



HEALTH AND SAFETY POLICY DOCUMENT

2017- 18

PART ONE

STATEMENT OF INTENT

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc,



or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to this Policy and all staff are required to comply. They are encouraged to support the Governing Body and Headteacher’s commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school’s Governing Body.

Signed:	Signed:
Headteacher’s name: Miss Helen Willis	Chair of Governors’ name: Mrs Jenny Capstick MBE
Date: October 2017	Proposed review date: October 2018



CONTENTS PAGE

PART TWO - ORGANISATION 6

 Organisation – Introduction..... 6

 The Duties of the Governing Body 6

 The Duties of the Headteacher 6

 The Duties of Employees 7

 Pupils..... 7

 School Health and Safety Representatives 7

 Temporary Staff 7

 Teaching Staff..... 9

 Teaching Assistants..... 9

 The Duties of Off Site Visit Coordinators (OVC)..... 9

 The Duties of Premises Manager (Bursar, Business Manager, Site Manager) 9

 Volunteer and Parent Helpers 10

PART THREE - ARRANGEMENTS..... 10

 Arrangements 10

 Communication..... 10

 Consultation with Employees 10

Section 1 - RISK ASSESSMENT 10

 Risk Assessment 11

 School Trips/Offsite Visits 12

 Working at Height 12

 Noise 12

 Violence to Staff..... 13

 Security Arrangements Including Dealing with Intruders..... 13

 Personal Security/Lone Working 13

 Hazardous Substances (Control of Substances Hazardous to Health CoSHH)..... 13

 Personal Protective Equipment 15



School Transport	15
Manual Handling (typical loads and handling pupils)	15
Curriculum Safety (including extended schools activity/study support)	16
Work Experience Placements	16
Display Screen Equipment	16
Playground Supervision/Play Equipment and Maintenance	16
Section 2 - PREMISES	17
Mechanical and Electrical (fixed and portable)	17
Maintenance of Machinery and Equipment	17
Asbestos	17
Service Contractors	19
Building Contractors	19
Small Scale Building Works	19
Lettings (shared working – playgroups etc)	20
Slips/Trips/Falls	20
Cleaning	21
Caretaking and Grounds Maintenance (and grounds safety)	21
Gas and Electrical Appliances	22
Glass and Glazing	22
Water Supply/Legionella	22
Snow and Ice Gritting	22
Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS	24
Infectious Diseases	24
Dealing with Medical Conditions	24
Drug Administration	24
First Aid	25
Reporting of Accidents, Hazards, Near Misses	25
Fire Safety and Emergency Evacuation	26



Crisis and Emergency Management	26
Section 4 - MONITORING AND REVIEW	26
Monitoring	26
Inspections	27
Review	27
Auditing	27
Section 5 -TRAINING	28
Staff Health and Safety Training/Competence	28
Supply and Student Teachers	28
Volunteer and Parent Helpers	29
Section 6 - HEALTH AND WELLBEING.....	29
Pregnant Members of Staff.....	29
Health and Well Being Including Absence Management.....	29
Smoking on Site.....	29
Section 7 - ENVIRONMENTAL MANAGEMENT.....	30
Environmental Compliance.....	30
Disposal of Waste	30
Section 8 - CATERING AND FOOD HYGIENE.....	30
Catering and Food Hygiene.....	30
Section 9 – HEALTH AND SAFETY ADVICE	30
Information	30



PART TWO - ORGANISATION

<p>Organisation – Introduction.</p> <p>In order to achieve compliance with the Governing Body and Headteacher’s Statement of Intent the school’s normal management structure will have additional responsibilities assigned to them as detailed in this part of this Policy Document.</p>	
<p>The Duties of the Governing Body</p> <p>The Governing body has overall responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p><i>Nominated Health and Safety Governor is Asma Bawa</i></p>
<p>The Duties of the Headteacher</p> <p>The Headteacher has day-to-day responsibility for ensuring compliance with this Safety Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.</p>	



The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health and Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

School Health and Safety Representatives

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

Temporary Staff



Temporary staff are provided with information and guidance which includes the Health and Safety Policy Document, Fire and Emergency Procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.





<p>Teaching Staff</p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p><i>Half Termly visual checklist carried out on classroom equipment and environment.</i></p>
<p>Teaching Assistants</p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p><i>Teaching Assistants are accountable to the Year Group Leader at other times.</i></p>
<p>The Duties of External Visits Coordinators (EVC)</p> <p>The External Visits Coordinator (EVC) ensures that all off-site activities and Educational Visits, Regulations and standards for offsite visits are followed. The EVC works with Group Leaders to ensure the aim of the educational visit is achievable and in line with those of the School.</p>	<p><i>EVC's at Fairholme are Year Group Leaders:</i> <i>Nursery = Louise Cowley</i> <i>Reception = Polly Kamara</i> <i>Year 1 = Nicki Sansom/Sharon Body</i> <i>Year 2 = Charlotte Bogue</i> <i>Year 3 = Clare Hunt</i> <i>Year 4 = Rachel Holland</i> <i>Year 5 = Tanya Spencer</i> <i>Year 6 = Amanda May</i> <i>Assistant Headteacher Jo Coleman is available for additional guidance.</i></p>
<p>The Duties of Site Manager</p> <p>The Site Manager has a day to day responsibility for ensuring compliance with the School Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<p><i>Site Manager = Dave Liddell</i> <i>In Dave's absence this responsibility falls to the Assistant Caretaker.</i> <i>Assistant Caretaker = Amy Hunt</i></p>



<p>Students, Volunteers and Parent Helpers</p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<p><i>Students are accountable to Sharon Body (and in her absence Catherine Bridger) Volunteers & Parent helpers are accountable to Cheryl Hewitt (EYFS & KS1) or Hudo Abdi (KS2)</i></p>
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PART THREE - ARRANGEMENTS

<p>Arrangements</p> <p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements (customise to meet your own situation)</p>
<p>Communication</p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>	<p>Office Staff</p>	
<p>Consultation with Employees</p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Helen Willis/Headteacher</p>	<p><i>H&S policy emailed out to existing staff in September each year, read receipts are obtained to track which staff have read the email. Induction of new staff covers H&S and they receive a paper copy of the policy which they are required to sign to say they have read. A copy of the H&S policy and all risk assessments are kept in the staffroom and in the Headteacher's office.</i></p>

Section 1 - RISK ASSESSMENT



<p>Risk Assessment</p> <p>The school uses a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the Schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p>	<p>Responsible named persons are as follows: Site Manager = Dave Liddell Office Manager = Theresa Brett Headteacher = Helen Willis PE Leader = James Watson Art Leader = Tanya Spencer Science Leaders = Selina Lovell</p>	<p><i>Responsible persons are required to complete and review risk assessments for their areas yearly or as and when required following any incidents.</i></p>
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<p>School Trips/Offsite Visits</p> <p>The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.</p>	<p>Year Group Leaders or PE Leader for sporting events</p>	<p><i>See additional Trips Procedures document.</i></p> <p><i>Category A risk assessments must be completed at least two months before the trip and must be discussed directly with the Headteacher. Category B risk assessments must be completed two weeks prior to the trip.</i></p>
<p>Working at Height</p> <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discusses and agrees arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>		<ul style="list-style-type: none"> • <i>A detailed working at height risk assessment is available in the Headteacher's office, staffroom, school office and on the school server.</i> • <i>Working at height tasks, requiring the use of a ladder, should only be carried out by the Site Manager or the Assistant Caretaker. These tasks should wherever possible be carried out when the pupils are not on site, however in the case of an emergency the Site Manager will carry out a risk assessment and ensure there is a responsible adult supervising the area when he is using the ladder.</i> • <i>The Site Manager is responsible for checking the quality and safety of ladders used on school premises. Ladder checklist are completed annually for all ladders.</i> • <i>Staff who stand on chairs do so at their own risk and are responsible for ensuring their own safety in these circumstances.</i>
<p>Noise</p> <p>The school is aware of their responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>		<p><i>Areas of possible high noise levels:</i></p> <ul style="list-style-type: none"> • <i>Hounslow Music Service lessons in the Music Hut – person responsible is Fran Reich from HMS</i>



<p>Violence to Staff</p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>		<p><i>The School operates a zero tolerance to all acts of aggression. However staff are most vulnerable to violence:</i></p> <ul style="list-style-type: none"> • <i>at the end of the school day when sending the children home;</i> • <i>during parents evenings;</i> • <i>on late gate in the mornings;</i> • <i>in the office when parents come into school;</i> <p><i>In all of these situations staff are not left alone. Staff are expected to report to a senior leader if they feel threatened by anyone.</i></p>
<p>Security Arrangements Including Dealing with Intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>		<ul style="list-style-type: none"> • <i>The school site is alarmed at the end of each working day. The Site Manager and the Headteacher should be contacted in an emergency outside the normal working day.</i> • <i>Emergency Evacuation Procedures are available in a separate policy – this includes fire, emergency evacuation and an invac (the need to keep everybody in the building) procedure.</i> • <i>All visitors to the site are expected to sign in at the school office. If visitors are able to produce a DBS certificate they are allowed access to the building unsupervised. However any visitor who does not have a DBS certificate is never left unsupervised whilst on site.</i> • <i>When contractors are on site they have their own signing in systems their site manager signs the school visitor book to acknowledge the presence of all of his/her staff.</i>
<p>Personal Security/Lone Working</p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>		<ul style="list-style-type: none"> • <i>A detailed lone working risk assessment is available in the Headteacher's office, staffroom, school office and on the school server.</i> • <i>Lone working happens infrequently for most members of staff. The Site Manager and the Assistant Caretaker are at most risk from lone working. As such they always carry a two-way radio with them and stay in touch with the office staff.</i> • <i>During holiday periods any staff that come into school are responsible for letting the office manager know when they arrive and when they leave. Spare two-way radios are kept in the office should they wish to take one with them.</i>
<p>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this Safety Policy Document is</p>		<ul style="list-style-type: none"> • <i>CoSHH is mainly applicable to the cleaning chemicals used by the Site Manger and his team of cleaners. The Site Manager is responsible for ensuring the CoSHH risk assessment is reviewed annually.</i> • <i>Art, D&T and Science Leaders are expected to complete individual risk assessments for their areas if hazardous substances are to be used within their area – as we are primary school this happens infrequently.</i>



supplemented by a local Departmental Policy relating to the specific activities of the Department or area.





<p>Personal Protective Equipment</p> <p>Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>		<p><i>We currently do not issue any PPE</i></p>
<p>School Transport</p> <p>Risks associated with driving are evaluated within assessments for activities.</p>		<p><i>The school owns three minibuses. Specific guidelines for the use of these is available separately in folders on each bus or in the school office, however key points include:</i></p> <ul style="list-style-type: none"> • <i>Any staff driving minibuses have midas training or a driving license which allows them to drive larger passenger vehicles.</i> • <i>Copies of driving licenses are kept in the school office, these are reviewed annually.</i> • <i>All minibus drivers have DBS certificates and are recorded on the school's Single Central Record.</i> • <i>Insurance is renewed annually through Marsh</i> <p><i>A specific risk assessment is available in the Headteacher's office, staffroom, school office, on each minibus and on the school server.</i></p>
<p>Manual Handling (typical loads and handling pupils)</p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The Headteacher or the Site Manager are responsible for assessing the appropriate approach to handling tasks.</p>		<ul style="list-style-type: none"> • <i>A detailed risk assessment for manual handling is available in the Headteacher's office, staffroom, school office and on the school server.</i> • <i>Several staff have been trained in the use of positive handling for children who are at risk of putting themselves or others in danger. These staff are:</i> <ul style="list-style-type: none"> ○ <i>Headteacher = Helen Willis</i> ○ <i>DeputyHeads = Catherine Bridger and Gemma Brown</i> ○ <i>Assistant Head = Jo Coleman</i> ○ <i>SENCO = Raj Kaura</i> ○ <i>Lower Phase Leader = Clare Hunt</i> ○ <i>SENTA's = Sajila Baig, Lisa Foley</i> • <i>Site manager and assistant caretaker provided with Manual Handling information Autumn Term 2015.</i>



<p>Curriculum Safety (including extended schools activity/study support)</p> <p>Heads of Service/Departments ensure that risks related to curriculum areas are identified and controlled following the National Guidelines such as CLEAPSS. For any activity falling outside of National Guidance a risk assessment is carried out. An inventory of all equipment is kept by the Departmental Head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>		<ul style="list-style-type: none"> • <i>D&T, Science and Art leaders are responsible for keeping a detailed inventory of all equipment used and for ensuring it is stored safely. Risk Assessment for the use of equipment is reviewed annually.</i>
<p>Work Experience Placements</p> <p>Work experience co-ordinators follow the working practices outlined in: 'Work-related learning and the law', Guidance for schools and school-business link practitioners and 'Work experience a Guide for secondary schools'.</p>		<ul style="list-style-type: none"> • <i>Two work experience and volunteer leaders are appointed to co-ordinate and ensure induction of placement candidates to ensure school expectations of conduct, H&S and Safeguarding procedures are known and followed. These members of staff are supported by a deputy headteacher.</i>
<p>Display Screen Equipment</p> <p>The majority of staff within the school are not considered to be DSE users. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>		<ul style="list-style-type: none"> • <i>The office Manager is responsible for completing DSE individual assessments for members of the office team. These are reviewed annually.</i>
<p>Playground Supervision/Play Equipment and Maintenance</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>		<ul style="list-style-type: none"> • <i>A detailed risk assessment is available in the Headteacher's office, staffroom, school office and on the school server.</i> • <i>Risk assessment is reviewed annually and emailed out to all staff at the start of each school year.</i> • <i>Static equipment in the playground is checked regularly by the assistant caretaker</i>



Section 2 - PREMISES

Mechanical and Electrical (fixed and portable)

The School takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable

Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded

- *PAT testing is carried out annually by Robert Nockles. Results are located in Risk Assessment folder in Headteacher's office.*

Maintenance of Machinery and Equipment

The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.

The site manager visually checks any machinery he uses before each use – he reports damage or mechanical issues to the headteacher.

Asbestos

To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:

- complying with all regulations concerning the control of asbestos;
- removing asbestos containing materials where the risk

- *All records relating to the Asbestos Survey can be found in the Headteacher's office.*
- *The Site Manager is responsible for the Asbestos Management Plan and for informing contractors of the location of any asbestos.*
- *A new Asbestos Survey will be completed in the Spring Term 2016*



to building users is unacceptable;

- having a named officer who has responsibility for implementing the Asbestos Management Plan.
- where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site.





<p>Service Contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>		<p>Add further local information e.g. who contractors should report to ● type of contract/name of contractor ● who is responsible for maintenance and servicing of equipment e.g. gas appliances/cooker within kitchen area etc ● location of log book etc</p> <p>Contractors used by the school are:</p> <ul style="list-style-type: none"> ● Grounds maintenance= Turfcare ● Disposal of sanitary waste = PHS ● PAT testing = Bob Nockles ● Fire Alarm =GDT ● Intruder Alarm =GD Security ● Security cameras = Smart ● Main school gates = Eden ● Legionella tests = ● Gas Appliances = Howletts ● Mixer Valves = AMS Plumbing and Heating
<p>Building Contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>		<p>When work needing building contractors on site is commissioned the Headteacher, Office Manager and the Site Manager will be part of the pre-contract meeting. During this meeting the following will be established:-</p> <ul style="list-style-type: none"> ● Systems for establishing routines on arrival to the site, including signing in system. ● Contact details for Site Manager and Headteacher shared. ● Timescales established. ● Out of hours working established and routines set up – i.e. access to site at weekends. ● Emergency procedures discussed. ● DBS status of workers established.
<p>Small Scale Building Works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>		<p>For small scale building work the site manager will be responsible for liaising with the contractors. He will establish:-</p> <ul style="list-style-type: none"> ● Systems for establishing routines on arrival to the site, including signing in system. ● Contact details for Site Manager and Headteacher shared. ● Timescales established. ● Out of hours working established and routines set up – i.e. access to site at weekends. ● Emergency procedures discussed. ● DBS status of workers established.



<p>Lettings (shared working – playgroups etc)</p> <p>The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence. 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 and a risk assessment has been undertaken.</p>		<ul style="list-style-type: none"> • <i>The school lets out the dining hall, KS1 playground and toilet facilities in the Year 2 corridor to Peacock Club, after school provision. Risk assessments are provided by Peacock Club and reviewed annually by the Governor's Executive Committee. The person responsible for Peacock Club is Rita Schuster.</i> • <i>The school lets out the KS2 playground to a motorcycle training company. Risk assessments are provided by West London Motorcycle and are reviewed annually by the Governor's Executive Committee. The person responsible for West London Motorcycle is Paul Burt.</i>
<p>Slips/Trips/Falls</p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>		<ul style="list-style-type: none"> • <i>Specific risk assessment in place and can be accessed via the school server, or risk assessment folders kept in the school office, Headteacher's Office or Staffroom.</i>



<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>		
<p>Transport Arrangements (on-site)</p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>		<ul style="list-style-type: none"> •
<p>Caretaking and Grounds Maintenance (and grounds safety)</p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>		<p><i>Specific risk assessments in place and can be accessed via the school server, or risk assessment folders kept in the school office, Headteacher's Office or Staffroom.</i></p>



<p>Gas and Electrical Appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>		<ul style="list-style-type: none"> • PAT testing is carried out annually by Robert Nockles. Results are located in Risk Assessment folder in Headteacher's office. • Visual checklist of electrical equipment carried out by staff termly. • Gas safety checks are completed by Howletts
<p>Glass and Glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800 mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>		<p><i>Specific glazing risk assessment in place and can be accessed via the school server, or risk assessment folders kept in the school office, Headteacher's Office or Staffroom.</i></p> <p><i>New glazing risk assessment being completed in Spring Term 2016</i></p>
<p>Water Supply/Legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>		<p><i>Specific Legionella risk assessment in place and can be accessed via the school server, or risk assessment folders kept in the school office, Headteacher's Office or Staffroom.</i></p>
<p>Snow and Ice Gritting</p> <p>Adequate arrangements are in place to minimise the risks</p>		<p><i>Specific icy and snowy conditions risk assessment in place and can be accessed via the school server, or risk assessment folders kept in the school office, Headteacher's Office or Staffroom.</i></p>



<p>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. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>		
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Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

<p>Infectious Diseases</p> <p>The school follows the National Guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>		<p><i>Poster located in the Welfare Room. Copy of guidance available in H&S folder in Headteacher's Office.</i></p>
<p>Dealing with Medical Conditions</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. 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 schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>		<p><i>Specific policy available for First Aid and Medical, copy available in H&S folder on the school server, or risk assessment folders kept in the school office, Headteacher's Office or Staffroom.</i></p>
<p>Drug Administration</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>		<ul style="list-style-type: none"> • <i>Administering medication training has been undertaken by several members of staff.</i> • <i>Parents have to sign a form to say they give permission for medicine to be administered; medicine must be prescribed for the child and have information a quantity and frequency required.</i>



<p>First Aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>		<p><i>First Aid and Medical policy available.</i></p>
<p>Reporting of Accidents, Hazards, Near Misses</p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p>		<p><i>Minor accidents books are located in each phase.</i></p> <p><i>Accidents requiring external medical attention are reported on the London Borough of Hounslow Incident Reporting System - https://server6.info-exchange.com/lbhounslow/</i></p>



<p>Fire Safety and Emergency Evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place</p>		<p><i>Specific fire safety risk assessment in place and can be accessed via the school server, or risk assessment folders kept in the school office, Headteacher's Office or Staffroom.</i></p>
<p>Crisis and Emergency Management</p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>		
<p>Section 4 - MONITORING AND REVIEW</p>		
<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors</p>		<p><i>Headteacher will review H&S policy in consultation with staff and governors annually.</i></p>



<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>		<ul style="list-style-type: none"> • <i>Headteacher and GB facilities committee will carry out termly inspections of the premises, identifying new risks and hazards.</i> • <i>Annually facilities committee will inspect documentation referred to in this policy to ensure it is all up to date.</i>
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>		<ul style="list-style-type: none"> • <i>The Health and Safety Policy Document will be reviewed annually and approved by the Governors.</i>
<p>Auditing</p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>		<p><i>Audit carried out by SafetyMark. First completed in August 2015 reviewed annually.</i></p>



Section 5 -TRAINING

Staff Health and Safety Training/Competence

The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the Performance Management process consider health and safety performance and address areas of concern with employees.

Site manager completed a 2 day H&S course through SafteyMark in November 2015.

Headteacher, Office Manager and Assistant Caretaker will complete online safety training in Spring Term 2016

Supply and Student Teachers

The school's expectations are made clear to the Supply and Student Teacher. Teachers on supply and Student Teachers are given access to the Staff Handbook, Health and Safety Policy Document and other relevant Policies. The Deputy Headteacher is responsible for liaising with the Supply/Student Teacher on general school organisation and routines. When Supply and Student Teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.

Supply teacher are the responsibility of Catherine Bridger (Deputy Headteacher).



<p>Volunteer and Parent Helpers</p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers 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 teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>		<ul style="list-style-type: none"> • <i>Two work experience and volunteer leaders are appointed to co-ordinate and ensure induction of placement candidates to ensure school expectations of conduct, H&S and Safeguarding procedures are known and followed. These members of staff are supported by a deputy headteacher.</i>
<p>Section 6 - HEALTH AND WELLBEING</p>		
<p>Pregnant Members of Staff</p> <p>The First Aid Room/Rest Room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>		<p><i>A generic risk assessment for Expectant and New mothers is kept in the risk assessment folders kept in the school office, Headteacher's Office or Staffroom. Individual risk assessments are carried out by a Deputy Headteacher as soon as possible after the member of staff informs the school of their pregnancy.</i></p>
<p>Health and Well Being Including Absence Management</p> <p>The school has carried out a risk assessment based on the Health and Safety Executive's Management Standards for Work-Related Stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>		<p><i>A Management of Absence Policy is available and kept in the H&S folder in the school office, Headteacher's Office and Staffroom.</i></p>
<p>Smoking on Site</p>		<p><i>No smoking on the school site.</i></p>



Section 7 - ENVIRONMENTAL MANAGEMENT

Environmental Compliance

The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.

Paper and cardboard recycling bins are available around the school site.

Disposal of Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner

PHS collect and dispose of sanitary waste products.

Section 8 - CATERING AND FOOD HYGIENE

Catering and Food Hygiene

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).

Catering company is Chartwells. Contact details can be found in the school office.

Section 9 – HEALTH AND SAFETY ADVICE

Information

The school pays for H&S advice from Safety Mark and is working towards H&S accreditation.