



Health and Safety Policy

Model Tower Hamlets Policy

Date agreed: July 2020

Review Date: TBD

We are a UNICEF Rights Respecting School

HEALTH AND SAFETY POLICY

PART 1: STATEMENT OF INTENT

The Governing Body of Stepney Park Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept on the google docs/ Policies and Procedures drive/Health & Safety folder. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

- LBTH's Corporate Health and Safety Policy

PART 2: ORGANISATION

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

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

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and this includes the following:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to (CS, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of LBTH policy and procedures

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

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

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

- Ensure that Head teacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Head teacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:

- Action allocated to individuals who are responsible for the function;
- Time limits set for action;
- Remedial action to deal with the problems identified; and
- Identification of any long term action required in order to address underlying causes of problems.
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Head teacher by LBTH.
- To provide information to LBTH on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both governors and staff.

Pupil Health and Safety

Health and safety responsibilities derive from the [Health and Safety at Work, etc. Act 1974](#) and the [Management of Health and Safety at Work Regulations 1999](#)

Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

Who is responsible for pupil health and safety?

Responsibility for the health and safety of pupils lies with the Governing Body of the school, either as the employer of school staff or because it controls school premises (or both). Where the Governing Body does not employ school staff, the LA has responsibilities as the employer.

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.

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

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;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to LBTH any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.

- Ensuring accidents and incidents are reported on time, in the correct format, and local investigations are completed promptly.

The Headteacher may choose to delegate certain tasks to other members (must be competent) of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the head to the School Business Manager.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including Consortium for Local Authorities for the Provision of Science Services (CLEAPSS), Association for Physical Education (AfPE) Design and Technology Association (DATA) etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the head or School Business Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Health and Safety Coordinator School Business Manager

The Health and Safety Coordinator, in this case the SBM of Stepney Park Primary School is responsible for the coordination of health and safety management throughout the school. If delegated by the Headteacher and competent to complete tasks, and should attend the LA's School Business Manager Health and Safety training day. It is advised that the job description should detail their health and safety roles and responsibilities.

The Health and Safety Coordinator is responsible for:

- Making an annual report on health and safety matters to the Headteacher and the Governing Body;
- Assisting with inspections and safety audits;
- Investigating and advising on hazards and precautions;

- Developing and establishing emergency procedures, and organising fire evacuation practices within the school;
- Having a general oversight of health, safety and first aid matters;
- Making recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- Publicising safety matters;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;
- Monitoring accidents to identify trends and introduce methods of reducing accidents;
- Ensuring that reports on health and safety matters with respect to the School premises are prepared;
- Keeping records of hazards identified on site by staff and the remedial action taken and when;
- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy;
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate);
- Ensuring that all portable electrical equipment is tested on an annual basis;
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Ensuring that first aid equipment and supplies are correctly maintained and readily available

Principal Site Health and Safety Manager (Premises Manager)

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

- Ensuring compliance by periodic inspection of all areas;
- Ensuring that appropriate signs and notices have been displayed;
- Ensuring that hazards are removed;
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced;
- Ensuring that other staff at the school are aware of their responsibilities as appropriate;
- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed;

Milestone Leaders

The Health and Safety at Work Act requires all supervisors to accept responsibility for the safety of processes under their direct control. In order to achieve this objective Subject Leaders are responsible to the Headteacher, so far as is reasonably practicable, for:

- Ensuring that all members of staff are aware of any safety precautions to be taken when undertaking potentially hazardous activities.
- Ensuring that the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities.
- Ensuring that the curriculum does not involve staff and pupils in procedures likely to cause accidents.
- Ensuring that all equipment and machinery is maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out.

- Ensuring that competent members of staff carry out risk assessments for all the activities within their control. These assessments should cover general risks as well as the specific risks involved with the teaching and supervision of children. Consideration should be given to the use of hazardous substances, provision of personal protective equipment and selection of work equipment. Generic risk assessments are being revised centrally and will be issued to all the schools.
- Ensuring that all members of staff under his/her control adhere to all relevant aspects of the Safety Policy.
- Reporting all potential hazards to health or safety and all accidents to the Headteacher.

Employers

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

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

The employer must ensure, as far as is reasonably practicable, that pupils are not exposed to risks to their health and safety in school and during offsite visits. The employer must have a health and safety policy and arrangements to implement it. Key elements of a policy can be found on the DfE website: [Health and Safety Responsibilities](#).

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

The employer, whether the LA or Governing Body, has the power to ensure that its health and safety policy is carried out. It must provide health and safety guidance to the school and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If risk assessment shows training is needed the employer must make sure this takes place. The employer cannot fulfil its statutory duty unless it monitors how well its schools are complying with its policy.

An LA has no responsibility for, and no power to intervene in, pupil health and safety in schools where the Governing Body is the employer, except where safety is threatened by, for example, serious breaches to fire safety reported to the LA

Responsibilities of employees

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

All employees have the 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.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.

- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.

Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

PART 3. ARRANGEMENTS

The following list of arrangements covers the key elements of a Health & Safety Policy.

- Arrangement 1 - Leadership & Management (This now incorporates H&S Monitoring)
- Arrangement 2a - Fire Evacuation and other Emergency Arrangements
- Arrangement 2b - Fire Prevention, Testing of Equipment
- Arrangement 3 - Accident Reporting Procedures
- Arrangement 4 - First Aid
- Arrangement 5 - Medicines, Sharps & Bio-waste
- Arrangement 6a - Risk Assessments
- Arrangement 6b - Stress
- Arrangement 6c - New and Expectant Mothers
- Arrangement 7 - Display Screen Equipment
- Arrangement 8 - Lifting and Handling
- Arrangement 9 - Work at Height
- Arrangement 10 - Noise & Vibration
- Arrangement 11 - Hazardous Chemicals & Radiation
- Arrangement 12 - Industrial Kitchen
- Arrangement 13 - Offsite Visits
- Arrangement 14 - Transport & Driving
- Arrangement 15 - Premises Security/Personal Safety/ Lone Working
- Arrangement 16 - Asbestos
- Arrangement 17 - Gas
- Arrangement 18 - Electricity
- Arrangement 19 - Water & Legionella
- Arrangement 20 - Work & Lifting Equipment
- Arrangement 21a - Outdoor Play
- Arrangement 21b - Outdoor areas (inc. Grounds; Tree Management)
- Arrangement 22a - Indoor Play
- Arrangement 22b - Indoor Areas
- Arrangement 23 - Management of Contractors
- Arrangement 24 - PPE
- Arrangement 25 - Work Experience
- Arrangement 26 - Animals in the School
- Arrangement 27 - Emergency Planning & Business Continuity
- Arrangement 28 - Housekeeping
- Arrangement 29 - Lettings/Shared Use Of Premises

ARRANGEMENT 1: LEADERSHIP & MANAGEMENT

Active Leadership

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

But what does this mean in practice?

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

Health and Safety Auditing

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

All schools are encouraged to use the competence advice and service the LA Corporate Health and Safety Service (CHSS) provide via the SLA online.

School Health and Safety Committee

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

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

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

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

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

Consultation/worker involvement

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

Communication of Information

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

The Resources meets half termly and the full Governing Body meets half termly and will discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the main office, the photocopying room and the portakabin.

The Service Level Agreement Corporate Health and Safety Lead Tel: 020 7364 4193 will provide competent health and safety advice.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the SBM.

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

All employees will be provided with:

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

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

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

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

Health and Safety Inspection & Monitoring

A general inspection of the site will be conducted **weekly during term time undertaken by the PM.**

The person(s) undertaking such will report findings to the Headteacher during the monthly Finance/H&S meetings. Responsibility for following up items detailed in the safety inspection report will rest with the Business Manager.

A named governor will be involved / undertake an inspection on an **annual** basis and report back to both the relevant sub-committee and full Governing Body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

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

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

Completed by	Frequency	Owner of Forms	Reports Sent to
L.A.	Annual	HT/SBM	SBM
PM (South side)	Daily, weekly, monthly	PM	PM/SBM
Legionella company	2 yearly	HT/SBM	SBM
Playground Inspector	Quarterly	SBM	SBM
SBM (North side)	Termly	SBM	

ARRANGEMENT 2(a): FIRE EVACUATION AND EMERGENCY

It is the responsibility of the Head Teacher to ensure that the fire risk assessment is completed 2 yearly. The LA schools under the employment of the borough must use the LA Corporate Health and Safety Service to complete an annual fire risk assessment (via the SLA online).

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

The fire risk assessment is located in the SBM's Folder on the school server and reviewed on an annual basis or after any building change and incident of fire, or concerns with fire safety.

Fire Instructions

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

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and the Fire Evacuation Plan as a separate guidance on induction and a summary posted in each classroom/room. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by G4S Solutions and SBM and updated upon review.

Personal Evacuation Plans are in place for SEND children

Fire Drills

Fire drills will be undertaken every 6 months, and a record kept in the fire log book;

Fire-Fighting

- The safe evacuation of persons is an absolute priority.
- Trained staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Staff should be made aware of the type and location of portable fire-fighting equipment and receive basic instruction in its correct use.

Details of service isolation points

North side

- o **Gas – situated in Ground Floor Kitchen**
- o **Water – Mains valve at north and south end of the building. Various isolation valves around the building.**
- o **Electricity – Emergency cut off switch and fuse in the plant room**

South side

Gas/Electricity/Water: Boiler Room

Details of chemicals and flammable substances on site

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

ARRANGEMENT 2(b): FIRE PREVENTION, TESTING OF EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record kept in the fire log book/PM monitoring sheets. This test will occur on Monday at 10am North side and 5.45pm on South side.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer via the G4S Helpdesk on 0800 350 6560 on North side and Dela Fire and Security direct on the South side.

A fire alarm maintenance contract is in place with Dela Fire & Security and the system is tested annually & 6 monthly & quarterly by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

G4S contractors undertakes an annual maintenance service of all fire-fighting equipment. Weekly, Premises Manager checks that all fire-fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to G4S Solutions on North side and Dela Fire and Security direct on the South side.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by PM/by G4S Solutions recorded as monthly flick tests in the fire log and annually by G4S contractors/Dela Fire and Security

Test records are located in the site's fire log book/ Premises Manager's log book

MEANS OF ESCAPE

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

ARRANGEMENT 3: INCIDENT / ACCIDENT REPORTING PROCEDURE

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

- Location of accident books/forms:
These forms are kept at first aid stations in the Offices/Staff Room/EY/ Art Studio / Green playground store by PM's house/ Early Years / Cookery room/ Copies of these forms are available via the school office
- Responsibility of reviewing accident books/forms including details of escalation:
A review of accident books/forms will be undertaken and reported at the Governing body meetings
- Procedure for reporting accidents:
Accidents should be reported to a member of the SLT who will decide the most appropriate action to take and will inform the HT/SBM. Where necessary the SBM will report to the Corporate Health & Safety Team by using an Accident Incident Reporting (AIR) form. The HT/SBM will investigate if the accident is due to defects in the building/grounds or equipment and take the most appropriate action.
- Procedure for reporting first aid incidents:
When first aid is administered to a pupil, an accident slip will be completed by a member of staff and a copy given to the parent/carer with a copy being kept by the school.
- Procedure for when to contact Parents/Carers:
If an incident occurs where a first aider is concerned about an injury, a member of the Senior Leadership team will be informed. If the parent/carer is called to the school an incident form should be completed by the SLT member to record details of the cause of the accident and the type of injury. If the pupil is taken from school by the parent/carer, there will be a follow up call made by the school to the parent/carer and details of any medical help sought will be recorded along with any absence from school. The incident form will be kept in the school office and the SBM will inform the Corporate H&S team if required.
- Procedure for head injuries:
Head injuries will be reported to a member of the SLT and the parent/carer will be informed by phone.

Procedure for staff accidents/ incidents:

It is a staff member's responsibility to inform Senior Leadership Team where an accident/incident has occurred. First Aid will be administered where appropriate and Staff/SLT should ensure that it is recorded in the Accident Report Book kept in the main office. The SBM will investigate if it is an accident due to faulty equipment or defects in the building or grounds.

- Procedure for contractor accidents/incidents:

North side - The Premises Manager will issue a work permit for contractors and he will be responsible for informing contractors of procedures for accidents/incidents. Contractors will provide their own risk assessments and method statements for works and G4S Solutions will be given a copy in advance of any works being carried out.

South side – Contractors will be provided with a Contractors induction packs and contractors will provide their own risk assessments and method statements for works.

- *Procedure for contacting the emergency services:*

A member of the Senior Leadership Team will instruct admin staff when to call the emergency services. The parent/carer will also be called and asked to come to the school.

- *Procedure during off-site activities, including residential visits:*

Risk assessments will be undertaken by a member of the Senior Leadership Team and they will also refer to the Residential own site risk assessments

Reporting to Corporate Health and Safety Services (LA)

In accordance with the LA's accident / incident reporting procedure employees must report accidents and incidents including physical assault; dangerous occurrences and near misses on the LBTH Accident and Incident (AIR) Form. These will be completed in full including supportive documentation and emailed to healthandsafety@towerhamlets.gov.uk

Reporting to the Health and Safety Executive (HSE)

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

- Incidents involving a Fatality will be reported **immediately** to the Corporate Health and Safety Service 020 7364 4193 or 020 7364 5008
- Accidents that result in a Specified Injury will be reported **immediately** (as above); these include:
 - Fractures (other than to fingers, thumbs and toes)
 - Amputation
 - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
 - Any crush injury to the head or torso, causing damage to the brain or internal organ
 - Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
 - Any degree of scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including weekends and holidays)

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

Further guidance can be found at [HSE School accident guidance](#)

ARRANGEMENT 4: FIRST AID

The school needs to carry out a documented 'provision for first aid needs' assessment. It is the schools policy to ensure that there are an adequate number of competent first aiders. Schools are classed as low risk environments (compared to factories) and therefore the one-day Emergency First Aid at Work (EFAW) course is deemed sufficient cover for staff and secondary age pupils. It is no longer necessary for staff to do the full 3 day First Aid at Work course.

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

In terms of numbers, there must always be a qualified person on the premises, so schools need to allow for staff absences. As an example, a typical sized primary school could have five with EFAW and ten with Paediatric training. Many schools now do a three hour whole staff inset 'Basic Skills' course. This gives staff the confidence to act in the absence of the main first aider. It is advised to have defibrillators (paediatric or adult) as these save lives. Staff will require training on its use and it will need to be maintained yearly.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

North side -Art Studio / cookery room / Early years / playground store by P.M.'s house / Previous DH office

South side – Office/ Staffroom/Top floor Crocodile Room

Paola Brand/Shelema Begun is responsible for regularly checking that the contents of first aid boxes are complete and will replenish stock as necessary. A check should be made at least termly. Midday Supervisors will replenish the Playground store first aid box.

Individual pupil asthma pumps & Auto Injectors are kept in the main office. Emergency asthma pumps and auto injectors are kept on each floor:

North Side

Ground floor – EYFS resources room

First Floor – KS1 literacy room

Top floor – Maths room

South Side

Ground floor – Office

First Floor – Staffroom

Top floor – Crocodile Room

The following staff are available to provide first aid-

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

Shipa Ahmed, Nazma Begum, Shapna Begum, Paola Brand, Shahara Haque, Nargis Hossain, Gorica Vujnovic, Khaleda Begum, Sabia Begum, Samantha Dean, Nargis Begum, Jean Samuel, Shelema Begum, Ayesha Khatun, Helina Begum, Rohima Begum, Sarah Vincent, **Parvin Begum**, **Asma Bibi (to rebook)**

TRAINED TO EMERGENCY Paediatric First Aid LEVEL (6 hr):

Parvin Ahmed, Shahida Ahmed, Mazeda Aktar, Nazma Begum, Rabia Begum, Roushan-ara Begum, Gulzan Choudhury, Shahara Haque, Gorica Vujnovic, Hena Begum, Fateha Begum, Shueb Choudhary, Siddika Karim, Rehana Khan, Mina Begum, Rahima Khatun

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

Judy Cox (to rebook), Billy Hasnath, Dee Kallmann, Sally Peckover

TRAINED TO

Allergies & Asthma awareness -

Auto Injector – Previous Redlands staff – whole school training 2017.

Khaleda Begum, Sabia Begum, Samantha Dean, Nargis Begum, Jean Samuel, Shelema Begum, Ayesha Khatun, Helina Begum, Rohima Begum, Sarah Vincent, Parvin Begum, Gorica Vujnovic, Asma Bibi, Rahima Khatun, Mina Begum, Siddika Karim, Hena Begum

Eczema & Epilepsy awareness -

Defib trained: Khaleda Begum, Sabia Begum, Samantha Dean, Nargis Begum, Jean Samuel, Shelema Begum, Ayesha Khatun, Helina Begum, Rohima Begum, Sarah Vincent, Parvin Begum, Asma Bibi, Rahima Khatun, Hena Begum, Siddika Karim, Rehana Khan, Nargis Begum, Shah Abdul-Qayyum, Edith Philipsen, Jim Maycock, Sharron McGuicken, Chloe Fihl-Pearson

Teaching Staff, Support Staff and Midday Supervisors have received Asthma/Allergy awareness training

The Head teacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the first aider or Head teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed.

No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted. The school will follow the procedure for completion of incident/accident records in accordance with LBTH guidance.

Details of contact numbers of Hospital A&E departments, schools nurse, NHS direct etc.

Accident & Emergency Department

Royal London Hospital

Ground Floor North Tower

London

E1 1BB

0207 377 7000

School Nurse

Collette Johnson

Tower Hamlets GP Care Group

St Peter's Centre

Reardon Street

London E1W 2 QH

Team Tel. no: 0203 950 7176

NHS Direct (Non Urgent)

Dial 111

ARRANGEMENT 5: MEDICINES, SHARPS & BIO-WASTE

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ["Supporting pupils at School with medical conditions"](#)

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Head teacher. Records of administration will be kept by admin staff.

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

All medications kept in school are securely stored the Office Managers' office with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the Office Managers' office, and clearly labelled.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.) Schools should use the competence of the School Nurse to complete and advise on all pupil health care plans. All staff involved should be provided with the relevant information to manage and assist in the care of pupils.

These plans are reviewed and monitored by the SENCO and written precautions /procedures made available to staff, the levels of monitoring will be suitable to the needs of the care plan. The School is responsible for monitoring the provision of the school nurse service.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

The templates are available from the DFE website;

["Supporting pupils at School with medical conditions"](#)

Blood Borne Viruses

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

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

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

BBVs are most likely to be transmitted by direct exposure to infected blood or other body fluids contaminated with infected blood, such as, through contamination of an open wound or skin

condition or through a splash to the eyes, nose or mouth or a bite or accidental contamination with a needle stick or other sharps.

Preventing or controlling the risk

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

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

Coughing and Sneezing

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

Handwashing

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

You should:

- use soap and water, under running warm water;
- wash all surfaces thoroughly, to include, the palms, back of hands, fingers and thumbs and under the finger nails;
- rub hands together for at least 20 seconds; and
- rinse and dry hands; if towels are used these should be disposable.

Cleaning

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

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

Cleaning of blood and body fluid spillages

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

Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. NEVER USE mops for cleaning up blood and body fluid

spillages use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.

Personal Protective Equipment (PPE)

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

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

Laundry

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

Ensure that the washing machine or dryer is plan maintained in accordance with the manufacturers recommendations.

Clinical waste

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

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

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

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

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

Location of the local NHS Trust

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

For this reason, staff should go **immediately** to The Royal London Hospital NHS Foundation Trust, Whitechapel Road, E1.

Aftercare

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

Useful links

www.hpa.org.uk•www.dh.gov.uk•www.nhsdirect.nhs.uk•www.wiredforhealth.gov.uk

www.defra.gov.uk•www.hse.gov.uk•www.dfes.gov.uk•www.immunisation.nhs.uk

Fact Sheets and further information are also available at www.hpa.org.uk.

www.healthcareA2Z.org.uk•www.buginvestigators.co.uk

ARRANGEMENT 6(a): RISK ASSESSMENT

Risk Assessments

The school requires a list of risk assessments (for all activities, teaching and non-teaching, premises and one off activities). These will be co-ordinated by the Headteacher following guidance from Corporate Health and Safety, and are approved by the Head teacher.

These risk assessments are available for all staff to view and are held centrally in google shared staff drive/risk assessment folder

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work. Corporate forms for carrying out risk assessments are available from LBTH.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the SBM. It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by Class teachers//subject leaders/milestone leaders using the relevant codes of practice and model risk assessments developed by national bodies. Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use scheme of work

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

In addition the following publications may be used as sources of model risk assessments:

[Primary schools]

[Make it safe (5th edition) NAAIDT]

[Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001.]

[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/>]

ARRANGEMENT 6(b): STRESS

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

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

Definition of stress

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

Policy

The School will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.

The School will consult with Trade Union Safety Representatives on proposed action relating to the prevention of workplace stress. The School will provide training for all managers and supervisory staff in good management practices. The School will provide confidential counselling for staff affected by stress caused by either work or external factors.

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

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

More information can be found at: <http://www.hse.gov.uk/stress/standards/index.htm>

ARRANGEMENT 6(c): NEW & EXPECTANT MOTHERS

Pregnant Workers and Nursing Mothers

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

Notification

The HT/SBM on notification that an employee is pregnant, breastfeeding or has given birth within the last six months, should undertake an New and Expectant Mothers risk assessment and check your workplace risk assessment to see if any new risks have arisen.

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

The HT/Line Manager or Business Manager is responsible for undertaking a regular review of this assessment throughout the pregnancy and when they return to work as a nursing mother.

Rest Room

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

ARRANGEMENT 7: DISPLAY SCREEN EQUIPMENT

All staff who habitually use computers/laptops/tablets 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, senior leadership team etc. should have an assessment.

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 if required specifically for DSE use).

Schools should have a trained DSE assessor to complete and manage and monitor DSE assessments. Forms and advice specific to schools are available from the Corporate Health and Safety Team.

A DSE assessment form is available for schools on request from the CHSS team.

ARRANGEMENT 8: LIFTING AND HANDLING

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

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

Paediatric Moving and Handling

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

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

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

ARRANGEMENT 9: WORK AT HEIGHT

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

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

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

Competence

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

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

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

Staff should limit the use of ladders, but when required should be aware of the following

Must do's

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

- prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated;
- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects; and
- Consider your emergency evacuation and rescue procedures.

Safe Use of a Ladder

- suitable access is provided where appropriate;
- all ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy or electronic records are maintained;
- Relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use;
- ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles;

- where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity;
- ladders are only used on a surface that is flat and in good condition;
- ladders are secured when in use; either at the top or bottom; and
- an arrangement is in place for the suitable storage of ladders.

Roof Work

The Premises Manager or Business Manager in consultation with the contractor or G4S on North Side as appropriate is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

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

Anchorage Points Eye-Bolts and Fixing Points

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

The Premises Manager/SBM is responsible for making available the maintenance records either in paper copy or electronically.

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

ARRANGEMENT 10: NOISE & VIBRATION AT WORK

Noise at Work

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

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

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

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

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

Vibration

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

ARRANGEMENT 11: HAZARDOUS CHEMICALS & RADIATION

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health Premises Manager for G4S for North Premises and Premises Manager and School Business Manager for curriculum and South side premises.

They shall ensure:

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

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

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and Radioactive sources

- London Borough of Tower Hamlets Radiation Protection Officer is the Health and Safety Coordinator Children Schools and Families
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for London Borough of Tower Hamlets
- Member of staff in charge of radioactive sources (RPS) is SBM and is responsible for ensuring all records pertaining to radioactive sources are maintained
- Ensure detailed list of Radiation held is sent to stuart.mcgregor@towerhamlets.gov.uk on an annual basis, or if any changes

ARRANGEMENT 12: INDUSTRIAL KITCHEN

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

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

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

ARRANGEMENT 13: OFFSITE VISITS

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

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

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

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (EVC) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to The Head teacher or person delegated authority for approval.

The EVC should have the relevant up to date training.

ARRANGEMENT 14: TRANSPORT & DRIVING

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

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them. The School Business Manager is responsible for completion of the management plan and risk assessment.

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

The Premises Manager/ SBM is responsible for:

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

Speed limit

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

Vehicle escort

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

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

School contractors may need access to the school car park but visitors should liaise with school staff about available for parking on the day.

ARRANGEMENT 15: PREMISES SECURITY / PERSONAL SAFETY / LONE WORKING

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

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

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

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

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

Preventative measures will include those relating to:

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

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

However, staff must be aware though that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party.

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

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

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

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

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

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

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

All reported incidents will be reviewed by the Corporate Health and Safety Team to ascertain if any further follow up or more detailed investigation is needed. For further information relating to Risk Assessment, Off Site Visits, Lone Working and New and Expectant Mothers, refer to the relevant section of this Policy, Corporate Health and Safety Team and the HSE website: <http://www.hse.gov.uk/violence/>

Lone Working

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

Where lone working cannot be avoided staff should:

- Complete a lone working risk assessment
- Obtain the Head teacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur
- Ensure they do not put themselves or others at risk
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders G4S/Banham Security attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so
- Report any incidents or situations where they may have felt "uncomfortable"

ARRANGEMENT 16: ASBESTOS

It is the schools policy that the London of Tower Hamlets asbestos policy will be followed.

The asbestos survey is held in Premises Manager and School Business Managers Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

North Side-The Establishment's Asbestos Authorising Officers are G4S and refresher training is required 3 yearly. South side- Asbestos is managed following LA advice and refresher training required 3 yearly.

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

South Side - The Asbestos Management Plan is completed and managed/monitored by SBM/PM

A re-inspection on all identified asbestos/current asbestos management survey (and plan) will be completed every 3 years, organised by G4S/SBM

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

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

The Head Teacher shall ensure:

1. The asbestos log is maintained and that any changes are notified to the asset management team.
2. **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the asset management team before any undertaking of work.
3. An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
4. The school will liaise with LA/G4S regarding another survey in the event of potential building/construction works, before the works begin. It is noted, that the school's asbestos survey is a 'management survey' and there are other more intrusive surveys required for any building works.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head teacher with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to SBM who will contact the LA for advice

North Side -Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to G4S Solutions.

ARRANGEMENT 17: GAS

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

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

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

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

The person responsible for monitoring the statutory compliance gas requirements is the SBM

ARRANGEMENT 18: ELECTRICITY

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

Fixed electrical installations require periodic inspections, conducted by G4S

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

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

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

ARRANGEMENT 19: LEGIONELLA / WATER MANAGEMENT

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

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

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

South Side - A water risk assessment of the school has been completed by Swiftclean and PM/SBM is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The PM will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by named company.

This will include, with reference to the risk assessment:

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

Useful link

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

ARRANGEMENT 20: WORK & LIFTING EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors. Records of such monitoring will be kept in the Premises Managers/School Business Managers office. G4S (North Side) /School Business Manager (South Side/Curriculum) is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

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

All staff are required to report to The Premises Manager/SBM any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Curriculum areas

The SBM along with the Milestone Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

ARRANGEMENT 21(a): OUTDOOR PLAY EQUIPMENT

The use of external play equipment will only be used after a suitable and sufficient risk assessment has been completed. Equipment will be checked daily before use for any apparent defects, and the SBM will conduct a weekly visual inspection of the equipment.

PE and Play equipment is subject to an annual inspection by Gym Fix/RPII Inspector (Radman Play/TMPI Ltd/GOGC) and repair and maintenance is completed by a qualified specialist contractor Gym Fix.

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

The person responsible for organising the above inspections is the School Business Manager and the Premises manager/Head teacher is responsible for ensuring all inspections (weekly visual, Quarterly Operational, and Annual) are completed to the above specification, and remedial works are completed within the timescales.

The following should be arranged and managed by the School Premises Manager/SBM

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

play equipment is not damaged;
play equipment is free of algae, weeds etc.;
there are no potentially dangerous trees (e.g. broken or dead branches);
there are no accessible drains or damaged drain pipes;
sheds/storage areas are secured so children may not get unauthorised access
all rubbish has been removed – in particular sharps such as hypodermic needles;
dead animals are removed;
vermin control boxes are suitably stocked and have not been tampered with;
fences are intact and secure (including around ponds); and
no potentially hazardous plants have seeded into the area e.g. Nettles, Foxgloves.
Laburnum, bindweed or Chinese knotweed etc.

ARRANGEMENT 21(b): OUTDOOR AREAS

Grounds Maintenance

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

It is the responsibility of G4S (North side)/SBM (South side) in consultation with the Senior Leadership Team to:

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

The horticultural activities are undertaken by NNUK and the contract is monitored by the G4S

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

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

Useful link

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

ARRANGEMENT 22(a): INDOOR PLAY EQUIPMENT

The school Business Manager is responsible for arranging maintenance. Gym Fix (P.E.) and Mike Ayres Designs (Multi-Sensory room) are the named contractor who has been assessed for their competence

ARRANGEMENT 22(b): INDOOR AREAS

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

The Workplace (Health Safety Welfare) Regulations 1992

Please refer to link: <http://www.hse.gov.uk/pubns/books/l24.htm>

North Side - G4S is responsible for the management of the building, including general day to day building issues, statutory compliance, and condition surveys. All staff with any building concerns/welfare, should report via the following way by informing the Premises Manager and recording in the defects book or reporting to the SBM.

South Side – the PM/SBM is responsible for the management of the building, including general day to day building issues, statutory compliance, and condition surveys. All staff with any building concerns/welfare, should report via the following way by informing the Premises Manager and recording in the defects book or reporting to the SBM.

Daily, weekly, monthly, termly, annual checks, inspections, safety tours are completed by the Premises Manager and the SBM. The SBM will arrange annual checks with the Corporate Health & Safety as part of the H & S Audit.

ARRANGEMENT 23: MANAGEMENT OF CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to the school reception where they will be asked to sign the visitors' book and wear visitor's identification. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Premises Manager/School Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct the Governing Body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the SBM 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 regulations will apply.

To ensure contractor competency the school uses London Borough of Tower Hamlets registered contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations. Where non registered contractors are used the School Business Manager will undertake appropriate competency checks prior to engaging a contractor.

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

The school has a detailed listing of all contractors, with relevant checks completed before works commence, and evidence that includes;

- Health and Safety Policy
- Insurance
- References
- Risk assessments
- Training
- Construction Phase Plans

ARRANGEMENT 24: PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE)

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

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

Common Selection and Use of PPE

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

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

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

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

Do not:

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

ARRANGEMENT 25: WORK EXPERIENCE

The Headteacher is responsible and may delegate to members of SLT the managing and co-ordinating work related learning within the school following guidance contained in the LA guidelines for work experience and in accordance with the Quality Standard for Work Experience.

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

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

ARRANGEMENT 26: ANIMALS IN THE SCHOOL

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

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

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

ARRANGEMENT 27: EMERGENCY PLANNING AND BUSINESS CONTINUITY

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

ARRANGEMENT 28: HOUSEKEEPING

Housekeeping

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

Departments

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

If excessive/heavy volumes of waste requires disposal, each employee/department should make arrangements to get the waste cleared with the Premises Manager.

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

Kitchenettes

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

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

Rest and Meeting Rooms

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

Food Safety

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

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

ARRANGEMENT 29: LETTINGS/SHARED USE OF PREMISES

Detail all letting arrangements with specific details, communications, induction forms, management of building whilst lettings in operation.

The school may let out the South building. Please refer to the Charging, Remissions and Lettings Policy.

PART 4: KEY PERFORMANCE INDICATORS

Key Performance Indicators

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

School KPI's may be added here (CHSS will forward the model KPI's)