

Health and Safety policy

Approved by the Governing Board
On
20 March 2018

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DOCUMENT CONTROL

Authorisation

Authorised by: Full Governing Board

Date: 20 March 2018

Change History

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Meg Gibbons	Original from Croydon LA Health and Safety Advisor – model policy.	March 2010	1.0
Meg Gibbons	Updated	March 2011	1.1
Meg Gibbons	Reviewed	March 2012	1.2
Trish Farrelly	Reviewed	Sept 2014	1.3
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Trish Farrelly	Minor updates	Feb 2018	2.0
FGB	Approved by the Full Governing Board	20.3.18	3.0

Document References

#	Title	Date	Version
Croydon LA	Health & Safety Room - Fronter	2014	
DFE	Health and Safety: advice on legal duties and powers	Feb 2014	
HSE	RIDDOR legislation	2016	
	Fire Risk Assessment - Courtwood	Feb 2018	1.0

Distribution List

Name	Date	Method
All staff, parents and governors	Sept 2014	Fronter
All staff, parents and governors	Dec 2016	Fronter
All staff, parents & governors	March 18	Website

Name	Date	Method

INTRODUCTION

Purpose

The Governors and Headteacher of Courtwood Primary School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

Background

Original from Croydon Model Policy.

Abbreviations

Abbreviation	Meaning
H&S	Health and Safety
LEA	Local Education Authority
CYPL	Children, Young People and Learners
NAHT	National Association of Headteachers
LGfL	London Grid for Learning

POLICY

Part 1: Statement of Intent

The Governors and Headteacher of **Courtwood Primary School** recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Governors and Headteacher aim:

- To operate within the structure & framework laid down by the Croydon Council.
- To ensure senior staff develop & maintain a culture within the school supportive of health, safety & welfare
- To establish an effective safety management structure & arrangements to implement requirements
- To ensure a systematic approach to the assessment & control of risks
- To ensure that employees are competent in the work that they are doing
- To ensure that employees actively participate in identifying hazards
- To minimise hazards entering the school
- To ensure the competence & management of contractors on school premises
- To monitor work practices & regularly review safety management systems

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Education Department's Safety Adviser or the Council's Safety Advisers as required.

Every employee is responsible for his / her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors will receive at least one report annually from the Premises Governor which will include content relating to health and safety. This policy will be brought to the attention of all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

- Croydon Council's general policy statement of intent;
- The Department for Children, Young People & Learners Health and Safety Policy.

The above, and other health and safety policies and guidance, may be downloaded by staff from London Grid for Learning.

Part 2: Organisational Responsibilities for Health and Safety

As the employer, Croydon Council has overall responsibility for Health and Safety in Community, Special and Voluntary Controlled Schools.

Overall Approach

At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Headteacher and the Governing Board. To fulfil these responsibilities, the Headteacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Headteacher once tasks have been completed. The Headteacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Board or the Council on matters that need taking forward.

Policies and arrangements on key topics are contained within the Fronter site which is reviewed and maintained by the Health and Safety Consultancy. <https://fronter.com/croydon/main.phtml>

Roles & Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Governors & Headteacher

- To ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school(*).
- To commit resources to fulfil the Health and Safety Policy.
- To ensure that there is a Health and Safety Plan for each year (*).
- To prioritise actions where resources are required (*).
- To ensure actions are undertaken.
- To monitor achievement of plans and extent of compliance with standards (*).
- To monitor trends in accidents and incidents (*).
- To receive, and where appropriate, action inspection reports.
- To include health and safety on governors' meeting agenda.
- To receive and where appropriate action the minutes of the school's Health and Safety Committee.
- To produce an annual report on health and safety.
- To periodically review the adequacy of health and safety arrangements.
- To ensure that the school follows security procedures (App 22)

(*Training needs: Role of Governors, Management of Health and Safety and Principles of Risk Assessment)

Headteacher

- To ensure staff are competent to undertake tasks delegated to them (*).
- To identify staff training needs and to arrange for appropriate training (*).
- To ensure risk assessments are undertaken (*).
- To ensure appropriate action is taken on identified significant risks (*).
- To ensure that there are procedures for serious and imminent danger.
- To investigate accidents and complete the appropriate paper-work (*).
- To consult staff and safety representatives on health and safety matters.
- To co-operate with and provide necessary facilities for trades' union safety representatives.
- To ensure the induction of new and transferring staff and volunteers (*).
- To manage the contracts for catering and cleaning contractors and report concerns to the Client Officer as appropriate.
- To manage maintenance contracts e.g. for gym equipment.
- To ensure safe hiring of school premises to third parties.
- To ensure the competency and management of visiting contractors (*).
- To ensure the safety of visitors to the school.
- To ensure regular inspections of the school's premises.
- To submit inspection reports to governors.
- To Chair the school's health and safety committee (*).
- To pass on health and safety information received to the appropriate people.
- To participate in Council safety audits.

(* Training needs: Management of Health and Safety, Management of Contractors, Role of a Safety Committee, Principles of Risk assessment, Accident Investigation)

Head of School, Deputy Headteacher or nominated person

- To deputise for the Headteacher in his / her absence (*).
- To undertake risk assessments in conjunction with Heads of Departments (*).
- To undertake risk assessments for all activities of school, including those off site.
- To undertake risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc (*).
- To report to the Headteacher with the results of the risk assessments.
- To undertake workplace inspections with the Heads of Departments (*).
- To ensure the school follows security procedures (App 22)

(*Training needs: As for Headteachers, but in addition Risk Assessment and Workplace Inspections)

All Staff

- **To CHECK THAT CLASSROOMS AND WORK AREAS ARE SAFE**
- To check that equipment is safe before use
- To ensure that safety procedures are followed
- To ensure that appropriate protective equipment is available & used, when needed
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate
- To bring problems to the relevant manager's attention
- To report all accidents and incidents

School Secretary or nominated person

- To manage the front door and security system.
- To dispatch completed accident investigation forms.
- To administer first aid, if appropriate (*).
- To ensure first aid equipment is up-to-date and available.
- To monitor unwell children.

(* Training needs: First Aid)

Caretaker or nominated person

- To monitor condition of any asbestos in the school and report problems.
- To test the fire alarm each week.
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained.
- To monitor the school's cleaners to ensure they work safely (*).
- To organise or undertake portable electrical appliance testing (*).
- To arrange and manage for contractors to undertake small repair works (*).
- To report hazards.
- To maintain health and safety records e.g. records on fire alarm servicing, etc.
- To follow school's security procedures (App 22) and informs senior leadership of any breaches or concerns

(*Training needs: Asbestos Awareness, Safe Use of Chemicals, PAT testing, Managing Contractors)

Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of each meeting of the Governing Board. In addition, the Governing Board will monitor and evaluate the effective working of the system within the school by the following means:

- a) monitoring accident/incident reports. The Headteacher will report all accidents to pupils and staff to the Governing Board and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) checking safety committee minutes and follow-up procedures.
- c) checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- d) receiving reports from the Headteacher on:
 - complaints and hazard reports from staff and visitors
 - visits from HSE Inspectors
 - new Council guidance and Code of Practice and methods of implementation
 - any Safety Audit arranged by the Council or commissioned from consultants
 - any guidance or advice from the Department for Children, Schools and Families (DCSF), HSE or other organisations concerned with health and safety in educational establishments
 - staff training
- e) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

PART 3: ARRANGEMENTS

(Refer to the health and safety manual, guidance and procedures as appropriate)

- | | | |
|-------------|---|---|
| Appendix 1 | - | Fire evacuation and other emergency arrangements |
| Appendix 2 | - | Inspection and maintenance of emergency equipment |
| Appendix 3 | - | First aid and medication |
| Appendix 4 | - | Accident reporting procedures |
| Appendix 5 | - | Lone working |
| Appendix 6 | - | Health and safety information and training |
| Appendix 7 | - | Work equipment |
| Appendix 8 | - | Flammable and hazardous substances |
| Appendix 9 | - | Moving and handling |
| Appendix 10 | - | Health and safety monitoring and inspections |
| Appendix 11 | - | Asbestos |
| Appendix 12 | - | Risk assessments |
| Appendix 13 | - | Offsite visits |

- Appendix 14 - Work at height
- Appendix 15 - Display screen equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Contractors
- Appendix 19 - Stress
- Appendix 20 - Legionella
- Appendix 21 - Violence to staff
- Appendix 22 - School security

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Fire precautions:

The schools fire risk assessment is reviewed annually. There is a plan of all fire fighting equipment, which is serviced annually. The Headteacher, caretaker and secretary would summon the Fire Brigade in the event of an alarm sounding. The Headteacher, Head of School, deputy and caretaker are all key-holders. It is vitally important that staircases and escape routes are kept clear and fire exits unblocked and unlocked.

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the Fire Risk Folder and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

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

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

Emergency Evacuation Procedures

Fire drills are held each term and instigated by the Headteacher. The evacuation routine is common to all emergency situations. If unable to re-enter the building, the LEA would be informed and the school would evacuate to Forestdale Primary School.

Actions on discovering a fire:

Actions to be taken by person(s) who discovers a fire:

- Raise the alarm by alerting those near by and operating the nearest red fire call point / break glass.
- Leave the building by the nearest exit.
- Report to the assembly point located at the junior playground.
- Do not stop to collect personal belongings.
- Do not re-enter the building until you are told that it is safe to do so.

A member of staff should only attempt to fight a fire if they are trained to use the extinguishers and are confident that they can do so safely i.e. without being overcome by smoke or becoming trapped by the fire.

Assembly points

Once clear from the building all personnel are to assemble at **the junior playground (KS2)**

Additional specific tasks

Manager / Deputy. In the event of the fire alarm sounding the manager or their appointed deputy will:

- Leave the building by the nearest exit and co-ordinate the evacuation from the assembly point.
- Establish from staff members the evacuation status.

- Report the evacuation status to the person in overall charge of the scene. This may be the person in overall charge or a fire brigade officer. In the event of a person or persons being reported as being still in the building alert the fire authorities as soon as possible.

Teachers / Trainers / Staff members.

- On hearing the alarm escort students to the nearest fire exit.
- Ensure students remain together and leave in an orderly fashion.
- Lead party to the assembly point.
- Conduct a role call to ensure all are present.
- Report status to the manager or their appointed deputy.

Main reception staff / office staff. The person on main reception will:

- Take the visitor's book / registers with them (if safe to do so).
- Check both the male and female toilets on the way out.
- On arrival at the assembly point report to the manager or their deputy.
- Make the visitors book containing a copy of this emergency plan available to the person in charge.
- Distribute registers to person responsible for the class.

Other staff members.

- On hearing the alarm leave by the nearest exit.
- Ensure that any people you meet on the way are ushered to the exit with you.
- Report to the assembly point.

Evacuation of people with mobility problems.

- Children with mobility problems have a specific risk assessment, kept by the teacher.
- Wherever possible those with mobility problems should be assisted to evacuate via the disabled access door at the rear of the Treehouse next to the school kitchen.

Fire Drills

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

Fire Fighting

- The safe evacuation of persons is an absolute priority
- The Headteacher and caretaker are trained to use extinguishers, **if it is safe to do so without putting themselves at risk**
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

Details of service isolation points: gas – kitchen cupboard, electricity – caretaker's room, water - tower

- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Caretaker for consultation.

INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the caretaker and a record kept in the Fire log book, held by the caretaker and monitored monthly by the Headteacher. Regular testing of fire alarms will occur on Monday 7am.

Any defects on the system will be reported immediately **Churchills** .

A fire alarm maintenance contract is in place with Churchill Security 0208 460 0400 and the system tested annually by them. This includes smoke and heat detectors.

Churchill Security 0208 460 0400 also undertakes an annual maintenance service of all fire fighting equipment

The caretaker carries out weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Churchill Security 0208 460 0400.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by the caretaker and every 6 months by Churchill Security 0208 460 0400.

Test records are located in the Fire Risk Folder.

MEANS OF ESCAPE

The caretaker carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

TRAINING (Induction)

The manager will ensure that the contents of this emergency plan are communicated as part of the staff induction, which is held on the arrival of new or temporary members of staff.

At induction employees and temporary staff will tour the building and be shown the location of fire fighting equipment, alarm call points and emergency exits. It should be made clear to them that emergency escape routes and doors are not to be blocked or inhibited in any way. They should be clearly informed of, and where required practised in any other specific responsibilities they may have in relation to the fire arrangements.

TRAINING (General)

Continuation training based on this plan will be carried out following each of the practise evacuations that will be held twice a year (each term in schools). The manager and their deputy will closely monitor each evacuation highlighting and recording any problems or observations. Each practise evacuation will be planned so as to include as many members of staff as possible but will be aimed at including each individual in at least one per year. Debriefing sessions will be held immediately following each practise evacuation. (Include fire marshals in this section where applicable)

TRAINING (Specific)

- The manager and their deputy will attend a fire risk assessment course, which will provide them with a sufficient level of competence to maintain the fire risk assessment and manage fire-related issues for the premises.
- Fire wardens will be trained in fire precautions and the use of fire extinguishers. They will also receive specific detailed training for their role with refresher training 3 yearly.
- Key staff members may be asked to attend a fire precautions course so that they are competent in the use of fire-fighting equipment. Refresher courses will take place every 3 to 5 years.

Fire Wardens

Toby Barfield

Last trained: September 2015

J Kilsby

C Cook

M Clery

D Guest

A Ward

APPENDIX 3

FIRST AID AND MEDICATION

First Aiders

Carol Barnard	Paediatric First Aid	Exp 5/18
Debbie Guest	Remote outdoors	Exp 4/18
Martin Clery	First Aid at Work	Exp 09/19
Adam Ward	Paediatric First Aid	Exp 8/18
Clare Wallace	Paediatric First Aid	Exp 9/19
Helen Eaton	First Aid at Work	Exp 01/19
Terri Guest	First Aid at Work	Exp 05/18

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

- The school office.
- Lunch Bags have a selection of basic equipment for very minor injuries.
- Visit Bags are used on school trips.
- Each trained 'First Aid at Work' person has their own emergency bag.

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

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

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

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance. They are stored in the Headteacher's office.

School nurse – 01689 842 554 – Parkway Health Centre, Parkway, New Addington
Minor Injuries Unit – Parkway Health Centre - 020 8251 7225 – from 2pm
Croydon University A&E - 020 8401 3000

Records: All first aid treatments are recorded and kept in the office while current, and in the store room afterwards.

Administration of medicines

All medication will be administered to pupils in accordance with the DfES document "Managing Medicines in Schools and Early Years Settings" and Council guidance.

See module 14 of the Health and Safety Manual

- Teachers and support staff volunteer to administer medicine, or supervise a pupil taking it. Most staff are willing to support pupils who have medical needs or require medication in school.
- Parents are responsible for their children's medication; this includes checking it is in-date and replenishing it as required.
- Medication kept at school is sent home at the end of each year in July. Please ensure supplies are provided again in September.
- The school nurse can discuss your child's needs in detail – telephone her to arrange an appointment.

- Most medical conditions are short term. Medicines must be supplied in the bottle/packaging in which they were dispensed and must be clearly labelled with the child's name, dosage and frequency of dosage. A form 'request for school to administer medication' must also be completed and is available from the school office. Medicine is kept in the office.
- Pupils whose medical conditions, if not properly managed, could limit their access to school have medical needs. Asthmatics fall within this category. The school must have up-to-date details for such pupils.
- Serious allergies and anaphylactic reaction sufferers may need an Individual Health Care Plan. Please let us know of any such condition.

Head Bumps

- We will send home a dated note warning of a head bump and the time it occurred
- We will keep a written record of how the incident happened and alert other staff working with your child
- We will always phone parent/carers immediately if we consider it a more serious bump; we then let you decide whether you want your child to stay at school or go home
- Your child will be given a red paper wrist band to wear. This is to alert you of the bump, so that even if your child goes on to a club / child-minder / friend's house after school, you will be aware of the incident. This is important in case later complications were to arise
- You should remove the band before your child returns to school the next day

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

Accidents: ***Emergency contact details for parents/carers are held in the school office. They are updated regularly. The Headteacher investigates accidents.***

In accordance with the Council Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Council Incident and Dangerous Occurrence Report form.
- Violent incidents and verbal abuse on the standard Council Violent Incident Report Form.

Copies of these forms are available from the First Aid Cupboard in the office or the Headteacher's office.

The Headteacher will countersign the Council report form before the original copy is sent to the Health and Safety Consultancy. A copy should also be kept at the establishment.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

In the event of a fatality, major injury or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of more than 7 days (including weekends and holidays)

Specified injuries include:

- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone.

Please see Emergency Plan

APPENDIX 5

LONE WORKING

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

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- A buddy system should be in place for lone workers.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication

between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

Health and Safety issues are part of the Premises Governors' responsibilities; they are included in the Premises Report at GB meetings. Curriculum Governors should also discuss the H&S aspects of their subjects, and report in the same way.

The teaching Trade Unions appointed safety representative on the staff is/are:

No appointed person

Communication of Information

Detailed information on how to comply with the Council's health and safety policy is given in the CYPL Health and Safety Manual.

The Health and Safety Law poster is displayed in the staff room.

The Corporate Health and Safety Consultancy provide competent health and safety advice for community, special and VC schools.

HEALTH AND SAFETY TRAINING

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

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

Employees will be provided with :

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

Training records are held in staff personal files, including health and safety training.

There is a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to the caretaker any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. There is an 'Oded jobs' book held in the school office for all staff to write in.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted by BKS Testing annually in January.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment will be inspected by a suitably qualified contractor annually.

Curriculum

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

The Headteacher will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Any local exhaust ventilation (LEV) provided shall be inspected at least every 14 months.

See the Schools Property Handbook for inspection and service frequency of school equipment.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the subject leaders are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the

“Control of Substances Hazardous to Health Regulations 2004” (the “COSHH” Regulations).

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

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

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

APPENDIX 9

MOVING AND HANDLING

MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the caretaker.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

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

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by caretaker.

Inspections will be conducted jointly with the trade union safety representative(s) if possible.

The person undertaking the inspection will complete a verbal report to the Headteacher; this is part of the monthly caretaker/Headteacher meeting.

Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor will be involved / undertake inspections on an annual basis and report back to the full Governing Board meetings

APPENDIX 11

ASBESTOS

The Council Asbestos Policy, available in the health and safety manual will be followed.

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

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

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher.

Any damage to materials known or suspected to contain asbestos should be reported to the caretaker who will contact the Councils Asbestos Manager.

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

Asbestos Training

Toby Barfield

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the Headteacher following guidance contained in the CYPL Health and Safety Manual.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances.

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by the Headteacher.

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

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the individual's line manager using the generic risk assessment provided by the Council.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Council's Offsite Visits Manual found on London Grid For Learning.

The school's Educational Visits Co-ordinator (EVC) is Meg Gibbons.

All Offsite Visit activities must be risk assessed using relevant Council forms, these assessments are monitored and reviewed by the Headteacher or the EVC.

The following visits must also be approved by the CYPL director:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Headteacher shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work.

(Significant is taken to be continuous / near continuous spells of an hour at a time)

e.g. admin staff, bursars etc shall have a DSE assessment carried out.

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

See the health and safety manual for the DSE policy.

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. There are rare occasions when the drive is used; there are pedestrian path markings to ensure their safe passage.

The children's and parent's access shall be kept clear of vehicles.

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

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

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the Headteacher following council guidance; there is a specific policy for this.

APPENDIX 18

CONTRACTORS

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

The caretaker is responsible for ensuring contractors receive the documents above and for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

APPENDIX 19

STRESS

The school and Governing Board are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

We have systems in place within the school for responding to individual concerns e.g. Performance Management, mentoring, staff able to speak to Headteacher / senior management.

APPENDIX 20

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

The caretaker will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

The caretaker will ensure that any areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with Aquatide to monitor water hygiene and complete legionella risk assessments.

APPENDIX 21

VIOLENCE TO STAFF

The school follows Croydon Council's guidelines "Permissible Forms of Positive Handling Strategies with Children" which can be found on LGfL. Key members of staff have received training in Passive Handling and Restraint Procedures. The school has its own protocol as part of the Behaviour Policy, reviewed February 2014.

Training shall be arranged by the school on this subject as part of the review of the Behaviour Policy on the first training day of the year. Please check Safeguarding Folder for additional training.

Individual pupil risk assessments will be completed and shared with staff where necessary.

Violent incidents will be reported using the councils "violence to staff form".

APPENDIX 22

SCHOOL SECURITY

Aim:

- To ensure that the Courtwood Primary School site is a safe and secure environment for every member of the school community.
- To ensure that adequate and reasonable procedures are put in place to make a secure site.
- The school car park gates and visitor gates are operated electronically and linked to CCTV.

Procedures

Before school -

- The main gate on Courtwood Lane will be unlocked at 8.30 a.m
- When a morning club takes place the Courtwood lane gate is unlocked at 8.00am then relocked.
- Reception, Year 1 and 2 pupils and parents enter through the main gate and go straight onto the infant playground.
- Junior pupils enter through the main gate and make their way to the Junior playground.
- The Junior playground is supervised by staff from 8.30 – 8.45 a.m.
- The main office is manned from 8.30am to receive visitors.
- Pupils who are late are required to come in via the Hollywoods gate and report to the office.

- The main entrance gate (Hollywoods) is operated remotely and linked to a CCTV camera
- SEND pupils arriving by taxi come in via the staff car park electronic gates

During the school day –

- All doors to the building will be locked at 9 a.m. These will be opened during morning and lunch time play to allow access to the toilets.
- The gates on Courtwood Lane will be locked from 9 a.m. – 3 p.m.
- Between 9 a.m. and 3 p.m. access to the school site will be through the side entrance in Hollywoods – this gate is linked electronically to the office
- Visitors to the school are requested to sign in and out, they are provided with a visitors' badge and a safeguarding leaflet
- Pupils leaving early are required to sign out

At the end of the school day –

- Reception children will be collected from their teacher at the classroom door. [3.15 p.m.]
- Year 1 and 2 will be collected from their teacher in the infant playground. [3.15 p.m.]
- Junior pupils will be collected from their teacher in the junior playground. [3.20p.m.]
- Teachers will wait with pupils until collected
- Any child who has not been collected after 10 minutes will be taken to wait in the office area. The sign out book must be signed by the parent / carer alongside the time they are collected.
- Pupils waiting to be taken to the After School Club also wait here.
- Parents should notify staff if the person collecting the child is different from the normal arrangements.

Visitors/Volunteers:

- Visitors will be requested to sign the Visitors book and wear a Visitors badge.
- Visitors will be given a copy of our safeguarding procedures.
- Visitors will be requested to sign the book on leaving the school site.
- Staff may challenge any adult who is not wearing an LA identification or school Visitors badge.
- A register of regular adult helpers/volunteers with the days and times when they are in school will be kept in the office.
- Volunteers are expected to sign and follow the school's code of conduct and safeguarding procedures.
- Parents who cause a nuisance or disturbance, or abuse staff, pupils or other parents may be banned from the premises. They will be treated as trespassers if they do not comply. Parents will be given formal written notice of this intention by the school and time in which to respond.