

Health and Safety Policy

Roe Green Infant School



Reviewed by Chair of Governors.....

Date:.....

**Health and Safety Policy December 2017;
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To be reviewed Jan 2023**

HEALTH AND SAFETY POLICY

PART 1. STATEMENT OF INTENT

The Governing Body of Roe Green Infant 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 school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff a reference copy is kept in the staff room, the school office and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis culminating in an Annual Health & Safety Report. This policy will ensure the allocation of adequate resources (including time, effort, training and money) to safety, health and wellbeing.

This policy statement supplements:

Council Health and Safety Policy.
Educational Visits Policy
Supporting pupils with medical needs Policy
Safeguarding Policies
PSHE Policies
Lock Down

Signature

signature

Karuna Khan, Chair of Governors

Nicole Lobo, Headteacher

date

date

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PART 2. ORGANISATION

As the employer the LA has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below (more detailed responsibilities are available in Appendix C).

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards.

A Welfare Committee of Governors, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

The Governing body are required by Law to have access to competent health and safety advice

In LA Community schools the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with from Corporate Health & Safety Team 020 8937 5438

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher 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.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.

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- 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.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the head to the Deputy Head and Catering Manager. Within faculties this task is further delegated to the Relevant Head of Faculty.

Responsibilities of other staff holding posts of special responsibility.

- Apply the school's health and safety policy to their own faculty or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head
- of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees 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.
- 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.

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PART 3. ARRANGEMENTS

1. Accident/Incident Recording Reporting
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4. Consulting Employees on Health and Safety
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6. Control of Hazardous Explosive Dangerous Substances
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9. Educational/Recreational Visits
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11. Finger Entrapment
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19. Lifting and Handling
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21. Noise at Work
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26. Premise Management
27. Premises Work Equipment (including Lifting Equipment & Operations)
28. Provision of Information
29. Risk Assessment
30. Slips, Trips and Falls
31. Smoking on School Premise
32. Stress/Wellbeing (we have a policy on this)
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35. Violence at Work
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1. ACCIDENT/INCIDENT REPORTING PROCEDURE

Accidents to Employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be recorded on the council's online accident recording system [Brent Accident and Incident Recording System](#)

Accidents to Pupils and other non-employees (members of public / visitors etc.)

A local accident book] is used to record all minor incidents to non-employees, more significant incidents as detailed below must recorded on the online accident reporting system:

- Major (Significant) injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents resulting in the injured person being absent from work for more than 3 and 7 consecutive days (including weekends and holidays unless the person would have been able to return sooner).
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Head teacher, Deputy Head and Chair of Governors. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Board as necessary.

The Headteacher, 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 the Health and Safety Executive (HSE)

Accident/incidents will be reported to the HSE by the Health and Safety Competent Person (Deputy Head)

Accidents, violent incidents and near misses / dangerous occurrences will be recorded on the council system within set timescales. This is to enable the Corporate Health and Safety Team time to meet the statutory requirements under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- The death of any person - All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. The Council must be informed immediately by phone as soon as possible after the event occurring or the school becoming aware of the incident (whichever is sooner). Recording on the system will occur as soon as practicable post incident.

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- All Accidents, violent incidents and near misses / dangerous occurrences - these will be recorded on the system within 48 hours of the event occurring or the school becoming aware of the incident (whichever is sooner), EXCEPT
- Over seven-day incapacitation of a worker incidents - these need to be recorded on the system on the eighth consecutive day of the absence/next working day (whichever is sooner) after the event occurring
- Over three-day incapacitation of a worker incidents - these need to be recorded on the system on the fourth consecutive day of the absence/next working day (whichever is sooner) after the event occurring

2. ASBESTOS MANAGEMENT

An asbestos survey, register and management plan is in place for the school in accordance with the Asbestos Arrangement. The school's most recent asbestos management survey was conducted on January '17 (RGI), 23/10/17 (RGS)

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the main office,

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from school's asbestos authorising officers as below (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos must be reported to the Headteacher who will contact the Competent Health & Safety Adviser.

The school's asbestos authorising officers are Jag Sidhu, Nicole Lobo, Richard Norris and Dickson Simeon and must have received asbestos awareness training.(October '16) Refresher training is required every 3 years.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns, plumbing, decorating, electrical works etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted on a periodic basis and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

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- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) carried out by approved asbestos contractor and recorded.
- The condition of the asbestos will be reviewed by a Component Asbestos Surveyor at least annually for signs of damage or deterioration and records kept. Any concerns, damage or deterioration should be reported immediately to the Councils Asbestos Duty Holder and Health & Safety Competent person.

3. Children/Adults with Additional Needs

People may have temporary needs following an operation, a broken leg/arm or permanent needs if they have learning difficulties. In such instances the school will undertake an individual risk assessment of that person(s). For pupils this will be the class teacher and school SENCO, for staff this will be their line manager and Headteacher. The school already has risk assessments in place to manage risks associated with the schools activities. If a review of the relevant risk assessment(s) from the perspective of a person(s) with needs identifies additional risks and control measures not previously considered and these will be added into the risk assessment as accordingly. It is a common sense approach that enables, empowers the management of risk as opposed to prohibiting. For children this can form part of their Health Care Plan. For a member of staff this would be added to their Personnel File.

Where the needs prevent persons evacuating the building unaided in an emergency then a Personal Emergency Evacuation Plan (PEEP) is completed in partnership with the person with needs and/or their parent/carer/guardian as appropriate.

For further guidance Health & Safety Arrangement People with Additional Needs

Employers must ensure that all employees are provided with adequate health and safety training when they start work. Ongoing training must also be provided in response to changes, such as:

- Meeting the needs of new pupils
- The identification of additional risks
- The use of new or modified equipment and/or
- New job responsibilities
- A change in the needs of existing pupils leading to a change in the way that risks arising from their needs are managed

Monitoring and review of procedures helps highlight when training is required and also the relevance of the training, e.g. how much the training relates to the job.

4. Consulting Employees on Health and Safety

Health and Safety is always on the agenda at the fortnightly staff meetings.

Governors meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from the meetings are brought forward for review by the school

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management. The minutes of any meeting are made available to staff in the shared area (policies section) and discussed at SLT/Staff meeting as an agenda item

The Trade Union Safety Representative on the staff is Hema Dahale.

5. Contractor Selection and Management

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Richard Norris is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place, working effectively and stop any unsafe acts.

School managed projects

Where the school undertakes projects direct, the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by (Nicole Lobo (Head teacher) who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school uses either Council approved contractors or ensures its own competency checks are undertaken. Details can be found in Policy Contractors on Educational Establishments when considering the appointment of contractors outside of the Council approval list Richard Norris will undertake appropriate competency checks prior to engaging a contractor. Guidance is given in Contractors on Educational Establishments

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

¹CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the schools behalf.

6. Control of Hazardous Explosive Substances

*This Arrangement merges the requirements of both the **Dangerous Substance, Explosive Atmosphere Regulations 2002 (DSEAR)** and **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** to form **Control of Hazardous Explosive Substances (CHEDS)***

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Where practical every attempt will be made to avoid, or choose the least harmful and/or explosive substance.

The establishment's nominated person(s) responsible for substances hazardous to health is Richard Norris.

They shall ensure:

- An inventory of all hazardous and explosive substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full CHEDS risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of unauthorised persons.
- 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 and staff given appropriate training in its safe use and disposal.

Where persons may be affected by their use on site, Richard Norris is responsible for ensuring that CHEDS assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

7. Design and Technology

Roe Green Infant School manages health and safety in the teaching of Design & Technology by ensuring that all equipment including hand tools are:

- suitable for the intended use, used in accordance with the operation manual and health & safety requirements and are CE marked as appropriate;
- maintained and repaired in a safe condition ;
- not altered or adapted, it is considered to be safe by design and should comply with the regulations;
- checked, inspected, risk assessed and appropriate safe systems recorded and implemented before use;
- used by staff and pupils that have been trained in the safe use, wearing appropriate Personal Protective Equipment;
- supervised whilst being used by pupils;

8. Display Screen Equipment (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin, office staff, senior management are identified as DSE Users.

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Staff identified as DSE *Users* are entitled to an eyesight test for DSE use at least every two years by a qualified optician. The cost of the test (up to £25) will be met by the school. If deemed necessary by the optician that corrective glasses/appliances are required specifically for DSE use a contribution to these of £50 will be met by the school.

Advice on the use of DSE is available in Policy Display Screen Equipment/Visual Display Units. Users are required to complete a DSE self assessment form and raise any issues with local line management at least every two years. Any unresolved issues are reviewed by a local DSE Assessor or Corporate Health and Safety Adviser/Competent Person/Ergonomist

The Legislation does not apply to pupils. When staff are not designated as Users, they will be encouraged to adopt the general good practices where practical. These good practices will be extended to pupils where practical.

9. Educational/Recreational Visits

The Council has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits. All offsite visits will be planned following this guidance and the Councils Educational & Recreational Visits Handbook, *There and Back Again*. The Handbook touches on every aspect of visits, without going into details and as such may be described as an important summary of the OEAP guidance. Detailed guidance is available <http://oeapng.info/>.

Roe Green Infant School must seek approval from the Headteacher four weeks in advance of all residential, overseas and adventurous trips. Trips for the first time of a residential, overseas and adventurous activity are discussed with the LA Adviser for Outdoor Education. All relevant risk assessments, medical consent forms, participants' adventure code and names etc. are in accordance with the procedure.

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, Andrew Miller, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Head teacher.

10. Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Richard Norris and removed from service.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Richard Norris.

Richard Norris is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

A fixed electrical installation test (fixed wire test) will be conducted by Sellicks at least every 5 years or more frequent if deemed necessary following the results of the last test [an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over the required period].

11. Finger Entrapment

The types of injuries that may result from door incidents range from crushing, bruising and fractures - in the most serious cases – to amputation; however, whatever the outcome, every finger trapping incident is likely to cause pain and distress to a child.

It is reasonably foreseeable that such incidents may occur in areas where children visit. In terms of preventing finger trapping injuries from the hinge side of doors, finger guarding devices are widely available and relatively low cost items that do not necessarily require specialist fitting. Where fitted to fire doors guidance should be sought from the supplier, manufacturer or fire specialist to ensure that the device does not affect the integrity or fire rating of the door.

Due to the vulnerability of young children and the potential severity and extent of any injuries they could sustain, **as a minimum standard finger safety devices will be fitted to protect the hinge side edge of classroom doors, toilet entrance doors and toilet cubicle doors serving the age range three to eleven.** For all other areas in the school that pupils frequent on a daily basis decisions regarding door safety will be based on level of risk.

12. Fire Evacuation and Other Emergency Arrangements

The Headteacher/ Head of School is responsible for ensuring the school's fire risk assessment (FRA) is undertaken and implemented following guidance contained in the [Fire Precautions in Educational Establishments](#). The FRA is located in the school's fire log book in the sites' office and will be reviewed on an annual basis by a competent person.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and there is an evacuation plan and written instructions in each room. In each 'fire box' (located in the sites' office there is a plan of the building identifying the location of fire exits, fire extinguishers, service points etc... with a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Personal Emergency Evacuation Plans (PEEPs) will be prepared and reviewed for persons requiring assistance to evacuate the building in an emergency who regularly use the building i.e. staff, pupils, regular visitors.

Evacuation procedures are also made available to all contractors / visitors.

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

All other emergency procedures are detailed in the [Critical Incident Plan](#).

Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book. A formal debrief will be undertaken and documented after the drill.

Fire Fighting

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- Staff are only advised to attempt to deal with a fire to aid their means of escape.
- The safe evacuation of persons is an absolute priority.

Details of service isolation points (i.e. gas, water, electricity) plan in the Fire boxes in the office.

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the site managers as appropriate, for consultation.

Richard Norris and Dickson Simeon are responsible for ensuring that the school's fire logs are kept up to date and that following inspection / maintenance activities details of these are recorded in the fire log books located in the sites' offices.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This will be undertaken whilst the school day is in operation.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Capstan Security (RGI) 02084419700/7657 Fire Intruder Alarm Ltd (RGS) 07917134740

A fire alarm maintenance contract is in place with Capstan Security (RGI) Fire Intruder Alarm Ltd (RGS) and the system tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment remains available for use and operational. A record of checks is maintained.

Firedon undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Firedon 02084201040.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation on a monthly basis in house by the Premises Managers. Annually a full discharge test and certification of the system will be undertaken by Capstan Security 02084419700/7657(RGI) Fire Intruder Alarm Ltd (RGS) 07917134740. A record of checks is maintained.

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MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and daily checks to ensure all final exit doors are operational and available for use.

13. First Aid and Medication

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra curricular activities) See attached sheet in the Appendix.

First aid qualifications remain valid for 3 years. The HR Officer (Cossor Javid) will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

The Welfare room, Reception and the Nursery

Welfare Officer Babeta Patel is responsible for regularly checking (termly) that the contents of first aid boxes (including travel kits/ those in vehicles) are complete and replenished as necessary.

Head Injuries:

If a child or someone sustains a head injury, they are observed closely for the next 24 hours whilst at school. Outside school the parent/carer will receive an accident/incident/illness report and a phone call informing them that the child has sustained a minor blow to the head and to observe the child closely for any unusual behaviour and symptoms.

If a child has a minor head injury, they may cry or be distressed. This is normal, and with attention and reassurance most children settle down. However, seek medical assistance if your child continues to be distressed.

Minor head injuries are common in people of all ages and should not result in any permanent damage. The [symptoms of a minor head injury](#) are usually mild and short lived. Symptoms may include:

- a mild [headache](#)
- nausea (feeling sick)
- mild dizziness
- mild blurred vision

If a child experiences these mild symptoms after a knock, bump or blow to the head, they won't usually require any specific treatment. However, the school should ensure the child is taken to a local [minor injuries unit](#) or [accident and emergency \(A&E\) department](#) for a check-up.

Signs of a serious head injury

If, following a knock to the head and any of the symptoms below are noticed, the child or

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person injured must seek **immediate medical attention**:

- unconsciousness, either briefly or for a longer period of time
- difficulty staying awake or still being sleepy several hours after the injury
- clear fluid leaking from the nose or ears (this could be cerebrospinal fluid, which normally surrounds the brain)
- bleeding from one or both ears
- bruising behind one or both ears
- any sign of skull damage or a penetrating head injury
- difficulty speaking, such as slurred speech
- difficulty understanding what people say
- reading or writing problems
- balance problems or difficulty walking
- loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg
- general weakness
- vision problems, such as significantly blurred or [double vision](#)
- having a seizure or fit (when your body suddenly moves uncontrollably)
- memory loss ([amnesia](#)), such as not being able to remember what happened before or after the injury
- a persistent headache
- vomiting since the injury
- irritability or unusual behaviour

If any of these symptoms are present, particularly a loss of consciousness (even if only for a short period of time), **go immediately to your local A&E** department or call 999 and ask for an ambulance.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult(s) will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS helpline (111) and, in the case of pupil with the parents/carers.

Administration of medicines

All medication will be administered to pupils in accordance with the [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

The Welfare Officer, Babeta Patel is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the Welfare Officer.

All non emergency medication kept in school is securely stored e.g. lockable cupboard in welfare room, refrigerated meds kept in clearly labelled container within fridge in the

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welfare room with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epinephrine autoinjector i.e. epi-pen etc., it will be kept in the welfare room, and clearly labelled.

Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by SENDCo and the Welfare officer Babeta Patel.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the welfare room and the SENDCo's filing cabinet.

Where a PEEP or Personal Risk Assessment is required it is logical to include as part of the Health Care Plan.

Staff will receive appropriate training related to health conditions of pupils and adults and the administration of medicines by a health professional as appropriate.

14. Fixed Play Equipment

External play equipment is only used when appropriately supervised. Each piece of fixed play equipment has its own risk assessment that details the level supervision required and forms part of the overall risk assessment for the playground. The playground risk assessment should include:

- Accessible Play Field
- Fixed Play Equipment
- Infant playground
- Fences
- Age and ability of children
- The playground layout
- Hazards and activities associated with the playground e.g. playing football and type of ball used etc.
- The type, level and duration of activities undertaken
- Time of year and weather conditions
- The experience and competence of staff/teachers/meal time supervisors etc. [Particularly their roles and responsibilities with regard to playtime duties.]

This fixed equipment is checked daily before use for any apparent defects, and

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Richard Norris/Dickson Simeon will conduct a formal termly inspection of the equipment and ensure that is recorded.

Physical Education and Play equipment is subject to an annual inspection¹ by Play Inspection Company in accordance with the Arrangement Fixed Equipment in Playgrounds.

Inflatable play equipment should be thoroughly inspected² annually or at least once in every 14 months by a registered inspection body. You need to see evidence that these checks have been undertaken.

Daily Checks will be carried out before the first use on any day using advice provided by the manufacturer in the operations manual and should include the following:

- Suitability of the site
- Anchorages are secure and intact
- No damage to the fabric or seams
- The blower is the one specified and all tubes are fixed and in good condition

¹ Annual Inspection – should be undertaken by an impartial qualified inspector from an outside organisation (ideally should not be from the installer/maintainer of the equipment to assure impartiality).

For Play Equipment an inspector must be a certified Register of Play Inspectors International (RPII) Inspector to undertake the annual inspection. Details of these can be found at <http://www.playinspectors.com/>

² HSE supports inspection schemes, namely [ADIPS](#) and [PIPA](#). Under the PIPA scheme inflatable are tested before use and annually thereafter. They will be tagged, and the operator will be able to produce a certificate containing information relating to the test.

15. Gas Safety

The commissioning of gas installations and/or the use of gas equipment must be included in a generic risk assessment on gas safety. This is to identify and address hazards and risks associated with equipment, its location, its users and the level of its use. Control measures, based on the risk assessment, must be established to reduce health and injury risks. The main hazards associated with gas are fire, explosion, and Carbon Monoxide poisoning, and these should be considered when undertaking workplace risk assessments.

All persons working on gas installations and appliances are registered with *Gas Safe Register*. A formal contractor vetting and monitoring process has been undertaken by L Conway the appointed engineer. The engineer will provide a current ID card prior to commencing work as evidence of being competent to undertake the works required. The card will show a photo, business registration number, company name, start and expiry day and a security hologram.

There is a programme of regular inspection, maintenance and repair by the approved gas contractor [L. Conway]. Any gas appliances (permanent or portable), and gas flues receive an annual gas safety check. The issued Gas Safety Certificate should be stored in the Premises File kept in the school office and all records kept and maintained.

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16. Health and Safety Monitoring, Audit and Inspection

A general inspection of the site will be conducted on a termly basis and be co-ordinated by Liz McLaren and Jag Sidhu.

The person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher/ Head of School. Responsibility for following up items detailed in the safety inspection report will rest with Liz McLaren and Jag Sidhu.

A named governor, Nilesh Parekh, will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Periodically the Corporate Health & Safety Team will carry out an audit and/or inspection of Roe Green Infant School on behalf of the Council, as it deems appropriate, as part of its programme to ensure compliance with the Council's and Legal obligations.

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

¹ Cycle time for formal documented site inspection should be based upon risk, larger schools and/or those with higher risks should be undertaken termly.

² Ideally this should involve a member of the school governors who have health & safety responsibility

17. Infection Control

To promote good health and to prevent the spread of infection, the school will ensure that the following good practices are followed in line with Public Health England document *Guidance on infection control in schools and other childcare settings, September 2014 (version 2)*

Personal Hygiene

- Hands washed after using the toilet.
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers,

Children who have soiled themselves.

- If a child 'wets' themselves they will be changed with the assistance of the TA/ Welfare officer.

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- If they have soiled themselves a parent will be called to come in and shower and change their child.
- Staff will wear disposable gloves and aprons when dealing with an incident.

Clean environment

- All surfaces are cleaned daily in accordance with the daily cleaning scheduled by Scott and Sons. Periodically a deep clean will be undertaken every summer,(quarterly in the kitchen by RentoKill).
- Any spills of blood or vomit are wiped up and disposed of.
- Excrement will be flushed down the toilet.
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine diluted according to the manufacturer's instructions.
- The use of bleach is forbidden.
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Children are encouraged to change and clean themselves.

18. Instruction, Information, Training & Supervision

Where the Council is the employer, it will normally inform and instruct its schools on health and safety by the issuing of Local Arrangement and Health & Safety Bulletins/Circulars. However, urgent or individual information/instruction may be given by memorandum, e-mail, letter, text or verbally.

Arrangement and safety Bulletins/Circulars are available on the Brent schools extranet www.brent.co.uk/schoolex and/or addressed directly to Headteachers. Copies will be made accessible to staff from Roe Green Infant School. The Headteacher, who are required to implement them, must bring them to the attention of all relevant people in Roe Green Infant School (including the governing board).

The Governing Board ensures that the Roe Green Infant School Safety Policies outline the arrangements for informing and instructing members of staff and others.

Training

To comply with health and safety law Roe Green Infant School will ensure that its staff, agency workers, volunteers and pupils receive appropriate training in order to undertake tasks competently and safely. Staff, agency workers, volunteers attend induction courses and other mandatory training as defined in the Council Health and Safety Training Matrix.

Pupils are instructed on the Action to be taken:

- In the event of an emergency evacuation following a fire, gas or bomb warning
- To call a first aider following an accident or illness
- On noticing an accident, hazard or unauthorised person in the school grounds
- On the spilling of blood or body fluids and washing hands following a visit to the toilet

Instruction, information and training on curriculum health and safety issues are

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delivered during lessons by competent teaching staff and before any of the risks are incurred. Registers together with schemes of work and lesson plans act as a record.

Contractors and other persons visiting the premises are briefed and as necessary given written procedures to acquaint them with the schools Emergency Procedures. Visitors are escorted during visits to Roe Green Infant School. In the case of contractors, all these procedures should be included with any contract works order or be issued at a pre-contract meeting. The contractor is asked to provide a risk assessment and method statement that address all risk associated with the works and how they will be managed.

Supervision

The Council monitors its establishments via inspections and audits. The Governing Board ensures that it has established systems for supervision. These systems are the Schools Safety Arrangements. Premises Controllers ensure staff are adequately supervised and that staff with *loco parentis* responsibilities, supervise pupils in their care.

19. Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with 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.

All manual handling activities which present a significant risk to the health and safety of staff, will have a risk assessment conducted to ensure such risks are adequately controlled. Where practical manual handling operations are avoided using engineering controls. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques (to be updated January '18) 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 (recorded onto CPOMS).

Equipment for moving and handling people is subject to inspection on an annual basis by a competent contractor. Equipment for handling objects is inspected on an annual basis by a competent contractor.

20. Lone Working

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

Work involving potentially significant risks i.e. work at height must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher / senior member of staff and during school holidays, [sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

All home visits are undertaken by at least two members of staff.

School staff responding to call outs

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

21. Noise at Work

Roe Green Infant School does not presently have any noise sources that exceed the noise Threshold Level of 80 dB (A). This will be reviewed as necessary.

22. Occupational Health

Occupational health service is provided by Brent's HR. The school has the 'Gold Standard' package.

The function of occupational health services is to help keep Roe Green Infant School staff well and support them to get back to work quickly if they become ill. This can save the business money, increase productivity and improve the health and wellbeing of staff.

Examples of the types of services that can be delivered include:

- Absence Management - advice on any absenteeism and support employees to return to work as quickly as possible
- Rehabilitation - guide employees to treatment and support so that your employee can return to work quickly
- Risk assessments – identify any hazards, evaluate risk and identify/prioritise interventions and control measure to prevent occupational ill health
- Health surveillance - Ongoing checks to prevent health problems occurring and ensure employees are safe. Employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health may be required to be checked by law.

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Examples of the types of health surveillance may include:

- Hearing testing
- Vision testing
- Hand and arm vibration
- Alcohol/drug testing

Health promotion and wellbeing – promotes a healthy working environment and promotes healthy behaviour amongst staff.

23. Partnership Working (Letting & Renting Premise)

Lettings are managed by Richard Norris.

Hiring of facilities or equipment is managed by Richard Norris.

Selection and appointment of contractors, service providers e.g. Sport coaches, Music instructors, Visual arts, Play groups etc. is managed by the Headteacher/ Head of School.

The Headteacher and governing board will ensure that where services or activities are provided separately by another body on school premises, that assurance is obtained that the body concerned has appropriate policies and procedures in regard to safeguarding and child protection.

The Headteacher and governing board will ensure that the terms of any contract for lettings such as to supplementary schools; theatre groups; sports activities; cubs and scouts etc., that will require the hirer to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, requires the hirer to produce and implement appropriate safeguarding policies and procedures.

The Headteacher and governing board will ensure the school monitors the hirer's compliance with said policies and procedures.

24. Personal Protective Equipment

The completion of risk assessment may identify additional control measures in the form of Personal Protective Equipment (PPE); this should be used as a last resort. This can include items such as head protection, hand protection, eye protection, foot protection, hearing protection, high-visibility clothing, inclement weather protection and safety harnesses. It also includes respiratory protective equipment (RPE). Where PPE is identified Roe Green Infant School will purchase the PPE for those required to use it and provide appropriate instruction, information, training and supervision in its safe use.

All PPE purchased is selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and clothing worn by the user. Staff that require the use of PPE on an individual basis are provided with a safe location to store it and maintain a record of user checks and maintenance.

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Equipment restricted to those users who are authorised / have received specific training is locked away.

Further guidance is available in the Health & Safety Arrangement *Personal Protective Equipment*

25. Physical Education and Sport

The Law reasonably expects that an individual schools' *Code of safe practice in Physical Education* will reflect it's own particular needs according to it's programmes and premises, in addition to factors which it may have in common with other similar establishments.

An activity is judged to be safe in physical education and sport (PES) where the risks associated with the activity are deemed to be acceptably low. It is the responsibility of all Roe Green Infant School teachers and coaches in physical education and sport are to identify those risks and decide whether the level of risk is acceptable. They should do this through good teaching and management of a situation on a day to day basis.

Roe Green Infant School will create and maintain a risk assessment for each PES work area to reduce the activity to an acceptably low level. Significant hazards and their control measures should also be included in *Schemes of Work* as appropriate.

All staff working in PES should be made aware of these findings and be involved in their review.

26. Premise Management

Premise management relates to the management of a range of hazards in premises, many of which relate to statutory requirements. Failure to comply could result in non-compliance, being served with enforcement Notices, prosecution, fine and imprisonment depending upon the severity and consequence of the failing.

High risk areas associated with premises include:

- Fire
- Asbestos
- Gas
- Electrical
- Legionella
- Hazardous Explosive Dangerous Substances
- Management of Contractors
- Violence/personal safety/building security

All the above risk areas have there own Health & Safety Arrangement

Additional risk areas to be considered:

- Premises Access
- Oil Storage Tanks

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- Manhole covers
- Lightning Conductors
- Glass, Glazing and Windows
- Lifting & Lifting Equipment
- Electric Gates
- Trees
- Welfare facilities

These are managed by Richard Norris who has received Premise Management training in the past 5 years. All records are kept and maintained in the premise log/records kept in the school's office.

27. Premise Work Equipment (Including Lifting Equipment & Operations)

All staff are required to report to the Site Manager any problems found with plant or equipment. Defective items will be clearly marked and taken out of service by storing in a secure location or rendering unusable pending repair / disposal.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, PPE requirements are identified and relevant risk assessments conducted where needed.

Equipment restricted to those users who are authorised / have received specific training would be labelled accordingly.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in / by Richard Norris / Dickson Simeon and kept in the Premises File in the sites' office.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. Equipment for handling objects is inspected on an annual basis by a competent contractor.

Curriculum Areas

Faculty Teams (as set out in the School Improvement Plan) are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

28. Provision of Information

The school will comply with its legal duty under the *Health and Safety Information for Employees Regulations 1989* and display the *Health and safety law poster* in a prominent position in school premises or provide each member of staff with a copy of the approved leaflet that outlines British health and safety law.

The Health and Safety Law poster (2009 version) is displayed in various locations across both sites. For example in the staffroom, Reception Foyer, Dining areas etc..

The Council Health and Safety Team Tel: 0208 937 5438 provide competent health and safety advice for Community, Community Special and VC schools.

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29. Risk Assessment

General Risk Assessments

The school will conduct and document risk assessments for all activities presenting a significant risk. These are co-ordinated by The Deputy Head and are approved by the Headteacher/ Head of School and Governors.

Risk assessments are available for all staff to view and are held centrally in the sites' office and in 'Shared Area' on a computer. These assessments will be reviewed following any work activity changes, an accident/incident or at least annually [this may be changed and prioritised on the basis of risk to persons and that it can be demonstrated that an action plan is in place]. Staff will be made aware of any changes to risk assessments affecting their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the SENDco, YGL, and a member of the SLT. Such risk assessments will be reviewed on a regular basis and certainly following any change.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work so that an individual risk assessment can be undertaken as required.

The Law requires that specific assessments are required for New and Expectant Mothers and Young Persons. Further guidance is available in Arrangement Management of Risk.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by members of the different faculties or YGLs using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use in scheme of work / lesson plans

All LA schools have a subscription to CLEAPSS and their publications¹ are used as a source of model risk assessment within Science and Design and Technology.

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

- *Safe Practice in Physical Education and School Sport, 2012* Association of PE 'afPE'
<http://www.afpe.org.uk/>

30. Slips, Trips and Falls

Slips and trips occur across all education premises – whether a small primary school, a busy secondary school, a multi-site further education college, or the campus of a higher education institution. They provide a wide variety of facilities including educational, leisure and residential, open to employees, pupils and members of public at varying times of the

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day. Sites can be busy with large numbers of people moving around at the same time – often rushing.

Roe Green Infant School adopts the following simple practical ways to control slip and trip risks and prevent accidents on the premise. These include:

Stop floors becoming contaminated - use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to minimise spillages, pedestrian and vehicle routes are planned to avoid contaminated areas.

Use the right cleaning methods - cleaning methods used are appropriate and effective for the type of floor being cleaned, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly with a Meal Time Supervisor given this task during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.

Consider the flooring and work environment - checks made for loose, damaged and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.

Get the right footwear – staff wear appropriate footwear for the tasks in hand which are suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), is supplied free of charge to employees.

People and organisational factors – staff and pupils are encouraged to avoid rushing, overcrowding and using trailing cables.

31. Smoking on School Premise

Legislation banning smoking in enclosed workplaces and public places has been in force since 1 July 2007 as a consequence of the Health Act 2006. The Roe Green Infant School is responsible for enforcing the Smoke Free legislation in all its premises, work vehicles and public premises. This means that smoking in all Roe Green Infant School buildings, land, and any vehicle owned or operated by the Roe Green Infant School is not allowed. The ban includes smoking in car parks. This coincides with the Council's HR policy *Smoke Free Brent* enforcing the Smoke Free legislation.

Smoking includes being in possession of lit tobacco, other lit substances smoked and so includes pipes, cigars, water pipes, electronic cigarettes which can be smoked.

Smoking off premises is allowed during staff's lunch break or during other scheduled breaks that form a part of the member's of staff normal working day. This is undertaken at a distance remote from the premise and public view in accordance with the Roe Green Infant School code of conduct.

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32. Stress/Wellbeing

The Headteacher and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of work life balance and of identifying and reducing organisational and individual workplace stressors through a risk assessment approach based on the core elements of the HSE management standards; change, control, role, responsibility, and supervision.

A clear Performance management process is in place. Teachers are consulted on this and monitoring at the beginning of each year. Teachers are given a day's PPA every other week and may work from home. The school buys into the local authority's Gold standard HR package which gives access to advice and counselling services.

33. Vehicles

Vehicles on School Premises

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.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

Use of Minibus

Roe Green Infant School maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence. ¹

The Site Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows the *ROSPA Minibus, Code of Practice*. Vehicle records are made in the Mini bus file and are kept in the welfare office.

¹ All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years.

34. Vibration at Work

The risk of vibration in a school setting is considered low. The risk of harm from Hand-arm vibration (HAV) would be associated with staff frequently using equipment such as a leaf blower, grass strimmer, lawn mower, hedge trimmers, angle grinder, sander etc. It is also dependant upon on how long staff are exposed to vibration and at what level. In these circumstances the school will assess the risks to decide whether any further action is needed, and plan how to reduce the risk.

Roe Green Infant School will compile an inventory of all work equipment together with the product details, manufacturers quoted vibration levels and period and type of use. Once the relevant vibration data and exposure times are collected the Roe Green Infant School can use the HSE HAV Exposure Calculator

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<http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm> to assess effected staffs daily exposure or 'exposure points' to estimate daily exposure and decide on the steps to be taken to reduce the level of exposure.

35. Violence at Work

Roe Green Infant School believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. An incidence of violent or threatening behaviour will be reported to school management and investigated to prevent a recurrence. Where relevant it will be recorded on the accident/incident reporting system.

Staff will report any such incidents to the Headteacher/ Head of School. Roe Green Infant School will work in partnership with the LA and police as required where inappropriate behaviour / individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe. Where pupils have specific issues these will be managed in partnership with external agencies e.g. Council SEN Team, NHS Child and Adolescent Mental Health Services etc.

36. Water management – Legionella

The school complies with advice on the potential risks from legionella as identified in the Legionella Arrangement.

A water management risk assessment of the school has been completed by Reef who is responsible for ensuring that all risks associated with the water system are identified.

The management and control of the water system should be undertaken by a competent contractor (Reef) with the identified operational controls being conducted and recorded in the school's water log book. The two contractors may be independent of each other.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60° C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis by Reef.

37. Working at Height

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Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, tables etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders / stepladders using HSE guidance document *Safe use of ladders and stepladders*, INDG455
<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals role. The establishments nominated person(s) responsible for work at height is Richard Norris. The nominated person(s) shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

Further guidance is found in Arrangement *Working at Height*