Ben Jonson Primary School

Health and Safety Policy

Date reviewed: October 2025

Date due for review: October 2026

JUNIPER VENTURES HEALTH AND SAFETY WORKING WITH TOWER HAMLETS SCHOOL

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Review due October 2026

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Juniper V1

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This document is a model policy for Educational establishments to assist Head Teachers to implement their health and safety arrangements and achieve a legal, safe and healthy environment. It has been written for all schools within the Juniper Ventures SLA

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Version	**Description of Change**	**Date**
October 2024	Page 29: Inclusion Lead will manage records relating to medical	10.10.2024
	Page 35: Cheryl Wason named as person undertaking Pregnant & Maternity risk assessments	
	Page 53: Lee Sykes has replaced Ian Weller as the Asbestos Authorising Officer (G4S)	
	Page 71: Details of shared arrangements with Bowden House Primary School	
October 2025	Page 29: The School Business Manager is responsible for managing medical records, with oversight provided by the Assistant Head for Inclusion (Interim).	08.10.2025

HEALTH AND SAFETY POLICY - PART 1: STATEMENT OF INTENT

The Governing Body of Ben Jonson Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties. This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section. So far as is reasonably practicable, with the help of its employees, the School will:

- Provide adequate control of the health and safety hazards and risks arising from school activities.
- consider our common law in loco parentis duties to all pupils in our care
- consider under Health and Safety at Work Act {1974} S3, our statutory duty of care to pupils and other non-employees
- consult with our employees {and their representatives} on matters affecting their health, safety and welfare
- ensure all employees are competent to do their tasks and to offer them adequate training where appropriate
- provide information, instruction, training and supervision for employees
- provide and maintain safe plant, equipment and processes
- ensure safe handling and safe use of all hazardous substances
- prevent accidents and ill health by promoting safe healthy working conditions
- take full advantage of the technical expertise from Juniper Ventures Health and Safety to monitor and regulate the working environment
- to be aware of the philosophy contained within HSE documentation
- review and revise this policy as necessary at regular intervals, at least annually
- follow the employers related policies, guidance and instruction
- engage with the employer's statutory compliance systems and procedures

School Review Date and Gov. Sign off: Every 12 months:
Approved October 2025; Due October 2026

PART 2: ORGANISATION

The Employer Tower Hamlets Local Authority

As the employer, **LBTH** has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools. The School Governing Body exercises the majority of employer responsibilities on behalf of LBTH, and the day to day health and safety management is delegated to the Head teacher.

The HSE sets out that:

"Where the local authority is the employer they should ensure the arrangements for managing risks in their schools are sensibly implemented. In practice this will require the local authority to set authority wide health and safety policies and procedures.

The local authority will often retain resources to provide strategic input on risk management including:

- *setting of consistent policies and standards,*
- *providing competence on strategic and technical issues, and*
- *monitoring schools to check policies and procedures are implemented and working.*

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

Responsibilities of the Governing Body

The School Governing Body exercises the majority of employer responsibilities on behalf of the employer whether the LA (LBTH), Diocese or Trust. The Governing Body are responsible for health and safety matters at a local level and this includes the following list.

- Ensuring adherence to the employer's health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head teacher or other nominated member of staff reports on health and safety matters and reporting any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with engaging with Juniper Ventures health and safety service

- Promoting a positive H&S culture and high standards of health and safety within the establishment

The Governing body will seek specialist advice on health and safety via Juniper health and safety, Head of Health and Safety **Stuart McGregor** as part of the school service level agreement. Email stuart.mcgregor@juniperventures.co.uk Tel: 07904041672

In all schools, the Governing Body controls the school premises. Even if they do not employ school staff, governing bodies, to the extent that they control school premises, must take all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils at risk while they are on the premises.

The Governing Body (and Head teacher) of a community, voluntary controlled, community special and maintained nursery school must comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

The Chair of the Governing Body should take steps to discharge their own responsibilities for health and safety performance in school. Some of the principle responsibilities are given below:

- Ensure that Head teacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Head teacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
  - Action allocated to individuals who are responsible for the function;
  - Time limits set for action;
  - Remedial action to deal with the problems identified; and
  - Identification of any long-term action required in order to address underlying causes of problems.
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Head teacher by Juniper Ventures Health and Safety and LBTH.
- To provide information to LBTH on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.
- To have an assurance role of knowing that the school is compliant in health and safety legislation and building statutory compliance
- To ensure an escalation process is in place of notification of risk, non-conformities, corrective action plans, being assured that risks are controlled and managed.

- To escalate risks that cannot be managed in house, either due to financial pressures or the severity of risk is very high. The escalation process should be via the employer, whether the LA, Diocese, Trust, to ensure the process of scheme of delegation is followed

Responsibilities of the Head teacher

Overall responsibility for the day to day management of health and safety rests with the Head teacher. The Head teacher has engaged the services of Juniper Health and Safety to assist and advice as the competent qualified person as described in the Management of Health and Safety Regulations (7.1). This is in addition to the LA advice and information.

As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head teacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring the management of individual risk areas such as managing pupils with medical needs are in place, allergy risk assessments are completed, supported with risk controls and shared with all relevant staff and kitchen contractor staff
- Ensure that adequate management reporting procedures are in place to enable an accurate assessment of function and performance to be made and given to the Board of Governors so that they may determine if they are carrying out their statutory responsibilities insofar as the Health & Safety at Work etc. Act 1974 and Regulations made under that Act are concerned.
- Undertake the review and update of the Health & Safety Policy as required, following any update to legislation or changes work processes.
- Be satisfied that all senior managers fully understand their responsibilities and are given the time and resources to pursue them.
- Advise the Board of Governors on Health & Safety matters as appropriate.
- Provide clear and visible leadership on health, safety and welfare and promotes a positive Health & Safety culture throughout the School.
- Constantly monitor the effectiveness and implementation of the Health & Safety policy and associated codes of practice and that this policy is regularly reviewed and communicated to all employees.
- Allocate the financial and human resources necessary to discharge the Board of Governors' obligations as employer and they are identified and drawn to the attention of Governors.
- Ensure that sufficient and suitable appointees are always in place to assist in the day-to-day management of Health & Safety and that they have adequate delegated authority with which to carry out their duties.

- Ensure effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and LA where necessary.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensure that senior managers in the School fully understand their responsibilities, are given sufficient training in Health & Safety matters to discharge their Health & Safety responsibilities in a competent manner and are given the time and resources to pursue them.
- Ensure that risks to the Health & Safety of staff, pupils and others from work activities are assessed and appropriate measures taken to eliminate or control those risks.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the employer at senior level for any hazards which cannot be rectified within the establishment's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Ensure that all staff are aware of all emergency procedures and facilities.
- Ensure that adequate supervision is available at all times, particularly where young or inexperienced employees are concerned.
- Monitoring purchasing and contracting procedures to ensure compliance with employer policy.
- Ensuring accidents and incidents are reported on time, in the correct format, and local investigations are completed promptly.
- Ensure accidents, near misses, have an identified root cause with a corrective action plan to prevent any reoccurrence.
- Ensure that no unsafe working at height is completed, including the premises staff not going onto roofs within edge protections or man safe systems being in place.
- Ensure a school risk register is in place, management and monitored, currently using the Juniper Ventures School risk register
- Have a planned health, safety, fire, security strategy of continuous improvements based on risk priority reflecting on audits and assessment recommendations.
- Completing annual compliance returns to the employer.

The Head teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head teacher from the overall day to day responsibilities for health and safety within the establishment. Any staff that is given delegated health and safety duties must be competent, this includes training, experience and qualification. These staff have the Juniper health and safety for leaders as a foundation training awareness that includes a grounding in building compliance, health and safety law, hazards and risk control in schools.

Health and Safety Co-ordinator (often the Business Manager and Premises Manager)

The Health and Safety Co-ordinator, in this case the Business Manager is responsible for the co-ordination of health and safety management throughout the school. If delegated by the Head teacher and competent to complete tasks, and should attend Juniper Ventures School Business Manager Health and Safety training day. It is advised that the job description should detail their health and safety roles and responsibilities.

The Health and Safety Co-ordinator is responsible for:

- Making an annual report on health and safety matters to the Head teacher and the Governing Body;
- Liaising with Juniper Ventures on a regular basis as the schools ongoing health and safety development plan.
- Assisting with inspections and safety audits.
- Investigating and advising on hazards and precautions.
- Developing and establishing emergency procedures, and organising fire evacuation practices within the school.
- Having a general oversight of health, safety and first aid matters.
- Making recommendations to the Head teacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections.
- Making recommendations to the Head teacher on matters of safety policy in compliance with new and modified legislation.
- Publicising safety matters.
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants.
- Monitoring accidents to identify trends and introduce methods of reducing accidents.
- Ensuring that reports on health and safety matters with respect to the School premises are prepared.
- Keeping records of hazards identified on site by staff and the remedial action taken and when.
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments.
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy, following employer’s accident reporting systems.
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate).
- Ensuring that all portable electrical equipment is tested on an annual basis.
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Ensuring budgets are managed and monitored for building statutory compliance and health and safety/fire regulatory works and remedial actions from audits, inspections, service reports.
- Ensuring regular premises safety tours, inspections are being completed, reviewed with any corrective actions being completed.
- Leading manager for improving the health and safety culture of the school.

- Leading on the health and safety training for the whole school, completing a health and safety training matrix, keeping up to date with repeat training requirements.
- Ensuring health and safety inductions are in place, managed and monitored.
- Managing PPE supplies following risk control measures identified within the school's risk assessments.
- Selection of contractors with the consideration of safety, quality of works, noting it is not the cheapest quotation that guarantees the work/approved contractor.
- Ongoing management of regular contractors such as the cleaning and kitchen teams, to include pre-contractor information review and ongoing annual updates that include risk assessment, training, internal audit information, and inspections of work areas.

Site Health and Safety Manager (Premises Manager/G4S)

The Premises Manager is responsible to the Head teacher/Business Manager, in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring risk assessment are completed with risk control measures in place, managed and monitored.
- Ensuring compliance by periodic inspection of all areas.
- Ensuring that appropriate signs and notices have been displayed.
- Ensuring that hazards are removed.
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced.
- Ensuring that first aid equipment and supplies are correctly maintained and readily available.
- Ensuring that other staff at the school are aware of their responsibilities as appropriate.
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed.
- Ensuring that the school buildings are maintained in a safe manner, and that all fire exits are unlocked and available, this includes the holiday periods.
- Not to work at height if no safe working procedures, i.e. going onto a flat roof with no edge protection or man safe systems

Employers

Who the employer is varies with the type of school. The employer is:

- The LA in community schools, special schools, voluntary controlled schools, maintained nursery schools and pupil referral units;
- The Governing Body in foundation schools, foundation special schools and voluntary aided schools.

The employer must ensure, as far as is reasonably practicable, that pupils are not exposed to risks to their health and safety in school and during off-site visits. The employer must have a health and

safety policy and arrangements to implement it. Key elements of a policy can be found on the DFE website:
Health and Safety Responsibilities

The employer must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

Responsibilities of Employees

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Teachers and Learning Support Staff

These staff will be responsible for ensuring that the Policy is observed at all times during the teaching sessions and associated work under their supervision. In particular they are responsible for:

- Ensuring a personal working knowledge of the Health & Safety Policy and the codes of practice relevant to their Departments
- Assisting the Heads of Department/Support Teams with the implementation of their health and safety responsibilities as identified in the Health & Safety Policy.
- The health and safety of pupils in their charge, whether on the school premises or on an organised visit.
- Ensuring that pupils are informed of the risks to their health and safety together with the control measures that must be taken to prevent/minimise those risks.
- Giving clear and appropriate health and safety instructions and warnings to pupils and/or others where necessary and to ensure that these are understood and followed.

- The safe use of equipment and materials according to the appropriate Codes of Practice:
- Ensuring that any necessary personal protective equipment provided by the School is worn or used.
- Stopping immediately any work equipment, process or activity which might place any person at risk of serious injury or where a clear breach of health and safety rules or requirements has been identified.
- Ensuring that all means of escape are kept clear and available for use and that all gangways and corridors etc. are kept free of any obstruction.
- Assisting in the maintenance of good housekeeping standards at all times.
- Setting a good example to pupils by following all the School rules and procedures.
- Reporting any Health & Safety defect, accident, dangerous incident/ near miss to their Head of Department/Premises Team/Head teacher
- Completing and/or assisting in the completion of risk assessments for activities under their control.
- Completing and/or assisting in the completion of any other relevant Health & Safety documentation and records
- Inspecting their working areas periodically and reporting promptly any hazard or health and safety concerns or problems to the Premises Team/Head teacher
- Participating in the administration and implementation of systems to ensure that all plant and work equipment is suitable for the purpose for which it is intended, properly maintained, examined as required and used in a safe manner.

Visitors and Contractors

The school recognises that it has a responsibility for the safety of visitors and contractors. It is therefore essential that all operations and activities are conducted with due regard for health and safety.

The School and G4S will ensure that:

- So far as is reasonably practicable, that whilst on School premises, visitors are not exposed to risks to their health and safety and will give such persons information about the undertaking which may be necessary to ensure this.
- Visitors should not be allowed into potentially dangerous areas where they may be exposed to risks without being accompanied by a competent member of staff.
- Contractors and Sub-contractors comply with the School. Health & Safety Policy, and will be expected to provide a copy of their Health & Safety Policy to the School prior to starting work.
- All work carried on a contract basis must be in accordance with statutory requirements, regulations and relevant approved codes of practice. Competent persons must be used as required for activities such as electrical work.
- All sub-contractors will be required to complete a Sub-contractors H&S Competency questionnaire.
- All plant and equipment brought onto site by sub-contractors must be safe, in good working order and comply with certification as necessary.
- Any injury sustained on site must be reported to the School.
- All contractors must notify the School of their presence on site before commencing work.
- Visitors and contractors are requested to:

- Take reasonable care for the health and safety of themselves and any other persons who may be affected by their acts or omissions
- Co-operate with the School or other persons so far as is necessary to enable the company or other persons to comply with their legal responsibilities.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Pupils

Pupils are not employees but the obligation to care for their health, safety and welfare stems from the relationship between them, their parents and the Governing Body. The teachers therefore, and all other employees, are responsible for ensuring, so far as is practicable, the health, safety and welfare of all the pupils attending the School.

Pupils must:

- Act in a responsible manner ensuring their personal safety and that of others who may be affected by their actions and behaviour.
- Ensure that they are aware of, and understand, school safety rules generally and those that apply specifically to any work or activity that they undertake as part of their course, or any school-related activity.
- Conform to school rules and procedures.
- Ask for guidance if they are ever unclear about their own safety. This is their responsibility.
- Not intentionally misuse or interfere with anything provided in the interests of Health & Safety, or encourage others to do so.
- Wear protective clothing and use safety equipment and safety devices where appropriate and for which they have received instruction in use.
- Not use any equipment that they have not been trained to use.
- Report all accidents, whether persons are injured or not, and all damage to property to a member of staff
- Report any hazards or unsafe practices they observe to a member of staff immediately.

PFI arrangements

The building and grounds are managed through PFI and all premises issues are handled through the Helpdesk by a dedicated FM team. This includes both hard (buildings and plant) and soft (cleaning, grounds and servicing) facilities management. A high standard of housekeeping is expected to reduce the risk of accidents. Premises issues are dealt with through the Governors' Finance Committee. Furniture and equipment will be kept tidy, and not allowed to pile up so as to cause a toppling hazard or obstruction. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas/exit routes. Walkways, especially staircases, must be kept clear to avoid tripping hazards.
Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floor surfaces. Employees are expected to rectify these situations where possible, or report them to the school business manager (SBM) or Headteacher.

PART 3: ARRANGEMENTS

ARRANGEMENT 1	Consultation
ARRANGEMENT 2	Risk assessment
ARRANGEMENT 3	Leadership & Management
ARRANGEMENT 4	Fire Evacuation and other Emergency Arrangements
ARRANGEMENT 5	Fire Prevention, Testing of Equipment
ARRANGEMENT 6	Accident Reporting Procedures
ARRANGEMENT 7	First Aid
ARRANGEMENT 8	Medicines, Sharps & Bio-waste
ARRANGEMENT 9	Stress
ARRANGEMENT 10	New and Expectant Mothers
ARRANGEMENT 11	Display Screen Equipment
ARRANGEMENT 12	Lifting and Handling
ARRANGEMENT 13	Work at Height
ARRANGEMENT 14	Noise & Vibration
ARRANGEMENT 15	Hazardous Chemicals & Radiation
ARRANGEMENT 16	Industrial Kitchen
ARRANGEMENT 17	Offsite Visits
ARRANGEMENT 18	Transport & Driving
ARRANGEMENT 19	Premises Security / Personal Safety/ Lone Working
ARRANGEMENT 20	Asbestos
ARRANGEMENT 21	Gas
ARRANGEMENT 22	Electricity
ARRANGEMENT 23	Water & Legionella
ARRANGEMENT 24	Work & Lifting Equipment
ARRANGEMENT 25	Outdoor Play
ARRANGEMENT 26	Outdoor Areas (Incl. Grounds; Tree Management)
ARRANGEMENT 27	Indoor Play
ARRANGEMENT 28	Indoor Areas
ARRANGEMENT 29	Swimming Pool
ARRANGEMENT 30	Management of Contractors
ARRANGEMENT 31	Personal Protective Equipment

ARRANGEMENT 32	Work Experience
ARRANGEMENT 33	Animals in the School
ARRANGEMENT 34	Lettings
ARRANGEMENT 35	Emergency Planning & Business Continuity
ARRANGEMENT 36	Housekeeping

ARRANGEMENT 1: CONSULTATION

Relevant Legislation:
Health and Safety at Work etc. Act 1974 Section 2(7)
Safety Representatives and Safety Committees Regulations 1977 (as amended)

The School has a duty to consult with our employees, or their representatives, on health and safety matters. We complete this by;

- Having a named health and safety shared folder on the schools shared staff drive
- Having a health and safety induction programme
- Completing an ongoing inset day awareness on health and safety
- Sharing accident, incidents, with corrective actions in order to prevent reoccurrence
- Allowing staff to consult on health and safety policies, procedures and risk assessments
- Sharing information from health and safety audits, inspections with staff
- Completing practice drills on the emergency school arrangements such as fire, and lock down
- Sharing newsletters and information from the schools health and safety advisory service Juniper Ventures Health and Safety
- Reviewing measures taken to ensure the health and safety of all employees and pupils.
- Study of accident and reportable disease statistics and trends, so that reports can be made to management, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information from inspectors of the enforcing authorities.
- Consideration of reports which safety representatives may wish to submit.
- Assistance and input to the development of safety procedures and safe systems of work within the School.
- A watch on the content and effectiveness of employee and pupil training in terms of health and safety.
- A watch on the adequacy of health and safety communication and publicity.

ARRANGEMENT 2: RISK ASSESSMENT

Relevant Legislation:
Health and Safety at Work etc. Act 1974
Management of health and safety regulations 1999

Risk Assessments

The school requires a list of risk assessments (for all activities, teaching and non-teaching, premises and one off activities). These will be co-ordinated by the business manager following guidance from Juniper Health and Safety, and are approved by the Head teacher. The school has completed a risk profile of the potential hazards and risks, and developed an overall risk assessment register and full school risk assessment. All staff have been involved with this process, and our health and safety culture and management are based on the identification of our processes and related risks, to ensure control measures are defined and deemed suitable and sufficient to control the risk and activity. We follow the principle of prevention as detailed within the management of health and safety regulations.

These risk assessments are available for all staff to view and are held centrally on the school network

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work. They are also reviewed following accidents and near misses, and amended where necessary.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by relevant line manager.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by trip leaders (teacher or phase leader) using the relevant codes of practice and model risk assessments developed by national bodies. Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use.

All LA schools have a subscription to CLEAPSS and in science and DT their publications[1] can be used as sources of model risk assessment.

All LA schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within Science, Art and DT.
See

- CLEAPSS technology site http://dt.cleapss.org.uk/;
- CLEAPSS science site http://science.cleapss.org.uk/
- CLEAPSS primary school's site http://primary.cleapss.org.uk/

In addition, the following publications are used as sources of model risk assessments:

Primary schools

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE] ISBN ISBN 978-0-86357-426-9]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' http://www.afpe.org.uk/]

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

Relevant Legislation:
Health and Safety at Work etc. Act 1974
Management of health and safety regulations 1999

Active Leadership

Protecting the health and safety of employees, students, visitors and contractors is an essential part of risk management and must be led locally by the school management team/Head teacher. Failure to include health and safety as a key business risk in school decisions can have catastrophic results and this has been proven over years of research into high profile safety cases. Health and safety law places duties on management to comply and individuals can be personally liable for health and safety failures.

But what does this mean in practice?

- Visible and active commitment, such as having a 'named health and safety champion'
- Effective 'top-down' cascading of communication and vice versa
- Performance review for health and safety, such as local inspections, safety tours, audits etc
- Proactive approaches to health and safety such as policy reviews, inspections, risk assessments
- Reactive approaches such as analysis of accident trends and taking appropriate control measures, that is shared with the Governing body throughout the year
- Being aware of significant risks in the school, by completing the risk profile and sharing with staff
- Managing contractors to ensure all health and safety checks are completed, from selection of safe contractor through to management of contractors whilst on your school site.

Health and Safety Auditing

Schools are required to carry out annual health and safety audits to ensure they are compliant with health and safety legislation. It is important to ensure that key personnel participate in the audit and take active roles to achieve compliance. Examples of key personnel are: Chair of Governing Body, Head teachers, Deputy Head teachers, School Business Managers, Premises Managers, and Heads of Departments etc.

Juniper Ventures via the SLA will complete audits and themed health and safety works to assist the school in the ongoing development of the health and safety management system. The school will share audits with the employer including the action plan for any recommendations, and will be involved with any themed or defined health and safety audit if requested via the LA.

School Health and Safety Committee

The school may decide to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

It is the role of the **Committee** is to ensure that the school's policies, procedures and working practices regarding **health and safety** meet or exceed any legal obligations, with the object of promoting the well-being and **safety** of staff and pupils and others who may be affected by its activities. The Health and Safety Committee could have representatives from the following:

- Governing body
- Head teacher/Deputy Head
- Business Team
- Premises Team
- Teaching Staff
- Teaching Assistant

Meetings normally held termly with the minutes and action plans shared with all staff, normally found within the staffroom notice boards.

Consultation/worker involvement

You will need to engage the workforce in promoting health and safety.

The resources committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

Health and safety should appear as an agenda item in all board meetings.

The Health and Safety Law poster is displayed in the main corridor at the front of the school

All staff emails will be sent out by the school business manager, school premises manager or senior leadership team throughout the term to raise the profile of health and safety and ensure important health and safety messages are shared with staff.

The school business manager and office staff will ensure that all agency and contractor staff are given the schools risk assessments and induction forms prior their start date, or on their first day.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the school business manager

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

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required
- LBTH training at the Professional Development Centre

Training records are held by the school business manager who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. A training matrix for staff is recommended. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

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

Health and Safety Inspection & Monitoring

A general inspection of the site will be conducted **termly** and be undertaken by /coordinated by the school business manager and premises manager

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

A named governor member of the resources committee will be involved / undertake an inspection on an **annual** basis and report back to both the relevant sub-committee and full Governing Body

meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

List the forms below in table format of all the inspections, safety tours, audits that are completed and by whom, also list who the owner is of the forms and who the reports are sent to.

ARRANGEMENT 4: FIRE EVACUATION AND EMERGENCY

Relevant Legislation:
The Regulatory Fire Safety Reform Order 2005 (2006)
Health and Safety at Work etc. Act 1974
Management of health and safety regulations 1999

It is the responsibility of the Head Teacher to ensure that the fire risk assessment is completed annually. Stuart Mcgregor Juniper Ventures is used as the competent qualified fire risk assessor on an annual basis.

The Head Teacher is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented.

The fire risk assessment is located in the fire folder on the network and reviewed on an annual basis or after any building change and incident of fire, or concerns with fire safety.

A fire box is located at the front entrance for London Fire Brigade to have access to our documents, this fire box includes the current fire risk assessment, plans of the building showing any higher risk areas such as chemical stores including any cylinders/radiation, asbestos location, and service isolation points.

The fire risk assessment has a live ongoing compliance sheet that the school business manager keeps up to date to make the fire risk assessment a living document. If we have any structural changes or new buildings, the school will engage Juniper Ventures to complete the fire risk assessment.

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

An outline of evacuation procedures is made available to all contractors / visitors and are posted throughout the site. This includes an off-site plan.

Ensure that the fire doors are maintained and not wedged open.

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the fire evacuation plan and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the school business manager and updated upon review.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book. They will be completed at different times of the day and a fire drill monitoring form will be completed to review the time taken to evacuate the building and the time taken to account for everyone. We shall also review the fire warden action and input to ensure any issues are resolved and evacuation is improved where necessary.

Fire-Fighting

- The safe evacuation of persons is an absolute priority.
- Trained staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity)

Details of chemicals and flammable substances on site

An inventory of these will be kept by the Premises Manager as appropriate, for consultation.

ARRANGEMENT 5: FIRE PREVENTION, TESTING OF EQUIPMENT (G4S)

Relevant Legislation:
Health and Safety at Work etc. Act 1974
Provision and Use of Work Equipment Regulations 1998

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the premises manager and a record kept in the fire log book. This test will occur on Fridays at 6pm. A different call point will be tested weekly, to ensure the zones are tested appropriately. Testing of the fire alarm system shall continue through the holidays and whenever we have a premises and staff presence. The fire log book includes records of testing fire shutters, fire curtains, fire smoke vents, dorgards, door magnetic holders, to ensure they operate properly during the fire alarm activation.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer G4S helpdesk. A fire alarm maintenance contract is in place with [DELA fire and security and the system tested quarterly by them.

G4S will review each fire alarm service sheet and emergency lighting service sheet to ensure any remedial works are completed within a timely manner.

INSPECTION OF FIRE FIGHTING EQUIPMENT

DELA fire and security undertakes an annual maintenance service of all fire-fighting equipment. Weekly G4S premises manager 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 G4S helpdesk

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by G4S premises manager recorded as monthly flick tests in the fire log and annually by DELA fire and security

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily G4S premises manager checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

Relevant Legislation:
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Social Security (Claims and Payments) Regulations 1979 (as amended).

An accident is defined as an unexpected or unplanned event that occurs through a variety of causes. All accidents and incidents must be reported because a seemingly minor injury or accident could develop into something more serious.

The School will record all accidents and incidents. Accident reports will be monitored for trends and a report made to the Governors as necessary. The Head teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to Corporate Health and Safety Services (LA)
Employer/LA process –
All accidents requiring an AIR form must be reported to the Head of school or
member of SMT before completing the online form.

1. Go to the online portal:
   https://forms.towerhamlets.gov.uk/en/service/accident_and_incident_report
2. Either login or create a new user (this takes seconds) & then activate your account by verifying your email
3. Follow the steps on the e-form process

Reporting to the Health and Safety Executive (HSE)
Incidents resulting in the following must be reported to the Corporate Health and Safety Service (LA) as soon as possible as they have a statutory duty to report to the HSE within 10 days of the incident occurring (or sooner in the case of a Fatality). Delays can result in fines imposed by the HSE

- Incidents involving a Fatality will be reported **immediately** to the Health and Safety Executive (HSE) on 0345 300 9923 and the Corporate Health and Safety Service 020 7364 5008 (LA Schools)

- Accidents that result in a Specified Injury will be reported as soon as possible these include:
  - Fractures (other than to fingers, thumbs and toes)
  - Amputation
  - 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 organ
  - 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 leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours

- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays)

- Member of public (this includes Pupils) taken direct from the scene of the accident to hospital AND receiving treatment.

Reporting to the schools external Health and Safety advisor – Juniper Ventures

Non-LA schools should complete the send their accident form to stuart.mcgregor@juniperventures.co.uk as soon as possible. Any serious accidents should be telephone as soon as possible to 07904041672.

LA schools although must complete and inform the LA via the e-form and or telephone for serious accidents, should still inform Juniper to assist in the competent full accident investigation of behalf of the school and formulate a detailed action plan.

ACCIDENT INVESTIGATION

When an accident/incident occurs (requires definition of when an accident will be investigated), the Head and/or the Head of Department/Area or nominated person will carry out an accident investigation by completing an Accident/Incident Investigation Report form.
The process is to have identified the 3 related causes as follows;

1. Direct cause
2. Underlying cause
3. Root cause

This is to ensure we prevent reoccurrence of serious accidents, and near misses.

See the HSE information sheet 'Incident reporting in schools' EDIS1 REV 3

Employee accident / incident forms are to be retained for a minimum of 3 years.

ARRANGEMENT 7: FIRST AID

Relevant Legislation:
The Health and Safety (First Aid) Regulations 1981

The School has a duty to provide adequate and appropriate first aid cover to pupils, staff and visitors. The procedures in place to meet that responsibility within the schools medicines policy.

In addition, in primary schools, your provision of first aid assessment should include staff that hold the 2-day Paediatric award to provide cover for children (paediatric is defined as 'up to puberty'), depending on the number and complexity of your pupils.

There will always be a qualified person on the premises, as we allow for staff absences. It is advised to have defibrillators (paediatric or adult) as these save lives. Staff will require training on its use and it will need to be maintained yearly.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:
In the all classrooms, main office and in bags worn by midday supervisors

HLTAs for each year group are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

Details of staff trained to Emergency Aid level (6 hr) and Paediatric level (12 hr) are held in school records and itemised in the Medicines in School Policy with First Aid

The Head teacher 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 Head teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will 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 LBTH guidance.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

Relevant Legislation:
Health and Safety at Work etc. Act 1974
Management of health and safety regulations 1999

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document **"Supporting pupils at School with medical conditions"** **and in accordance with the schools** Medicines in School Policy with First Aid

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Head teacher. A record of when medication is administered is documented in a blue book, which is kept in the box with the child's medication. This process is managed by the School Business Manager and overseen by the Assistant Head for Inclusion (Interim).

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in children's medical boxes with access strictly controlled.

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

Health Care Plans
Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) Details of the arrangements for health care plans are set out in the schools Medicines in School Policy with First Aid

The templates are available from the DFE website;

"Supporting pupils at School with medical conditions"

Blood Borne Viruses
The school will manage the risk associated with staff coming into contact with blood and/or other body fluids that may contain Blood Borne Viruses (BBVs) in the course of their work by undertaking a risk assessment and implementing the preventative and protective measures, to include immunisation where appropriate.

BBVs are viruses that some people carry in their blood. The main BBVs are hepatitis B (HBV), hepatitis C and D, human immunodeficiency virus (HIV).

These viruses can also be found in body fluids other than blood e.g. urine, faeces, saliva and vomit, however, they do carry a minimal risk of BBV infection, unless contaminated with blood; for this reason, care should still be taken as the presence of blood is not always obvious.

BBVs are most likely to be transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood, such as, through contamination of an open wound or skin condition or through a splash to the eyes, nose or mouth or a bite or accidental contamination with a needle stick or other sharps.

Preventing or controlling the risk

The following preventative and protective measures should be taken to reduce the risk from BBVs, to include:

- Use good basic hygiene practices, such as hand washing;
- Cover all breaks in exposed skin by using waterproof dressings and suitable disposable gloves;
- Where splashing is possible, protect the eyes and mouth by using appropriate personal protective equipment;
- Use the first aid equipment provided e.g. first aid face shield for mouth-to-mouth resuscitation but only if you have been trained to use them;
- Control contamination of surfaces by using the appropriate decontamination procedure e.g. dirty protest procedure and use of body fluid spillage kits; and
- Dispose of contaminated waste safely.

Coughing and Sneezing

Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash your hands after using or disposing of tissues. Spitting should be discouraged.

Handwashing

Handwashing is one of the simplest and most important ways of controlling the spread of infection. Staff are advised to wash their hands before they eat, drink, take or administer medicine or after any work activity where you may have become contaminated with blood or any other body fluid.

You should:

- use soap and water, under running warm water;
- wash all surfaces thoroughly, to include, the palms, back of hands, fingers and thumbs and under the finger nails;
- rub hands together for at least 10 – 15 seconds; and

- rinse and dry hands; if towels are used these should be disposable.

Cleaning

Cleaning of the environment, including toys and equipment should be frequent, thorough, and follow national guidance e.g. use colour coded equipment, COSHH, correct decontamination of cleaning equipment.

Monitor cleaning contracts and ensure cleaners are appropriately trained with access to Personal Protective Equipment PPE.

Cleaning of blood and body fluid spillages

All spillages of blood, faeces, saliva, vomit, nasal, and eye discharges should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product which combines both a detergent and a disinfectant.

Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. NEVER USE mops for cleaning up blood and body fluid spillages use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex free CE marked gloves and disposable plastic aprons, must be worn where there is a risk of splashing or contamination with blood/body fluids. (E.g. nappy or pad changing) Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

For further information relating to PPE refer to the relevant section of this Policy.

Laundry

Laundry should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash fabric will tolerate. Wear PPE when handling soiled linen. Soiled children's clothing should be bagged to go home, never rinse by hand.

Ensure that the washing machine or dryer is plan maintained in accordance with the manufacturer's recommendations.

Clinical waste

Always segregate domestic and clinical waste in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins.

All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than 2/3rds full and stored in a dedicated, secure area whilst awaiting collection.

Immediate action to take after exposure to blood or other body fluids

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water;
- if your skin is broken, encourage the wound to bleed, do not suck the wound and rinse thoroughly under running water;
- wash out splashes in your eyes using tap water or an eye wash bottle, and
- your nose or mouth with plenty of tap water, do not swallow the water;
- report the incident to your line manager or other manager; and
- **immediately** go to the nearest Accident and Emergency (A&E) department in transport provided by the establishment;
- school office to organise transport for the employee to the A&E department;
- deputy headteacher to stay in touch with the employee to assess their needs and provide advice and assistance with the post exposure prophylaxis (PEP); and
- record the incident on the LA's AIR form and follow the LA's Accident and Incident reporting procedure in this policy.

Location of the local NHS Trust

Prompt advice from a medical doctor is very important, to enable any treatment that is appropriate following the risk of infection with a BBV to be started quickly.

For this reason, staff should go **immediately** to Royal London Hospital

Aftercare

Occupational Health can provide support, advice and reassurance for staff contaminated with a BBV or undergoing post exposure prophylaxis (PEP).

Useful links

www.hpa.org.uk•www.dh.gov.uk•www.nhsdirect.nhs.uk•www.wiredforhealth.gov.uk
www.defra.gov.uk•www.hse.gov.uk•www.dfes.gov.uk•www.immunisation.nhs.uk
Fact Sheets and further information are also available at www.hpa.org.uk.
www.healthcareA2Z.org.uk•www.buginvestigators.co.uk

ARRANGEMENT 9: STRESS

Relevant Legislation:
Health and Safety at Work etc. Act 1974
Management of health and safety regulations 1999

Health and Wellbeing is important to us all. Teacher burnout, workload, stress are common things we hear about in schools. A school should be an environment for both students and staff to thrive and stay well. High quality staff can only be retained if the school is able to support them in their working lives. More broadly the School environment provides an ideal opportunity to support and develop the health and wellbeing not only of its pupils but of the workforce. At a national level there are a number of reports that highlight the importance of encouraging improvements in people's health and wellbeing within the workplace context including Dame Carol Black's report '*working for a healthier tomorrow*'[2] and NICE guidelines on workplace health management practices[3]

Whilst there is no legislative requirement for 'wellbeing or wellness programmes' the School Model Policy recognises the benefits that these activities can offer and encourages the School to consider this as part of its overall management of *health* and safety within the School-setting. An effective Wellbeing Strategy can provide the school with practical tips and tools to help teachers manage their jobs effectively. As a school we are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Definition of stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health

Policy

The School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
The School will consult with Trade Union Safety Representatives on proposed action relating to the prevention of workplace stress. The School will provide training for all managers and supervisory staff in good management practices. The School will provide confidential counselling for staff affected by stress caused by either work or external factors.

[2] Black, C., (2008). *Working for a healthier tomorrow* London
[3] NICE (2016) *NG13* *Workplace policies and management practices to improve the health and wellbeing of employees*

The School will ensure there are adequate resources to enable line managers to implement the stress management strategy. Health and Safety Executive have devised a set of management standards that cover six areas of work design that need to be addressed when carrying out Stress Risk Assessment;

Demands: Considers issues such as workload, work patterns and the work environment
Control: How much say the person has in the way they do their work
Support: Includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues
Relationships: This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour
Role: Relates to whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles
Change: How organisational change (large or small) is managed and communicated in the organisation.

Relevant Legislation:
Management of health and safety regulations 1999

Pregnant Workers and Nursing Mothers

It is the school's policy to assess any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). The risk assessment process will determine appropriate local measures, which is a management function.

Notification

Upon notification that an employee is pregnant, breastfeeding or has given birth within the last six months, Cheryl Wason will undertake a New and Expectant Mothers risk assessment and check your workplace risk assessment to see if any new risks have arisen.

If risks are identified during the pregnancy, in the first six months after birth or while the employee is still breastfeeding, you must take appropriate, sensible action to reduce, remove or control them and take advice from the LA's Occupational Health provider.

Cheryl Wason is responsible for undertaking a regular review of this assessment throughout the pregnancy and when they return to work as a nursing mother.

Rest Room

We will provide somewhere for pregnant or breastfeeding employees to rest and lie down. Although there is no legal requirement for us to provide an environment for staff to express and store milk, please direct any enquiry of this nature to the Headteacher

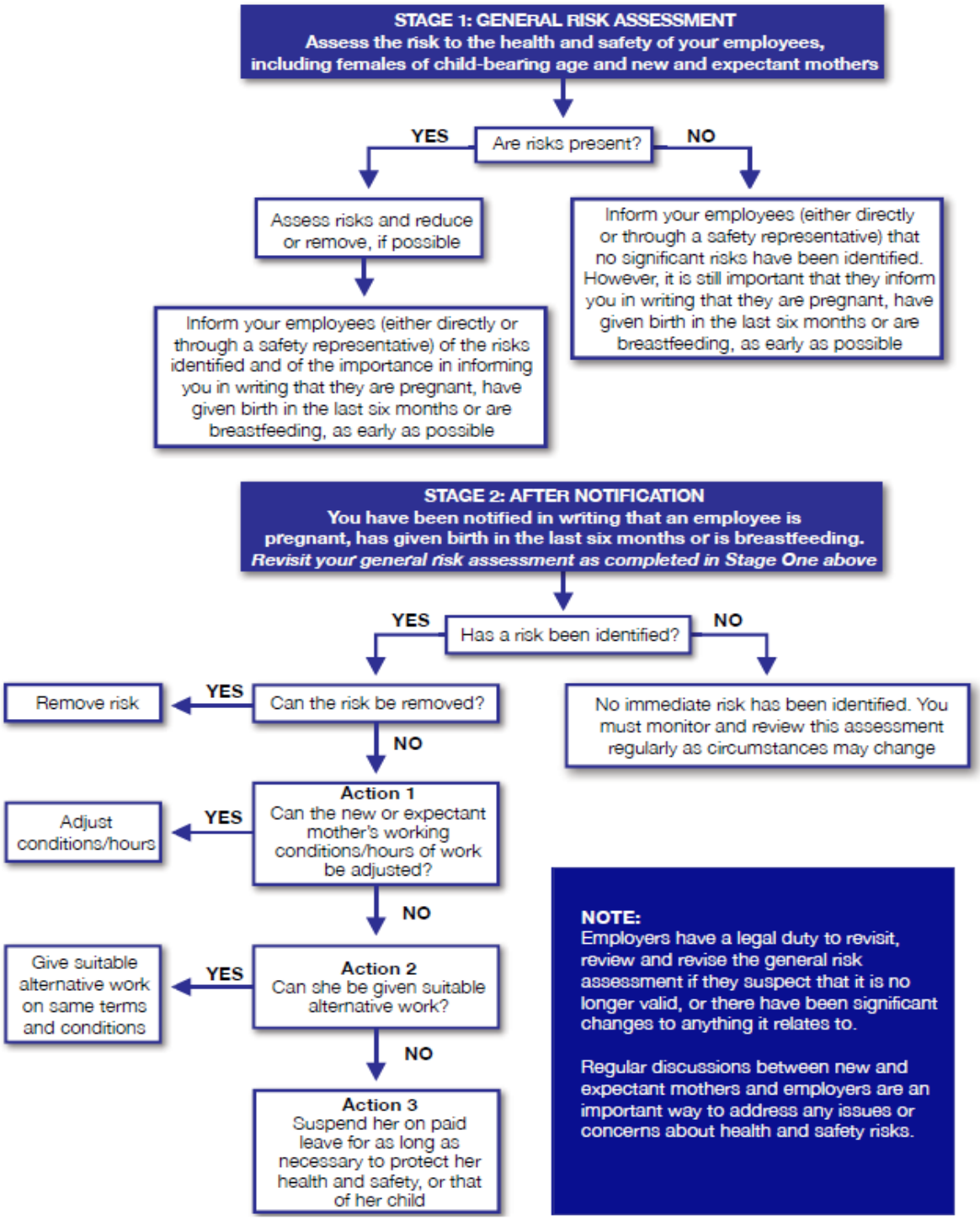
HSE guidance flow chart

As part of the individual pregnant worker and nursing mothers we follow the HSE guidance document.

Ben Jonson Primary School

JUNIPER HEALTH & SAFETY Your safety in our hands

Health and Safety Executive



ARRANGEMENT 11: DISPLAY SCREEN EQUIPMENT

Relevant Legislation:
Management of health and safety regulations 1999
Health & Safety (Display Screen Equipment) Regulations 1992

The School undertakes assessments for staff who are designated users as required by the Health & Safety (Display Screen Equipment) Regulations 1992. The school business manager is responsible for ensuring that these assessments are carried out.

Copies of the assessments are kept within the departments/areas to which they refer and where risks are identified, steps are taken to reduce them. The School will also provide training and information to users on how to use their workstation equipment safely.

Eye and eyesight tests will be supplied if requested by a member of staff. If spectacles are needed specifically for screen use, the School will pay an agreed amount towards this if the staff member meets the criteria set for a DSE User identified in the Health & Safety (Display Screen Equipment) Regulations 1992.

Staff using display screen equipment should:

- Make full use of the adjustment facilities for their display screen equipment and work environment to avoid potential health problems.
- Keep their screen clean and take regular breaks or changes in activity.
- Report any problems, which might be connected with screen work or their workstation, to their Head of Department/Area. Requests for assessment, or workstation aids, should be made to their Head of Department/Area.

Schools should have a trained DSE assessor to complete and manage and monitor DSE assessments. Forms and advice specific to schools are available from the Juniper Ventures Health and Safety Team, DSE assessments and guidance will be via Juniper Ventures professional service.

Relevant Legislation:
The Manual Handling Operations Regulations 1992

The Manual Handling Operations Regulations 1992 impose certain duties on employers. Before the assessment stage it must be decided whether the work involves manual handling. If there is still concern or risks involved then it is an absolute duty that a suitable and sufficient risk assessment be undertaken. In summary the assessment must consider:

- the tasks
- the loads
- the working environment
- individual capability
- other relevant factors i.e. personal protective equipment.

Risk Assessment

The regulation imposes an absolute duty to review assessments if there is reason to think the assessment is no longer valid or the manual operation to which it relates have changed significantly. The HSE guidance extends this to recommend a review if an injury occurs/accident involving manual handling.

Safe Working Methods

Injuries caused by lifting goods or materials are a major source of lost time and long-term pain to workers. This risk can be significantly reduced by observation of the points below:

- ensure that any formal systems of work designed to reduce manual handling are followed. (e.g. work instructions, risk assessments.)
- always use any lifting equipment provided. (Do not operate the lifting equipment yourself if you have not been trained and authorised to do so)
- use the legs and knees to bend and lift, do not stoop or bend
- obtain assistance when heavy or irregular objects are to be lifted or moved
- avoid tasks that require stretching or twisting, by the use of equipment such as steps, ladders or mobile scaffolding
- ensure that the walkway or the route along which the items are to be carried are free from obstructions
- ensure that there are no sharp, hot or cold surfaces on the object to be lifted or in the vicinity that could cause injury whilst carrying the load
- if an operation requires continuous or repetitive lifting, ensure that regular rest breaks are taken to avoid injury and to prevent the onset of fatigue
- when storing heavy items, try to keep them between hip and shoulder height to avoid high risk lifting and stretching
- get assistance or report any manual handling operations to the relevant Manager.

Lifting Sequence

This sequence is for simple straightforward manual lifting. If you have any doubts DO NOT attempt to lift and seek advice or assistance:

- stop and think – plan the lift. Do you need help? Is the area free from obstruction? Is there mechanical handling provided for the operation, if so use it.
- place feet apart – leading leg forward
- get a firm grip – keep your arms inside the boundary formed by the legs
- do not jerk – lift with legs not the back
- when lifting or putting down keep the head up whilst looking forward
- move the feet – do not twist the body
- keep close to the load
- put down and adjust if necessary.

Manual handling assessment tools

The HSE have provided a suite of manual handling assessment tools to assist employers when carrying out manual handling risk assessments. The tools currently available are:

MAC - assesses the risk posed by lifting, lowering, carrying and team manual handling activities.

VMAC – assess manual handling operations where the load weights are variable.

ART – assesses repetitive tasks involving the upper limbs.

RAPP – assesses issues that you need to consider when pushing and pulling.

These tools enable the employer to establish the level of risk involved in a manual handling activity by detailed analysis of the whole procedure involved. This should be consulted when all aspects of the manual handling activity have been established.

Training

Manual handling training will be provided for staff that manual handle or person handle. Updates to this training will be provided to existing staff every three years. Online e-learning training is also used to support the training.

Risk assessments for manual handling operations are undertaken and staff provided with training and information on safe moving and handling techniques.

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

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

Moving and handling risk assessments will only be completed by qualified staff.

ARRANGEMENT 13: WORK AT HEIGHT

Relevant Legislation:
Work at Height Regulations 2005

It is the school's policy that all working at height (WAH) activity is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The G4S Premises Manager or Business Manager or Contractor as appropriate is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (SSoW) factoring in:

- the height of the task; the duration and frequency; and
- The condition of the surface being worked on. However, there will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

Only those persons who have been trained to use ladders safely may use them.
Basic instruction is provided to all staff who use ladders / stepladders, see http://www.hse.gov.uk/pubns/indg455.htm.

Competence
The G4S premises manager must ensure that all person undertaking an activity where they are working at height have sufficient skills, knowledge and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (e.g. how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the G4S Premises Manager or Business Manager should seek advice from Juniper Health and Safety team.

Must do's
Avoid work at height where it is reasonably practicable to do so and where working at height cannot be avoided:

- prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- do as much work as possible from the ground;

- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects; and
- Consider your emergency evacuation and rescue procedures.

Contractor and Premises access to 'at height' risk areas

- We completed an overall risk assessment specifically for the management of risk for those who gain access to 'at height' areas, this includes staff and contractors.
- This is a controlled approved procedure, which is managed and monitored.
- Contractor risk assessments are reviewed before authorisation to work at height.
- Any unsafe acts will be taken seriously.
- An authorisation to work form will be completed, this includes a review of emergency and risk management.

Safe Use of a Ladder

- suitable access is provided where appropriate;
- all ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained;
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use;
- ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles;
- where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity;
- ladders are only used on a surface that is flat and in good condition;
- ladders are secured when in use; either at the top or bottom; and
- an arrangement is in place for the suitable storage of ladders.

Roof Work

G4S is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- a Permit to Work (PTW) must be put in place;
- a suitable and sufficient risk assessment and method statement (RAMS)must be produced and approved by the G4S.
- anyone going onto the roof must be competent and given sufficient information, instruction and training, and be supervised; and
- prohibition on lone working;

Anchorage Points Eye-Bolts and Fixing Points

The eye-bolts/fixings are tested annually by G4S in accord with the WAH and the Provision and Use of Work Equipment 1998.

G4S is responsible for making available the maintenance records either in paper copy or electronically.

For further information relating to the PUWER or the Management of Contractors refer to the relevant section of this Policy.

Relevant Legislation:
The Control of Noise at Work Regulations 2005

Noise at Work

It is the school's policy to either eliminate or reduce risks to health and safety from noise at work where the risk assessment identifies noise as a significant risk. Depending on the level of risk, preventative and protective measures will be put on place to reduce the noise exposure and provide employees with personal hearing protection.

Most of our LBTH schools have little or no equipment that cause any noise hazards, with the exception of some Equipment possibly used in Design Technology/Science/Premises Equipment/Workshops as examples.

In accordance with the Control of Noise at Work Regulations, the following action will be taken:

- designated areas and items of plant/equipment will be demarcated and identified by mandatory blue signs;
- reduce or minimise noise levels according to the hierarchy of controls as stated in the Regulations i.e. by engineering out so as to eliminate, reduce, contain or isolate, effective maintenance of equipment;
- reduce time exposure wherever possible;
- where this is not reasonable to do so, suitable personal protective equipment should be considered, but as a last resort; and
- Put in place a strategy to replace 'noisy equipment' over a period (may be long term, but not open ended).

For further information relating to Personal Protective Equipment (PPE) refer to the relevant section of this Policy.

Vibration

Vibration from tools can affect your health but it is unlikely that vibration can be identified as a hazard in schools. However, using tools that vibrate for long periods of time regularly can cause long term damage to the fingers and hands. The Control of Vibration at Work Regulations 2005 and more information can be obtained from: http://www.hse.gov.uk/vibration/index.htm

Relevant Legislation:
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
The Classification, Labelling & Packaging Regulations No. 1272/2008)
Ionising Radiations Regulations 2017

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the school business manager/ G4S premises manager

They shall ensure:

- an inventory of all hazardous and flammable substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials. Remember the safety data sheets are not your risk assessments for that chemical but information only
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

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

ARRANGEMENT 16: INDUSTRIAL KITCHEN

Schools may have LBTH Contract Services or external sources as their food provider. It is important to have knowledge of their documentation such as up to date risk assessments, valid staff training records, food hygiene inspection reports, gas safety certificates, pest control information and accident data. These will be required for the Health and Safety Audit annually. All external audits from the contract kitchen should be communicated with the school, to ensure a good level of contract compliance/monitoring.

Kitchen staff will need to be briefed on first aid, any presence of asbestos in their work areas, fire safety arrangements and be familiarised with the school's allergy and medicine policy. All reports of accidents and near misses in the kitchen are to be provided to the school administration, this may include the contractor completing the school's accident report as well as their own company accident report.

The School management is responsible for sharing information to the Kitchen staff of individual child needs such as allergies when preparing and serving food. The school needs to document how this communicated to the kitchen staff.

Ongoing information and review is completed, this includes confirmation of statutory compliance, defined areas of responsibility and accountability, and evidence of ongoing health and safety management.

New staff into the kitchen must be inducted via the kitchen management to include the school allergy risk management.

ARRANGEMENT 17: OFFSITE VISITS

Relevant Legislation:
Health and Safety at Work etc. Act 1974
Management of health and safety regulations 1999

All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Children Services Directorate Outdoor Education Policy, which is located on the LBTH Evolve front page.

Responsibilities of key roles are outlined by the OEAP here:

- Visit leader
- EVC
- Headteacher

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

Evolve can be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant's names etc. will be attached electronically as required

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (EVC) the Headteacher, who will check the documentation and planning of the trip and if acceptable initially approve the visit before the visit takes place

The EVC should have the relevant up to date training every 3 years.

Relevant Legislation:
Management of Health & Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Workplace (Health, Safety and Welfare) Regulations 1992
The Road Traffic Act 1999

It is the policy of the school that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled. This policy includes the safety of all vehicle and pedestrian routes both internal and external; to include the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them. The school business manager and G4S premises manager is responsible for completion of the management plan and risk assessment.
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, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

G4S is responsible for:

- upkeep and maintenance of all external/internal pedestrian and vehicle routes and car park
- location and maintenance of road and pedestrian traffic safety signs;
- lighting for road and pedestrian routes;
- routine safety checks and inspections;
- suitable gritting of these routes both internally and externally;
- provision of suitable signage;
- parking bays for persons with a disability; and
- liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).

Speed limit

- The maximum speed limit in the school is 5mph.

Vehicle escort

All vehicles entering the establishment will require an escort, the escort must:

- maintain visual contact with their driver;
- assist drivers carrying out reversing manoeuvres;
- do not walk or stand directly in front or behind vehicles; and
- Do not assist drivers, vehicle or plant operators in manual handling operations.

Relevant Legislation:
Health and Safety at Work etc. Act 1974
Management of health and safety regulations 1999

It is the school's policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function.

However, it is recognised that even with proactive measures, incidents of violence may still occur. Therefore, it is also the school's policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work.

The Health and Safety Executive define violence as: 'any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work'.

The school will consider both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment.

When undertaking such risk assessment, the opinions and views of staff must be sought by consultation. The assessments will evaluate the adequacy of measures to reduce the risk of violence and where necessary develop plans to further improve these precautions.

Preventative measures will include those relating to:

- the environment;
- physical security precautions;
- means of raising an alarm;
- emergency response procedures;
- safe systems of work;
- training and information; and
- individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

The school will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and defusing/de-escalation.

Following a violent incident, The Headteacher or line manager will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault, the Headteacher will be expected to ensure the actions below are taken:

- appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary);
- where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends Hospital as soon as possible;
- a member of staff attending Hospital must be accompanied by a member of staff;
- the taking of photographs should be considered/offered as it may help with any police prosecutions etc. in the future;
- the line manager is informed as soon as possible.

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

All staff have a duty to report incidents of violence in accordance with school and LA accidents/incident reporting procedures using the AIR form.

Ideally this should include all incidents of swearing or verbally abuse to staff. However, it is appreciated that some people can swear or be verbally abusive during without necessarily intending to be aggressive and on such occasions, staff do not necessarily feel threatened or offended and are reluctant to report these as violent incidents. The school accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the school still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported. All reported incidents of violence should as soon as possible be investigated by the SLT to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

For further information relating to Risk Assessment, Offsite Visits, Lone Working and New and Expectant Mothers, refer to the relevant section of this Policy, Corporate Health and Safety Team and the HSE website: http://www.hse.gov.uk/violence/

Lone Working

Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Complete a lone working risk assessment
- Obtain the Head teacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

ARRANGEMENT 20: ASBESTOS – G4S

Relevant Legislation:
The Control of Asbestos Regulations 2012

The asbestos survey is held by G4S and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers is Lee Sykes (G4S) refresher training is required 3 yearly.

The Asbestos Management Plan is completed and managed/monitored by G4S

A re-inspection on all identified asbestos/current asbestos management survey (and plan) will be completed every year, organised by G4S

G4S will review and manage all contractor/building works, and ensure inductions and shared information that includes the school asbestos survey and management plan before works commences.

G4S shall ensure:

- The asbestos log is maintained and that any changes are notified to the asset management team
- Ensure that all school staff (and others such as catering and cleaning staff who may not be employed directly by the school) are made aware of the location of asbestos containing materials (ACM) within their work areas.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advise sought from the asset management team before any undertaking of work.
- Ensure that an asbestos management survey has been completed and up to date via the annual repeat re-inspection process
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
- An annual re-inspection is completed.
- Will organise another survey in the event of potential building/construction works, before the works begin. It is noted, that the school's asbestos survey is a 'management survey' and there are other more intrusive surveys required for any building works.

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 Head teacher with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager or Premises Manager who will implement immediate action.

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

There is no asbestos in Ben Jonson Primary School

ARRANGEMENT 21: GAS

Relevant Legislation:
The Gas Safety (Installation and Use) Regulations 2018

If the school has gas boilers for heating and hot water provision, contractors who manage these have to be registered with the government's Gas Safe Register.

Boilers have to be maintained yearly under the Boiler Maintenance (Gas Safety and Use Regulations 1998).

Annual gas safety checks are required on each appliance and flue.

The school will ensure that all gas appliances are serviced and also receive the gas safety inspections this includes catering gas, boilers, science, food tech etc.

The person responsible for arranging and managing/monitoring the statutory compliance gas requirements is G4S

The gas service must include, boiler, kitchen/food tech, and science.

ARRANGEMENT 22: ELECTRICITY

Relevant Legislation:
The Electricity at Work Regulations 1989 (EAW Regulations)

Electrical contractors used by the school must be registered with the NICEIC (National Inspection Council for Electrical Installation Contracting)

Fixed electrical installations require periodic inspections, conducted by G4S

Staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by AGG Electrical Ltd for school equipment / G4S for G4S equipment

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

Please refer to HSE guidance on PAT testing: http://www.hse.gov.uk/pubns/books/hsg107.htm

ARRANGEMENT 23: LEGIONELLA / WATER MANAGEMENT

Relevant Legislation:
The Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Control of Substances Hazardous to Health Regulations 2002 (COSHH)

As an employer, or a person in control of the premises, we will:

- Organise a Legionella water risk assessment (WRA) to be completed every 2 years, by a company registered with The Legionella Control Association
- Complete all recommendations from the WRA within the specified timescales
- Complete a detailed specification of water management to ensure compliance to L8, with details of roles and responsibilities that includes both contractor and local school management
- Ensure the relevant staff complete Legionella awareness training
- Maintain a high standard of monitoring of all log books, and take appropriate action when needed, such as responding to identified legionella bacteria within the school water system

A water risk assessment of the school has been completed by G4S and they are responsible for ensuring that operational controls are being conducted and recorded in the water log book. G4S premises manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by named company.

This will include, with reference to the risk assessment:

- all remedial action identified in reports is undertaken within the timescale identified;
- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods;
- conducting necessary water temperature checks (monthly);
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly);
- Thermostatic mixing valves (TMV) to form part of the regular test and inspection process and procedure;
- microbiological testing of the system, in accord with the risk assessment e.g. every six months;
- annual chlorination of the water system; and
- the Legionella risk assessment to be reviewed at least every two years by a competent person.

G4S has completed a written scheme of control that details the water management and is closely followed to ensure compliance.

Useful link

The Approved Code of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems (L8) contains practical guidance on how to manage and control the risks in your system.

ARRANGEMENT 24: WORK & LIFTING EQUIPMENT

Relevant Legislation:
Provision and Use of Work Equipment Regulations 1998

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors. Records of such monitoring will be kept in / by G4S

G4S is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly

All staff are required to report to G4S premises manager/ the school business manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum areas

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

ARRANGEMENT 25: OUTDOOR PLAY EQUIPMENT

Relevant Legislation:
The Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999

The use of external play equipment will only be used after a suitable and sufficient risk assessment has been completed. Equipment will be checked daily before use for any apparent defects, and the School Business Manager will conduct a weekly visual inspection of the equipment. PE and Play equipment is subject to an annual inspection by The Play Inspection Company (Annual) and repair and maintenance is completed by a qualified specialist contractor HAGS ltd (quarterly operational inspection plus repair and maintenance

Weekly recorded checks – play equipment
All play equipment **must** be visually inspected for any damage; this should be recorded with detailed action completed.
Operational play equipment inspections
Operational **Quarterly** Play Inspections **must** be undertaken by a qualified RPII Inspector.
Annual outdoor play equipment inspections
Annual Outdoor Play Inspection **must** be undertaken by qualified RPII Inspector.
Useful link: Register of Play Inspectors International http://www.playinspectors.com/

The person responsible for organising the above inspections is the school business manager and is also responsible for ensuring all inspections (weekly visual, Quarterly Operational, and Annual) are completed to the above specification, and remedial works are completed within the timescales. The following should be arranged and managed by the School Premises Manager/School Business Manager

Daily Recorded Site Inspections to ensure that visual checks completed and recorded:

play equipment is not damaged;
play equipment is free of algae, weeds etc.;
there are no potentially dangerous trees (e.g. broken or dead branches);
there are no accessible drains or damaged drainpipes;
sheds/storage areas are secured so children may not get unauthorised access
all rubbish has been removed – in particular sharps such as hypodermic needles;
dead animals are removed;
vermin control boxes are suitably stocked and have not been tampered with;

fences are intact and secure (including around ponds); and
no potentially hazardous plants have seeded into the area e.g. Nettles, Foxgloves.
Laburnum, bind weed or Chinese knotweed etc.

Grounds Maintenance

It is the school's policy that the seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

It is the responsibility of the G4S in consultation with the Senior Leadership Team to:

- select a competent arboriculturist to manage the individual trees, shrub and perennial/annual plants;
- in particular to undertake a tree risk assessment to determine the health and safety of the trees; and
- production of risk assessments and safe systems of work, to include: working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.

The horticultural activities are undertaken by NEUK (G4S subcontractor) and the contract is monitored by the G4S.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager or Business Manager].

For further information relating to COSHH or the Management of Contractors refer to the relevant section of this Policy.

Useful link

Arboricultural Association http://www.trees.org.uk/

ARRANGEMENT 27: INDOOR PLAY EQUIPMENT

The school business manager is responsible for arranging maintenance.
Universal Services ltd is the named contractor who has been assessed for their competence

ARRANGEMENT 28: INDOOR AREAS

Staff toilets, drinking water, change and rest facilities, heating, ventilation, lighting, temperature, safe traffic routes and staircases are all covered in the document referred to below:

The Workplace (Health Safety Welfare) Regulations 1992
Please refer to link: http://www.hse.gov.uk/pubns/books/l24.htm

G4S is responsible for the management of the building, including general day to day building issues, statutory compliance, and condition surveys. All staff with any building concerns/welfare, should report to the G4S premises manager

Daily, weekly, monthly, termly, annual checks, inspections, safety tours are completed by the school business manager and G4S premises manager

ARRANGEMENT 29: SWIMMING POOL

N/A no swimming pool on site

ARRANGEMENT 30: MANAGEMENT OF CONTRACTORS

Relevant Legislation:
Health and Safety at Work etc. Act 1974
Management of health and safety regulations 1999

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to G4S premises manager where they will be inducted onto the site. School will also ask them to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. The school business manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

The School Business Manager must submit RAMS to G4S prior to any school works starting. G4S will review them and issue the Authority to Work (ATW).

Relevant Legislation:
Personal Protective Equipment at Work Regulations 1992 (PPE)
Control of Substances Hazardous to Health 2002 (COSHH)
Control of Noise at Work Regulations 2005

Personal Protective Equipment (PPE)

It is the school's policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimised.

Where PPE is needed it must be the most appropriate for the identified risk and it will only be issued where the risk assessment identifies that it will further reduce the level of risk as low as is reasonably practicable as PPE is recognised as a safeguard of last resort since it only protects the individual wearer.

Common Selection and Use of PPE

- PPE should be labelled to show what it protects against and is resistant to; and
- always use PPE according to the manufacturer's instructions.

The Personal Protective Equipment Regulations 2018 state that PPE on the market must be supplied with relevant information on:

- storage, use, maintenance, servicing, cleaning and disinfecting;
- the level of protection provided by the PPE;
- suitable PPE accessories and appropriate spare parts;
- limitations on use; and
- the obsolescence period for the PPE or certain of its components.

Ensure items of PPE used together are compatible with each other to ensure they continue to be effective against the risks.

Do not:

- reuse disposable PPE;
- leave contaminated work areas without removing the contaminated clothing in appropriate changing areas;
- store PPE in direct sunlight or in hot humid places as this can cause damage to some equipment; and
- Use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. You should dispose of it properly and replace it.

The school has a separate work experience policy which is regularly reviewed and updated, the Deputy Headteacher is responsible for managing and co-ordinating work-related learning within the school following guidance contained in the LA guidelines for work experience and in accordance with the Quality Standard for Work Experience.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / management the earliest possible opportunity.

ARRANGEMENT 33: ANIMALS IN THE SCHOOL

If animals are kept in the school, zoonosis risk assessments are completed to identify hazards and implement control measures. Animals may bite, cause allergies to children and carry infectious diseases and transmit worms.

Zoonoses are diseases that can be transmitted from animals to humans. There are approximately 40 potential zoonoses in the UK. For further information, please contact the Juniper Health and Safety Services.

When the pupils are to visit farms or have contact with animals, guidelines from Evolve and provider should be strictly followed.

ARRANGEMENT 34: LETTINGS / SHARED USE OF PREMISES

Bowden House Primary School share part of Ben Jonson's premises. The School Business Manager is the responsible person for reviewing these shared arrangements i.e. risk assessments, induction, fire safety and security

Bowden House Primary School must take part in termly fire drills, safeguarding and health & safety training. This training is site specific.

Bowden House Primary School will adhere to the policies and procedures at Ben Jonson in addition to their own school policies.

ARRANGEMENT 35: EMERGENCY PLANNING AND BUSINESS CONTINUITY

The school has a separate emergency planning procedure, a lockdown procedure that needs to be referred to in a separate document. It is important that the fire risk assessment has taken this into consideration.

Housekeeping

The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping within the school.

Departments

Every employee is responsible for his/her own work area on a day-to-day basis. Bulky items should be broken down into manageable loads, where possible and put into the bins.

If excessive/heavy volumes of waste require disposal, each employee/department should plan to get the waste cleared with the Premises Manager

No waste materials may be placed in walkways or any fire escape route. Each manager is also responsible for the safety of his/her department, including housekeeping matters. Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

Kitchenettes

Every employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after themselves.

Any spillage should be cleared immediately and reported as soon as possible to the Premises Manager who will arrange for the cleaning staff to undertake remedial action. Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.

Rest and Meeting Rooms

Rest room, meeting rooms - everyone is expected to apply general principles of good housekeeping in all areas. All walkways must be kept clear of obstructions or combustible materials or trailing cables. Combustible or flammable materials must not be stored in the Boiler/electrical intake rooms; only authorised persons are permitted access to these high-risk areas.

Food Safety

Food items - all unwanted food/drink should be disposed of by its use-by/ best before date to prevent waste accumulation and to reduce the risk of contamination.

The school reserve the right to dispose of uncovered or other food/drink stored or found on the premises, if it is considered to be a hazard. Open containers should not be left lying around as it increases the risk from pests, such as fruit flies, flies, wasps and mice.

RELATED POLICY AND PROCEDURES

The school has the following related policies and procedures that support this health and safety policy and the school health and safety management system, including;

- Supporting Children with Medical Needs and Managing Medicines in School Policy
- Fire risk assessment
- Fire evacuation plan
- Work Experience Policy
- Business Continuity Policy