Granard Primary School

Health and Safety Policy

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1. Introduction

1.1. This document is provided by the Governing Board of Granard Primary School in pursuance of the Richmond and Wandsworth Council Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.

1.2. The document acknowledges the School's legal responsibilities and outlines the objectives of the School for the Health and Safety of its staff, pupils and visitors.

1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.

2. Statement of Intent

2.1 The Governing Board of Granard Primary School accepts responsibility for all safety and environmental matters within the School including Health and Safety at Work, Environmental Protection and Fire Safety. The Governing Board is aware of the requirements of the Health and Safety at Work etc. Act 1974, the Environment Protection Act 1990, the Environment Act 1995, the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation. In keeping with the spirit and intentions of the Acts, and in accordance with Richmond and Wandsworth Council's policy statement and guidance on safety and environmental matters, an Organisation (paragraph 3) and Arrangements (paragraph 4), to ensure that the School meets its legal and moral obligations and complies with legislation, has been set up.

2.2 The Governing Board is committed to achieving the highest standards in all aspects of safety and environmental protection within the School. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.

2.3 All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.

2.4 Line Managers will make regular reviews of safety and environmental standards within their areas of responsibility to ensure compliance with all the standards as laid down.

2.5 Contractor and sub-contracted staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

3. Organisation

3.1 The Governing Board

3.1.1 The Governing Board has overall responsibility for ensuring compliance with this Health and Safety Policy document. In particular, the Governing Board is responsible for:

- ensuring a Health and Safety Policy is in place;
- monitoring the application of the Health and Safety Policy including consideration of inspection reports;
- prioritising actions where resources are required;
- ensuring actions are taken;

- including Health and Safety on Governor's meeting agenda;
- producing a termly report on Health and Safety; and
- ratifying the local Health and Safety Policy.

3.2 The Headteacher

3.2.1 The Headteacher has day-to-day responsibility for ensuring compliance with this Health and Safety Policy and that all staff endeavour to ensure the safety of others; be they staff, pupils, parents, visitors or contractors. Specifically, he/she will be responsible for:

- ensuring that the Health and Safety Policy is prepared and, together with the Governing Board, is regularly reviewed;
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all Health and Safety matters in the school in accordance with the Health and Safety Policy;
- passing on information received on Health and Safety matters to appropriate people;
- liaising with Governors and Richmond and Wandsworth Council Health and Safety Team on policy issues and any problems in implementing the Health and Safety Policy; and
- co-operating with and providing necessary facilities for trade union safety representatives.

3.3 School Business Manager

3.3.1 The School Business Manager is responsible for:

- completing Medical Tracker for all incidents which involve hospital treatment. Completion must be on the day of the accident;
- carrying out accident and other Health and Safety investigations and ensuring that accidents are reported under arrangements established by Richmond and Wandsworth Council;
- ensuring regular inspections are carried out;
- submitting inspection reports to the Governing Board and Richmond and Wandsworth Council Health and Safety Team;
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced; and
- identifying staff safety training needs.

3.4 Senior Leadership Team (SLT)

3.4.1 The SLT is responsible for:

- day-to-day management of Health and Safety in accordance with the Health and Safety policy and the direction of the Headteacher;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally;
- carrying out regular inspections and making reports to the Headteacher;
- ensuring remedial action is taken where appropriate;
- passing on information received on Health and Safety matters to appropriate people; and
- acting on reports from the Headteacher or subordinate staff.

3.5 Site Manager

3.5.1 The Site Manager is responsible for:

- inspecting the buildings and site access on a daily basis ensuring that all fire escape doors are unlocked, escape routes are clear of obstruction and that access to the site is safe (for example by removing snow and ice in the Winter);
- inspecting the buildings and equipment on a termly basis (during the last week of every term) and submitting an electronic LA check-list to Richmond and Wandsworth Borough Council and the Headteacher or School Business Manager;

- recording all defects noted and, if minor, effecting immediate repair;
- reporting major defects to be repaired by outside contractors/authorities to the Headteacher or School Business Manager;
- ensuring that the fire alarm system is kept in a serviceable condition and for testing the system each week at 8.15 a.m. on a Friday by operating a manual call point;
- assisting with the termly fire drill and recording the date of the drill, the evacuation time and the number of persons evacuated in the Fire Log Book;
- ensuring fire appliances are properly maintained, checked and kept in designated positions and that fire signage is correctly displayed;
- overseeing all external contractors working within the school, reminding them of their obligations under this Policy and notifying them of any existing hazards;
- notifying the Headteacher or School Business Manager of any hazards introduced by contractors on site;
- ensuring the correct storage of all equipment, tools, etc.;
- annually undertaking a risk assessment relevant to his/her work environment; and
- annually checking all stock on the Asset Tracking system; adding new items on receipt and ensuring all electrical appliances are Portable Appliance Tested as required and a record of testing is kept.

3.6 First Aiders

3.6.1 First Aiders are responsible for:

- the First Aid equipment found in boxes in all corridors, the Front Office, the Dining Hall, the Site Manager's Office, the Swimming Pool and in the Nursery and ensuring that it is in date;
- recording when medicines are given to any person;
- immediately informing the Headteacher and/or the School Business Manager of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc., and completing Medical Tracker;
- completing Medical Tracker for all accidents that are reported to them. Completion must be on the day of the accident and, as necessary, notifying parents verbally or via Medical Tracker.

3.7 Employees

3.7.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Headteacher and Richmond and Wandsworth Council to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed;
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;
- ensuring protective equipment is used when needed;
- participating in inspections and the Health and Safety committee as appropriate;
- bringing problems to the attention of the relevant manager;
- reporting any accident involving children in classroom areas for which they have responsibility and subsequent treatment on Medical Tracker;
- keeping all areas clear and tidy; and
- returning all equipment to its place in a tidy fashion.

3.8 Richmond and Wandsworth Council Health and Safety Team

3.8.1 The Health and Safety Team will:

- give advice and assistance to the Headteacher in the discharge of their responsibilities in relation to Health and Safety;
- give advice to all staff in respect of Health and Safety by establishing and maintaining the Health and Safety Handbook and associated Codes of Safe Working Practice;
- be the nominated Competent Person in respect of Health and Safety legislation;
- carry out regular audits of all Health and Safety management systems, policies and procedures;
- ensure that regular inspections of premises, and establishments where Wandsworth staff are occupiers, are carried out to ensure the maintenance of a safe working environment;
- receive regular reports of any accidents, injuries or near misses that occur, investigate such accidents reporting those that fall within RIDDOR to the Health and Safety Executive (HSE), analysing trends and proposing remedial actions to prevent reoccurrence;
- maintain adequate and up-to-date information of relevant law and safety management practice;
- co-ordinate liaison with the relative statutory body (HSE, London Fire and Emergency Planning Authority etc.) during any investigations or inspections relating to Council operations; and
- attend meetings of relevant Health and Safety committees, acting as professional advisor where requested.

3.9 Health and Safety Representatives

3.9.1 The Governing Board and Headteacher recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their Health and Safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Board.

4. Arrangements

4.1 Risk Assessments

4.1.1 The Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessments will follow the following steps:

- Identify hazards;
- Evaluate the risk that these hazards present and to whom;
- Identify suitable measures to reduce and control the risks;
- Record the significant findings;
- Monitor the effectiveness of the control measures; and
- Review the risk assessment on a regular basis.

4.1.2 Specific risk assessments are required for violence, lone working, etc., where such a risk exists.

4.1.3 Risk assessment reviews will be carried out, at minimum, annually or where there has been a significant change. Significant change may include a change to a work process, work equipment, work practices or a change in staff which may have introduced new hazards or increase the risk of existing ones.

4.1.4 Full information, including the agreed proforma, is contained within the Health and Safety Handbook, Chapter 5 (Risk Assessment) available on the Smart School Services website.

4.2 Instruction and Training

4.2.1 Health and Safety legislation requires employers to provide training, information, instruction and supervision to ensure the Health, Safety and Wellbeing of its employees at work.

4.2.2 Safety induction training must be given to all staff on commencement of work at the school. The proforma in Annex A to Chapter 11 (Training) of the Health and Safety Handbook may be used for this.

4.2.3 Training will be identified, arranged and monitored by senior responsible staff appointed by the Headteacher and Governing Board.

4.2.4 All staff must be competent to perform their duties thus specific training is required. People working at the Swimming Pool and Site Managers are among those staff requiring specific training.

4.2.5 Additionally, to the above, staff will be trained when:

- exposed to new or increased risks
- on transfer or promotion to new duties and tasks
- changes are made to systems of work
- on the introduction of new technology
- training needs are identified

4.2.6 Staff are also responsible for drawing to the attention of the Headteacher their own personal training needs. Training modules are available to all staff.

4.2.7 A record of all training courses attended by staff is maintained.

4.3 First Aid

4.3.1 The Headteacher will ensure that a suitable number of staff are qualified to administer First Aid in an emergency. Whilst a First Aider is a voluntary position, staff should be encouraged to undertake relevant training.

4.3.2 First Aid boxes are situated throughout the school and are clearly identified. The contents will be checked regularly by First Aiders and replenished as and when required.

4.3.3 A record will be kept of every occasion when any member of staff, pupil or other person receives First Aid treatment whether on school premises or as part of a school-related activity.

4.4 Administration of Medicine

4.4.1 Medicine can only be given to children when their parents complete a Medicine Consent Form and when the medicine has been prescribed by a doctor or other medical professional and has to be administered four times a day or more unless there are special circumstances. Children with special needs will be accommodated in accordance with written medical recommendations.

4.4.2 Medicines must not be in the possession of children, they must be handed to the Front Office or a First Aider and kept securely (see para 4.4.4 for exceptions). Throat sweets are medicine and should be treated like other medication.

4.4.3 Medicine can be administered by a member of staff. One consistent member of staff will be responsible for administering the medicine.

4.4.4 Children who suffer from asthma or have a severe allergy need to have access to their medication at all times. For this reason, their medication is kept in their classrooms where the child has been trained to administer the medication themselves.

4.5 Accident Reporting

The Procedures in Chapter 3 (Accident and Incident Reporting) of Richmond and Wandsworth Council Health and Safety Handbook are to be followed. In summary these are:

4.5.1 All accidents and cases of physical or verbal abuse, no matter how minor, that occur to members of staff, are to be reported using the Richmond and Wandsworth Council accident reporting system.

4.5.2 Accidents to pupils and visitors must be reported in the same way as those to employees. However, only those accidents which are as a result of the school's undertaking (i.e. as a result of the conditions of the premises, equipment or plant or lack of supervision) and require the injured person to be taken directly from the school to hospital by whatever means (car, taxi, ambulance) need to be recorded and reported using the online report system. Those accidents to pupils arising out of activities not connected with the school's undertaking (e.g. activities in the playground such as collisions, slips and trips, etc.) still need to be recorded on Medical Tracker.

4.5.3 Major accidents, i.e. any fatality, major injury, reportable disease or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the HSE in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

4.6 Fire and Emergency Procedures

4.6.1 The Headteacher and Governing Board is responsible for ensuring the Fire Risk Assessment is undertaken, controls are implemented and that it is reviewed annually.

4.6.2 All staff must be made aware upon start of employment about fire emergency procedures; where the nearest firefighting appliances are and the alarm sounding points around the school.

4.6.3 All members of staff are responsible for ensuring that fire exits, signs and escape routes are kept clear at all times. The Headteacher will ensure that, through the Site Manager, regular testing of firefighting equipment and fire alarms is carried out by contractors, and that fire alarms are checked regularly by the Site Manager.

4.6.4 The fire alarm is tested weekly by the Site Manager at 8.15 a.m. on a Friday. At staff briefing on a Friday morning, staff are asked if they heard the alarm.

4.6.5 Fire drills will take place termly and specific arrangements are made for anyone with special requirements. A Personal Emergency Evacuation Plan (PEEP) is put in place. A record of each practice evaluation shall be maintained. Full evacuation instructions are held in school and reviewed after each drill.

4.6.6 Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

4.6.7 Every employee must ensure that:

- all fire doors are to remain closed;
- they know what to do in the case of fire;
- they are familiar with the sound of the alarm;
- all classrooms and other areas are vacated immediately on hearing the fire alarm;
- hazardous electrical appliances are disconnected and all doors shut when vacating the premises; and
- they always check for any potential fire hazard at the end of the day.

4.6.8 Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke or vape in the school buildings or grounds.
- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use i.e. laminators, portable heaters.
- NEVER leave furniture etc., by fire exits or placed directly in front of electrical heaters.

4.6.9 In the event of a fire, children will be escorted from the buildings by the nearest exit, in silence, and line up on the KS2 playground.

4.6.10 Alarm sounding points (manual call points) are located around the school. Details are kept with the Site Manager.

4.6.11 Fire extinguishers can be found at various locations around the school. Details are kept with the Site Manager. Their suitability is dependent on location.

(W) = water; (F) = foam; (C) = CO_2; (P) = powder

4.6.12 All staff should know where the nearest firefighting appliances are and the alarm sounding points around the school.

4.7 Smoking, Vaping and Fire Hazards

4.7.1 Smoking and vaping are not allowed in school buildings at any time.

4.7.2 Smoking and vaping are not allowed in the school grounds during school hours. Outside these times, i.e. in the evening or at weekends, smoking/vaping may be permitted in the school grounds only with the Headteacher's permission.

4.7.3 Cigarettes, E-Cigarettes, Vaping equipment, matches and lighters should not be left where the children can have access to them. If teachers light candles for any reason (e.g. religious services, scientific experiments, etc.) they should not be left unattended and kept well away from combustible materials.

4.8 Maintenance and Inspection of Premises, Plant and Work Equipment

4.8.1 The Headteacher/Site Manager will arrange for formal inspections of the premises, plant and equipment to take place at suitable intervals and draw up an effective maintenance programme.

4.8.2 All identified maintenance will be implemented and any remedial works identified completed.

4.8.3 Routine checks of work equipment (e.g. manual and powered work equipment; playground equipment) will be undertaken by the Site Manager using the checklists available.

4.8.4 The Headteacher/Site Manager must ensure that all statutory and systems maintenance related documentation is kept available for reference. Details should include the names of Inspecting Body, Servicing Body, Certificates, any resulting reports, information of necessary maintenance etc.

4.8.5 More guidance can be found in Chapter 22 and Chapter 13 of the Council's Health and Safety Handbook, available on the Smart School Services website.

4.9 Electrical Safety – Fixed Systems

4.9.1 Fixed systems will be inspected, serviced and repaired as necessary at least every 5 years or as appropriate and according to guidance for building use. A safety certificate will support inspections carried out by competent persons. For the purpose of this policy, the company listed on the approved contractors table below are appointed as competent persons.

Approved electrical contractor	
Company	TSG Building Services
Contact telephone	01707 502642 joanne.walsh@tsgplc.co.uk luke.banfield@tsgplc.co.uk
Accreditation	NICEIC

4.10 Electrical Safety – Portable Appliances

4.10.1 All portable electrical equipment in use will be maintained to a satisfactory standard to minimise risk to staff and subjected to a programme of combined inspection and testing as per guidelines.

4.10.2 A record will be kept of the test and a tagging system will be used on all portable electrical equipment. The regularity of checks will be determined by Risk Assessment.

4.10.3 Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment will only be carried out by a competent person.

4.10.4 All staff will be trained in general Health and Safety awareness on induction, which will include electrical safety.

4.10.5 All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it. Staff are also responsible for ensuring that they use and handle electrical equipment sensibly and safely.

4.10.6 If there is a fault with any electrical equipment, the staff member who notices the defect should log this on the Premises Fault Log which is on TEAMS and email the Site Manager, copying in the School Business Manager. If the appliance is dangerous then the Site Manager should be contacted immediately. The appliance should be taken out of use immediately and marked so that other staff do not attempt to use it.

4.10.7 Staff should not use their own electrical appliances unless they have been authorised to be used in the school building in line with the school policy and have been checked by the Site Manager. All electrical appliances are checked periodically by the Site Manager.

4.10.8 Photocopying machines - Instructions as to how toner is to be replaced in the machines are to be followed exactly.

4.11 Information Technology Equipment

4.11.1 The Headteacher will ensure that suitable arrangements are in place for the use of Information Technology equipment.

4.11.2 Equipment will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to any foreseeable hazards e.g. fire, trips and falls, etc.

4.11.3 Where laptops are used, safe systems of work including charging and use of trolleys will be devised.

4.11.4 Computers – No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers and individual assessments will be carried out when required.

4.11.5 Arrangements for the safe use of Display Screen Equipment (DSE) follows Local Authority guidance and associated individual assessments will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

4.11.6 Any employee who is required to use a DSE must undertake a self-assessment of their working environment/ergonomic assessment.

4.11.7 The assessment will be reviewed at regular intervals and held centrally.

4.12 Personal Safety

4.12.1 All staff are to be aware of the contents of Chapter 25 of the Council's Health and Safety Handbook (Workplace Violence). This is available on the Smart School Services website.

4.12.2 All instances of violence/aggression and verbal abuse must be reported and arrangements in place to adequately control the risks.

4.12.3 Two way radios have been provided to members of the SLT, Family Liaison Officer, Office staff, Site Manager, class teachers and other key staff. Staff should use them to alert for help if required. They should be used on the playground to send for help if required.

4.13 Pupil Safety

4.13.1 No child is to be left unattended anywhere in the school buildings, and should be escorted in an orderly fashion around the grounds – no running.

4.13.2 All children should be escorted when moving around the school, for example, to assembly, a PE lesson, etc. The teacher should remain with their class at all times unless they hand that responsibility over to another adult i.e. when the teacher has non-contact time or when the midday supervisors or TAs/LSAs are in charge.

4.13.3 No child is to carry glass or crockery and they are to be reminded to take care when using scissors, compasses, etc.

4.14 General Safety

4.14.1 All staff should ensure that working areas are sufficiently ventilated.

4.14.2 No hot drinks are to be walked around the school or taken on to the playground, unless in a suitable container with a lid.

4.14.3 All staff should be aware of the procedure for moving and assembling PE apparatus as listed in the PE Policy. The apparatus should be stored safely and neatly in the cupboard after use.

4.14.4 All staff will be given a copy of the Staff Handbook and the Health and Safety Policy at the commencement of their contract.

4.14.5 Parking within the school grounds is strictly limited. Parking is available for the School minibus, approved staff, contractors and official visitors only. In order to ensure the safety of children extreme care must be taken at all times. The speed limit of 5mph must be adhered to at all times.

4.15 Lone Working

4.15.1 A specific risk assessment will need to be carried out in order to establish specific hazards and control measures required to reduce the risk and safe working procedures developed.

4.15.2 Lone working may occur in the case of a member of staff working late in the evening or where the Site Manager or other staff are required to work during a weekend or school holiday.

4.15.3 Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk.

4.15.4 Consideration should also be given for staff in the school during working hours however in a remote part of the building.

4.16 Safeguarding – Access to School

4.16.1 Parents/carers are requested to deliver their children to the main playgrounds. Nursery children are taken to the Nursery entrance. Parents should collect their children from the Nursery or the assembly areas.

4.16.2 Parents must not take late children into the classroom but deliver them to the Front Office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Family Liaison Officer who will speak to the individuals concerned.

In order to make this easier for parents, all teachers must be available to speak to parents after school in the assembly area from 3.15 p.m. (or 3.20 p.m. for Years 4 – 6) to 3.30 p.m., thus giving all parents the opportunity to pass on brief messages.

4.16.3 The pedestrian gate on Cortis Road is only unlocked by a visitor pressing a button and alerting a member of the Front Office staff. The gate is opened at 3.20 p.m. The gate is relocked after external clubs and swimming lessons have finished or at 4 p.m. when no clubs are on.

4.16.4 The drive gates on Cortis Road are closed all day unless access is required. During these hours, access can only be gained by the visitor alerting a member of the office staff.

4.16.5 All visitors and contractors will be instructed to report to the Front Office and asked to log in to inVentry, the electronic visitor signing-in system, which will dispense a label for them to wear whilst on the premises. Therefore, anyone without a label has not conformed with this request and should be approached and asked to do so. All visitors without DBS clearance **must** be accompanied.

- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.

4.16.6 All staff, both teaching and support, have their police record checked before they begin work in the school, and then re-checked every three years. The school meals contractor and agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way. The school meals contractor and agencies share the vetting information prior to the supply staff coming into school.

4.17 Safeguarding – Collection of Children

4.17.1 Parents who wish to collect their children during the school day are requested to come to the Front Office where a member of the office staff will get authorisation from a member of the SLT for the child to leave school. The office staff will then contact the teacher to send the child to the Front Office. No child will be allowed to leave school during the day unaccompanied unless a request has been made in writing to the Headteacher or a telephone message given to a member of the office staff.

4.17.2 If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Headteacher, Family Liaison Officer or a member of the office staff.

4.18 Safety on School Visits

4.18.1 School visits should have regard to the guidance contained in the DfE document Health and Safety on Educational Visits. This can be downloaded at https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

4.18.2 Each school should appoint an Education Visits Co-ordinator (EVC) to help plan and manage all educational visits. Appropriate training should be completed to exercise the function. Where an EVC is not appointed the Headteacher will fulfil this function.

4.18.3 The teacher in charge of an outing is responsible for all aspects of Health and Safety when off the school premises. A specific risk assessment must be completed and emailed to the Headteacher for each outing. (A generic Risk Assessment may be used provided all aspects are the same or the Risk Assessment is modified to include any specific additional risk). The Risk Assessment template can be found on the 'P' Drive.

4.18.4 When taking children out of school, mobile telephones should be taken and numbers left with the Front Office so that in an emergency the school can be contacted and contact maintained between groups when travelling.

4.18.5 All residential visits and those where dangerous activities are involved e.g. caving, climbing, trekking, water sports, etc., must be authorised by the Local Authority. Applications should be sent to safety@richmondandwandsworth.gov.uk.

4.19 Cash Handling

4.19.1 The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis.

4.19.2 Cash should be counted out of sight, for example in an inner room. Where staff need to take money to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4.20 Manual Handling

4.20.1 The Manual Handling Regulations 1992 (as amended) establish a clear hierarchy of measure for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonable practicable;
- Assess any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury so far as is reasonable practicable.

4.20.2 All staff involved in the lifting, pushing, pulling or carrying of equipment or pupils must receive training prior to being asked to carry out such duties.

4.20.3 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistant e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement.

4.20.4 If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance.

4.20.5 All manual handling operations must be risk assessed (see Council Health and Safety Handbook Chapter 15) and remedial actions implemented in order to eliminate or reduce risk.

4.21 Working at Height

4.21.1 The Work at Height Regulations 2005 place duties on employers to ensure that any work carried out at height is done in a safe manner that prevents persons or equipment falling from height.

4.21.2 The selection of access equipment such as stepladders, ladders, stools etc., will be carefully considered, according to task to be carried out.

4.21.3 Adequate working at height workplace equipment will be provided as per guidelines and only staff who are competent and have received sufficient training will be permitted to undertake working at height tasks.

4.21.4 Detailed Risk Assessments will be undertaken for each activity.

4.21.5 All work at height equipment will be verified on a regular basis and before use for signs of defect or malfunction. When damage is identified, the equipment must be taken out of use and labelled.

4.22 Safe Handling and Use of Substances

4.22.1 The Site Manager will identify all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

4.22.2 All new substances will be verified that these can be used safely before they are purchased and where possible the hierarchy of controls will be followed so non-hazardous or less hazardous substances will replace hazardous substances in use.

4.22.3 Any chemicals or substance used on the school must be approved by the Headteacher and stored as per manufacture guidance. On no account staff can bring substances to the school without the consent of the Headteacher or Site Manager.

4.22.4 Information on site to be kept will include Safety Data Sheets provided by the suppliers, an Inventory of Hazardous Substances and suitable and sufficient Risk Assessments.

4.22.5 Staff, where deemed necessary, will be informed about the COSHH assessments and control measures, including safe handling, required protection equipment and storage.

4.22.6 Responsible staff will attend COSHH training and refresher as required and when deemed necessary.

4.22.7 COSHH assessments in place will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

4.22.8 Solvent abuse - children should not be allowed to use correction fluids, Copydex and other solvent based products. They must be used only by an adult and stored with care.

4.23 Tree Safety

4.23.1 All trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches.

4.23.2 Similarly, all low level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.

4.24 Asbestos

4.24.1 Where asbestos is present, a management survey will be carried out. A copy of the Asbestos Register is to be kept in the Site Manager's Office. An Asbestos Management Plan is to be produced detailing how any asbestos containing material on the premises is to be protected and monitored.

4.24.2 The Site Manager should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.

4.24.3 Information and instruction must be provided to staff and contractors to include the following:

- Where the Asbestos register is located.
- Not to drill or affix anything to walls without first obtaining approval from the Site Manager and checking the plan.
- Reporting of damage to asbestos materials and emergency procedures.

4.24.4 If asbestos containing material are present on a surface likely to suffer damage during the day-to-day operation and contractor works (e.g. asbestos containing materials present on a classroom door or boiler plant), asbestos labels should be provided.

4.24.5 The Site Manager will monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be up-dated in the Asbestos Register on completion.

4.24.6 Further guidance can be obtained from Chapter 19 of the Council Health and Safety Handbook.

4.25 Legionella

4.25.1 The Site Manager will arrange for a Water Hygiene Risk Assessment to be carried out every two years in line with statutory requirements. Assessments identify if there are areas where conditions are such that legionella bacteria could grow; list any required works; and include details of future monitoring requirements that the school is responsible for.

4.25.2 All identified remedial works will be incorporated into the School's maintenance programme.

4.25.3 The Site Manager must complete Legionella Training to ensure he is conversant with monitoring systems and procedures.

4.25.4 Monitoring of the water system will be undertaken by the Site Manager and this will include, but not limited to, periodically monitoring all relevant temperature readings for sentinel taps; TMVs and representative taps, flushing of infrequently used outlets, descaling spray outlets and recording finds in the Water Log Book.

4.26 Hirers, Contractors and Others

4.26.1 When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the Health and Safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

4.26.2 When the premises are hired to persons outside the employ of the Governing Board it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Board and will not, without the prior consent of the Governing Board:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

4.26.3 Immediately prior to use the Site Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Site Manager and it should be made clear to the user that if any further changes are required during the hire they must summon the Site Manager. As proof of due diligence the arrangements should be signed off by the user.

4.26.4 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances

where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.27 Staff Consultative Arrangements

4.27.1 The Governing Board, through the Premises Lead Governor, will make arrangements for the discussion of Health and Safety issues within the Resources Committee. Any staff with concerns about Health and Safety should bring these to the attention of the Headteacher.

4.28 Emergency Planning

4.28.1 The Headteacher will ensure that a suitable and satisfactory Critical Incident Plan and Emergency Evacuation Procedures are prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Governing Board and regularly reviewed.

4.28.2 Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

4.28.3 Evacuation points need to be established as far from the building as possible and consideration must be given to an off-site assembly point in the event of the school not being immediately re-accessible following an emergency evacuation, for example in the case of major fire damage. This will provide shelter whilst parents are contacted to collect children.

4.29 Monitoring

4.29.1 The Policy is put into practice and monitored on a daily basis and the results of any monitoring carried out will be reported to the Governors. Termly Health and Safety monitoring inspections will be carried out, by means of a walk around by the Site Manager and the Premises Lead Governor.

4.29.2 A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

4.30 Codes of Safe Working Practice

4.30.1 This Policy will be supplemented by Codes of Safe Working Practice. These codes will be followed by all staff and will assist in the application of this Policy.

4.31 Review

4.31.1 This policy will be reviewed annually or when a significant change has occurred.

Reviewed: June 2026

Review Due: June 2027

Approved by: Governor: …….. ……..

Name: ……..…….. Date: ……

Headteacher: ……

Name: …….. Date: ……

Appendix 1

5. Codes of Safe Working Practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom Safety

5.2.1 Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

5.2.2. Examples of items to be checked include:

- doors unlocked and free from obstruction
- floors kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use (report frayed or damaged flex)
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

5.3 Playground Safety (including lunch and breaks)

5.3.3 Duty staff and lunchtime supervisors should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.3.4 Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty (teacher or support staff)
- playgrounds should only be used if the conditions are suitable
- at the end of the lunch break staff should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

5.4 Large Playground Equipment

5.4.1 Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

5.4.2 The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

5.5 Staff and Pupil Safety

5.5.1 Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant Health and Safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

5.5.2 Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
  - suitable footwear for PE;
  - wearing of earrings not permitted for PE;
  - knives and other dangerous items should be removed from pupils and held by the Headteacher.
- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

5.5.3 Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- swimming pool activities
- work at height

5.6 Manual Handling

5.6.1 Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Site Manager.

5.7 Work at Height

5.7.1 The Work at Height Regulations 2005 extends to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc., to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route, work must not be carried out if pupils are passing by.

- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

5.8 Staff Training and Information

5.8.1 It is expected that the Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

5.8.2 Where information and/or advice is not locally available the Headteacher should seek such information from the Council Health and Safety Team.

5.9 Staff and Workplace Safety

5.9.1 In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under Health and Safety legislation. In particular, the following should be borne in mind:

- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff should exercise good standards of hygiene and housekeeping
- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to First Aid
- staff must use and not interfere with any measures provided to ensure their continued Health and Safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived Health and Safety failings and any defective equipment to the Headteacher immediately such defect is discovered