



# **St Saviours RC Primary School**

*Pray Together, Learn Together, Stronger Together in Jesus*

## **Health & Safety Policy**

November 2021

Review Date November 2023



# St Saviour's RC Primary School

*Pray Together, Learn Together, Stronger Together in Jesus*



## General Statement of Intent

The Head Teacher and Governing Body of **St Saviour's RC Primary School** recognise that on behalf of the employer they have overall responsibility for certain aspects of the organisation and implementation of a Health and Safety Policy, and that key personnel in the management structure such as the Head teacher, SLT and premises staff, are identified and their health & safety roles are clearly defined within the area appropriate to their contract of employment. The duty to co-operate with the employer is recognised, the employer having responsibility for ensuring that any necessary detailed arrangements for safe working are drawn up, implemented and maintained.

**St Saviour's RC Primary School** recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

All **St Saviour's RC Primary School** activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonably practicable within the framework of the school's organisational structure and in accordance with **St Saviour's RC Primary School** health and safety policy detailed herein.

This policy will be brought to the attention of all employees and others affected by our business and will be subject to review and revision as necessary.

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**Dean Houson**

**Headteacher**  
**St Saviour's RC Primary School**

**Signature**

**Date: 1/11/21**

**B Kuevidjen**

**Chair of Governors**  
**St Saviour's RC Primary School**

**Signature**

**Date 1/11/21**

## **Aims and Objectives**

- To promote high standards of safety, health and welfare in compliance with the Health & Safety at Work Act 1974, and other statutory instruments and approved codes of practice.
- Ensure that places and methods of work are safe and healthy through the arrangements set out in this document and other procedures that are adopted from time to time as appropriate to changing circumstances.
- Ensure all its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all employees, pupils and any other persons who may be affected by its activities, including contractors, visitors and members of the public.
- Ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable.
- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- Ensure that awareness with regard to all aspects of safety is fostered by all personnel.
- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety.
- Ensure that full and effective consultation on all matters is encouraged.
- Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled.
- In order to meet these objectives, the Governing Body, through the Headteacher will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work, and a workplace and environment which are safe and without risks to health

## **Roles & Responsibilities**

### **Governing Body**

- The Governing Body is ultimately responsible for the School's Health & Safety Policy being produced, implemented and reviewed, but may delegate day to day responsibilities to the Headteacher.
- The Governors will review the school Safety Policy biannually during the autumn term and make revisions and additions as they consider appropriate.
- All such revisions will be made in consultation with the appointed Safety Representatives and brought to the attention of staff.
- Governors will assist the Headteacher in implementing and maintaining this policy and the arrangements, which give practical effect to the General Statement of Intent.
- The Governing Body is responsible for payment of: fixtures, fittings, servicing of portable equipment and most internal maintenances.
- They will ensure, so far as is reasonably practicable, that the above mentioned remain safe, without risk to health.
- The Governors will ensure that staff with delegated health and safety responsibilities are given sufficient information, instruction, training and facilities needed to meet these responsibilities.
- When requested by two or more Safety Representatives the Governors will set up a School Health & Safety Committee in accordance with the Health & Safety at Work Act 1974 and the Safety Representatives and Safety Committee Regulations 1977.
- The Governors will report to the Education Department those health, safety and welfare matters which are outside the Governors' executive authority and which have not already been reported by the Headteacher. They will, however, ensure that the Headteacher has taken all necessary short-term action to avoid danger pending rectification.
- The Governors will ensure that health and safety matters are considered when assessing budgetary requirements which they control.

### **Headteacher**

The Headteacher is responsible for the implementation of the school's health and safety policy and for ensuring that the school fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others.

In order to fulfil these responsibilities, he will:

- Bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy, and the arrangements and procedures contained herein, including regular audits and inspections.
- Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school.
- Appoint responsible persons to co-ordinate the actions of staff and pupils in the event of a fire.
- Ensure that suitable arrangements are in place and adequate equipment made available for dealing with emergencies (e.g. fire and first aid) have been appointed and their identities made known to all other staff and pupils.
- Identify and make arrangements for training all staff, including induction of new employees and where necessary, retraining of existing staff with respect to health and safety as and when the need arises.
- Consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and any procedures contained herein.
- Appoint a person(s), or as the case may be, make full use of the services of the person(s) so appointed by the school and governors, competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the

provision of regulation (6) of the Management of Health and Safety at Work Regulations 1992.

- Take responsibility for the reporting of any accidents or incidents under the RIDDOR Regulations 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Report and investigate all accidents, injuries and 'near misses', in accordance with school procedures.
- Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users and persons exposed to the hazard.
- Designate and monitor the performance of staff with responsibility for supervision, training and the day to day implementation of this safety policy and the procedures contained herein.

## **Employees**

All Staff have a duty to:

- Take care of themselves and others and not to misuse or interfere with anything provided in the interest of Health & Safety.
- Report defects and shortfalls promptly to the Headteacher.
- Attend briefings and courses as appropriate.
- Be aware of fire safety, fire drill procedures and the procedures for dealing with a bomb warning.
- Ensure safe use of tools and equipment paying particular attention to correct use of electrical equipment including switching off and unplugging after use.
- Be aware of dangers inherent in some substances, the location of risk assessment information and their contents.
- Ensure that accidents are recorded in the accident book.
- Ensure that all pupils under their supervision, work in a safe and responsible manor and are fully aware of all the necessary procedures and precautions.
- To co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety. Wear any personal protective equipment (PPE) issued to them and not misuse it in any way.
- Reporting any incident that has led, or could have led, to damage or injury to their line manager.
- Assist in any investigation with regard to accidents, dangerous occurrences or near-misses

## **Supply and Student Teachers**

The school's expectations are made clear to any supply and student teacher through the provision the School Handbook, Visitors Pass and Safeguarding Policy.

Teachers on supply and student teachers are given a copy of the Safeguarding and Health and Safety Policy.

When supply and student teachers attend the school to cover for staff absence at short notice the responsible person as above gives guidance on the work to be covered.

## **Volunteer and Parent Helpers**

Volunteer and parent helpers are subject to the school's safeguarding arrangements. Volunteers will receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors' badge at all times and follow the school procedures. The School Business Manager is the principal point of contact. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.

## **Premises Manager**

The Premises Manager is responsible:

- For the implementation and operation of the school's health & safety policy with regards to the fabric of the building and all statutory maintenance checks.
- For making recommendations to the Headteacher, School Business Manager and the Governing Body regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others.
- For fire safety including coordinating half termly fire drills, weekly call point tests, escape routes, maintenance of system, checking of fire safety equipment and elimination of potential fire risks.
- For keeping their training up to date, especially areas with statutory requirements (Legionella and asbestos training – every three years).
- Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is being undertaken by themselves or others working under their direction. This includes such things as working at heights, on steps, ladders or scaffolds.
- Ensuring that all escape routes from the buildings are free from obstructions to enable safe evacuation of staff and pupils.
- Ensure that playground exits/entrances are padlocked closed after registration in the morning and to ensure that they are unlocked again ready for the end of the school day at 15.30pm.

## **School Business Manager**

- Act as the schools Health and safety co-ordinator
- Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the senior team, governors and where appropriate the health and safety executive.
- Ensure the maximum level of security consistent with the ethos of the school.

## **Pupils**

Pupils will be instructed at assemblies and in class about the importance of behaving in a safe way. They will be instructed about any risks that may arise in the school for example if contractors are on site.

## **Contractors**

It is the responsibility of contractors and their employees to read and comply with the School's Health and Safety Policy. Where contractors are employed they must be vetted for suitability of the task and meet the relevant criteria.

All Contractors must be presented with the school's Asbestos Register (*held in the Premises Office*) prior to commencing any intrusive works so that they are forewarned of any asbestos that may have been identified.

All contractors will sign a copy of the "Contractors Code of Conduct" held by Premises Manager

**See Managing Contractors Policy.**

## **Union Health and Safety Representative(s)**

The Healthy and Safety at Work Act 1974 states provision is made for the appointment of Union Health & Safety Representatives. It is the function of the Health & Safety Representatives to make such proposals as they see fit with regard to ways of achieving improvements in health and safety. The school has a Premises Manager who will oversee aspects of health and safety within their remit alongside appointed voluntary Health and Safety Representatives – possibly

one from the teaching staff and one from the non-teaching staff.

The functions of the Union Health and Safety Representatives are:

- to report potential hazards and to take remedial action if competent to do so;
- to examine causes of any accidents that occur in the workplace and suggest remedial action;
- to ensure that any such accidents are reported using the appropriate form;
- to investigate any complaints relating to health, safety and welfare at work;
- to consult with Lewisham Council with regards to the above and other queries affecting health and safety in the workplace;
- to be offered involvement in the inspection process of the school premises;
- to be offered to attend meetings of Health and Safety Committees;
- to disseminate information to their union members keeping them up-to-date with any new health and safety initiatives;
- to raise health and safety issues at Staff Meetings
- to monitor that written risk assessments are readily available to staff and to monitor compliance;

### **First Aiders**

- Qualified first aiders are always available on site to assist any children that require first aid assistance.
- Staff assisting with first aid are to wear Personal Protective Equipment at all times.
- Any hazardous waste is disposed of in the correct bins provided.
- All children that receive first aid are given a first aid slip and parents are notified of the circumstances surrounding the accident.
- An up to date list of trained first aiders is displayed in the staffroom and Early Years Classrooms

### **Fire Marshall's**

- Fire Marshall's have been implemented to ensure efficient and safe evacuation takes place during an emergency evacuation.
- An up to date list of all staff trained in fire safety awareness will be displayed in reception foyer & in the school office. This will include the level of training they have received and the expiry date.
- Fire Marshall's will receive fire safety awareness training.
- Fire Marshall's will report any findings or concerns to the school's fire controller (*premises manager*).
- Each fire Marshall will be responsible for sweeping a delegated part of the school premises.

## **Information, Training, Consultation & Implementation**

### **Staff Information**

- New staff will be given a copy of the Health & Safety policy & procedures and asked to sign to say they have read and understood their delegated roles and responsibilities
- Changes or new procedures will be given to all employees as relevant, and their signature obtained for the information log.
- Key health & safety information will also be included in the staff handbook.
- New employees will be given a site tour and information at induction.
- The Head Teacher will update all staff at briefings if any issues arise that should be communicated immediately.

## Health and safety information for pupils, visitors and contractors.

- Information for pupils will be given at assemblies and in certain lessons as required
- Information for parents can be found on the school website & through letters and newsletters
- Information for visitors will be given verbally on signing in
- Information for contractors will be provided using relevant documentation by the relevant person at the time of agreeing works, verbally and on signing in. A Contractors Code of Conduct will be issued to each new contractor.

## Staff Consultation

Staff will be consulted and asked for their input on the Health & Safety policy by Head Teacher

- Health and safety will be a standing agenda item for weekly briefings.
- A formalised biannual review of the policy will be undertaken, and staff asked for their input.
- Staff will be encouraged to report any H&S concerns to the School Business Manager or the Premises Manager via the **Parago** website system.
- Copies of up-to-date H&S policy and copies of all risk assessments and policies will be kept electronically with the head teacher and hard copies in the school office for review by staff whenever required.

## Health & Safety Assistance

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

## Staff Training & Competencies

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organised as required:

<b>Staff / Governor/Consultant</b>	<b>Training and Competencies</b>
<b>Governors</b>	Health & Safety Awareness Training for Governors
<b>Headteacher and Deputy Headteacher</b>	Health and Safety Seminar, Asbestos, Legionella, Fire
<b>Health &amp; Safety Consultant</b>	Health & Safety Training – Minimum of Graduate Member of IOSH or working towards
<b>Educational Visits Co-ordinator</b>	Risk Assessments and Educational Visits Co-ordinator
<b>Premises Manager</b>	Asbestos Awareness, Working at Heights Awareness, Manual Handling (Objects), COSHH Awareness Managing Chemicals, Managing Contractors, Fire Safety Awareness, Full First Aid at Work, Emergency First Aid, Premises Conference, Legionella Awareness, Risk Assessments.
<b>School Business Manager</b>	DSE (Display Screen Equipment) Awareness, Health and Safety Responsibilities at School Events, H & S Conference, Risk Assessment Training
<b>First Aiders</b>	Paediatric, Full First Aid, Emergency First Aid, Epi – pen training
<b>Fire Marshals</b>	Fire Safety Awareness, use of extinguishers

### The Supervision of Pupils

The Governing Body & Headteacher are responsible for -

- The internal organization, management and control of the school and to deploy and manage the teaching and non-teaching staff.
- ensuring appropriate behaviour at all times during the school day (including mid-day break) when pupils are present on the school premises and whenever pupils are engaged in authorised school activities – whether on the school premises or elsewhere
- maintaining a reasonable system of supervision for all pupils who are on any part of the school premises or for whom the school has accepted responsibility
- with senior management, checking that these scheduled duties are carried out

Parents will be made aware of supervision procedures and policies when their child enters the school, and all the relevant information is available on the school website. Any changes in policy and procedures will be altered accordingly with parents informed through regular School Newsletters, Governors' Report etc.

See Supervision of Pupils Policy

<b>Health &amp; Safety Arrangements</b>			
Area	Page	Area	Page
<b><u>Site Specific</u></b>		<b><u>Welfare</u></b>	
Asbestos	10	Accident / Incident Reporting	15
Electricity	10	First Aid	7/15
Fire & Evacuation	11	Infectious Diseases	16
Gas	11	Medications	16
Glazing	11	Pregnant & New Mothers	16
Housekeeping	11	Smoking & Alcohol	16
Inspections	11/12	Stress	17
Lettings	12	Violence & Aggression	17
Lifts	12		
Physical Education (PE)	12	<b><u>Job Specific</u></b>	
Play Equipment	13	Banking	17
Playgrounds	13	Display Screen Equipment	17
Security	13	Driving	
Waste	13	Home Visits	
Water Management	13	Lone Working	17
		Manual Handling	17
<b><u>Hazardous Substances</u></b>		Personal Protective Equipment	18
Petrol & Diesel	14	Tools & Work Equipment	18
Chemicals	14	Working at Height	18
<b><u>Imported Risks</u></b>		<b><u>Risk Assessment</u></b>	
Contractors		Methodology	
Educational Visits		List of Risk Assessments	19
Events	14/15	Areas of Responsibility	
Procurement of Staff & Services	15		

		<b><u>Appendices</u></b>	
		First Aid Staff List	
		Fire Marshall List	
		List of staff with H&S Duties	
		Medications Consent Form	
		Administered Medication Record	
		DSE Self Assessment	
		Risk Assessment List	
		PEEP	

## Site Specific

### Asbestos Management

The Premises Manager has designated responsibility for making regular inspections of areas known to contain asbestos. He will check for signs of physical disturbance and organise annual inspections by an approved contractor. In the event of suspected disturbance, the Premises Manager will immediately bring this to the attention of the Headteacher who will take responsibility for deciding the next steps. This may/ will involve –

- Physically restricting access to the area including if necessary, making a door air tight by sealing with tape.
- Notifying Lewisham Council's Estates Management Unit and LBL Schools H&S Advisor.
- Providing an area to remove potentially contaminated clothing for disposal as hazardous waste.
- Possible evacuation and closure of the school whilst an emergency call-out is arranged by an approved contractor and area made safe.

On confirmation of asbestos release and exposure, the school will complete a RIDDOR for the HSE. No intrusive work can take place without consulting the asbestos register prior to commencing work and adhering to Lewisham Council's Estates Management Unit's Asbestos Management Policy (VERSION 7.0).

See the **Asbestos Management Policy**.

### Electricity

Under no circumstances are staff permitted to bring into school their own electrical equipment without prior consent from the Premises Manager.

An approved contractor will carry out hard wire electrical testing, every 5 years as per the statutory guidelines. The Premises Manager has been designated to take responsibility for arranging this. Any failures will be addressed, and an action plan implemented.

All portable or moveable electrical equipment has a British Standard Kite Mark and is tested annually (Portable Appliance Testing - PAT) by a competent person. Any items failing the test are disposed or repaired immediately.

Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

Staff should visually inspect all electrical equipment prior to use.

Staff should make sure all electrical equipment is switched off before going home.

### Fire & Evacuation

As the person delegated with day-to-day running of the school the Headteacher is deemed as

the “Responsible Person” under current fire safety legislation.

The main duties of the Responsible Person in relation to fire safety are:

- to ensure a fire risk assessment is completed by a competent person annually or sooner if required
- to identify the provision of adequate training for those appointed as Evacuation Marshals and fire extinguisher training where necessary
- to arrange for any necessary contacts with external emergency services
- To provide adequate emergency escape facilities.
- To ensure that those who are on site (including visitors) that require assistance during emergency evacuation have a Personal Emergency Evacuation Plan (PEEP).

An emergency plan to evacuate the site has been created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan.

Fire evacuation drills must be completed once a term and the results recorded in the Fire Log e.g., time to evacuate, call point activated and any issues highlighted. This may need to be more frequent if there are changes to the site e.g., change of assembly point due to planned construction work.

All staff should receive training in fire safety awareness, including the risks of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities during emergency evacuation.

Records are kept in the Premises Manager’s Fire Book.

### **See Fire Evacuation Procedure**

#### **Gas**

All gas appliances (*boilers, kitchen equipment etc.*) will be annually maintained and serviced by Gas Safe Registered Engineers. The Premises Manager will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed.

#### **Glazing**

Any replacement glass or new glass installation should be undertaken using the current standards. Reputable contractors employed to install the glass. Considerations must be undertaken when replacing / installing glass.

### **See Glazing Procedure**

#### **Housekeeping**

Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.

Accidents can be prevented, by following the guidelines listed below –

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean and spillages cleaned up immediately.
- Do not obstruct emergency exits.
- Keep electrical cables neat and tidy.
- Reporting any hazards immediately to Premises Manager

## Inspections

Site inspections (internal and external) will be undertaken on the following basis.  
The Premises Manager will maintain a record of all inspections. (Other than daily visual)

Staff/Governor/Consultant	Frequency
Premises Manager	Daily ( <b>visual</b> ).
Headteacher	Termly
Headteacher and SBM	Termly
Health & Safety Governor	Annually
Health & Safety Consultant	Annually

## Lettings

The school follows its Lettings Policy and uses its hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence and copies of public liability certificates to be kept on file.

If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner.

A signed, written letting agreement is completed and copies are kept. A risk assessment must be undertaken, and a copy given to the Premises Manager.

The Premises Manager will ensure that any hirers will have a health and safety induction which will cover fire and emergency arrangements.

The Headteacher or Governing Body will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

The school currently has a Saturday letting (AFRIL).

## See Lettings Policy

## Lifts

Both the stair riser and platform lifts are inspected by a competent engineer and Lewisham Council Insurers on a six-monthly basis.

The lifts are inspected and recorded by the Premises Manager on a monthly basis.

The lifts are operated by a key and only accessed by authorised persons.

**THE SCHOOL WILL TAKE THE LIFTS OUT OF USE WHEN THERE ARE NO PUPILS WITH MOBILITY ISSUES IN THE SCHOOL. THE LIFTS WILL BE SERVICED PRIOR TO THEM BEING BROUGHT BACK INTO SERVICE IF NEEDED.**

## Physical Education (PE)

All PE equipment will be formally inspected by a competent contractor on an annual basis and undergo any necessary maintenance.

All staff managing any PE activities must visually inspect the equipment prior to use and will restrict access awaiting removal if found to be faulty or damaged.

All PE activities will be risk assessed prior to them taking place. This includes indoor and outdoor lessons.

Pupils will receive induction at the beginning of the school year on how to use any PE equipment. The induction may include moving and storage of the equipment if the pupils are physically able and competent.

### **Play Equipment**

The Premises Manager will inspect the playgrounds on a daily basis. All defective equipment must be reported immediately to the Premises Manager. The play equipment concerned must be immediately withdrawn and a decision made as to whether it should be repaired or destroyed.

A competent contractor will be employed to undertake an inspection and maintenance on all outdoor play equipment annually.

All play equipment in the school will only be used by age/maturity appropriate pupils. Pupils accessing the equipment will be supervised at all times.

### **Playgrounds**

The playground will be visually inspected daily by the Premises Manager. Any hazards such as animal waste / glass etc will be removed immediately. Staff to segregate the area and immediately report to Premises Manager any concerns.

### **Security**

The school will have in place adequate management measures to prevent unwanted and unlawful entry to the school so far as is reasonably practicable.

A security risk assessment will highlight any practical control measures that the school may adopt to safeguard pupils, staff and school assets.

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

All visitors and contractors must sign in at the reception desk, obtain an ID pass, which must be worn at all times when on site.

All staff are issued with an ID badge, and this must be worn at all times whilst on site, or on school trips.

The school's external gates (School & Nursery) are monitored by office staff. Staff to challenge (if safe to do so) persons access the school unaccompanied.

Access to the school premises from the church is restricted to parish priests ONLY and a new fob entry system has now been implemented to improve security.

**See Security Policy.**

### **Waste**

The disposal / storage and collection of all waste products (clinical, general, hazardous and recycling) is the responsibility of the Premises Manager.

Waste is stored carefully onsite – in the car parking area, to avoid escape within the grounds or elsewhere.

Fire safety is considered, e.g., security and location of bins.

Records for removal of waste are retained by the Premises Manager.

**See Waste Policy**

### **Water Management**

The school will instruct a competent person to undertake a legionella (water) risk assessment on behalf of the school at 24 month intervals, or sooner if anything changes.

Findings from the risk assessment will be documented and any significant issues or recommendations arising will be addressed according to priority.

All taps must be labelled denoting if it is drinking water or not.

Monthly temperature checks will be undertaken by Premises Manager and any concerns addressed. Flushing and descaling will be undertaken regularly.

The Premises Manager will arrange annual water testing undertaken by a competent contractor and if needed tanks and systems chlorinated.

Any water issues will be brought by the Premises Manager to the attention of the Head Teacher.

**See - Water Management Policy.**

## **Hazardous Substances**

### **Petrol & Diesel**

A small 5litre can of petrol is kept on site for the leaf blower which is stored in a container in the car park located at the rear of the school.

### **Chemicals**

The Control of Substances Hazardous to Health 2002 (as amended) Regulations requires the employer to assess the risks to workers and others affected by their business of the use of chemicals and hazardous substances.

Safety sheets are available for all chemicals held on site. (Cleaners and school)

Premises Manager to ensure all chemicals on site have a corresponding chemical data sheet and risk assessment readily available. The data sheets are held in situ with the chemical.

Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases.

The Premises Manager is the school's trained competent COSHH Assessor. No hazardous chemicals are allowed onto the school premises without the Premises Managers permission or unless a COSHH assessment has been completed.

**See Hazardous Substances Policy**

## **Imported Risks**

### **Contractors**

Contractors working within the school are required to comply with the Schools Health & Safety Policy. The school will issue a copy to all contractors PRIOR to any works / services commencing.

The Premises Manager will issue every contractor with a "Contractors Code of Conduct" which will be signed and dated to acknowledge receipt. This will also include an up-to-date copy of the latest asbestos inspection survey.

Any breach of these rules should in the first instance be reported to the Premises Manager or School Business Manager.

All contractors will be required to produce their own method statements and risk assessments. They will also provide the school with their liability insurance policies.

**See Managing Contractors Policy**

## **Educational Visits**

Any staff that arrange or actively participate in school visits or out-of-school activities must comply with Lewisham Councils There and Back Again document.

The school will appoint an Educational Visits Coordinator (EVC) who will be either the Headteacher or a member of SLT. They will be responsible for ensuring the process for arranging off site visits or activities are in place prior to the event taking place.

The EVC will undergo **refresher** training every three years.

**See Educational Visits Policy.**

## **Events – school fetes, nativity, Christmas bazarr etc**

When organising school events (*i.e. summer fayre, Christmas concert etc*) the event organiser will be responsible for preparing a short written assessment of the activities that make up the event.

All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc.

The following activities/attractions **MUST** have an individual written risk assessment: -

- \*Bouncy castles
- \*Stands/Stalls – (tattoo, face painting, candles, etc)
- \*Displays involving animals, weapons, flames or special affects

All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.

When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

An emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed.

## **Procurement of Staff and Services**

Services contractors are procured through Lewisham approved contractors list, all works exceeding £1000 three quotes are obtained. Annual servicing contractors are reviewed annually to ensure we are cost efficient.

Agency staff is procured through reliable and frequently used agency companies (i.e.) safeguarding plus, site masters & future education.

## **Welfare**

### **Accident / Incident Reporting**

Any accident, injury OR SIGNIFICANT NEAR MISS SHOULD BE must be reported to senior management by the person or persons involved in the accident, and entered in the Accident Report Book (*either the Pupil's Accident Book or the Staff Accident Book*). Accident books are held in the School Office. The Headteacher is to ensure that the Governing Body is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation.

Lewisham Councils on line accident form must be fully and accurately completed and, where possible, detailed statements from witnesses should be taken. All staff must know the procedure and that advice can be obtained from the school office.

Accident/incident reporting can be entered onto Lewisham Councils database, by the schools nominated person/s (*School Business Manager or Admin Officer*).

In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 in cases of death or major injuries, the school must notify the HSE without delay. Cases of over-seven-day staff absence due to an accident/incident at school must be notified within fifteen days of the incident, using the appropriate online form.

**See Accident Reporting Policy.**

### **First Aid –**

St Saviours has an Appointed Person who co-ordinates all school first aid requirements. The School Business Manager will ensure there are sufficient numbers of trained first aiders on site during the time the school is open. This will include breakfast and after schools clubs, school trips and during the school holidays (*if staff are present on site*).

An up-to-date list of all staff trained in first aid will be displayed in reception foyer & in the school

office. This will include the level of training they have received and the expiry date.

Regulations require that First Aid materials are readily accessible. The First Aid Boxes will contain at least the minimum permitted contents in accordance with the Regulation and any additional items identified by risk assessment. First Aid kits will be monitored and replenished, when necessary, by the school's business manager.

Personal Protective Equipment (PPE) will be stored near First Aid Boxes. First Aid Kits / Boxes should be available for school trips/visits or for groups taking part in outdoor activities.

**See First Aid Policy**

### **Infectious Diseases including Communicable**

Any child who attends school with a suspected infectious disease will be taken immediately to the school office where the parents must be called to come and collect them and advised to seek medical advice. Any pregnant staff members or women returning after giving birth will be informed of any child presenting with an infectious disease and advised to seek medical advice. Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid.

The school follows the guidance produced by Public Health England, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings (displayed in School Office) and the Public Health England booklet 'The Spotty Book'.

Health and Safety advice is sought as appropriate re: RIDDOR

### **Covid 19**

The school follows the government, Public Health England and the Local Authority guidance on all matters relating to the Covid-19 pandemic.

**See the Covid-19 Risk assessment**

### **Medications – Pupils with Medical Conditions**

The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - Supporting Pupils with Medical Needs in School, which sets out the legal framework for the health and safety of pupils and employees. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between school, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.

The school discourages pupils from taking medicine in school unless a pupil is suffering from chronic illness or allergy (For example, Asthma), or because they are recovering from a short-term illness and are taking antibiotics. The medicine must be prescribed, and written authorisation provided by the parent or carer.

Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition.

Teaching and non-teaching staff must not administer medication to pupils if they are not trained to do so.

Training will be available for staff that need specific healthcare training to support pupils with medical conditions in the school.

**See Administering Medications Policy**

### **Pregnancy & New Mothers**

Employees who become pregnant shall inform the Headteacher as soon as they possible so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled.

Advice on pregnancy and work is given in the Department of Health poster 'Guidance on infection control in schools and nurseries' which can be accessed via the office.

A risk assessment will be undertaken immediately and reviewed as many times as needed should there be any changes in the pregnancy.

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

**See Pregnant and New Mothers Guidance**

### **Smoking & Alcohol**

Smoking is not permitted on the school premises including outside the school gates. This is to prevent unwanted exposures to environmental tobacco smoke which is health hazard and to minimise the risk of fire and is illegal.

Contractors working on site will be reminded that the school is a no smoking area. This includes electronic cigarettes vapes.

Appropriate signage is in place.

Alcohol is not permitted on the school premises. During school events if alcohol is to be consumed or sold a valid alcohol permit (TENS) must be obtained and a copy must be kept with the Premises Manager.

### **Stress**

The Headteacher will ensure that the risks from work related stress are being effectively managed and controlled throughout the school. Senior management will demonstrate clear commitment to stress management and will be briefed as to their legal duties. The Governing Body will manage the stress implications for the Headteacher.

**See Wellbeing Policy.**

### **Violence & Aggression**

All staff are entitled to carry out their work without threat of verbal abuse or physical violence. Any displays of aggression to our staff by a parent or carer, or child will be taken seriously and will be investigated fully, to establish the appropriate action to take. Violence or abuse of any description will not be tolerated.

**See Violence and Aggression Policy**

### **Job Specific**

#### **Banking**

The Premises Manager will be responsible for taking the banking to the bank. The banking of cash should be done on a regular basis and no less than weekly. For their own personal security, the Premises Manager should change the frequency and timing of the trips to the bank to prevent developing a regular pattern. Care must always be given to ensure that the cash held on site does not exceed the total insurance cover for the school' safe.

**See Banking Risk Assessment**

#### **Display Screen Equipment**

All staff that use a computer for a significant part of their working day or are designated as a computer user must complete a workstation (DSE) self-assessment if competent to do so. Where necessary, the schools DSE trained assessor will complete an assessment for a designated user e.g., if staff not competent to do so.

**See Workstation (DSE) Assessments Policy**

#### **Lone Working**

People who work alone without interaction with other workers e.g. people who work in the building outside normal school/office hours (e.g. teachers/office staff working late, premises manager), remote working and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures may be required. All lone working activities must be risk assessed with reasonable and suitable control measures introduced.

**See Lone Working Policy**

## **Manual Handling**

Personnel undertaking manual handling activities are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person. The schools nominated Manual Handling of Loads risk assessor is the Premises Manager.

**See Manual Handling Policy**

## **Personal Protective Equipment**

The need for any PPE should be identified by the risk assessment. It is the Head Teachers responsibility to ensure that suitable PPE is provided and there are adequate supplies available. No charge will be made to staff for any PPE provided, including agency staff.

Where PPE has been identified as a control measure, it must be worn by any employees or pupils who may be at risk of injury or harm.

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

**See PPE Risk Assessment**

## **Snow and Ice - Inclement Weathers**

Adequate arrangements are in place to minimise the risks from snow and ice on the site, e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions, e.g. which specific routes are gritted.

There is suitable storage, machinery, checks for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available, ordered and maintained by the Premises Manager.

**See Snow and Ice Risk Assessment**

## **Tools & Work Equipment**

All persons using power or hand tools must be suitably trained in their use. PPE must be provided if the Risk assessment for the use of the equipment or task being carried out requires it. All tools/ equipment must be inspected regularly and if found to be defective reported immediately to the Premises Manager. It cannot be issued for further use until it has been repaired. If deemed not repairable, the equipment concerned must be immediately withdrawn from service, clearly marked and isolated in an area whilst awaiting disposal.

Each school will have an inventory in place detailing all work equipment held on site including any specific information or training required.

## **Working at Height**

Working at height is defined as any activity where a person is at risk of falling. This includes working at ground level, above or below.

All activities that require working at height must be risk assessed prior to the activity by a competent person.

Staff are not permitted to work at height unless they have attended suitable working at height training.

Where scaffolding and tower scaffolds are used, they must be erected by a competent person. Scaffolding must display a safety tag to confirm that it has been checked and is safe to use. Ladders and steps must never be used on scaffolding.

When it is required to work on the roof of a building, whether for planned maintenance or for emergency repair, written risk assessments must be in place outlining the required control measures for that task. Where possible, no persons should work on the roof alone. Generic risk assessments for working on a roof must be checked and updated to ensure that they are

relevant for the specific task.

Emergency repairs can present different risks to those noted in generic risk assessments, therefore a specific assessment is required as the generic assessment may not record the additional control measures that are required

Any staff needing to access roofs will receive the requisite training.

**See Working at Height Policy**

### **Risk Assessment**

Risk assessments (RA's) will be completed by those trained in the risk assessment process.

Risk assessments will be carried out once and then reviewed annually unless the process identifies regular review or occasion to review earlier arises. RA's (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working.

A copy of all risk assessments will be maintained in alphabetical order in a folder in the School Office.

Risk assessments are used to inform procedures and practices for managing activities. Risk assessments must be used to clarify controls (preventative measures), which must be in place to minimise accidents or injury. Team leaders and persons with management responsibility will write protocols / guidance based on the outcomes of the risk assessments they have undertaken.

Risk assessments will be requested from contractors who undertake any works in the school prior to the works taking place.

Once developed, risk assessments will be circulated to all relevant staff and persons affected by the activity. This is to protect all personnel working within their area(s) of responsibility from dangers to their health and safety.

**See Risk Assessment Procedure**

<b>St Saviours Risk Assessments</b>			
<b>No</b>	<b>Area / Activity</b>	<b>Owner</b>	<b>Review Date</b>
	Asbestos		
	Fire	Premises Manager	Sep 2019
	COSHH - Chemicals	Premises Manager	
	Display Screen Equipment		
	Working at Height	Premises Manager	
	Contractors		
	Security		
	Pregnancy	Premises Manager	
	Manual Handling		
	Home Visits		
	Lone Working	Premises Manager	
	Equipment / Tools		
	Premises Officer Duties		

	Playground	Premises Manager	
	Administration Of Medication		
	First Aid		
	Events		
	PE		
	Waste		
	Violence & Aggression		
	Educational Visits	HT/DHT	
	Boiler House		
	Playtimes Supervision	Premises Manager	
	Classroom		
	Legionella	Premises Manager	Sep 2019
	Play Equipment		
	Personal Protective Equipment (PPE)	Premises Manager	
	Banking		
	Driving for Work		
	Communicable Diseases		
	Electrical Equipment		