

# **Health and Safety Policy**



**Woodcote Primary  
School**

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**Part 1: Statement of Intent**

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

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

In particular, the Governors and Headteacher aim:

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

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Corporate Health and Safety Consultants as required.

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

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. This policy will be brought to the attention of, and/or issued to, all members of staff.

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

This policy statement supplements:

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

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

Signed.....Dated.....Chair of Governing Body

Signed.....Dated.....Headteacher

# Health and Safety Organisation and Arrangements Statement Policy

## Local Authority Policy

It is the policy of the Local Authority (LA) to ensure all schools maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. Woodcote Primary School operates within the overall health and safety policy of the London Borough of Croydon, which specifies required standards of health and safety for schools. In particular it is the school's policy to ensure so far as is reasonably practicable that:

There is a safe and healthy environment throughout the school.

Working practices which ensure health and safety are established for staff pupils and others (such as contractors and volunteers) who visit or work on the premises

Sufficient health and safety information, instruction supervision and training is provided for staff, pupils, contractors, volunteers, and visitors so as to ensure the health and safety of all who may be affected by their work or activities.

Health and Safety standards and practices are regularly monitored and reviewed and where deficiencies are identified they are promptly rectified.

## Part 2: ORGANISATION

### a) Responsibilities of the Governors

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the LA;
- ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the LA Health and Safety Policy and any legal requirements relating to health and safety;
- ensuring that health and safety standards in the school are monitored and reviewing the standards achieved;
- ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
- ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

## **b) Headteacher**

The Headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- To ensure that the health and safety standards detailed in the London Borough of Croydon Health and Safety Handbook for Schools are implemented and maintained at the school.
- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities and, in particular, that minimum staff training, as specified in the London Borough of Croydon Health and Safety Handbook for Schools, is implemented for relevant staff.
- To ensure that staff are adequately consulted on health and safety matters either through the school safety committee, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated.
- ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- Attend any required health and safety training provided by the school or the Council.
- To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the Health and Safety Handbook for schools, are implemented.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils, and that these arrangements at least meet any minimum standards specified by the LA.
- To ensure that, where required, school specific risk assessments are undertaken and recorded.
- To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant LA or CLEAPPS risk assessments, are implemented.
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with the LA guidelines.

## **c) Fire Safety Manager (The Headteacher)**

The Fire Safety Manager will have responsibility for overall planning and organisation of fire safety matters within the school. In particular he or she will:

- ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Health and Safety Handbook for Schools and that practice fire evacuation drills are undertaken at least every term;
- ensure that all staff are aware of their particular responsibilities in the event of fire;

- ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the Headteacher on the results of this check.

#### **d) Teaching Staff**

Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils;
- ensuring that they are familiar with the school fire procedure and their role in it;
- maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- attending any required health and safety training provided by the school or the Council;
- undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, or the Sitemanager as appropriate

#### **e) Sitemanager**

The sitemanager is responsible to the Headteacher for:

- ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Handbook for Schools and that records are kept;
- ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;

- acting as the school representative in any dealings with contractors who are to work at the school;
- assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Headteacher;
- ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with LA policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
- ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
- arranging any necessary corrective action identified by health and safety inspections detailed above;
- maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
- ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems;
- ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Headteacher;
- ensuring that he/she only undertakes work which is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.

#### **f) School Business Manager**

The school business manager is responsible for:

- ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- arranging necessary refresher training for first aiders;
- maintaining records of health and safety training undertaken for school staff;
- maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and

general risk assessments;

- reporting to the Headteacher the need to train further first aiders in order to meet the minimum required for the school;
- ensuring that notices displaying the name and location of first aiders are kept up to date;
- maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools;
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- ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy;
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#### **g) Other School Staff**

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

#### **h) School Pupils**

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

#### **i) Monitoring**

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

- a) monitoring accident/incident reports. The Headteacher will report all accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) checking safety committee minutes and follow-up procedures.
- c) checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- d) receiving reports from the Headteacher on:
  - complaints and hazard reports from staff and visitors
  - visits from HSE Inspectors

- new Council guidance and Code of Practice and methods of implementation
  - any Safety Audit arranged by the Council or commissioned from consultants
  - any guidance or advice from the Department for Children, Schools and Families (DCSF), HSE or other organisations concerned with health and safety in educational establishments
  - staff training
- e) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

## **ARRANGEMENTS**

### **1. STANDARDS AND GUIDANCE**

Mandatory common standards and guidance are contained in the Health and Safety Handbook for Schools, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department for Education publications, or relevant British or European Standards.

### **2. COMPETENT PROFESSIONAL HEALTH AND SAFETY SUPPORT AND ASSISTANCE**

Competent advice on health and safety issues is available to the school through the Health Safety and Welfare Unit of the Council.

### **3. FIRE SAFETY AND FIRE PROCEDURE**

The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Sitemanager.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

A copy of the fire safety risk assessment for the school is held by the School Business Manager. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

### **4. ACCIDENTS AND FIRST AID**

The school has 4 first aiders and 15 paediatric first aiders, the names of whom must be displayed on the standard first aid signs. Any illness or injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the appropriate first aid/accident book. The contents of first aid boxes are maintained by the school admin staff. Accidents, ill health conditions and dangerous occurrences which fall within statutory reporting requirements, will be reported, in accordance with Council procedures, by the school secretary.

### **5. CONTRACTORS**

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors which are notified to the contractor and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Handbook for Schools and are operated by the Sitemanager, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Sitemanager.

### **6. HEALTH AND SAFETY TRAINING**

Minimum standards of health and safety training are specified in the Health and Safety Handbook for Schools and this training is provided for all relevant staff. Specialist training, for particular

purposes not covered in the Health and Safety Handbook for Schools, will be specified by the relevant department head or the Headteacher.

## **7. SCHOOL TRIPS AND VISITS**

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. Further requirements for off site visits are contained in the Health and Safety Handbook for Schools and in the DfE Guidance.

## **8. SCHOOL AND PUPIL SECURITY**

An audit has been undertaken for the school to establish the necessary security measures required for pupil safety. Measures in relation to building fabric for which the LA are responsible are implemented on a progressive basis by the LA. All staff and pupils are required to assist in maintaining good standards of security on school premises.

## **9. SMOKING**

No smoking or vaping is allowed on school premises.

## **10. MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS**

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented.

## **11. EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES**

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a risk assessment for the event will be drawn up by the Headteacher, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The risk assessment will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the risk assessment will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

## **12. ELECTRICAL SAFETY**

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Sitemanager who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket will be subject to a combined electrical inspection and test and a formal visual

inspection. The frequency of such inspections will be those specified in the Health and Safety Handbook for Schools appropriate to the type of equipment concerned. Such equipment will be labelled with the date of inspection and a date of the next inspection due. The Sitemanager will be responsible for organising these tests. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the Sitemanager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Sitemanager as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30mA RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

### **13. WORK AT HEIGHTS**

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Sitemanager. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

### **14. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS**

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Sitemanager, to ensure the work can be undertaken safely, and the Asbestos Register will be shared. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

### **15. HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING**

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is co-ordinated by the Headteacher.

Inspections will be undertaken twice a term and will cover each area of the school. The

inspections will be undertaken by the Sitemanager and this will be spot checked by the Premises governor. The inspection reports will be reviewed by the safety committee and necessary actions followed up. A summary of the results of inspection reports are also reviewed by the governors. Where problems identified by inspections cannot be satisfactorily resolved at school level the Headteacher will raise the matter with the LA.

The governor's school environment meeting will also receive from the Headteacher a health and safety report including details of at least the matters specified for such reports in the Health and Safety Handbook for Schools.

The LA will undertake periodic health and safety audits of the school. Reports on LA Health and Safety Audits will be provided to the governors for consideration and action.

## **16. LONE WORKING**

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

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

Where lone working cannot be avoided staff should:

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

## **WORK EQUIPMENT**

All staff are required to report to the Headteacher any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

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

### **Electrical Safety**

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

All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted by the sitemanager team.

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

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

### **External play equipment**

The external play equipment will only be used when supervised. Such equipment will be inspected by SportSafe UK Ltd.

### **Curriculum**

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

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

## **FLAMMABLE & 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 2004**” (the “COSHH” Regulations).

In all other areas the nominated person(s) responsible for substances hazardous to health are the sitemanager .

They shall ensure:

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

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

## **MOVING & HANDLING**

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

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

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

Staff should ensure they are not lifting heavy items and equipment.

## **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out.

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

## **VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Gates are kept shut at all times.

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

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

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

## **STRESS**

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 the Council's management standards.

## **LEGIONELLA**

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

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

The sitemanager will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

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

## **VIOLENCE TO STAFF**

The school follows Croydon Council's guidelines "Permissible Forms of Positive Handling Strategies with Children" which can be found on LGfL.

Training shall be arranged by the school on this subject at regular intervals.

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

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

## Appendices

### Asbestos Management Plan Control of Asbestos at Work Regulations 2004

#### 1. APPLICATION

1.1. This policy covers the management of asbestos and applies to all buildings owned or occupied by the Croydon Council, including residential and non-domestic lettings. It covers activities where inadvertent exposure to asbestos may occur (e.g. maintenance work) but does not cover in depth the management of activities where it is clearly known that exposure will occur e.g. the removal of asbestos.

1.2. For Housing properties reference should also be made to the Housing Department's Asbestos Management Policy.

#### 2. POLICY STATEMENT

2.1. The Council, in recognition of its duties under the Health and Safety at Work etc. Act 1974 towards its employees, tenants, visitors, service users, contractors and members of the public, undertakes to manage responsibly all asbestos containing material within its control.

2.2. The Council will not differentiate between the health risks presented by the three most commonly used types of asbestos, Crocidolite (blue), Amosite (brown) and Chrysotile (white).

2.3. The Council aims to prevent the exposure to asbestos of anyone who may be affected by the Council's activities. Where this is not reasonably practicable, the Council will reduce exposure to the lowest level reasonably practicable, by measures other than the use of personal protective equipment. The Council will also reduce the numbers of people exposed as low as reasonably practicable.

2.4. The Council aims to undertake a suitable and sufficient assessment of all non-domestic premises to determine whether asbestos is or is liable to be present and to apply the Council's Asbestos Risk Assessment Scheme. These assessments will be reviewed if there is reason to suspect it is no longer valid or there are significant changes in the premises. For Housing properties, assessments will be based on a survey of a representative sample of 20% of the housing stock.

2.5. Where the assessment shows asbestos is present or liable to be present, the Council will ensure a written asbestos plan identifying its location is prepared. This plan should be clearly understandable.

2.6. The Council recognises its management responsibility for asbestos containing material and will prioritise all asbestos treatment works. In non-domestic premises where asbestos has been sampled and identified as such, this will be clearly labelled.

2.7. For non-housing properties removal of asbestos containing material will be undertaken when indicated by the Council's Asbestos Risk Assessment Scheme or as part of a planned refurbishment scheme. For Housing properties, removal will be undertaken as indicated in the department's asbestos removal programme or as an ad-hoc repair. Removal of asbestos will only be carried out by a licensed asbestos removal contractor whose health and safety competency has been assessed. Following any asbestos removal air monitoring will be undertaken by a UKAS accredited contractor.

2.8. If asbestos-containing material is identified (or is liable to be present) and it is in good condition, sealed and unlikely to be disturbed or damaged, the assessment will usually show that it is safe to leave in place. The person responsible for the management of the premises must identify and introduce the measures to be taken to manage the consequent risk. This will include making the survey report available, checking that labels identifying asbestos are in place and monitoring the condition of the asbestos or substance suspected of containing asbestos.

2.9. For non-domestic property Property Services (Corporate Services Department) must be contacted whenever there are any concerns about the condition of any identified asbestos or any material suspected of containing asbestos.

2.10. The Council will maintain registers of all identified asbestos containing material within the buildings it owns or occupies. These registers will be kept and updated by Property Services (Corporate Services Department).

2.11. Where an assessment has not been completed, any materials not readily recognised in buildings and fittings (e.g. glass, wood etc) will be deemed to contain asbestos and treated as such.

2.12. The Council will provide information on identified or suspected asbestos to occupiers of its premises and any other appropriate persons. Where asbestos based material has been identified on a sample survey the occupiers of all similar dwellings in the block should be notified of the likely locations of asbestos, based on the results of the sample survey.

2.13. The Council will not undertake or contract out any work to any building without adequate information on the nature, condition and extent of any asbestos containing material likely to be disturbed. Any corporate or departmental asbestos register/database should be consulted, along with the premises asbestos plan. Works orders shall indicate that this has occurred or include details of the asbestos information.

2.14. The Council will not carry out any work that exposes or is liable to expose any person to asbestos without ensuring a suitable and sufficient assessment has been completed of the risk created by that exposure (work assessment), including the control measures required. No work will be undertaken unless the required control measures have been properly implemented. Where the work assessment indicates the likelihood that the action level will be exceeded, the work shall be undertaken by a licensed contractor.

2.15. The Council undertakes not to purchase or install any asbestos based product and will require nominated suppliers to declare that any product they supply is asbestos free.

2.16. The Council will provide adequate information, instruction and training for all employees who are involved in the management and maintenance of council property or who are or are liable to be exposed to during the course of their employment. All contractors who are liable to be exposed to asbestos will be required to show evidence of similar information, instruction and training to their staff, as part of the vetting procedure for the Approved List.

### 3. REVISION AND AUDIT

3.1. This policy will be regularly reviewed by Corporate Safety and when there is any significant change in legislation or best practice.

3.2. Council compliance with this policy will be monitored by Corporate Safety. All employees who are involved in the management of premises or the management of building and maintenance works shall monitor compliance with this policy within their area of responsibility.

## GUIDANCE ON THE MANAGEMENT OF ASBESTOS CONTAINING MATERIAL

The presence of a material containing asbestos must be noted on premises records/plan and updated as soon as removal is carried out.

Periodically, re-inspection must be undertaken by the premises management to ensure the condition of the material has not changed. The inspection will be visual only to avoid unnecessary disturbance or fibre release and will not involve removal of covering material, *e.g. duct panels or ceiling tiles*. The frequency of inspection should reflect the risk assessment score; guidance on the frequency of inspection is given below.

Risk Rating Score	Inspection Frequency
>=10	Once per three months or on reported damage
7-9	Annually or on reported damage
5-6	Five yearly or on reported damage
0-4	On maintenance works only

Any person commissioning work on premises must ensure all contractors who could potentially damage and/or be exposed to asbestos are informed of its location prior to commencement of any work. These must cover emergencies (e.g. repairing leaks etc). There should also be alternative arrangements should the responsible person for informing contractors not be present.

1.3 If, on inspection, any material containing asbestos is found to be damaged or has deteriorated, the person responsible for the management of the premises shall contact either Property Services (Corporate Services Department) for non-domestic property or the relevant Housing Department Asbestos Officer.

### Management of Remaining Asbestos Based Material

#### **Inspection**

Materials are inspected for condition every twelve months

The inspections are undertaken by the Headteacher who has received training on undertaking such inspections of condition on the Council Asbestos Awareness course.

Where damage is identified the Headteacher is required to notify and seek advice from the LA Health, Safety and Welfare Unit.

A record of the inspections is kept by the Headteacher.

Avoidance of disturbance

#### Labelling

Asbestos located in the following areas has been labelled to alert those who may disturb it to the nature of the materials and the need to avoid disturbance.

#### Work undertaken by Internal Staff

The location of materials has been reviewed by the Headteacher to confirm that routine access or disturbance of the asbestos is not likely due to the location of the asbestos and the area in which it is located.

The following staff have attended Asbestos Awareness Training and have been shown the Asbestos Inspection Report and the location in which the asbestos relates. The list includes all sitemanagers and premises management staff who undertake maintenance work for the School which could bring them in to the proximity of asbestos capable of being disturbed or damaged.

Name	Position	Date of Asbestos Awareness Training	Date shown Asbestos Inspection Report
Charlie Gilmour	Sitemanager	April 2012	November 2012
Peter Russell	Assistant sitemanager	April 2012	November 2012
Tim Rome	Headteacher	July 2009	November 2012
Debbie Scola	School Business Manager	July 2009	November 2012

The Headteacher is responsible for ensuring that new staff appointed to the positions involving maintenance or caretaking work are familiarised with the asbestos inspection report and the locations of the asbestos found.

All internal staff who may undertake maintenance work have been given a copy of the HSE pocket card Asbestos Alert.

#### Control of Contractors

Contractors undertaking work at the School and who could enter areas that contain asbestos are warned of the need to avoid disturbance by the Headteacher/Sitemanager.

Where contract work may be undertaken in the vicinity of asbestos which could result in damage or disturbance the Headteacher is responsible for contacting the LA Health Safety and Welfare Unit to seek advice before the work commences.

#### Major Building Works

Where major building works capable of disturbing part of the building which could not be accessed for the asbestos survey, need for further investigations and intrusive surveys will be discussed with the planning supervisor for the work involved.

#### **Provision of information to the emergency services**

The London Fire and Emergency Planning Authority have been notified on the presence of asbestos at the School on the web based form.

A copy of the asbestos survey report has been placed by the main School fire alarm panel for the information of the Fire Brigade on arrival.

#### **Review of Asbestos Management Plan**

This asbestos management plan will be reviewed annually by the Headteacher.

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