



# **Health and Safety Policy for ASHMEAD Primary School**

(Approved by Governors .....)

## **The ASHMEAD Primary School Health and Safety Policy**

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

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

### **Health and Safety Policy**

#### **Statement of Intent**

#### **Objectives**

#### **Organisational and Responsibilities**

#### **Consultation and Communication**

#### **Health and Safety Training**

#### **Arrangements**

This final part of the Policy is where the significant findings of the risk assessments and the arrangements for controlling risks and complying with health and safety legislation are recorded. These arrangements are kept as practicable as possible, to show how things are done in the school and who is specifically responsible for what. In all cases the arrangements detailed must be adapted to suit the specific circumstances of the school.

## Statement of Health and Safety Policy and Intent

The Governing Body is committed to:

- to the health, safety and welfare for pupils, employees and visitors as far as is reasonably practicable.
- compliance with the Health and Safety at Work Act 1974 and all other relevant health and safety legislation;
- seeking the co-operation of employees, pupils, parents and contractors to achieve the health and safety objectives of Ashmead School to minimise injuries and work related ill health.
- Establishing a committee with responsibility for Health and Safety and ensuring that any policies are effective.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of any new legislation or incidents that may affect our current arrangements.

Signed .....Chair of Governors

Signed .....Head Teacher

Date .....

## 1. Health and Safety Objectives

- To provide and maintain the workplace without risks to the health and safety of any employee, pupil or visitor
- Provide a work environment of a standard which ensures the health and safety of its employees
- Provide and, where appropriate, plant, tools and equipment which are safe and without undue risks to health
- Make adequate arrangements for the safe use, handling, storage and transport of hazardous substances used in the school
- Provide the instruction, supervision and training of employees in matters on health and safety to enable them to avoid risks
- Provide and maintain where appropriate personal protective equipment (ppe) and ensure that employees are informed of their obligations in respect of its use.
- Provide an occupational health service, first aid facilities, equipment and training and make other emergency provisions as necessary to ensure the health and safety of all employees, pupils and visitors
- Have a procedure in place for the recording and reporting of all accidents and incidents and ill health including riddor reports
- Encourage the involvement of Trade Union Safety reps and consult with them on any health and safety issues
- Control the use of contractors on school premises and ensure that they work in a safe manor without putting themselves and others at risk

## 2.0 Organisation and general Responsibilities

### 2.1 Governing Body

Are responsible for ensuring:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at *Governors'* meetings;
- a *Governor* is given specific responsibility for health and safety;
- the *Governor* with specific health and safety responsibilities and the Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

### 2.2 Headteacher

The Head Teacher is responsible to the *Governing Body* for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in the Health and Safety Policy;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the *Governing Body*;
- specialist help and assistance is obtained where necessary;

- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

### **2.3 School Health and Safety Co-ordinator (If appointed)**

Is responsible for assisting the Head Teacher with the above and specifically for:

- liaising with employees and Health and Safety Advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the health and safety standards of the school on a day to day basis reporting any problems that cannot be rectified to the Head Teacher.

### **2.4 All Employees**

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are be affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

### **2.5 Pupils**

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;

- to observe the rules of the school and in particular the instructions of teachers.
- PLEASE SEE APPENDIX 1 FOR STAFF WITH SPECIFIC ROLES AND RESPONSIBILITIES

## **2.6 Health and Safety Assistance**

Health and Safety Consultants are appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and are responsible for providing the health and safety assistance as and when requested. The School obtain support and assistance from the Health and Safety Unit at the LB of Lewisham and are also additionally supported by CMF Health and Safety Services.

## **2.7 Consultation and Communication**

All staff will be immediately updated on any health and safety issues which could affect their work, this may be in a written or verbal format. All staff are encouraged to discuss any health and safety concerns they may have. INSET days are used to update staff awareness on health and safety issues.

## **Trade Union Health and Safety Involvement**

The role of trade union appointed health and safety representatives is recognised and encouraged. If appointed, the health and safety representative will be consulted during the preparation and review of the health and safety policy of the school and any other elements of Health and Safety management within the school including risk assessments, accident investigation and staff issues. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977.

## **2.8 Health and Safety Training**

The Governing Body recognises that health and safety training is an essential part of the health and safety requirements of the school. The Head teacher will identify specific staff who should be trained in first aid, fire and risk assessments and or any other area that would be a requirement to undertake their duties. Training will be identified at induction and then at annual appraisal. This may be sooner if the employee is delegated with any additional health and safety duties

### **3.0 Arrangements and Significant Findings of Risk Assessments**

#### Contents

- 3.1 General Hazards (P11)
- 3.2 Guardrails on Stairs and Landings (P11)
- 3.3 Vulnerable Glazing (P11)
- 3.4 Electrical Equipment (P11)
- 3.5 Working at Heights (P11)
- 3.6 Substances Hazardous to Health (P13)
- 3.7 Fire Risk Assessment (P13)
- 3.8 Manual Handling of Items and Loads (P14)
- 3.9 Moving and Handling Assistance for Pupils with Special Needs (P16)
- 3.10 Display Screen Equipment (P16)
- 3.11 Smoking (P17)
- 3.12 Contractors (P17)
- 3.13 First Aid Arrangements (P17)
- 3.14 Pregnancy and Work (P19)
- 3.15 Young persons working or on work experience in the school. (P19)
- 3.16 Security (P19)
- 3.17 Violence at Work (P20)
- 3.18 Educational Visits (P21)
- 3.19 Medicines (P21)
- 3.20 Injury Reporting (P21)
- 3.21 Statutory Notices (P22)
- 3.22 Procurement of Contractors, Goods and Services (P22)
- 3.23 Employee Induction Procedures (P22)
- 3.24 Physical education, sport and play activities (P22)
- 3.25 Vehicles on the Premises (P24)
- 3.26 Science, Technology and Art (P24)
- 3.27 Lifts (P25)
- 3.28 Water Management (P26)
- 3.29 Working Alone (P26)
- 3.30 Working Time (P26)
- 3.31 Occupational Health Service (P27)
- 3.32 Stress (P27)
- 3.33 Asbestos (P27)
- 3.34 Driving For Work (P28)
- 3.35 Events (P28)
- 3.36 Hot Drinks (P28)
- 3.37 Home Visits (P28)

- 3.38 Personal Protective Equipment (PPE) (P29)
- 3.39 Site Inspections (P29)
- 3.40 Swimming (P29)
- 3.41 Trees (P29)
- 3.42 Waste Disposal (P30)
- 3.43 Weather Conditions (P30)
- 3.45 Gas Safety (P30)
- 3.45 Risk Assessments (P30)
- 3.46 Risk Assessment Methodology (P31)

### **3.1 General Hazards**

1. A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.
2. Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floors surfaces. Employees are expected to rectify these situations where possible or report them to the Premises Officer.
3. Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Premises Officer. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.
4. Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.
5. Damaged or defective furniture and equipment is to be reported to the Premises Officer. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.
6. Pupils are reminded on a regular basis about the danger of fingers being trapped in doors. The Premises Officer is responsible for checking routinely that the self-closers operate properly ensuring that adjustments are carried out if doors close too quickly.
7. All radiator spindles must be fitted with a handwheel or cap to prevent penetration injuries.
8. Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupil's areas are set to so as not to exceed 43 degrees C to prevent scalding.
9. Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

### **3.2 Guardrails on Stairs and Landings**

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks the school staff ensure good discipline in these areas making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992.

### **3.3 Vulnerable Glazing (see glazing procedure)**

All glazing used in school meets the required standards for safety and any new glazing needed will be checked to make sure it reaches the same standard.

### **3.4 Electrical Equipment**

1. Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.

2. The fixed electrical installation in the School is inspected and tested on a 5 yearly basis by electrical contractors and any maintenance to prevent danger is carried out.

3. Only electrical equipment provided by the School shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. (Low risk office equipment such as computers where the mains cables are organised to prevent damage are unlikely to require maintenance to prevent danger are not included).

4. Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.

5. It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment, which causes the RCD to trip.

### **3.5 Working at Heights**

1. Employees are reminded that falls from heights is the most common cause of fatal and serious accidents at work.

2. The need to reach things at heights should be eliminated where ever possible e.g. displaying pupils work and storing things below head height, using window poles to

instead of climbing to open windows. Where this is not possible proper access equipment must be used and the following rules followed.

- Staff should receive suitable training prior to undertaking working at height activities.
- All working at height activities must be risk assessed
- Employees shall not use ladders or stepladders if they are working alone in or around the school, if an incident occurs there is no one to call for assistance.
- Before using a ladder or stepladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried safely. In these cases the equipment must be erected in accordance with the manufacturer's instructions by a person who is competent having received sufficient instruction and training.

### 3. Ladders and Step Ladders - General Rules

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible, this ensures the ladder cannot slip sideways or backwards, whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Ladders less than 3m in length, where securing or footing is not practical can be used unsecured or footed, providing they are set at the correct angle on a firm, level, non slippery surface.
- Ladders over 3m in length must be secured as above or footed.
- Make sure that extension ladders have enough overlap to prevent collapse:
- Stand the ladder or stepladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.

- Stepladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a stepladder unless it is constructed with a secure hand hold.
- Always spread stepladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.

### **3.6 Substances Hazardous to Health**

(See COSHH Guidance Notes as contained in Health and Safety File)

1. Where possible all substances used in the School should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.
2. All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's instructions. Employees should be aware of the requirement to assess the risks to health of any hazardous substances brought into the School to ensure the appropriate the risk control measures are devised, implemented and where appropriate, recorded.
3. Some hazardous substances are unavoidable, the COSHH assessment for cleaning substances and legionella bacteria are given below. The control measures for the hazardous substances used in Science, Technology and Art are as recommended in the relevant section.
4. All Chemical data sheets are kept in situ with the chemical, Copies are kept by the Premises Officer.

#### School Cleaning Substances

Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School.

These substances are necessary, substitutes without these hazards are considered not to be effective.

The following measures are used to control the risks to health from the use of these substances:

The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.

The substances are only to be used as directed by the manufacturers on the containers.

Substances shall not be mixed together. This is particularly important with bleach; toxic fumes can be generated if this is mixed with other substances.

Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

Accidental splashing on the skin or in the eyes need to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and where appropriate to a medical practitioner.

Where substances are transferred into smaller containers for use they are marked with their contents and appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

### Flammable Liquids

Where flammable liquids are used on site (petrol for example) a risk assessment should be undertaken to ensure they are used and stored appropriately with relevant signage.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

### **3.7 Fire Risk Assessment**

(Fire Risk Assessments are contained within the Health and Safety File)

A fire risk assessment will be carried out by a competent person and any significant findings addressed by the Premises Officer.  
(see fire procedure)

### **3.8 Manual Handling of Items and Equipment**

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. Most of these within the classroom do not generally involve significant risks and are within the capabilities

of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

- Staff undertaking manual handling activities must receive suitable training.
- Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to Head Teacher.
- When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.
- Special care is to be exercised where pupils are involved with the moving of objects e.g. moving trampolines or pianos. Employees are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.
- The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.
- The following operations have been assessed and along with the manual handling training that has been provided are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

### Chair and Table Moving

Measures to reduce the risk of injury: -

- using correct lifting techniques.
- carrying no more than 3 chairs at a time
- using special trolley for moving stacks of chairs
- carrying no more than 1 table at a time (single tables)
- obtaining assistance where the timescale involved could lead to over-exertion.

### Miscellaneous Packages and Items

Measures to reduce the risk of injury:-

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

## Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:-

- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

### **3.9 Moving and Handling Assistance for Pupils with Special Needs**

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils to move themselves or by re-organising activities;

Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable. e.g. training for employees in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

The moving and handling plans will be recorded in pupil's care plan.

The assessments shall be reviewed each term or when significant changes occur.

### **3.10 Display Screen Equipment (DSE)**

(See Guidance Notes contained in Health and Safety file)

1. Computer equipment is used extensively in the school by both staff and children. The staff are designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992, and they are provided with information and training about the risks to their health and how to minimise them.

2. Staff who regularly use computers must undertake a DSE Self-Assessment, any issues raised by the assessment should be reported to their line manager. If needed the school's DSE Assessor can assist the manager in the assessment. If frequent changes of activity occur; therefore no special breaks need to be planned into work routines to prevent the onset of fatigue.

3. 'Users' are entitled to free eye tests and a contribution towards any spectacles required for display screen work. Initially 'users' are to request these through the Head Teacher who will provide referral letters to take to an optician of their choice.

4. Work related upper limb disorders such as pain to the muscles; ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

### **3.11 Smoking at Work**

Smoking is not permitted in the School. This is to prevent unwanted exposures to environmental tobacco smoke which is health hazard and to minimise the risk of fire.

### **3.12 Contractor's Activities**

(See Contractor Code of Practice - contained in Health and Safety file).

Ensure all contractors are issued with the school's contractors code of conduct and this must be signed and dated. Copies to be kept by School Business Manager.

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. The School operates a strict Code of Practice for Contractors working at the School.

Any hot works undertaken must have permits in place prior to any work being carried out.

The Construction (Design and Management) Regulations 1994 (CDM Regulations) will apply to larger projects. i.e. all demolition work irrespective of size and construction work, which involves more than 4 persons or takes longer than 30 days. In these cases the Headteacher or delegated employee is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

### **3.13 First Aid Arrangements**

(See School First Aid/Medicines Policy)

It is the policy of Ashmead School to train as many Teachers and Support Staff as possible in first aid so as there is always cover for the most likely times that injuries

occur and for absences/school trips etc. This training is repeated every 3 years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and Sam Blane is responsible for checking the contents on a monthly basis and replacing any used or out of date items. All employees should familiarise themselves with the location of these so that in the event of an injury or acute illness these can be located quickly. An ambulance can be summoned if needed. Telephones are available in all classrooms as well as offices.

Employees should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

**A list of current first aiders is available in the Medical Room, Staff Room and General Office**

### Head Injuries

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which changes the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted after any head injury and are updated should further medical attention be required and they are also informed via the accident report slip.

### Other Injuries

Broken bones may sometimes not be obvious in children; any injury which results in continued pain or changed mobility should be referred immediately for further medical.

### Infection Control and Diseases (CCD's)

Any child who attends school with a suspected infectious disease will be taken immediately to the school office where the parents must be called to come and collect them and advised to seek medical advice. Any pregnant women or new mothers will be informed of any child presenting with an infectious disease and advised to seek medical advice.

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries should be followed to prevent the spread of infection. (see guidance in Health and Safety folder)

### **3.14 Pregnancy and Work**

Employees who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. Advice on pregnancy and work is given in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the Staffroom.

Staff returning after maternity leave may need a risk assessment undertaken to ensure all risks have been suitably controlled.

### **3.15 Young persons working or on work experience in the school.**

(see Student Work Experience Policy)

If young persons come to the School to work or on work experience special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. They require that a specific risk assessment to identify any measures that are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced employee who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility a 'child' are informed as described above, a copy of this policy shall be forwarded to them with the confirmation letter.

### **3.16 School Security**

(See school Security Policy)

Access to the School is only via the Reception entrance which is monitored at all times to prevent unauthorised access.

All other doors are locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.

The car park is fenced from the areas occupied by pupils and the pedestrian gates are closed during school time.

When pupils are outside at play times or during sports they are supervised closely to ensure they do not go through the gates onto the road.

All visitors are required to report to the Reception Office or to the Premises Officer on arrival.

The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the school site.

Unknown persons on the school site not wearing a visitors badge should be challenged by staff, where safe to do so. In some cases it may not be appropriate for a lone employee to make this approach, in these cases the Head Teacher is to be informed and if necessary the police called for assistance.

### **3.17 Violence at Work**

(See School Assaults/Violence Policy)

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

Parents may be banned from the school site should they be verbally abusive/aggressive or use threatening behaviour towards staff and if necessary the police should be called. (see banning letters)

Employees who have any qualms about parental interviews should arrange for a colleague to be present.

Employees should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview.

Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.

Do not make home visits alone.

If verbally or physically abused leave or call for assistance immediately.

Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be logged, monitored, investigated, and appropriate action taken.

A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.

Employees who suffer violence at work will be sympathetically treated and a variety of support systems are available.

### **3.18 Educational Visits**

(See School Visits Policy and DFEE Guidelines - contained in HS File)

Employees should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. All educational visits risk assessments will be signed off by EVC (Educational Visits Coordinator). A separate Visits Policy has been produced and the DFEE document 'Health and Safety of Pupils on Educational Visits' and "There and Back Again" is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions detailed Department of Health poster 'Guidance on infection control in schools and nurseries' and the DfEE memo on this subject must be followed. This poster is displayed in the Staffroom.

### **3.19 Medicines and Infection Control**

(See School Medicines Policy)

The storage and provision arrangements for pupil's medicines are set out in a separate with the School Medicines Policy.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the Staffroom.

### **3.20 Injury Reporting**

Minor injuries to employees and pupils shall be recorded on accident record slips.

RIDDOR incidents (see HSE website [www.riddor.gov.uk](http://www.riddor.gov.uk) for further details) must be reported to the Incident Contact Centre (ICC) on line. The appropriate form is completed online. A confirmation email will be received with a unique reference number.

For up to date guidance on any accident or incident that should be reported to the HSE please visit [www.riddor.gov.uk](http://www.riddor.gov.uk)

This would include over 7 day absence, reportable diseases, major injuries and some dangerous occurrences, if in doubt consult the website.

There are different timescales for reporting depending on type of incident.

### **3.21 Statutory Notices**

The 'Health and Safety Law' poster is displayed in the Medical Room and Staff Room where employees can read it.

### **3.22 Procurement of Goods, Services and Contractors**

When we need to procure a contractor, goods or services we must consider:

- the quality and standards for example. British Standards and Kite Marks
- skills and knowledge of the contractor, for example accredited to specific organisations, references, recommendations, qualifications and reputable suppliers
- any health and safety risk that may be imported into the school, for example agency staff and sub-contractors including up to date db's
- could the product be replaced by a less hazardous one, for example, paints, solvents, cleaning products
- consider cheaper is not always better
- guarantees of workmanship, products and services

Any large project needs to have the appropriate authorisation and consultation with the Local Authority

### **3.23 Employee Induction Procedures (see induction checklist)**

The capabilities of all new employees including temporary or agency staff with regard to their own health and safety and that of pupils in their care are taken into account before employment starts. Adequate information and training is given to ensure that they are aware of the school's health and safety arrangements, particularly:-

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

### **3.24 Physical Education, Sport and Play Activities and Playgrounds**

(See Schools PE Policy)

Most injuries to pupils occur during these activities.

General rules for play times, pupils aware through assemblies

A sufficient number of employees will be available to supervise play times and will be positioned where they can see all pupils.

Employees shall watch for and control over enthusiastic behaviour. In particular, running and ball games shall only take place in the designated areas. Running and ball games are prohibited in the 'Quiet' areas.

The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.

Employees shall not carry hot drinks whilst on playtime supervision duties.

Fixed outdoor play equipment shall be visually inspected on a daily basis by employees. A termly inspection will be made by Premises Officer and a record kept. All play equipment is annually inspected by a specialist contractor.

General rules for sport and physical education

It is the policy of the school to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education' (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified employees are to supervise physical education and particular attention should be paid to the following:

Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.

Ensure pupils are involved in activities appropriate to developing their existing abilities.

Employees shall position themselves where they can see all pupils.

Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts. No baggy tops should be allowed.

Long hair should be tied back

Watches, large rings and ring type earrings must be removed.

Sports areas and pitches should be checked before activities start to make sure there are no dangerous objects around the side of the Hall on any of the outside areas being used.

Ensure all equipment is safely set up before using.

Check equipment for signs of wear/defect regularly

Limit the number of pupils using any one piece of apparatus

Set up apparatus with adequate spacing between each item

If pupils are involved in moving equipment make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle.

Apparatus being used should be at least two metres from any wall

Pupils must be supervised at all time in the hall

Make sure that equipment is put away safely.

### **3.25 Vehicles on the Premises**

Vehicles moving around the premises, particularly reversing in restricted areas is a major risk and can cause serious even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the School premises. In particular:

- Pupils shall not be allowed in the car park
- Pedestrians must use the separate entrance provided.
- Delivery and contractor's vehicles must be prevented from entering the premises at school starting and leaving times and where possible in school holidays only.
- Coaches discharge and pick up arrangements must be planned to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are around.

### **3.26 Science, Technology and Art**

(See school Science Policy)

A separate health and safety policy has been produced for science, which is based on the CLEAPPS School Science Service Model Health and Safety Policy in Science for Primary Schools (L224).

The advice and guidance in following documents are followed to control the risks:

CLEAPPS	L5p Safe use of Household and Other Chemicals
	L86p Electrical Safety - Primary
	L164a Heating in Primary Science
	L190p Studying Microorganisms in Primary Schools
	GLU Glues and Adhesives

The Association for Science Education (ASE) - 'Be Safe - Some aspects of safety in school science and technology for key stages 1 & 2'

The National Association of Advisors and Inspectors in Design and Technology (NAAIDT) - 'Make it safe!'

DfEE - 'Safety in Practical Studies' and 'A Guide to Safe Practice in Art and Design'

In particular Teachers shall ensure that:

Sharp knives and sharp-ended scissors are stored securely and only used by older pupils under close supervision.

Round ended scissors to be used where possible.

Only non-hazardous paints and glues are used.

Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and not to assume they have been taught this before because they have used the tools before.

Pupils use eye protection where materials or tools are likely to produce chips or splinters, which fly off.

Hot wire polystyrene cutters are only used in well ventilated rooms.

Pupils do not use spray glue.

Only low temperature glue guns are to be used by pupils

In cookery lessons the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over.

### **3.27 Lifts**

Authorised staff and pupils only are permitted to use the lift. If not in use the lift will be locked by the premises team. If pupils need to use the lift, a Personal Emergency Evacuation Plan (PEEP) must be undertaken and shared with premises staff.

- Daily visual inspections will be undertaken by the premises team and the lift taken out of use if there are any serious issues.
- Six monthly inspections, servicing and maintenance will be undertaken by a competent contractor and Lewisham Insurers

### **3.28 Water Management**

There is a small risk of legionella bacteria developing in the domestic water system. A competent contractor commissioned twice a year to undertake water samples. Any recommended remedial work will be carried out. In addition the Premises Officer is responsible for ensuring that shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the school re-opening after more than 5 days closure. All requirements of the statutory maintenance review are undertaken at the required intervals.

### **3.29 Working Alone**

(See separate policy)

Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control measures.

No working at height activities

Moving and handling tasks where assistance is required to minimise the risk of injury. Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside). A telephone must be readily available. In addition everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

### **3.30 Working Time**

It is recognised that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks.

Normal school arrangements usually ensure that employees receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Head Teacher.

### **3.31 Occupational Health Services**

Specialist Occupational Health Advisors have been contracted to provide the following:

Pre-employment screening via the use of a health declaration form and follow up medical examinations where necessary,

A management referral system for employees with long term ill health or sickness absence,

Advice and guidance on ill health/medical issues with employees and pupils.

### **3.32 Stress**

(See Stress Policy in HS File)

Ashmead School contracts a Stress Management provider (Education Support Partnership) to support staff with both work related and personal issues, a counselling service is also provided.

Stress is the reaction people have to excessive pressures or other types of demand placed on them. Contributing factors to harmful levels of stress include the working environment, work overload/underload, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style.

The Head Teacher should ensure that:

- factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect employees, taking into account that non-work pressures may make some people more vulnerable to work related stress,
- they adopt an open and understanding management style,
- employees have the skills, training and resources they need,
- scope is provided for varying working conditions and hours and the ways their jobs are done,
- fair and consistent treatment is provided for employees
- two way communication takes place, especially in times of change,
- support is provided and counselling offered where appropriate.

Employees should ensure that they:

Report to their line manager any work situation causing intense or sustained levels of work related stress.

### **3.33 Asbestos**

The school was built in 2008 and is free from asbestos.

### **3.34 Driving For Work**

Staff who occasionally drives for work (home visits, meetings etc) must ensure that they have "Business Use" added to their car insurance policy.

A copy of the annual policy should be given to the school office on renewal.

Staff must NEVER use their cars to transport pupils or other staff members to hospital if an ambulance is delayed or fails to arrive. A private hire transport car should be used.

### **3.35 Events**

- When organizing school events (i.e. summer fayre, Christmas concert etc) the event organizer will be responsible for preparing a short written assessment of the activities that make up the event. All the potential hazards that could occur must be listed - remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc.
- The following activities/attractions **MUST** have an individual written risk assessment:-
  - \*Bouncy castles
  - \*Stands/Stalls
  - \*Displays involving animals, weapons, flames or special affects
- All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.
- When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.
- An emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed.

### **3.36 Hot Drinks**

Staff should not have hot drinks in the classrooms unless they are in a lidded cup. Hot drinks will never be taken onto the playgrounds

### **3.37 Home Visits**

Home visits will be undertaken by staff occasionally or when new pupils are due to join the nursery. A letter will be sent to the parents/carers prior to any visit with expectations clearly set out including health and safety.

A risk assessment will be undertaken prior to any visit and if the risks are rated too high then alternative arrangements will be made.

### **3.38 Personal Protective Equipment (PPE)**

The need for any PPE should be identified by the risk assessment. It is the Head Teachers responsibility to ensure that suitable PPE is provided and there are adequate supplies available.

No charge will be made to staff for any PPE provided, including agency staff. Where PPE has been identified as a control measure, it must be worn by any employees or pupils who may be at risk of injury or harm.

PPE must be kept clean and stored in any designated areas. Staff must report any lost or damaged PPE. PPE must be worn as per the manufactures instructions.

### **3.39 Site Inspections**

- The Premises Officer inspects the site as part of his daily routine. Urgent matters are referred to the Head of School or School Business Manager and actioned ASAP.
- The Premises Officer and School Business Manager undertake a monthly site inspection and take any appropriate action necessary.
- Termly inspections are undertaken by Premises Officer, School Business Manager and Head teacher. These inspections are documented and an action plan drawn up if needed.
- The School Business Manager and Appointed Governor conduct an annual health and safety audit and report back to the Resources, Sub-Committee. The checklist is returned to the Local Authority.
- The Head of School or Premises officer conducts Risk Assessments when required and reviews them annually.

All significant matters are reported to the Resources Sub-Committee

### **3.40 Swimming**

- We use Glasspool Baths for swimming lessons and follow the LEAs Policy Guidance Note.
- Swimming instruction is provided by qualified swimming instructors.
- Risk assessments must be undertaken for the journey to and from the swimming baths.

### **3.41 Trees**

- Any trees on site will be visually inspected by Premises Staff on a regular basis particularly after strong winds and heavy rainfall
- A competent contractor will be employed to undertake an annual risk assessment of all trees on site.

### **3.42 Waste Disposal**

- The school has standard 1100L bins (which are used for normal waste and lunchtime kitchen waste) and recycling bins provided under contract by the Refuse Disposal Unit of LBL. These bins are emptied once a week in term time. In the event of non-collection, the Premises Officer is responsible for chasing up the council to request immediate removal.
- Hazardous waste (such as computer equipment, fluorescent light bulbs, old fridges etc) have to be registered in the Hazardous Waste log which is maintained by the Premises Officer and collection organized by approved contractors.
- Medical waste (such as wipes used to clean up body fluids) need to be disposed of in the medical waste bin which is kept in the medical room. First aiders should ensure waste from the playground is brought in and disposed of appropriately in this bin - bags should be kept in the first aid kit for this purpose.

### **3.43 Weather Conditions**

- In poor weather conditions, the Premises Officer is responsible for ensuring key pathways are gritted before staff and children start to arrive in the morning and at key intervals through the day as required.
- Children should not be allowed in the playground until ice has melted (or access restricted to less icy areas). The Senior Midday Meals Supervisor and Head/Deputy Head are responsible for deciding when wet play should be announced in these conditions.

### **3.44 Gas Safety**

All gas appliances should be visually inspected regularly by the Premises Officer, this includes boilers. An annual gas inspection will be undertaken by a competent contractor and any remedial works programmed. (see boiler house risk assessment).

### **3.45 Risk Assessments**

Risk assessments will be undertaken to cover all aspects of the premises (including fire, security, legionella and asbestos management) and methods of work (including manual handling, working at height and lone working) and activities (PE, events, school trips, class activities)

The assessment identifies all defects and deficiencies together with the necessary remedial action or risk control measures. Risk assessments will be carried out once and then reviewed annually unless there is occasion to review earlier. Wherever possible, risk assessments will be undertaken by the member of staff most likely to be affected by undertaking the task and suffering the consequences of unsafe conditions. All risk assessments are then reviewed and agreed by the Head of School, or in her absence, the Deputy Head teacher.

### **3.46 Risk Assessment Methodology**

The following methodology will be used to assess risk:-

- i. Hazards identified through inspections, discussions, reviewing of accident statistics, review of any H&S concerns reported by staff
- ii. Categories of individuals potentially at risk - some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children
- iii. Scale of the risk assessed taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights etc and details of previous incidents
- iv. Potential severity of harm - i.e. parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful)
- v. Potential likelihood of staff/visitors/pupils carrying out unsafe acts through lack of knowledge, underestimation of the practicality & usefulness of safe working methods or the likelihood of short cuts
- vi. Control recommendations identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment or use of new technologies.

### **REVIEW OF POLICY**

A review of the policy will be undertaken annually by the Resources Committee. Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.

Reviewed January 2016

## Appendix 1

<b>Risk Assessments and Assessors Responsible</b>	
<b>Area of Risk</b>	<b>Risk Assessor</b>
Administering Medicines	School Business Manager
Animals in School	School Business Manager
Banking	School Business Manager
Boiler Rooms	Premises Officer
Break and Lunchtimes	Head teacher
Control of Substances Hazardous to Health COSHH	Premises Manager
Driving for Work	School Business Manager
Fire	Lewisham Fire Consultant
First Aid	Inclusion Manager
Home Visits	Head teacher
Managing Contractors	Premises Manager
Manual Handling	Premises Manager
Lone Working	Premises Manager
Petrol & Diesel on Site	Premises Manager
Personal Protective Equipment	Premises Manager
Physical Education (PE)	Head Teacher
Pregnancy	Individual Managers
School Events	Head/Deputy
Security	Premises Manager
Tree House	Head Teacher
Violence and Aggression	Inclusion Manager
Waste	Premises Manager
Work Equipment/Tools	Premises Manager
Working at Height	Premises Manager
Vehicles on Site	Premises Manager

### **Fire Wardens:**

Zone 1	Julia Costello
Zone 2	Penny Andrews
Zone 3	Ellie Wright
Zone 4	Natasha Marshall
Traffic Controller	Danielle Hearne-Salter

## **First Aiders**

### **First Aid at Work**

Penny Andrews  
Alisha Francis  
Same Blane  
Rehana Rahman

### **Emergency Paediatric**

Natasha Marshall

### **Early Years First Aider**

Becky Taylor  
Donna Smith  
Jo Castaldo  
Negi Lleshi  
Helen Markey  
Lauren Vickers

### **Emergency First Aid at Work**

Julia Costello