

# **St Mary's C of E Primary School Health and Safety Policy**

Reviewed: September 2018

# HEALTH AND SAFETY POLICY

## **PART 1. STATEMENT OF INTENT**

The Governing Body 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 staffroom There is also a copy on the school website and in the policy section of the shared drive.

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

This policy statement supplements the following school policies: Accessibility, Educational Visits, Fresh Food, Behaviour and Anti-bullying, Planning for Emergencies, Supporting pupils with medical conditions, Physical Intervention, Safer working practice, School security, Visitors and volunteers guidance.

## **PART 2. ORGANISATION**

As the employer the Governing Body has overall responsibility for Health and Safety in Voluntary Aided Schools.

**At a school level duties and responsibilities have been assigned to staff and governors as detailed below.**

### **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 as detailed in the [Education Health and Safety Document Library](#).

A Health & Safety Governor 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 Head of School or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. In Voluntary Aided Schools, the Governing body as the employer provides access to competent H&S advice via the Health and Safety Team as required by the Health and Safety at Work etc. Act 1974

### **Responsibilities of the Head of School**

Overall responsibility for the day to day management of health and safety in accordance with the Governing body's health and safety policy and procedures rests with the Head of School.

The Head of School 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.

- 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 Head of School 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 of School to the Premises Lead**

### **Responsibilities of other staff holding posts of special responsibility**

- Apply the school's health and safety policy to their own department or area of work.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented. E.g. visits to places of interest
- 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 School 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.

### **PART 3. ARRANGEMENTS**

Detailed information on LBC's expectations can be found in the [Education Health and Safety Document Library](#).

- Appendix 1 - Risk Assessments
- Appendix 2 - Health and Safety Monitoring and Inspection
- Appendix 3 - Fire Evacuation and other Emergency Arrangements
- Appendix 4 - Inspection / Maintenance of Emergency Equipment
- Appendix 5 - First Aid and Medication
- Appendix 6 - Offsite Visits & School Journeys
- Appendix 7 - Accidents & Incident Reporting
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal safety / lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Lifting and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Lettings
- Appendix 18 - Vehicles
- Appendix 19 - Minibuses
- Appendix 20 - Stress / Wellbeing
- Appendix 21 - Legionella

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Head of School and relevant class teachers planning a visit or out of school activity following guidance and are approved by the Head of School.

Risk assessments are available for all staff to view and are held centrally in the Head of School's office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to 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 Head of School. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by class teachers 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 addition the following publications may be used within the school as sources of model risk assessments:

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE
- National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'afPE'  
<http://www.afpe.org.uk/>

## APPENDIX 2

### HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a weekly basis and be undertaken / co-ordinated by Premises Lead.

Inspections of individual departments will be carried out by Head of School or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Head of School. Responsibility for following up items detailed in the safety inspection report will rest with the Head of School.

A named governor will be involved in 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.

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



## APPENDIX 3

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head of School is responsible for ensuring the school's fire risk assessment is undertaken and implemented. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

#### **Emergency Procedures**

Fire and emergency evacuation procedures are detailed in the staff handbook and 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.

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

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

Emergency contact and key holder details are maintained by Premises Lead.

#### **Fire Drills**

- Fire drills will be undertaken half- termly and results recorded in the fire log book.

#### **Fire Fighting**

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.

#### **Details of chemicals and flammable substances on site.**

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

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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The Head of School is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the general office.

**FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Wednesdays at 7.00 a.m.

Any defects on the system will be reported immediately to the alarm contractor Classic Security 02085077771

A fire alarm maintenance contract is in place with Classic Security and the system tested 6 monthly by them.

**FIRE FIGHTING EQUIPMENT**

Weekly in-house checks that all firefighting equipment remains available for use and operational. City Fire undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Premises Lead who will arrange repair or replacement.

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by BAM Facilities Management. Repairs will be undertaken by

**MEANS OF ESCAPE**

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

<b>FIRST AID AND MEDICATION</b>
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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)

**TRAINED TO FIRST AID AT WORK LEVEL (18 hr):****TRAINED TO EMERGENCY AID LEVEL (6 hr):**

Harvey Webb  
 Zoe Humphrey  
 Deeba Ajmal  
 Linda Carr  
 Rose Eriksson

Marina Hobden  
 Selena Parke  
 Zeta Nkrumah  
 Nicola Biney  
 Stacey Webb  
 Ann Butler  
 Shadan Faisal  
 Anna Celi  
 Yvonne Pele  
 Steph Ekins  
 Wayne O'Reilly

**TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):**

Susan O'Malley  
 Szilvia Vicente  
 Nisha Balloo  
 Aisha Ahmed

First aid qualifications remain valid for 3 years. Head of School 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:**

General Office and Reception Class

Office Manager is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

**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 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 Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

Provide details of any other relevant contact numbers of Hospital A&E department; ROYAL FREE HOSPITAL 02077940500

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [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.

Office Manager 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 Office Manager

All non-emergency medication kept in school are securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location] 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, epi-pen etc., it will be kept in locked cupboard in general office 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 Head of School and Office Manager.

All staff are made aware of any relevant health care needs and copies of health care plans are available in General Office.

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

## OFFSITE VISITS & SCHOOL JOURNEYS

Camden has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance which can be found in the [Education Health and Safety Document Library](#).

Camden's Outdoor Education Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

**Evolve will be used for the planning and approval of all high-risk offsite visits. E.g. PGL Liddington. Relevant risk assessments, participants 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 Head of School who will check the documentation and planning of the trip and if acceptable initially approve the visit.

**Where a separate policy for offsite visits exists provide a cross-reference / link to this.** The school has its own "Educational Visits" policy

Visits are categorised into two main groups. As a rough guide, all trips which fall into the high risk category (formerly Category B) must be notified to Camden's Outdoor Education Advisor. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Head of School should satisfy themselves that such assessments are suitable and sufficient.

### **Routine or lower risk activities**

These are visits where risks are no greater than those encountered in everyday school /centre/ club activities. These include for example: parks, museums, libraries etc.

Notification procedures are determined by the governing body but in all cases authorisation by the Head of School is required. These trips can be updated onto Evolve (Camden's online Approval system), but this is optional.

### **Higher risk activities**

These visits must be entered on to Evolve at [www.camdenvisits.org.uk](http://www.camdenvisits.org.uk).

They include potentially 'high risk' activities and are visits where the following criteria apply: travel by air or sea is involved; overnight stay; destinations abroad; adventurous activities are included in the programme; visit involves activities or field-work in a mountainous or coastal environment, or near inland water (rivers, canals, lakes and reservoirs) and swimming (other than lessons given as part of the National Curriculum) is included.

The Head of School has authorisation for routine (lower risk) visits. The Head of School is also responsible for ensuring the satisfactory completion of risk assessments.

Camden LA has powers of approval for higher risk visits. The Head of School / Head of School of centre / club is responsible for ensuring full risk assessments are undertaken and consent received from the governing body. The Head of School or centre manager is then required to ensure the visit is entered onto Evolve for processing by the LA health and safety adviser. **This must be done as soon as possible and in all cases, at least 2 weeks prior to the visit taking place.**

## ACCIDENTS & INCIDENT REPORTING

### **Accidents to employees**

Where Camden Local Authority (LA) is the employer (i.e. Community, VC and Community special schools) then **all** accidents, no matter how minor, will be reported using the telephone reporting system hosted by **Reportline** on **02920 266787**. Near misses and occupational ill health will also be reported.

### **Accidents to pupils and other non-employees (members of public / visitors to site etc.)**

A local accident/bumps book located in the general office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to LBC using the telephone reporting system.

- Major 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 arising from premises / equipment defects.

All major incidents will be reported to the Head of School and the Governing Body Safeguarding Governor. Carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Head of School, 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.

### **Violent Incidents**

Violent incidents between pupils will be dealt with in accordance with the schools policy for behaviour management and will not be reported to Reportline unless serious in nature (severity of injury, police involvement etc.) Violent incidents towards staff will be reported via Reportline.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Schools' Health and Safety Advisor on 020 7974 5672.

Incidents resulting in the following outcomes will be reported to the HSE within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

**Any accident/incident reported to Reportline will be monitored against RIDDOR reporting criteria and reported onto the HSE by Reportline following approval from the Health & Safety team.**

**Schools who are not required to report incidents via Reportline can report RIDDOR reportable incidents to the HSE as soon as practicable via their on line reporting system at <http://www.hse.gov.uk/riddor/report.htm>.**

Further guidance on accident and incident reporting along with a flowchart summarising the reporting requirements can be found in the [Education Health and Safety Document Library](#).

## HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

Health and Safety issues are discussed weekly at a senior management level

The Governing Body addresses Health and Safety issues termly through Resources Committee meetings. They discuss health, safety and welfare issues affecting staff, pupils and visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the General Office

The Camden Health and Safety Team tel: 020 7974 6655 provides competent health and safety advice for Community and Community Special schools. In Academy, Foundation and Voluntary Aided Schools, the Governing body as the employer provides access to competent H&S advice via the Premises Lead as required by the Health and Safety at Work etc. Act 1974.

### Health and Safety Training

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.

Training records will be kept in the Head of School's office.

The Head of School is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Head of School'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.



<b>PERSONAL SAFETY / LONE WORKING</b>
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The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Head of School. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

**Lone working**

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

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

**A member of staff working outside of normal school hours must obtain the permission of the Head of School and specify the times they will be working. They must let the Head of School, or her nominated representative, know by phone when they begin work and when they leave 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.

**School staff responding to call outs**

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

<b>PREMISES AND WORK EQUIPMENT</b>
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All staff are required to report to Premises Lead 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.

**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 contractor files.

**Curriculum Areas**

Curriculum leads are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

**Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Premises Lead.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on a two year cycle. All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by approved contractors frequency of inspection and testing.

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

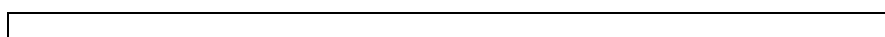
A fixed electrical installation test (fixed wire test) will be conducted by BAM Facilities Management as relevant/Other Contractor [on a 5 year cycle]/[an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period].

**External play equipment**

External play equipment will only be used when appropriately supervised.

Premises Lead will conduct a termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by Gymfix



## FLAMMABLE AND HAZARDOUS SUBSTANCES

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 Regulations).

In all other areas the establishments nominated person(s) responsible for substances hazardous to health Premises Lead and Site Officer.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH 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 children and .
- 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.

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

An asbestos survey and management plan is in place for the school in accordance with [Camden's asbestos policy](#). The school's most recent asbestos management survey was conducted in July 2016. The survey has not identified any hazardous areas at St Eugene's.

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

The Head of School 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. (Not applicable in St Eugene's)

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the School's Asbestos Authorising Officer** (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.) Not applicable at St Eugene's.

Any damage to materials known or suspected to contain asbestos should be reported to Premises Leader who will contact Camden's Asbestos Compliance Officer Jonathan Lemonsky on 0207 9741191, Mobile: 07789271863 or via email at [jonathan.lemonsky@camden.gov.uk](mailto:jonathan.lemonsky@camden.gov.uk).

The school's Asbestos Authorising Officers are Premises Lead and Site Officer. Refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns 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 Head of School / 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 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.
- 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.) are notified to the LA via Camden's Asbestos Compliance Officer.

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 be reported to Premises Lead and 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 who must follow the instruction given when carrying out the task.

**Paediatric Moving and Handling Not currently applicable.**

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.

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 General Office 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.

Premises Lead is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### **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 Warren Harper, Wilby and Burnett 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 CDM<sup>1</sup> regulations will apply.

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.

## **APPENDIX 15**

### **WORK AT HEIGHT**

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<sup>1</sup> CDM 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.

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 etc.

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 .

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 individual's role. For work involving a platform/ladder greater than a metre in height, no staff member is permitted to work alone. There must be a second staff member present for the entire operation.

The establishments nominated person(s) responsible for work at height is Delia Camacho.

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 is properly controlled.

## APPENDIX 16

### 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 shall

have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Document Library](#).



School lettings are managed by Head of School and Premises Lead. The conditions are covered by the school's Lettings Policy.

<b>VEHICLES ON SITE</b>
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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.

On the rare occasions when delivery or contractor's vehicles need access to the school playground, strict safety protocols are in place and no children are permitted in the playground when the vehicle is moving either to enter the premises or depart.

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and LBC management standards.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management and mentoring. The Head of School is accessible every day.

The school complies with advice on the potential risks from legionella as identified [Camden's Water Hygiene Policy for Schools](#).

A water risk assessment of the school has been completed by ARA/Excel and Essex and Suffolk Water and Premises Lead is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

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 deg 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 [Excel]