

St John's Church of England School

'I can do everything through Christ, who gives me strength'
Philippians 4:13



HEALTH AND SAFETY POLICY

Reviewed: November 2020
Due for Review: Summer 2024

Vision

'.....I can do everything through Christ who gives me strength'. Phil 4:13.

Our ethos is deeply rooted in the Bible, underpinned by **faith** and committed to educational excellence. In our community we respect that everyone is uniquely made in the image of God. We grow together in **wisdom, compassion, strength** and instil a sense of **hope** for all to flourish.

'We make a difference'

Core Values

Faith – Is being sure of what we hope for and certain of what we do not see.

Strength – Faith is God presents us with the strength to build and progress in our life and the lives of others.

Compassion – We are fair, we care and show understanding towards others.

Wisdom – Building confidence, discipline and knowledge to fully develop our talents in all areas of our lives.

Hope – Coping wisely with situations that will help guide us into fulfilling our aspirations.

Statement of Aims

We are a Christian School working together to inspire and empower each child to lead a happy and fulfilling life.

We:-

- **Work together and be the best we can.**
- **Care for and support one another.**
- **Respect and value one another and the environment.**

Our aims are to work together and be the best we can; to care for and support one another and to respect and value one another and the environment.

HEALTH AND SAFETY POLICY

St John's Church of England School

STATEMENT OF INTENT

The Governing Board recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the Health and Safety file in the office and a copy is also available on the intranet of the school alongside other guidance documents from Harrow Council.

Member of staff responsible: Headteacher and School Business Manager

PART 2. ORGANISATION

It should be recognised that as a Voluntary Aided School, the Governing Board is the employer of the School's staff and retains overall responsibility for Health and Safety.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Board

The Governing Board acknowledges its legal duty to notify the LA and the Health and Safety Executive of major accidents and dangerous occurrences. These responsibilities may be delegated to a sub-committee of the Governing Board.

The Governing Board must ensure that a high standard of Health and Safety is maintained in the school - this implies financial commitment.

The Governing Board are responsible for health and safety matters at a local level and are responsible for:

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

The School will:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements
- maintain the cleanliness and state of repair of the building
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils/visitors
- provide safe plant and equipment
- manage and maintain the use of personal protective equipment
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures, e.g. Fire Evacuation
- provide safe storage for dangerous materials and substances
- provide adequate statutory first aid facilities
- establish, practice and maintain effective emergency evacuation procedures. When the School is used for community activities outside of the School day variations to emergency procedures will apply. Emergency plan is provided to letting organiser.
- ensure the fire warning signal is a continuous ringing of the bell
- ensure the lockdown signal is an intermittent ringing of the alarm
- provide consultative measures to monitor and review the effectiveness of Health and Safety measures
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence
- liaise with the LA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

Responsibilities of the Headteacher:

- Overall responsibility for the day to day management of health and safety in accordance with the Local Authority's (LA) /Diocese Health & safety regulations rests with the Headteacher.
- As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- co-operating with the Diocese, LA and Governing Board to enable health and safety policy and procedures to be implemented and complied with;
- ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Board and LA where necessary
- liaising with contractors.
- fire and emergency procedures.
- maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy prior to the commencement of their duties.
- communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- carrying out health and safety investigations;
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;

- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- reporting to Harrow Council and Diocese any hazards which cannot be rectified within the establishment's budget;
- ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- monitoring purchasing and contracting procedures to ensure compliance with Harrow Council policy.
- The Headteacher may choose to delegate certain tasks to other members of staff. The task of overseeing health and safety on site has been delegated to the School Business Manager and the Site Manager. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems as members of staff refer to them, and inform the Head of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of all employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Encourage pupils and visitors to comply with the Health and Safety policy
- Check that areas and equipment are safe before commencing activity
- Ensure safe procedures are followed and use protective equipment as required
- 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 and condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Wear sensible and suitable clothing/shoes to enable them to carry out duties in a safe manner

The Site Manager:

Liaising as necessary with other relevant staff, the Site Manager will take primary responsibility to:

- ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions.
- ensure that all fire escape doors are properly identified, in a suitable state of repair and accessible when the school is in use.
- ensure that all fire appliances are properly maintained, checked and kept in the designated locations.
- ensure that fire procedure notices are properly maintained and correctly displayed.
- make arrangements for the safe working of contractors on site ensuring so far as is reasonably practicable that works are segregated from the main school users, and in accordance with the Harrow Borough's code of practice.
- ensure contractors on site have completed forms indicating a high or low risk permit to work. These forms require them to state the nature of their proposed work and procedures, and, in the event of any hazardous activities, to state how the risks are to be managed.
- ensure that snow and ice is cleared in order to maintain safe access and egress and safe movement within the school grounds.
- ensure that proper investigations are undertaken and reports submitted for any accidents or potential accidents, involving personnel or plant and equipment for which he/she is responsible.
- ensure that all security doors, e.g. to boiler rooms, are identified and secured against unauthorised entry.
- ensure, so far as is reasonable, that the fabric, fixtures and fittings of the buildings and site are maintained in a safe and secure condition.
- ensure that all fixed and portable electrical equipment receives regular recorded inspection \ maintenance in accordance with manufacturer's instructions and relevant statutory provisions.
- report to the Headteacher any circumstance preventing him/her from carrying out his/her health and safety responsibilities.
- will on behalf of the Head teacher remove, isolate or contain any hazard and will record and notify the head of any such event.
- be available and remain on site while contractors or hirers for lettings are on school premises.
- ensure they are aware of and adhere to relevant COSHH guidance.

Educational Visits (see Educational Visits policy)

The lead teacher for the trip will carry out a written risk assessment before all off site visits. This will be agreed by the Assistant Headteacher (Education Visits Co-ordinator) and shared with all adults participating in the trip.

- The Governing Board will comply with the guidance the LA has issued on:
- Conduct of outdoor and adventurous activities.
- The use of mini-buses, buses and coaches.
- Residential and trips abroad.

Areas of Special Risk

The School will follow any guidance issued by the LA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged.

The school complies with all the requirements in relation to statutory testing e.g. annual PAT testing, monthly legionella water testing.

The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and teachers indicate on their plans the relevant Health & Safety measures for all subjects:

- ICT
- Design & Technology
- Science.
- Art & Design
- P.E.

RISK ASSESSMENT

There are several aspects to risk assessment:

- regular Health and Safety Audits to be undertaken by the School Business Manager and Site Manager (at least twice each half-term). The Governor responsible for Health and Safety will attend at least once a year. (see Appendix III)
- continuous identification of hazards and risks on a daily basis by all staff.
- assessment of any substance or material introduced into the school and school site to ensure compliance with COSHH regulations.
- assessment of any new activity or procedure introduced into the School.
- PAT testing of electrical equipment will take place annually.

PUPIL SUPERVISION

Duty Supervision

- A member of staff will be on duty outside the School from 8.30 am and a teacher will be outside on duty from 8.45am
- at break times several members of staff will be on duty.
- lunch time supervision is managed by a Senior Midday Supervisor and a team of midday supervisors.

Welfare Assistants:

- will provide where reasonably practicable first aid to students, staff and visitors on school site.
- will be responsible for the care of pupils with specific medical needs and will ensure close links with the parents/school nurse
- will maintain records of accident\incidents occurring on the school premises or on staff supervised activities off the premises, and ensure that the school's statutory reporting responsibilities are met.
- Will ensure that first aid boxes throughout the school are suitably stocked and maintained through regular recorded equipment checks.
- will ensure an up to date list of qualified first aiders are strategically displayed around the school site.
- will remind other first aiders and notify the School Office Manager, at least six months beforehand of the impending expiry of their qualification.

Illness/Injury

The welfare staff keep a spreadsheet where they record all incidents, injuries and illness. In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma, nut allergy etc. This record is kept and uploaded on Arbor and hard copies kept in the welfare rooms.

In the event of serious illness or injury, parents/carers will be contacted and asked to take their child to the hospital/doctor's surgery.

In the event of a life threatening illness or injury an ambulance will be called and parents/carers contacted.

Pupils taking medicines – See Health Safety and Welfare Policy & Epipen Policy

PART 3. ARRANGEMENTS

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Moving and Handling
Appendix 13	-	Asbestos
Appendix 14	-	Contractors
Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella

References:

Legislative links

The Management of Health and Safety Regulations 1999

<http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

The Adventure Activities Licensing Regulations 2004

<http://www.legislation.gov.uk/ukxi/2004/1309/contents/made>

Information about reporting injuries

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

Information on transport legislation affecting schools

<http://www.dft.gov.uk/>

and <http://www.dft.gov.uk/dvla/>

Health and Safety Executive, information on a range of health and safety issues

<http://www.hse.gov.uk>

Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)

<http://www.oeap.info>

Advice on science safety

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

Association for Science Education, for advice on science safety

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

Association for PE, for advice on safety in PE and school sports

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

Council for Learning Outside the Classroom, information on 'school trips' including accreditation

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the Assistant Headteacher acting as the EVC (Educational Visits Coordinator) following guidance from the LA and are approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by either a member of the Senior Leadership Team or relevant teacher.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant teacher using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in the scheme of work

All LA schools have a subscription to CLEAPSS and in science and DT their publications¹ can be used as sources of model risk assessment.

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

APPENDIX 2

OFFSITE VISITS

All offsite visits will be planned following guidance from the Department for Education.

The schools Health & Safety advice provider Carstens & Robinson Ltd must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

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, Assistant Headteacher, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to Carstens & Robinson Ltd.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Business Manager and the Site Manager. Records of such monitoring will be kept in the School Business Manager's office.

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

A named governor will be involved / undertake an inspection on an annual basis and report back to both the Finance and Premises Committee and full Governing Board meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the H & S file.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the LA guidance. The fire risk assessment is located in a Log Book and reviewed on an annual basis. The School Business Manager will monitor this.

Fire Instructions

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

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact, key holder details and the intruder alarm is maintained by Croxley Alarms. *Telephone 01923 771920*

Fire Drills

- Fire drills will be undertaken ½ termly, and a record kept in the fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity) are known by the Site Manager and the School Business Manager.
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Site Manager as appropriate, for consultation.

Lockdowns

See separate policy for a lockdown situation. All pupils and staff are reminded about the procedure and a drill takes place 3 times a year.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Site Manager and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer

A fire alarm maintenance contract is in place with North and the system tested quarterly by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Janus Safety Solutions undertakes an annual maintenance service of all fire fighting equipment.

Weekly checks are made by the Site Manager that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging are recognised by Janus Safety Solutions Telephone 0793 8085743

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Site Manager, and annually by Pinnacle Fire & Electrical Ltd telephone no:- 020 8841 6066

Test records are located in the site's fire log book in the Site Managers office

MEANS OF ESCAPE

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

APPENDIX 6

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Lower and upper school welfare rooms, all classrooms. Evacuation trolleys are kept in lower welfare and the main school office.

The Welfare Assistant is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid:

Kelly Walsh – Welfare Assistant
Kate Andrawos - Paediatric 1st Aid trained
Sue Hall - Paediatric 1st Aid trained
Kellie Robinson - Paediatric 1st Aid trained
Emma Barrett - Paediatric 1st Aid trained
Barbara North - Paediatric 1st Aid trained

All other TA's are 1st Aid trained to deal with small issues within the classrooms. A member of the office staff is available for staff emergencies

TRAINED TO FIRST AID AT WORK LEVEL (18 hr) :

5 staff - see list above

TRAINED TO EMERGENCY AID LEVEL (6 hr):

Staff same as above H & S at work First Aid

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

3 staff. Mrs Andrawos, Mrs Hall and Mrs North - Reception classes.

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

Transport to hospital: If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Harrow Council's guidance.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document *"Supporting pupils at school with medical conditions" (April 2014)*.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by the School Welfare Assistant. No member of staff

should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in the Welfare Room with access strictly controlled.

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

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc)

These plans are reviewed annually by the Welfare Assistant and the SENDco and written precautions / procedures made available to staff.

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

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant Council forms.

Copies of these forms are available via the school office.

- An online system is used to record all minor incidents to pupils, any more significant incidents must also be reported to the LA
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to Carstens & Robinson Ltd on 0330 1110914, Harrow's Health and Safety team on 020 8424 1521 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision etc;
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to Harrow's Health and Safety Team.

HEALTH AND SAFETY INFORMATION & TRAINING

The Finance and Premises Committee of the Governing Board meets once a term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

Detailed information on how to comply with the schools health and safety policy is given in briefings to staff.

The Health and Safety Law poster is displayed in the school office and both staff rooms

Carstens & Robinson Ltd on 0330 1110914 provide competent health and safety advice for Community, special and VA schools.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the School Business Manager.

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

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by the School Business Manager who is responsible for coordinating health and safety training needs and for including details of the training and development plan. This includes a system for ensuring refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Headteacher's / line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary Competence. All trained first aiders are expected to take part in rotas for cover and trips with children as required.

APPENDIX 9

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 (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site - eg home visits, these should always be carried out by 2 members of staff
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales and to ensure compliance, such monitoring will be kept in the H & S File

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

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

Curriculum areas

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

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Pas Pat. Telephone 01480 819772.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. All equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct a daily inspection of the equipment. Any defects to be reported to SBM immediately and taped off if necessary to ensure not used.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

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

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

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials and filed in Site Managers office
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from GLS/Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

The Site Manager is responsible for ensuring all cleaning fluids meet COSHH /safety standards and will provide advice for subject leaders where necessary.

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

APPENDIX 12

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 be reported to the SBM and 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 who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

St John's is an inclusive school that endeavors to support the needs of all pupils. If a child has been identified as having a substantial physical need, the SENCO will liaise with external specialists (physiotherapist, occupational therapists.)

Staff are not required to perform tasks that put them and/or the pupil at risk unreasonably. Pupils should be encouraged to walk wherever possible and picking up of children is not encouraged. However, where this is not possible due to medical reasons, external specialists will be consulted and training will be put into place for all staff working with the pupil.

In consultation with the SENCO, Headteacher, School Business Manager, Site Manager and external specialists, a risk assessment and manual handling assessment will be put into place for the pupil. The school accepts that in some cases, adaptations may also be necessary to the school environment.

Handling advice and programmes for all children and young people are clearly documented to help avoid misunderstandings. The SENCO and Learning Support Assistant (LSA) assigned to work with the child will receive specific instructions from the physiotherapist and/or appropriate health care professional on how to carry out safe handling which could include specific individual exercise/management programmes. The SENCO will then monitor these interventions and ensure they are following the instructions given correctly and safely.

Other children will also need to understand the limits of help they can give the pupil with disabilities and avoid any moving and handling, including pushing the wheelchair and helping the child who has had a fall. Other children may be able to help safely with carrying a child's bag, or lunch tray, and by learning to be aware that the child with disabilities may be easily overbalanced and needs space to move safely.

St John's is committed to safe manual handling for staff through its health and safety policy, providing training, equipment and devising safe systems of work. Wherever possible staff should apply principles of safe handling and moving to prevent injury not only to themselves but also to the pupil. Notwithstanding the above, it is recognised that, following a suitable and sufficient risk assessment, there may be situations which do require manual lifting of pupils.

APPENDIX 13

ASBESTOS

The Council's asbestos policy will be followed.

The asbestos register is held in the School Business Manager's Office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are the Site manager and SBM - refresher training is required 3 yearly.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the asbestos helpdesk.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager who will contact the Health & Safety team

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

APPENDIX 14

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

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

School managed projects

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

These are managed by the Headteacher who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses the LDBS's registered contractors. These contractors have satisfied the Diocese that they understand and abide by health and safety regulations. Where non registered contractors are used the Headteacher will undertake appropriate competency checks prior to engaging a contractor.

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

² CDM refers to the Construction (Design and Management) Regulations 2007 and apply 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 addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

APPENDIX 15

WORK 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 etc.

The establishment's nominated person(s) responsible for work at height is the 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 is properly controlled.

APPENDIX 16

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

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

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

APPENDIX 17

VEHICLES ON SITE

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.

The access from the road shall be kept clear for emergency vehicles.

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

Vehicles coming on site (deliveries etc) must be supervised as they drive onto the playground.

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Business Manager/Site Manager and users must show their insurance and risk assessments.

APPENDIX 19

MINIBUSES

The School Business Manager maintains a list of nominated drivers who drive the hired minibus. Roundabout Transport conducts the necessary driver checks and provides training.

APPENDIX 20

STRESS / WELLBEING

The school and governing board are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Harrow's management standards.

Where individuals are experiencing any stress they should arrange for a meeting with the Head Teacher who will offer support with workloads if necessary and a referral to Brent Occupational Health.

There is also a school counsellor who is available after school if staff require this service.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as recommended by Harrow Council

This includes:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. The shower in the upper school staffroom is flushed out by and recorded by the Site Manager.
- conducting necessary water temperature checks (weekly) carried out and recorded by the Site Manager.
- disinfecting / descaling showers, or other areas where water droplets are formed carried out quarterly by Aquavent.