



Monken Hadley CE Primary School

Seek what is good, treasure what is true, do what is right.

HEALTH & SAFETY POLICY

Ratified by	Governing Body
Date	2 nd February 2016
Date for Review	Spring Term 2019

PART 1. STATEMENT OF INTENT

The Governing Body of Monken Hadley CE 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, and/or issued to, all members of staff. A reference copy is kept on the Shared Area.

This policy statement and the accompanying organisation and arrangements will be reviewed every two years.

This policy statement supplements the other following policies:

Barnet Council's Health and Safety Policy.

Educational Visits

First Aid & Medical Needs

Behaviour

Online Safety

Safeguarding

Stress & Well-being

PART 2. ORGANISATION

Responsibilities of the Governing Body

The Governing Body has overall responsibility for Health and Safety in the school. It is responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to Barnet Council's (Local Authority) health and safety policy, procedures and standards as detailed on the 'Health and Safety Executive' website - <http://www.hse.gov.uk/>.

A Health & Safety Governor, Velia Carruthers, 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.

Where required the Governing Body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Health and Safety Services (email: HealthandSafety@barnet.gov.uk, Tel: 020 8359 7995) provides competent health and safety advice.

Responsibilities of the Headteacher

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 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 proactively 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.
- Ensuring health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensuring that appropriate safe working procedures are brought to the attention of all staff under their control.
- Taking appropriate action on health, safety and welfare issues referred to them.
- Carrying out regular inspections of the school premises.
- Ensuring 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.
- Ensuring that all accidents (including near misses) 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

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite Visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
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	-	Moving and Handling
Appendix 14	-	Contractors
Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Stress/Well-being
Appendix 20	-	Legionella

APPENDIX 1: RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Julie Eyres following guidance contained on the Evolve website and are approved by the Headteacher.

Specific Risk assessments related to trips are held centrally on Evolve (see Offsite Visits Appendix 2). Risk assessments related to everything else are held on the Shared Area. These latter ones are 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 a member of the Senior Leadership Team.

Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the Headteacher 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 are 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: OFFSITE VISITS

Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, visit leader, 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 Deputy Head who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

See School Visits policy.

APPENDIX 3: HEALTH AND SAFETY MONITORING AND INSPECTION

A Premises Checklist is completed on a daily and weekly basis by the Site Manager, Neil Dixon. This is monitored by Caroline Froud.

A general inspection of the site will be conducted on a termly basis and is undertaken by Caroline Froud (Headteacher) and Velia Carruthers (Governor).

Responsibility for following up items detailed in the Premises Checklist and on the general inspection report will rest with Caroline Froud.

A named governor, Velia Carruthers will 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.

APPENDIX 4: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher 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 is displayed 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 Caroline Froud.

Fire Drills

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

Fire Fighting

- Staff are made aware of the type and location of portable fire-fighting equipment in their induction.
- Staff are given training on using fire-fighting equipment every three years.
- 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 fire-fighting equipment.

Details of service isolation points

Gas – button and lever on the wall facing the steps in the boiler room.

Water – tap within wall casing next to the window in the Hall cupboard by window.

Electricity – lever in the cupboard in the staff room by the fridge.

Details of chemicals and flammable substances on site.

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

APPENDIX 5: INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Neil Dixon 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 Headteacher's Office.

Fire Alarm System

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday at 5.00pm.

Any defects on the system will be reported immediately to the alarm contractor: Trojan Safety Systems (01992 713600).

A fire alarm maintenance contract is in place with Workplace Fire and Safety Ltd and the system is tested annually by them.

Fire Fighting Equipment

Weekly in-house checks that all fire-fighting equipment remains available for use and operational.

AJS Group Services 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: AJS Group Services, info@ajs.co.uk (020 8597 7000).

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 REAM Contracts, enquiries@reamcontracts.com (01279 881857).

Means of Escape

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

APPENDIX 6: FIRST AID AND MEDICAL

The school has assessed the need for first aid provision and identified staff to have training to provide first-aid (both on-site and where required for trips/visits and extra-curricular activities). A list of the names of those who have first-aid training, specifying what level (work – 18hr, paediatric – 12hr, emergency – 6hr) is kept on Integris and is displayed in the Medical Room.

First aid qualifications remain valid for 3 years. Julie Eyres will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

Location of First Aid Boxes

First Aid boxes are located in the Medical Room.

Leah Byrne 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 for professional medical attention at hospital, he/she will inform a member of the SLT to seek authorisation. 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 a pupil, with the parents/carers.

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.

All first-aid trained staff can be responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. This is logged in the 'Administration of Medicines' book in the Medical Room and the member of staff signs to say who has been responsible for this.

Records of administration will be kept in the 'Administration of Medicines' book.

All non-emergency medication kept in school is securely stored in the lockable cupboard in the Medical Room or the fridge in the staffroom in clearly labelled containers. 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 the medical cupboard in the Medical 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 Claire Rowland.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the Medical Room.

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

APPENDIX 7: ACCIDENT REPORTING PROCEDURES

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

A local accident book, kept in the School Office, is used to record all minor incidents to non-employees, more significant incidents as detailed below must also be reported to the Health and Safety Executive using the online accident reporting system hosted on its website.

- 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 Headteacher and the Governing Body. Parents / 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 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)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) using the online system. Any incident notified to the HSE must also be reported to the Barnet's Health and Safety Team.

TYPES OF REPORTABLE INJURY

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.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the [online form](#). Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

APPENDIX 8: HEALTH & SAFETY INFORMATION AND TRAINING

Consultation

The sub-committees of the Governing Body responsible for Health and Safety are the People and Resources committees.

These sub-committees meet to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the full governing body.

Communication of Information

The Health and Safety Law poster is displayed in entrance area of the school.

The Governing Body as the employer provides access to competent Health and Safety advice via Velia Carruthers 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 on Integris.

Caroline Froud 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 Headteacher will be responsible for assessing the effectiveness of training received.

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

APPENDIX 9: PERSONAL SAFETY / LONE WORKING

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 Headteacher. 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.

Staff working outside of normal school hours must obtain permission of the Headteacher / and 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.

School staff responding to call outs

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

APPENDIX 10: PREMISES AND WORK EQUIPMENT

All staff are required to report to Caroline Froud 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.

Caroline Froud is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required. Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

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 the Headteacher's Office.

Classroom and Communal Areas

Teachers are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. There is a forum to bring issues to the attention of the Senior Leadership Team at each staff meeting. Issues raised are then passed on to the Premises Manager, Neil Dixon.

Electrical Safety

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

All portable items of electrical equipment will be subject to formal inspection and Portable Appliance Testing (PAT) on an identified cycle (dependent 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 Neil Dixon annually.

Neil Dixon is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for 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 REAM Contracts on a 5 year cycle and a 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. This equipment will be checked daily before use for any apparent defects, and Neil Dixon will conduct a formal monthly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Playforce and Sportsafe UK.

APPENDIX 11: 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).

Within curriculum areas (in particular science and DT) the subject leader is responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) for any flammable and hazardous substances which are used.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Neil Dixon.

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, Neil Dixon 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*).

APPENDIX 12: ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with Barnet's asbestos policy.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Headteacher's 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 an Asbestos Authorising Officer. (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 should be reported to Caroline Froud who will contact HCC's asbestos team: nuisance@barnet.gov.uk

The school's asbestos authorising officer is Neil Dixon and 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 Headteacher / asbestos authorising officer 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 nuisance@barnet.gov.uk.

APPENDIX 13: 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 be reported to Caroline Froud 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

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.

APPENDIX 14: CONTRACTORS

During term time, all contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to School 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.

Neil Dixon 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 is considered the 'client' and therefore has additional statutory obligations. Such projects are managed by a nominated governor and the Headteacher who will ensure that LDBS consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works. These contractors have satisfied the LDBS that they understand and abide by health and safety regulations. When considering the appointment of contractors outside of the LDBS framework the nominated governor will undertake appropriate competency checks prior to engaging a contractor]

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

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

<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 individual's role e.g. site staff.

The establishment's nominated person responsible for work at height is Neil Dixon.)

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. office staff, the Headteacher shall be given the Health and Safety Executive's guidance leaflet: *Working with Display Screen Equipment – A Brief Guide*.

Staff identified as DSE users will discuss the use of DSE with the Headteacher in order to

- help spot the risks;
- make sure health and safety controls are practical;
- increase the level of commitment to working in a healthy way.

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).

APPENDIX 17: VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/carers when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate is kept locked with a combination padlock and must not be used for pedestrian access.

Any vehicles which need access to the site using the vehicular access gates will be supervised by a member of staff to ensure the safety of the school, its staff and pupils.

APPENDIX 18: LETTINGS

Lettings are managed by Caroline Froud following LDBS guidance.

For all lettings, a contract will be drawn up and guidance for the person or organisation using the building will be given. This will include: specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment licence etc.

APPENDIX 19: STRESS / WELL-BEING

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 Health Safety Executive's management standards.

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring. Staff have access to the local authority's occupational health service.

APPENDIX 20: LEGIONELLA

The school complies with advice on the potential risks from legionella as identified on the Health and Safety Executive's website: www.hse.gov.uk/legionnaires/

A water risk assessment of the school is completed by REAM Contracts annually and Neil Dixon 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°C at calorifiers (any vessel that generates heat within a mass of stored water).
- Weekly flushing of seldom used outlets (with all outlets flushed after school holiday periods).
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s)).
- Stored cold water tanks are inspected for compliance and safety on an annual basis by REAM Contracts.