



Leopold Primary School

**HEALTH & SAFETY
POLICY**

May 2021

To be reviewed May 2022

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1. Statement of intent

The Governing Body of Leopold 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 etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the 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. It should be read in conjunction with the Council's Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the local management of schools.

This policy will be brought to the attention of all members of staff [a reference copy is kept in the Staff room]

This statement of policy was approved by the Governing Body at their meeting on:

Signed _____(Chair of Governors)

Signed _____ (Headteacher)

Date: _____

2. ORGANISATION

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

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

3. Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards.

The Head teacher will receive relevant information, monitor the implementation of policies and procedures and will feedback health and safety issues and identified actions to the Governing Body which will then enable the Governing Body to provide and prioritise resources for health and safety issues.

The Governing body are required by Law to have access to competent health and safety advice. The Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with from Corporate Health & Safety Team 020 8937 5438.

4. 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.

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.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- 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.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

5. Responsibilities of other staff:

Staff holding posts of special responsibility

The Executive Head, School Heads, Assistant Heads, Bursars, Premises Managers, EVO and Welfare officer will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head [individual with delegated authority] of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees 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.
- 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 provided for safety or health reasons.

6. ACCIDENT/INCIDENT REPORTING PROCEDURE

Accidents to Employees

Any major employee accidents must be recorded on the councils online accident recording system Brent Accident and Incident Recording System

Accidents to Pupils and other non-employees (members of public / visitors etc.)

A local accident book in the Welfare room is used to record all minor incidents to non-employees, more significant incidents as detailed below must be recorded on the online accident reporting system:

- Major (Significant) injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents resulting in the injured person being absent from work for more than 3 and 7 consecutive days (including weekends and holidays unless the person would have been able to return sooner).
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body 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.

Reporting to the Health and Safety Executive (HSE)

Accident/incidents will be reported to the HSE by the Corporate Health and Safety Team.

Accidents, violent incidents and near misses / dangerous occurrences will be recorded on the council system within set timescales. This is to enable the Corporate Health and Safety Team time to meet the statutory requirements under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- The death of any person - All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. The Council must be informed immediately by phone as soon as possible after the event occurring or the school becoming aware of the incident (whichever is sooner). Recording on the system will occur as soon as practicable post incident.
- All Accidents, violent incidents and near misses / dangerous occurrences - these will be recorded on the system within 48 hours of the event occurring or the school becoming aware of the incident (whichever is sooner), EXCEPT

- Over seven-day incapacitation of a worker incidents - these need to be recorded on the system on the eight consecutive day of the absence/next working day (whichever is sooner) after the event occurring
- Over three-day incapacitation of a worker incidents - these need to be recorded on the system on the fourth consecutive day of the absence/next working day (whichever is sooner) after the event occurring

7. ASBESTOS MANAGEMENT

An asbestos survey, register and management plan is in place for the school in accordance with the Asbestos Arrangement. The school's most recent asbestos management survey was conducted in December 2018.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Site Manager's office HH and the Central management Office GR.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from school's asbestos authorising officers as below (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos must be reported to the Headteacher who will contact the Corporate Health and Safety Team.

The school's asbestos authorising officers are the Headteacher and Head of School and have received asbestos awareness training. Refresher training is required every 3 years.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns, plumbing, decorating, electrical works etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted on a periodic basis and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) carried out by approved asbestos contractor and recorded.
- The condition of the asbestos will be reviewed by a Component Asbestos Surveyor at least annually for signs of damage or deterioration and records kept. Any concerns,

damage or deterioration should be reported immediately to the Council's Asbestos Duty Holder and Health & Safety Competent person.

8. Children/Adults with Additional Needs

People may have temporary needs following an operation, a broken leg/arm or permanent needs if they have learning difficulties. In such instances the school will undertake an individual risk assessment of that person(s). For pupils this will be the class teacher and school SENCO, for staff this will be their line manager and Headteacher. The school already has risk assessments in place to manage risks associated with the school's activities. If a review of the relevant risk assessment(s) from the perspective of a person(s) with needs identifies additional risks and control measures not previously considered and these will be added into the risk assessment as accordingly. It is a common sense approach that enables, empowers the management of risk as opposed to prohibiting. For children this can form part of their Health Care Plan. For a member of staff this would be added to their Personnel File.

Where the needs prevent persons evacuating the building unaided in an emergency then a Personal Emergency Evacuation Plan (PEEP) is completed in partnership with the person with needs and/or their parent/carer/guardian as appropriate.

For further guidance Health & Safety Arrangement People with Additional Needs

Employers must ensure that all employees are provided with adequate health and safety training when they start work. Ongoing training must also be provided in response to changes, such as:

- Meeting the needs of new pupils
- The identification of additional risks
- The use of new or modified equipment and/or
- New job responsibilities
- A change in the needs of existing pupils leading to a change in the way that risks arising from their needs are managed

Monitoring and review of procedures helps highlight when training is required and also the relevance of the training, e.g. how much the training relates to the job.

9. Contractor Selection and Management

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. For work funded by the Council, then contractors must be SSIP (Safety Systems in Procurement) or CHAS approved (Contractor Health and Safety Accreditation Scheme)

All contractors must report to school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place, working effectively and stop any unsafe acts.

School managed projects

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the Bursar who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school uses either Council approved contractor or ensures it own competency checks are undertaken. Details can be found in Policy Contractors on Educational Establishments

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

¹CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the school's behalf.

10. Control of Hazardous Explosive Substances

This Arrangement merges the requirements of both the **Dangerous Substance, Explosive Atmosphere Regulations 2002** (DSEAR) and **Control of Substances Hazardous to Health Regulations 2002** (COSHH) to form Control of Hazardous Explosive Substances (CHEDS)

Where practical every attempt will be made to avoid, or choose the least harmful and/or explosive substance.

Within curriculum areas (particularly Science and Design & Technology) subject co-ordinators are responsible for CHEDS and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Manager.

They shall ensure:

- An inventory of all hazardous and explosive substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full CHEDS risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of unauthorised persons.
- 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 and staff/pupils given appropriate training in its safe use and disposal.

Where persons may be affected by their use on site, Site Manager is responsible for ensuring that CHEDS assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.).

11. Display Screen Equipment (DSE)

All staff who use computers daily, as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour or more at a time) e.g. admin, office staff, senior management are identified as DSE Users.

Staff identified as DSE Users are entitled to an eyesight test for DSE use at least every two years by a qualified optician. The cost of the test (up to £25) will be met by the school. If deemed necessary by the optician that corrective glasses/appliances are required specifically for DSE use a contribution to these of £50 will be met by the school.

Advice on the use of DSE is available in Policy Display Screen Equipment/Visual Display Units. Users are required to complete a DSE self-assessment form and raise any issues with local line management at least every two years. Any unresolved issues are reviewed by a local DSE Assessor or Corporate Health and Safety Adviser/Competent Person/Ergonomist.

The Legislation does not apply to pupils. When staff are not designated as Users, they will be encouraged to adopt the general good practices where practical. These good practices will be extended to pupils where practical.

12. Educational/Recreational Visits

The Council has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits. All offsite visits will be planned following this guidance and the Councils Educational & Recreational Visits Handbook, There and Back Again. The Handbook touches on every aspect of visits, without going into details and as such may be described as an important summary of the OEAP guidance. Detailed guidance is available <http://oeapng.info/>.

All staff of CPS must seek approval from the Headteacher four weeks in advance of all residential, overseas and adventurous trips. Trips for the first time of a residential, overseas and adventurous activity are discussed with the LA Adviser for Outdoor Education. All relevant risk assessments, medical consent forms, participants adventure code and names etc. are in accordance with the procedure.

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(s) Ms Raj, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

13. Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager and removed from service.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted annually.

School Bursar is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

Personal items of equipment (electrical or mechanical) will not be brought into CPS without prior authorisation and must be subjected to the same tests as School's other equipment.

A fixed electrical installation test (fixed wire test) is conducted at least every 5 years.

Emergency Lighting Systems will be checked for operation on a monthly basis in house by Site manager. Annually a full discharge test and certification of the system will be undertaken by an approved contractor. A record of checks is maintained by the Site manager.

14. Finger Entrapment

The types of injuries that may result from door incidents range from crushing, bruising and fractures - in the most serious cases – to amputation; however, whatever the outcome, every finger trapping incident is likely to cause pain and distress to a child.

It is reasonably foreseeable that such incidents may occur where children visit. In terms of preventing finger trapping injuries from the hinge side of doors, finger guarding devices are widely available and relatively low cost items that do not necessarily require specialist fitting. Where fitted to fire doors guidance should be sought from the supplier, manufacturer or fire specialist to ensure that the device does not affect the integrity or fire rating of the door.

Due to the vulnerability of young children and the potential severity and extent of any injuries they could sustain, as a minimum, standard finger safety device will be fitted to protect the hinge side edge of classroom doors, toilet entrance doors and toilet cubicle doors serving the age range three to seven. For all other areas in the school that pupils frequent on a daily basis decisions regarding door safety will be based on level of risk.

15. Fire Evacuation and Other Emergency Arrangements

The Headteacher is responsible for ensuring the school's fire risk assessment (FRA) is undertaken and implemented following guidance contained in the Fire Precautions in Educational Establishments. The FRA is located in the school's fire log book in The Site Manger's office and will be reviewed on an annual basis by a competent person.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in [the staff handbook] / [separate guidance] [and include plan of the building identifying the location of fire exits, fire extinguishers, service points etc.] with a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Personal Emergency Evacuation Plans (PEEPs) will be prepared and reviewed for persons requiring assistance to evacuate the building in an emergency who regularly use the building i.e. staff, pupils, regular visitors.

Evacuation procedures are also made available to all contractors / visitors.

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

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book. A formal debrief will be undertaken and documented after the drill by the Site Manager.

Fire Fighting

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- Staff are only advised to attempt to deal with a fire to aid their means of escape.
- The safe evacuation of persons is an absolute priority.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic awareness in its correct use at induction.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by site manager as appropriate, for consultation.

Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance activities details of these are recorded in the fire log book located in Site Manager's office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Manager. This will be undertaken whilst the school day is in operation.

Any defects on the system will be reported immediately to the alarm contractor.

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

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all firefighting equipment remains available for use and operational. A record of checks is maintained.

Chubb Fire Systems undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb Fire Systems.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation on a monthly basis in house by Site manager. Annually a full discharge test and certification of the system will be undertaken by an approved contractor. A record of checks is maintained by the Site Manager.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

16. First Aid and Medication

The school has assessed the need for first aid provision and identified that there is at least one first aider in each phase. There will always be staff to provide first aid both on site and where required for trips/visits and extracurricular activities

First aid qualifications remain valid for 3 years, The Head of School, will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID box is located in the Medical Room and main school office. First aiders carry the first aid bag with them in the playground and on trips.

Welfare Officer is responsible for regularly checking (termly) that the contents of first aid boxes including travel kits/ those in vehicles are complete and replenished as necessary.

Head Injuries:

If a child or someone sustains a head injury, parents are informed immediately and are advised that the child is observed closely for the next 24 hours whilst at school. The parent/carer will receive a letter informing that the child has sustained a minor blow to the head and to observe the child closely for any unusual behavior and symptoms.

If a child has a minor head injury, they may cry or be distressed. This is normal, and with attention and reassurance most children settle down. However, seek medical assistance if your child continues to be distressed.

Minor head injuries are common in people of all ages and should not result in any permanent damage. The symptoms of a minor head injury are usually mild and short lived. Symptoms may include:

- a mild headache
- nausea (feeling sick)
- mild dizziness
- mild blurred vision

If a child experiences these mild symptoms after a knock, bump or blow to the head, they won't usually require any specific treatment. However, the school should ensure the child is taken to a local minor injuries unit or accident and emergency (A&E) department for a check-up.

Signs of a serious head injury

If, following a knock to the head and any of the symptoms below are noticed, the child or person injured must seek immediate medical attention:

- unconsciousness, either briefly or for a longer period of time
- difficulty staying awake or still being sleepy several hours after the injury
- clear fluid leaking from the nose or ears (this could be cerebrospinal fluid, which normally surrounds the brain)
- bleeding from one or both ears
- bruising behind one or both ears
- any sign of skull damage or a penetrating head injury
- difficulty speaking, such as slurred speech
- difficulty understanding what people say
- reading or writing problems
- balance problems or difficulty walking
- loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg
- general weakness
- vision problems, such as significantly blurred or double vision
- having a seizure or fit (when your body suddenly moves uncontrollably)
- memory loss (amnesia), such as not being able to remember what happened before or after the injury
- a persistent headache
- vomiting since the injury
- irritability or unusual behavior

If any of these symptoms are present, particularly a loss of consciousness (even if only for a short period of time), go immediately to your local A&E department or call 999 and ask for an ambulance.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult(s) will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS helpline (111) and, in the case of pupil with the parents/carers.

Administration of medicines

All medication will be administered to pupils in accordance with the Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

First aider in the child's class will be responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by Welfare Officer.

All non-emergency medication kept in school is securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location] with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epinephrine auto injector i.e. epi-pen etc., it will be kept in the child's class, and clearly labelled.

Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Welfare Officer.

All staff are made aware of any relevant health care needs and copies of health care plans are available the Welfare Room.

Staff will receive appropriate training related to health conditions of pupils and adults and the administration of medicines by a health professional as appropriate.

17. Fixed Play Equipment

External play equipment is only used when appropriately supervised. Each piece of fixed play equipment has its own risk assessment that details the level supervision required and forms part of the overall risk assessment for the playground. The playground risk assessment should include:

- Accessible Play Field
- Fixed Play Equipment
- Wetland/pond area
- Infant playground
- Grass bank
- Fences
- Age and ability of children
- The playground layout
- Hazards and activities associated with the playground e.g. nature trail, pond, monkey bar, playing football and type of ball used etc.
- The type, level and duration of activities undertaken

- Time of year and weather conditions
- The experience and competence of staff/teachers/meal time supervisors etc. Particularly their roles and responsibilities with regard to playtime duties.

This fixed equipment is checked daily before use for any apparent defects, and

Site Manage and PE teacher will conduct a formal termly inspection of the equipment and that is recorded.

Physical Education and Play equipment is subject to an annual inspection in accordance with the Arrangement Fixed Equipment in Playgrounds.

18. Gas Safety

All persons working on gas installations and appliances are registered with Gas Safe Register. A formal contractor vetting and monitoring process has been undertaken by the school on the appointed engineer. The engineer will provide a current ID card prior to commencing work as evidence of being competent to undertake the works required. The card will show a photo, business registration number, company name, start and expiry day and a security hologram.

There is a programme of regular inspection, maintenance and repair by the approved gas contractor. Any gas appliances (permanent or portable), and gas flues receive an annual gas safety check. The issued Gas Safety Certificate should be stored in Health & Safety file in the Bursar's office and all records kept and maintained.

19. Health and Safety Policy

The school will develop its own specific health & safety policy to comply with statutory requirements which builds on the Council's Safety Policy. Areas that will need to be addressed in such a policy include:

- Any specific aims and objectives of the school – Statement of Intent signed by the employer
- The means of organising within the school – Organisational arrangements for health & safety, basically who does what and when
- Any arrangements specific to the schools' activities – Often referred to as planning (identifying the hazards and risk associated with the establishments activities) and implementing (control measure to manage and reduce the risk to prevent harm/injury)
- The means of monitoring within the school to ensure the standards are being achieved – The monitoring that the school carries out to ensure that control measures are in place, that they are effective, practical and that the school is compliant with Statutory requirement and Council policy

On completion, the safety policy should be signed and dated by the employer or equivalent, e.g. Chair of Governors and Headteacher, and publicised to all employees.

20. Health and Safety Monitoring, Audit and Inspection

A general inspection of the site will be conducted on a termly basis and be undertaken / coordinated by the Headteacher and Site manager.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection 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 School Bursar.

A named governor will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Periodically the Corporate Health & Safety Team will carry out an audit and/or inspection of on behalf of the Council, as it deems appropriate, as part of its programme to ensure compliance with the Council's and Legal obligations.

Inspections will be conducted jointly with the establishment's health and safety representative(s) where possible.

21. Infection Control

To promote good health and to prevent the spread of infection, the school will ensure that the following good practices are followed in line with Public Health England document Guidance on infection control in schools and other childcare settings, September 2014 (version 2)

Routine immunisation

Guidance should be consulted on immunisation from Guidance on infection control in schools and other childcare settings and the Council Infection Control Arrangement. All staff will be required to fill up an occupational health questionnaire prior to employment.

Personal Hygiene

- Hands washed after using the toilet.
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers.

Clean environment

- All surfaces are cleaned daily in accordance with the daily cleaning scheduled by cleaners. Periodically a deep clean will be undertaken.
- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit located in Welfare Room.

- Excrement will be flushed down the toilet.
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions.
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Children are encouraged to change and clean themselves.

22. Instruction, Information, Training & Supervision

The Governing Body ensures that the school's Safety Policies outline the arrangements for informing and instructing members of staff and others.

Training

To comply with health and safety law the school will ensure that its staff, agency workers, volunteers and pupils receive appropriate training in order to undertake tasks competently and safely. Staff, agency workers, volunteers attend induction courses and other mandatory training as defined in the Council Health and Safety Training Matrix. The Headteacher must bring to the attention of all relevant people in the school (including the governing body), all the information available relating to training etc. through Team meetings, staff newsletter etc.

Pupils are instructed on the Action to be taken:

- In the event of an emergency evacuation following a fire, gas or bomb warning
- To call a first aider following an accident or illness
- On noticing an accident, hazard or unauthorised person in [school name] grounds
- On the spilling of blood or body fluids and washing hands following a visit to the toilet

Instruction, information and training on curriculum health and safety issues are

delivered during lessons by competent teaching staff and before any of the risks are incurred. Registers together with schemes of work and lesson plans act as a register.

Contractors and other persons visiting the premises are briefed and as necessary given written procedures to acquaint them with the schools Emergency Procedures. Visitors are escorted during visits to CPS. In the case of contractors, all these procedures should be included with any contract, works order or be issued at a pre-contract meeting. The contractor is asked to provide a risk assessment and method statement that address all risk associated with the works and how they will be managed.

Supervision

The Council monitors its establishments via inspections and audits. The Governing Body ensures that it has established systems for supervision. These systems are the Schools Safety Arrangements. Premises Controllers ensure staff are adequately supervised and that staff with loco parentis responsibilities, supervise pupils/pupils in their care.

23. Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff

provided with information on safe moving and handling techniques.

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

All manual handling activities which present a significant risk to the health and safety of staff, will have a risk assessment conducted to ensure such risks are adequately controlled.

Where practical manual handling operations are avoided using engineering controls. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

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

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

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

24. Lone Working

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

Work involving potentially significant risks i.e. work at height must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher and register with site staff.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

For staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. **Premier Key Holding** are contracted to provide out of hours support.

25. Noise at Work

LPS has compiled an inventory of all work equipment and noise sources that exceed the noise Threshold Level of 80 dB(A). The noise level assessment is based upon manufacturer's guidance, industry best practice and measured noise values.

Where noise sources exceed 80 dB(A) they are reduced as low as reasonably practical using engineering controls, reducing the time of exposure and wearing suitable ear protection.

At noise levels exceeding 80 dB(A), staff are offered the option of ear protection. Above 85 dB(A) it is mandatory for ear protection to be worn; signage should be displayed indicating where ear protection is to be worn.

The Noise Regulations have been extended to the music and entertainment sector. The Regulations apply to employees where live music is played e.g. music lesson and/or recorded music is played e.g. school play, discotheque, sports day with school staff present.

Where possible noise levels are reduced to as low as reasonably practical by engineering controls, reduce time of exposure and use of PPE.

This do not apply to children and members of the public exposed to noise from the school activities. Where the school employ the use of external providers/contractors to undertake activities/deliver music it is their responsibility to comply with the Regulations.

26. Occupational Health

Occupational health service is provided by LA Brent.

The function of occupational health services is to help keep LPS staff well and support them to get back to work quickly if they become ill. This can save the business money, increase productivity and improve the health and wellbeing of staff.

Examples of the types of services that can be delivered include:

- Absence Management - advice on any absenteeism and support employees to return to work as quickly as possible
- Rehabilitation - guide employees to treatment and support so that your employee can return to work quickly
- Risk assessments – identify any hazards, evaluate risk and identify/prioritise interventions and control measure to prevent occupational ill health
- Health surveillance - Ongoing checks to prevent health problems occurring and ensure employees are safe. Employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health may be required to be checked by law.

Examples of the types of health surveillance include:

- Hearing testing
- Vision testing
- Hand and arm vibration
- Lung function testing
- Driver medical exam
- Alcohol/drug testing

Health promotion and wellbeing – promotes a healthy working environment and promote healthy behaviors amongst staff.

27. Partnership Working (Letting & Renting Premise)

Lettings are managed by the Bursar.

Selection and appointment of contractors, service providers e.g. Sport coaches, Music instructors, Visual arts, Play groups etc. is managed by the Headteacher.

The Headteacher and governing body will ensure that where services or activities are provided separately by another body on school premises, that assurance is obtained that the body concerned has appropriate policies and procedures in regard to safeguarding and child protection.

The Headteacher and governing body will ensure that the terms of any contract for lettings such as to supplementary schools; theatre groups; sports activities; cubs and scouts etc., that will require the hirer to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, requires the hirer to produce and implement appropriate safeguarding policies and procedures.

The Headteacher and governing body will ensure the school monitors the hirer's compliance with said policies and procedures.

28. Personal Protective Equipment

The completion of risk assessment may identify additional control measures in the form of Personal Protective Equipment (PPE); this should be used as a last resort. This can include items such as head protection, hand protection, eye protection, foot protection, hearing protection, high-visibility clothing, inclement weather protection and safety harnesses. It also includes respiratory protective equipment (RPE). Where PPE is identified the school will purchase the PPE for those required to use it and provide appropriate instruction, information, training and supervision in its safe use.

All PPE purchased is selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and clothing worn by the user. Staff that require the use of PPE on an individual basis are provided with a safe location to store it and maintain a record of user checks and maintenance.

Further guidance is available in the Health & Safety Arrangement Personal Protective Equipment

29. Physical Education and Sport

The Law reasonably expects that an individual schools' Code of safe practice in Physical Education will reflect its own particular needs according to its programmes and premises, in addition to factors which it may have in common with other similar establishments.

An activity is judged to be safe in physical education and sport (PES) where the risks associated with the activity are deemed to be acceptably low. It is the responsibility of all

LPS teachers and coaches in physical education and sport to identify those risks and decide whether the level of risk is acceptable. They should do this through good teaching and management of a situation on a day to day basis.

LPS will create and maintain a risk assessment for each PES work area to reduce the activity to an acceptably low level. Significant hazards and their control measures should also be included in Schemes of Work as appropriate.

All staff working in PES should be made aware of these findings and be involved in their review.

30. Premise Management

Premise management relates to the management of a range of hazards in a premise many of which relate to statutory requirements. Failure to comply could result in non-compliance, being served with enforcement Notices, prosecution, fine and imprisonment depending upon the severity and consequence of the failing.

High risk areas associated with premise include:

- Fire
- Asbestos
- Gas
- Electrical
- Legionella
- Hazardous Explosive Dangerous Substances
- Management of Contractors
- Violence/personal safety/building security

All the above risk areas have their own Health & Safety Arrangement.

Additional risk areas to be considered:

- Premise Access
- Oil Storage Tanks
- Manhole covers
- Lightening Conductors
- Glass, Glazing and Windows
- Lifting & Lifting Equipment
- Electric Gates
- Trees
- Welfare facilities

These are managed by the Site Manager who have received Premise Management training in the past 5 years. All records are kept and maintained in the premise log/records kept in the Site Manager's office.

31. Premise Work Equipment (Including Lifting Equipment & Operations)

All staff are required to report to the Site Manager any problems found with plant or equipment. Defective items will be clearly marked and taken out of service by storing in a secure location or rendering unusable pending repair / disposal.

Finance Assistant is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, PPE requirements are identified and relevant risk assessments conducted where required.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Bursar's room.

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

Curriculum Areas

Subject Co-ordinator are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

32. Provision of Information

The school will comply with its legal duty under the Health and Safety Information for Employees Regulations 1989 and display the Health and safety law poster in a prominent position in school premises or provide each member of staff with a copy of the approved leaflet that outlines British health and safety law.

The Health and Safety Law poster (2009 version) is displayed at several places in the school.

The Council Health and Safety Team Tel: 0208 937 5438 provide competent health and safety advice for Community, Community Special and VC schools.

33. Risk Assessment

General Risk Assessments

The school will conduct and document risk assessments for all activities presenting a significant risk. These are co-ordinated by staff leading these activities and are approved by the Headteacher and Governors.

Risk assessments are available for all staff to view and are held centrally in the staff drive. These assessments will be reviewed following any work activity changes, an

accident/incident or at least annually. Staff will be made aware of any changes to risk assessments affecting their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by relevant line manager. Such risk assessments will be reviewed on a regular basis and certainly following any change.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work so that an individual risk assessment can be undertaken as required.

The Law requires that specific assessments are required for New and Expectant Mothers and Young Persons. Further guidance is available in Arrangement Management of Risk.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Subject Co-ordinator using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use lesson plan.

All LA schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within Science and Design and Technology.

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE]
- [National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education and School Sport, 2012 Association of PE 'afPE'
<http://www.afpe.org.uk/>]

34. Slips, Trips and Falls

LPS adopts the following simple practical ways to control slip and trip risks and prevent accidents on the premise. These include:

Stop floors becoming contaminated - use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to minimise spillages, pedestrian and vehicle routes are planned to avoid contaminated areas.

Use the right cleaning methods - cleaning methods used are appropriate and effective for the type of floor being cleaned, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly with a Meal Time Supervisor given this task during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.

Consider the flooring and work environment - checks made for loose, damaged and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.

Get the right footwear – staff wear appropriate footwear for the tasks in hand which are suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), it supplied free of charge to employees.

People and organisational factors – staff and pupils are encouraged to avoid rushing, overcrowding and using trailing cables.

35. Smoking on School Premise

Legislation banning smoking in enclosed workplaces and public places has been in force since 1 July 2007 as a consequence of the Health Act 2006. CPS is responsible for enforcing the Smoke Free legislation in all its premises, work vehicles and public premises. This means that smoking in school's buildings, land, and any vehicle owned or operated by the school is not allowed. The ban includes smoking in car parks. This coincides with the Council's HR policy Smoke Free Brent enforcing the Smoke Free legislation.

Smoking includes being in possession of lit tobacco, other lit substances smoked and so includes pipes, cigars, water pipes, electronic cigarettes which can be smoked.

Smoking off premises is allowed during staff's lunch break or during other scheduled breaks that form a part of the members of staff normal working day. This is undertaken at a distance remote from the premise and public view in accordance with the school's code of conduct.

36. Stress/Wellbeing

The Headteacher and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of work life balance and of identifying and reducing organisational and individual workplace stressors through a risk assessment approach based on the core elements of the HSE management standards; change, control, role, responsibility, and supervision.

The school has Performance Management, Counselling services for responding to individual concerns and monitoring staff workloads.

37. Swimming

Swimming Pool Activity at Willesden Sports Centre

A risk assessment has been carried out by PE Co-ordinator for visits by LPS to and from WSC. The Group Leader and supporting staff familiarise themselves with the swimming pool at WSC. Normal Operating Procedures (NOP), Emergency Action Plans (EAP) and risk assessment for swimming at WSC. The Pool Operator is required to provide this information as part of any service level agreement.

38. Vehicles

Vehicles on School Premises

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. Access to the school must be kept clear for emergency vehicles. The vehicle access gate is not normally used for pedestrian access.

Use of Minibus

LPS 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.

PA is currently responsible for the undertaking regular checks on the vehicles and the school's operation of minibuses follows the ROSPA Minibus, Code of Practice. Vehicle records are kept and made in the Bursar's Office.

39. Vibration at Work

The risk of vibration in a school setting is considered low. The risk of harm from Hand- arm vibration (HAV) would be associated with staff frequently using equipment such as a leaf blower, grass strimmer, lawn mower, hedge trimmers, angle grinder, sander etc. It is also dependent upon on how long staff are exposed to vibration and at what level. In these circumstances the school will assess the risks to decide whether any further action is needed, and plan how to reduce the risk.

40. Violence at Work

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. An incidence of violent or threatening behaviour will be reported to school management and investigated to prevent a recurrence. Where relevant it will be recorded on the accident/incident reporting system.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police as required where inappropriate behaviour / individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe. Where pupils have specific issues these will be managed in partnership with external agencies e.g. Council SEN Team, NHS Child and Adolescent Mental Health Services etc.

41. Water management – Legionella

The school complies with advice on the potential risks from legionella as identified in the Legionella Arrangement.

A water management risk assessment of the school has been completed by Primec who is responsible for ensuring that all risks associated with the water system are identified.

The management and control of the water system should be undertaken by a competent contract with the identified operational controls being conducted and recorded in the school's water log book. The two contractors may be independent of each other.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60° C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers

42. Working at Height

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, tables etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders / stepladders using HSE guidance document Safe use of ladders and stepladders, INDG455

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff, drama, ICT technician etc.

The establishments nominated person(s) responsible for work at height is Site manager and Assistant Site manager.

The nominated person(s) shall ensure:

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

Further guidance is found in Arrangement Working at Height