23(a): INDOOR PLAY EQUIPMENT

- The Premises Manager is responsible for arranging maintenance.
- Play Safe is the named contractor who has been assessed for their competence.
- All inspection reports can be found in the H&S folder.
- Indoor play equipment is inspected on an annual basis for the named contractor and visually inspected by the Premises Manager on a daily basis.

ARRANGEMENT 23(b): INDOOR AREAS

Staff toilets, drinking water, change and rest facilities, heating, ventilation, lighting, temperature, safe traffic routes and staircases are all covered in the document referred to below:

- The Workplace (Health Safety Welfare) Regulations 1992

- Please refer to link: <http://www.hse.gov.uk/pubns/books/l24.htm>

The Premises Manager is responsible for the management of the building, including general day to day building issues, statutory compliance, and condition surveys. All staff with any building concerns/welfare, should report via the following way maintenance book to the Premises Manager.

Daily, weekly, monthly, termly, annual checks, inspections, safety tours are completed by Premises Manager and managed by Headteacher.

ARRANGEMENT 24: MANAGEMENT OF CONTRACTORS

All contractors used by the School shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to School office / reception where they will be asked to sign the visitors' book and wear an identification badge.

Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

School managed projects

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

These are managed by Headteacher who will ensure that landlords' consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM regulations will apply.

To ensure contractor competency the school uses London Borough of Tower Hamlets registered contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations. Where non-registered contractors are used Finance & Governance Manager will undertake appropriate competency checks prior to engaging a contractor.

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

The School has a detailed listing of all contractors, with relevant checks completed before works commence, and evidence that includes;

- Health and Safety Policy
- Insurance
- References
- Risk assessments
- Training
- Construction Phase Plans

ARRANGEMENT 26: PERSONAL PROTECTIVE EQUIPMENT

It is the School's policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimised. Where PPE is needed it must be the most appropriate for the identified risk and it will only be issued where the risk assessment identifies that it will further reduce the level of risk as low as is reasonably practicable as PPE is recognised as a safeguard of last resort since it only protects the individual wearer.

Common Selection and Use of PPE:

- PPE should be labelled to show what it protects against and is resistant to; and
- always use PPE according to the manufacturer's instructions.

The Personal Protective Equipment Regulations 2018 state that PPE on the market must be supplied with relevant information on:

- storage, use, maintenance, servicing, cleaning and disinfecting;
- the level of protection provided by the PPE;
- suitable PPE accessories and appropriate spare parts;
- limitations on use; and
- the obsolescence period for the PPE or certain of its components.

Ensure items of PPE used together are compatible with each other to ensure they continue to be effective against the risks.

Do not:

- reuse disposable PPE;
- leave contaminated work areas without removing the contaminated clothing in appropriate changing areas;
- store PPE in direct sunlight or in hot humid places as this can cause damage to some equipment; and
- use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. You should dispose of it properly and replace it.

ARRANGEMENT 27: WORK EXPERIENCE

The School has a separate work experience policy which is regularly reviewed and updated. Inclusion and Welfare Officer is responsible for managing and co-ordinating work-related

learning within the School following guidance contained in the LA guidelines for work experience and in accordance with the Quality Standard for Work Experience.

The School retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / CHSS at the earliest possible opportunity.

ARRANGEMENT 28: ANIMALS IN THE SCHOOL

If animals are kept in the School, zoonosis risk assessments are completed to identify hazards and implement control measures. Animals may bite, cause allergies to children and carry infectious diseases and transmit worms.

Zoonosis are diseases that can be transmitted from animals to humans. There are

approximately 40 potential zoonoses in the UK. For further information, please contact the Corporate Health and Safety Services.

When the pupils are to visit farms or have contact with animals, guidelines from Evolve and provider should be strictly followed.

ARRANGEMENT 29: LETTINGS / SHARED USE OF PREMISES

Finance & Governance Manager is the responsible person for reviewing lettings, insurance, risk assessments, induction, fire safety and security arrangements.

The School has a comprehensive list of all letting arrangements with specific details, communications, induction forms, management of building whilst lettings in operation. Lettings are managed and monitored to ensure the safety of the occupants.

Lettings are managed by Finance & Governance Manager.

Hirers receive a Health and Safety pack detailing any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting and public entertainment licenses.

ARRANGEMENT 30: EMERGENCY PLANNING AND BUSINESS CONTINUITY

The School has a separate emergency planning procedure, the Critical Action Plan, this is reviewed and distributed to every employee in September. New employees review the Critical Emergency Action Plan and Disaster Management Plan in their induction. Please refer to **Appendix D and Appendix E**

ARRANGEMENT 31: HOUSEKEEPING

The expectation is that all staff and others will play their part in maintaining a decent level of

hygiene and housekeeping within the School.

Every employee is responsible for his/her own work area on a day-to-day basis. Bulky items should be broken down into manageable loads, where possible and put into the bins.

If excessive/heavy volumes of waste require disposal, each employee should make arrangements to get the waste cleared with the Premises Manager.

No waste materials may be placed in walkways or any fire escape route. Each manager is also responsible for the safety of his/her department, including housekeeping matters. Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

Kitchenettes

Every employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.

Any spillage should be cleared immediately and reported as soon as possible to the Premises Manager who will arrange for the cleaning staff to undertake remedial action.

Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied termly.

Rest and Meeting Rooms

Rest room, meeting rooms - everyone is expected to apply general principles of good housekeeping in all areas.

All walkways must be kept clear of obstructions or combustible materials or trailing cables.

Combustible or flammable materials must not be stored in the Boiler/electrical intake rooms; only authorised persons are permitted access to these high-risk areas.

Food Safety

Food items - all unwanted food/drink should be disposed of by its use-by/ best before date to prevent waste accumulation and to reduce the risk of contamination.

Halley Primary School reserve the right to dispose of uncovered or other food/drink stored or found on the premises, if it is considered to be a hazard. Open containers should not be left lying around as it increases the risk from pests, such as fruit flies, flies, wasps and mice.

The School fridges will be emptied at the end of every term and the school reserves the right to dispose of any food/drink found in the fridges on the last day of term.

ARRANGEMENT 32: COVID 19

The school has completed a CV-19 risk assessment which is based on national government guidance produced by the DfE. Actions for Schools during the Coronavirus Outbreak

The risk assessment has been consulted on with all staff and will be regularly reviewed to any reflect changes in national guidance as well as local operational issues.

The Head teacher will:

- Consult with all staff as part of the planning and risk assessment process.
- Ensure documentation is regularly reviewed to meet current need and any updated guidance from the Government or Public Health/Local Authority.
- Have overall responsibility for the development and implementation of the wider H&S policy, COVID-19 risk assessment and action plan.
- Be able to react to the changes in infection rates, risk ratings, and implement the control measures detailed in the schools cv19 outbreak management plan.
- Ensure that all staff, including temporary staff, peripatetic and supply teachers, visiting coaches etc. are briefed on the required controls for managing risk.
- Put in place a monitoring process to review how staff and students adapt and adopt

to the controls put in place, reviewing the risk assessment to reflect any additional controls or risks which become apparent as operational activities and curriculum are delivered. Ensure that individual risk assessments (for both staff and pupils) are conducted where required.

All staff will:

- Carry out all work in accordance with the policy, risk assessment and action plan, including additional tasks as part of the response to COVID-19. Take the opportunity to contribute to the risk assessment and action planning process.
- Ensure appropriate controls and procedures are brought to the attention of all staff under their control.

KEY PERFORMANCE INDICATORS

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required. All key performance indicators are monitored and are included in the annual health and safety report to governors. Please see **Appendix F** for further details.