

St. Theresa's Catholic Primary School

St. Theresa's
Catholic Primary School



HEALTH & SAFETY POLICY

"We learn together, we play together, we pray together, we grow together in the love of God"

St. Theresa's
Catholic Primary School



Validation Grid

Title	Health & Safety Policy
Author	Barbara Costa
Associate Author	N/A
Committee	Wellbeing
Target Audience	Staff, pupils, parents/carers
Stakeholders Consulted	
Curriculum / Non Curricular	Non Curricular
Associated Policies / Documents	Educational Visits, Fire Risk Assessment, DT, PE, Alcohol and Drugs Policy, Critical Incident Plan, Child Protection and Safeguarding, Adverse Weather, Drugs and Alcohol, Lone Working, Supporting Children with Medical Conditions and First Aid, Asbestos Management, Premises Management, United Nations Convention on the Rights of the Child, Legionella Management Plan
New Policy or Review of Existing Policy	Review
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Headteacher

Barbara Costa

Barbara Costa

Chair of Governors

Fiona Kerin

Fiona Kerin

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1. Legal Framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: responsibilities and duties for schools' 2018
- DfE 'Health and safety for school children' 2015
- DfE 'Keeping children safe in education' 2021
- HSE 'Sensible health and safety management in schools' 2014
- DfE 'Safe storage and disposal of hazardous materials and chemicals' 2017

2. Policy Statement

The aim of the Governing Body and the Executive Headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this policy.

St. Theresa's Catholic Primary School (St. Theresa's/ we /school) attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents/carers and visitors. We aim to provide, so far as it is reasonably practicable, for our employees when working on the premises or elsewhere:

- Welfare facilities;
- Instruction, training and supervision to enable our employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health;

- Vehicles (where they are used) that are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health;
- Machinery and equipment that is safe and without risk to health;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported;
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by Executive Headteacher;
- Any other suitable protection, where appropriate, where staff might be at risk;
- Safety for visiting contractors, members of the public and authorised visitors;
- Control of emissions into the atmosphere of toxic, noxious or offensive substances.

Health and Safety objectives will be included on the School Improvement Plan and reviewed yearly. At the end of the year targets are reviewed and new targets set.

3. Responsibilities

Governing Body

The Governing Body accepts its corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

All reasonable steps will be taken to fulfil this responsibility with particular attention to the provision and maintenance of safe facilities and equipment; to safety arrangements especially in areas of high risk; to imparting information and advice conducive to safety; to the provision of a healthy working environment and of adequate welfare facilities. Adequate resources will be provided to ensure implementation of this policy.

The Wellbeing Committee is responsible for this policy.

The Executive Headteacher

The Executive Headteacher has primary responsibility for Health and Safety matters within the school. In the Executive Headteacher's absence the Head of School will assume this responsibility.

At the school, the Executive Headteacher is the Health and Safety Officer and is responsible for administrative arrangements to support Health and Safety matters and for liaising with the Health and Safety Unit at Barnet and/or the Health and Safety Executive where necessary.

The Executive Headteacher is responsible for:

- Setting up arrangements to cover all health and safety legal requirements;

- Monitoring the effectiveness of the arrangements;
- Reporting to the Wellbeing Governor committee on issues regarding Health and safety;
- Updating the policy and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time;
- Resolving Health and Safety problems;
- Noting all the guidance produced by the Local Authority (LA) on Health and Safety issues and bringing them to the attention of relevant staff;
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access;
- Appointing member/s of staff as Safety Representatives (site manager and 1st aid team leader);
- Being readily available to the Safety Representative and co-operating with them as far as is reasonable in their efforts to carry out their duties;
- Ensuring the school has secured means of entry and exit for all site users;
- Ensuring that all areas of the site are inspected routinely;
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences;
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware;
- Ensuring the use of any personal protective equipment (PPE) as may be necessary and ensuring that it is maintained and renewed as necessary;
- To keep a record all expenses related to PPE;
- Ensuring adequate training is given to employees on health and safety matters;
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire-fighting equipment is available and maintained;
- Ensuring that arrangements are made for every new employee to be given every assistance to perform her or his duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work; and ensuring that arrangements are made for proper training to be given in the proper use of equipment and machinery associated with their work.

All staff are responsible for:

- Taking care of their own health and safety, that of others who may be affected by what they do at work and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed

- Following instructions issued by the Executive Headteacher and/or Governing Body on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to the Senior Leadership team
- Take an interest in health and safety matters, suggesting any changes they feel are appropriate
- Avoiding any conduct which puts themselves or others at risk
- Administering First Aid (if employed as First Aider)
- Ensuring all machinery/equipment is in good working order and safe to use; they will also not allow improper use of such equipment
- Exercising good standards of housekeeping and cleanliness
- Using the correct equipment and tools for the job
- Reporting any defects in equipment or facilities
- Adhere to their common law duty as a prudent parent would when in charge of pupils

Classroom teachers are responsible for:

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security
- Observing all safety procedures and instructions
- The safety of their classroom

The Site Manager is responsible for:

- The safety and physical condition of all the school and the following common use areas:
- corridors, reception areas, toilets, meeting rooms, staff rooms, unoccupied rooms, walk in store rooms, offices, boiler rooms, roof access, boundary walls and fences and all areas surrounding the buildings
- Ensuring any toxic, hazardous or flammable substances are used and stored correctly
- Wearing the correct personal protective equipment/clothing
- Contractors working on site
- Using the correct tools and equipment for the job

The pupils are responsible for:

- The health and safety of themselves and others
- Dressing in a manner that is consistent with safety and hygiene standards
- Responding to instructions given by staff in an emergency

- Following the health and safety rules of the school
- Not misusing, neglecting or interfering with items supplied for their, and other pupils', health and safety

The Executive Headteacher is responsible for ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school Health and Safety Policy as appropriate to their work. All contractors should report to the school office on arrival.

The Executive Headteacher and/or Site Manager should inform all contractors of any known hazards, which might affect them whilst at work. They in turn should notify the Executive Headteacher (or Site Manager) of any hazards arising from their activities, which may affect the occupants of the school.

The Catering staff are responsible for the safety of the kitchen areas and of notifying the Executive Headteacher of any hazards.

4. Accident Reporting

Any accident must be fully recorded using the school's reporting system.

Accident forms must be completed for all accidents however minor.

The accident book will be monitored for patterns and to ensure preventative measures are put in place, where appropriate.

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 will be reported by the Executive Headteacher to the Health and Safety Executive without delay.

<http://www.hse.gov.uk/riddor/report.htm>

In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Any other accidents will be recorded in the school accident book. The school health and safety officer (Executive Headteacher) must also be informed of injuries and dangerous occurrences.

All accidents will be investigated; the length of time dedicated to each investigation will vary depending on the severity of the accident. Where necessary, corrective action will be taken; any changes in procedures will be communicated to staff.

The school will follow the HSE advice (Incident Reporting in schools - accidents, diseases and dangerous occurrences – Guidance for employers) for reporting accidents.

The First Aid team leader is responsible for bringing any concerns or patterns to the attention of the Executive Headteacher and/or Designated Safeguarding Lead.

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Executive Headteacher as appropriate.

5. Adverse Weather

Please see Adverse Weather policy.

6. Animals in School

The RSPCA strongly discourages the keeping of animals in schools. Schools can be noisy and frightening places for some animals and it is very difficult to look after any animal's needs properly in a classroom environment.

Any members of the school's staff who are responsible for an animal or animals being on the school premises – whether on a permanent or temporary basis – are subject, as a result of the Animal Welfare Act 2006, to the legal obligation to ensure that those animals' needs are met. These include:

- its need for a suitable environment
- its need for a suitable diet (food and fresh water)
- its need to be able to exhibit normal behaviour patterns
- any need it has to be housed with, or apart from, other animals, and
- its need to be protected from pain, suffering, injury and disease.

These responsibilities do not end when the school day ends, but continue so long as the animal remains at school and include evenings, weekends and holidays. Personal responsibility exists irrespective of whether the animal in question was purchased by the school or is owned by one of the pupils or their parents/carers.

If an animal's needs are not being adequately met whilst at school, criminal prosecutions could in theory be brought against all persons over the age of 16 who had responsibility for that animal, including school staff.

Should a member of staff wish to bring an animal on to school premises, they should discuss the possibility with the Executive Headteacher and adhere to RSPCA guidelines.

7. Asbestos

Please see Asbestos Management Policy.

8. Boiler Room

Combustible items must not be stored in the boiler room.

The boilers are inspected annually by BRIAM services.

This door to the boiler room is kept locked when not in use.

9. Cleaning Arrangements

The school's premises are cleaned by SSClassic Cleaners.

The Executive Headteacher should be notified of any problem related to cleaning.

10. Control of Substances Hazardous to Health (COSHH)

Substances will be used in accordance with the guidance given by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS), DfE Guidance and in accordance with the manufacturer's instructions and advice on the label.

Any substance, which it is proposed to use for a purpose not covered in either of the above contexts, should be the subject of further advice (from CLEAPSS) and to the consent of the Executive Headteacher. Any substance not identified should be disposed of.

Low toxic products, such as corrective fluids and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

The Site Manager is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

All COSHH products are stored in a locked cupboard.

11. Design and Technology

Members of staff should ensure that:

- Children are well supervised at all times
- Protective clothing is worn when appropriate
- Sharp edged tools are stored so those cutting edges cannot be accidentally touched
- Files and similar objects should have properly fitted handles
- Hammer heads must be checked regularly
- Tools must only be used for their intended purpose

Glue Guns

Hot metal glue guns should be trigger operated. Pupils must not use glue guns unsupervised.

Only low temperature glue guns must be used.

Use guns over a piece of hardwood or mat to avoid damage to property.

12. Displays

Decorations must not be placed near or on radiators.

13. Display Screens

Display screen assessments will be carried out by all teaching staff and office staff who regularly use laptops or desktop computers, annually.

14. Electrical Equipment

All portable electrical equipment will be tested by BRIAM Electrical Contractors every year.

All staff must visually check all electrical appliances prior to their use and report any defects to the site manager.

All defective equipment must be taken out of use immediately and reported to the Site Manager.

Extension Cables with multi-sockets may be used for computers. They may only be used elsewhere as a temporary measure.

Cube adaptors must not be used.

All desirable/theft risk electrical equipment details are entered in the inventory held on the office computer.

15. Fire and Emergency Procedures

It is the duty of all members of staff to be aware of the fire and emergency procedures.

The following person(s) are responsible for ensuring that all escape routes are kept clear, and to report any defective equipment, damage to extinguishers and any other equipment.

Name	Location	Tel no.	Area of Responsibility
Barbara Costa	HT Office	02083468826	Executive Headteacher
Martin Kryst	Site manager office	02083468826	Site Manager
All staff are responsible for ensuring fire exits are kept clear			

Fire-fighting and Precautions

All firefighting equipment is annually inspected and serviced by an appropriately qualified external contractor.

Fire Alarms

The fire alarms are tested weekly and recorded in the fire alarm log book by:

Name	Location	Tel no.	Area of Responsibility
Martin Kryst	Site manager office	02083468826	Site Manager

Fire Drills

The purpose of fire drills is to remove every one as quickly as possible, ensuring any people with disability are adequately provided for, assemble them at a safe place and check attendance. Fire drills are recorded and carried out at least once a term and will be arranged by:

Name	Location	Tel no.	Area of Responsibility
Martin Kryst	Site manager office	02083468826	Site Manager

Notifying the Emergency Services

The following staff have specific responsibility to call emergency services:

Name	Location	Tel no.	Area of Responsibility
Nadia Orsi	School office	02083468826	School secretary
Ling Tsui			Office Administrator

Clearing Premises in an Emergency

The following staff have specific responsibility to check all areas are cleared, and people with disability are provided with assistance:

Name	Location	Tel no.	Area of Responsibility
Martin Kryst	Site manager office	02083468826	Site Manager
James Troy	Head of School office	02083468826	Head of School

The adults with responsibility for pupils with special needs or disabilities are named on the pupils' Personal Evacuation Plans.

The following staff have specific responsibility to take charge of the assembly area and check numbers correspond with attendance figures:

Name	Location	Tel no.	Area of Responsibility
Barbara Costa	Executive Headteacher Office	02083468826	Executive Headteacher Liaise with emergency services once on site.
James Troy	Head of School Office	02083468826	Head of School
Nadia Orsi	School office	02083468826	School Secretary to ensure registers are taken to assembly point.
Ling Tsui	School Office	02083468826	Office Administrator to ensure registers are taken to assembly point (in school secretary's absence).
All class teachers			

Fire and Emergency Procedures

1. At a fixed time each week the fire alarm will be tested, from different 'break glass' fire points to ensure that it is effective. Records will be maintained by the Site Manager.
2. In each room there is a Fire Drill detailing procedures.
3. Fire drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure. Records will be maintained by the Site Manager.
4. On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.
5. At all times fire exit doors must be unobstructed. All exit doors must be unlocked whilst there are people in the building.

NB All external classroom doors are Fire Exits and should always be unlocked while the rooms are occupied.

6. Exits must be clearly identified and marked.
7. The use of display material must be controlled in fire exit routes.
8. All visitors spending a length of time in the school should be made aware of arrangements in the case of fire.
9. Emergency lighting will be tested on a six-monthly basis by an external contractor.

IF YOU DISCOVER A FIRE:

OPERATE NEAREST ALARM

GO TO THE NEAREST TELEPHONE AND DIAL 999

CARRY OUT ANY PREVIOUSLY ARRANGED DUTIES TO BE DONE IN THE EVENT OF FIRE OR GO TO NEAREST LINE UP POINT

The teacher or responsible adult will supervise children leaving the building by the appropriate exit, closing the door when the last person is out.

- Walk quickly and do not run.
- Keep quiet.
- Do not stop or return for any clothing, belongings or books.
- Registers and cordless phone will be taken by a member of the office team and distributed to teachers for roll call.
- If necessary, the fire brigade will be called. If the authorised person is not available then you must proceed – Dial 999.
- Access must be clear for the fire brigade.

Fire Procedures for Lettings

- Details of fire procedures will be given to hirers.
- Precautions must be taken for large gatherings e.g. plays.
- All emergency exits must be unlocked.
- A telephone must be available for emergency calls. Lessee must have the use of a mobile phone.
- The Site Manager must inspect premises after their evening use and check for possible fires.
- If the Site Manager discovers a fire when the school is unoccupied, he/she must sound the alarm and call the fire brigade.
- The Executive Headteacher must be informed immediately.

All related Risk Assessments are in the school's fire file.

Fire Risk Assessment

A Fire Risk Assessment will be carried out annually by an appropriately qualified external provider.

16. Furniture and Equipment

All staff are responsible for reporting discovered defects to Martin Kryst who should take immediate remedial action where necessary.

The following equipment will be inspected by an external qualified person annually:

- All electrical appliances
- PE/Gymnastics equipment
- Boiler room
- Outdoor fixed play equipment

17. Hirers, Contractors and Others Using or Working in the School

When the school's premises are used for purposes not under the direction of the Executive Headteacher then the principal person in charge of the activities or use will have responsibility for safe practices.

The Executive Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the Governing Body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the Governing Body. They will not, unless with prior consent of the Governing Body:

- Introduce equipment for use on the school premises

- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

18. Hygiene and Infection Control

The school actively prevents the spread of infection through the following measures:

- Encouraging high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Storing all clinical waste in clinical waste bags and in a secure, dedicated area, before it is removed by a registered waste contractor
- Discouraging pupils, staff members and visitors from touching any stray animals that may come onto the school premises
- Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.
- All staff are subject to a full occupational health check before starting employment at the school.
- The school will ensure that arrangements are in place to minimise any pupil health risks by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.
- Wall-mounted hand sanitisers are available in the classrooms and corridors.

The cleaners at the school are SSClassic Cleaners.

19. Information, Documentation and Training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the school's Health & Safety file. The Executive Headteacher must ensure that the guidance or safety standards are current and adhered to at all time. The school will ensure that staff members are provided with the health and safety training they need for their job; this may not mean attendance at training courses, it may simply involve providing staff with basic instructions and information about health and safety in the school.

Health & Safety documents are held in the contracts file in the office. The Health and Safety and Fire files are in the Executive Headteacher's office.

It is the responsibility of Barbara Costa (Executive Headteacher) to identify the training needs of staff and keep a record of those who have attended Health and Safety training, along with the type of training.

The person responsible for contacting the Council's Safety Adviser(s) when issues cannot be satisfactorily resolved at school level is Barbara Costa.

20. Legionella

Please see Legionella Management Plan.

21. Lone Working

Please see Lone Working Policy.

22. Machinery and Plant

All machinery and plant will be checked by Martin Kryst prior to being brought on site to ensure it has a CE mark. This mark will indicate the plant or work equipment has been designed and manufactured in compliance with the EC's Work Equipment Directive, which requires all work equipment to be designed to be intrinsically safe when used or stored.

Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, etc. The school's property consultants DHP ensure all statutory checks are carried out and maintained. Please see contracts file in school office.

23. Maintenance File

The Site Manager is responsible for keeping the maintenance checks up to date via the online Statlog portal.

The Statlog portal will record details of:

- Perimeter checks

- Playground checks
- Emergency lighting checks
- Furniture and general condition checks
- Running tap checks (legionella)

24. Manual Handling

Manual handling means “any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force”.

If a person has sustained injuries, or if there are any other concerns, the manual handling task will not be undertaken.

Risk assessments for expectant mothers will be carried out.

A member of staff's age will be taken into account where this has implications regarding their ability to safely carry out the required manual handling task.

The school will introduce controls to manage the risks including:

- Changes to the workplace and systems of work.
- Provision of mechanical aids to reduce the risk of injury, along with training for the use of these.
- Training and education, which is appropriate to the task.

25. Materials

Correcting Fluids

Only staff may use correcting fluids such as Tippex as such fluids are toxic.

Children are not allowed to bring their own correcting fluids to school. Staff are asked to watch for children who might do so.

Marker Pens

- Pens that are mainly water based should be used.
- When other pens are used, these should only be used by staff - and in a well-ventilated area.
- Staff should ensure that pens suit the board for which they are intended.

26. Medicine and Drugs

Please see Supporting Pupils with Medical Conditions and First Aid Policy.

27. Personal Protective Equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards. The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE. All staff and pupils will be provided with protective eyewear in all workshops. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective. PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from. Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.

PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment, and respiratory protective equipment.

Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

28. PE, Swimming and After School Activities

Staff are reminded that:

- If a parent / carer has put a restriction on a child's activity on medical grounds, it is the parent / carer alone who can remove it.
- If a child taking part in an unaccustomed physical activity is known to be disabled, or have an ongoing medical complaint, for example asthma, epilepsy, cystic fibrosis, rigorous supervision should be maintained.

Where these two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

A note of consent must be received from the parent/carers before a child may take part in swimming and after school activities.

During swimming lessons, there should be continuous supervision by at least one fully qualified lifeguard patrolling the pool at all times.

The instructor working with swimmers cannot be the lifeguard but may be used to provide cover if he is adequately qualified. In this case the instructor must stop teaching and the pupils must leave the water.

29. Portable Cookers

- Portable cookers must be used with strict adult supervision. A hot cooker cannot be left unsupervised.
- There must be no displays of cards, pictures or pinboard near the cooker.
- Any faults must be reported immediately.

- Safe and adequate working space is required around cookers.
- Trailing leads must not be stapled.
- Portable cookers must be stored in a locked storage area.

30. Repairs and Maintenance

All damage, signs of wear and defects in the premises must be reported to:

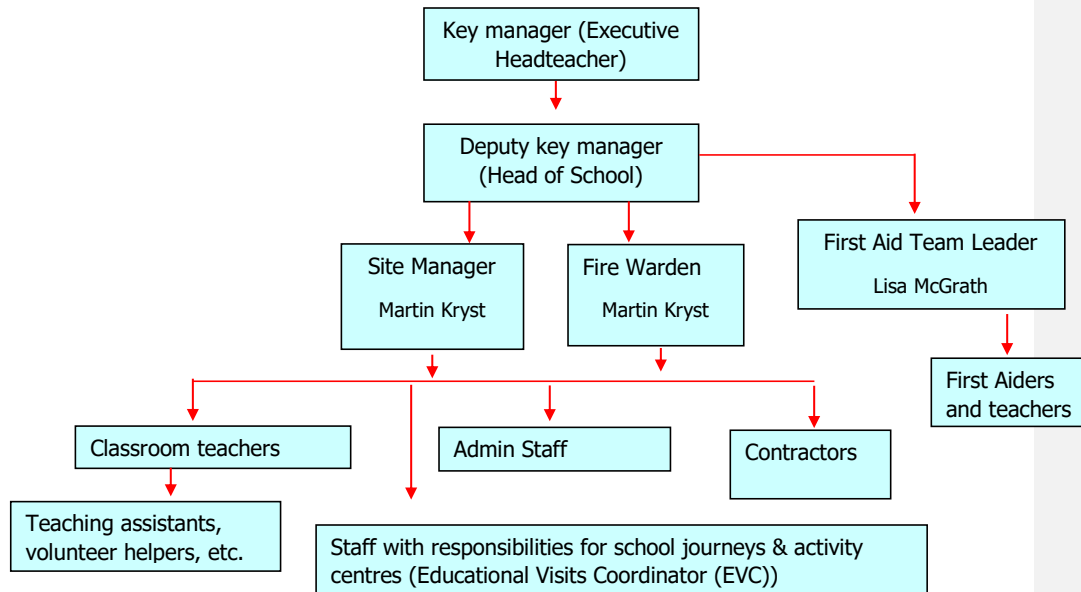
Name	Location	Tel no.	Area of Responsibility
Martin Kryst	Site manager office	02083468826	Site Manager

A record is kept of all reported items in the Site Manager's job file, along with details about measures taken to make immediately safe, and any medium or long term plans to permanently make good any notified defects.

31. Risk Assessments

- ✓ All risk assessments will be reviewed annually.
- ✓ Risk assessments should also be reviewed when there is a change to the school building or to school staff.

These organisational arrangements for staff with Health & Safety responsibilities are represented diagrammatically below.



Safety Representatives

The Safety Representative in the School is:

Name: Barbara Costa

Trade Union: NAHT

The Governor Finance Committee

The Finance Committee meets termly and all minutes are forwarded to the Headteacher and full Governing Body.

The Finance Committee has oversight of health and safety in the school and this is a standing item on the agenda.

32. Rubbish and Combustible Waste

Such materials should be put in metal or non-combustible containers and properly disposed of as soon as possible.

33. School Kitchen

- Area should be uncluttered, passageway free for safe movement. Coats and bags must be kept outside the area.
- The floor should be kept clean.
- All furniture and working surfaces should be of the same height.
- Specific tables should be kept solely for food use.
- Windows and ventilation should be properly controlled.
- A properly stocked first aid box should be kept in the area, with a clearly visible notice.
- A fire blanket/extinguisher to be kept near the oven/cooker area.

34. School Outings

Please see Educational Visits Policy.

35. School Plans

Plans of the school indicating floor lay out, emergency exits, fire extinguishers, storage of hazardous or flammable substances, location of hazardous equipment, plant, etc, and asbestos are held and maintained by:

Name	Location	Tel no.	Area of Responsibility
Barbara Costa	Executive Headteacher office	02083468826	Executive Headteacher

36. School Uniform

Pupils will wear flat comfortable shoes to school.

Pupils will only wear small stud earrings whilst in school.

Pupils with long hair will tie it back whilst at school to prevent the spread of head lice and to prevent the hair getting caught on school equipment.

37. Security and Theft

Closed circuit television (CCTV) systems are used to monitor events and identify events taking place.

CCTV systems may be used as evidence when investigating reports of incidents.

The school operates a cashless payment system but any money will be held in a safe and banked regularly.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

Thefts may be reported to the police and staff members are expected to assist police with their investigation.

38. Sharps

For the purposes of this policy, "sharps" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

Handling and disposing of a sharp

All staff members will receive health and safety training as part of their induction, which will be refreshed annually.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Supporting Pupils Administering Medication Policy.

The Headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries, and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'.

They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves, and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

39. Smoking

Smoking is not allowed on school premises.

40. Stress Management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating.

Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

Staff members may also contact QWELL for support: <https://www.qwell.io/>

Members of staff may also be referred to Occupational Health by the school.

41. Tools

The Site Manager's tools will be kept in his office or the shed.

The Site Manager's office and the shed, when not occupied, will remain locked at all times.

42. Violence to Staff

The Governing Body is concerned about the possibility that staff may be subject to violence while working in school.

If any member of staff is subjected to any aggression on school premises they must inform the Executive Headteacher immediately.

Appropriate steps will be taken by the Executive Headteacher to deal with such situations.

If necessary, the Governing Body and LA will be informed and involved. The police may also be notified.

A *Violence in the Workplace* risk assessment is updated annually.

43. Visitors

All visitors must report to the school office where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the school. Contractors working on the school's premises will be made aware of the Health and Safety arrangements applicable to them by the Site Manager.

All visitors are required to enter through two sets of doors to enter the building.

All visitors by the school entrance can be seen by the CCTV camera.

All visitors are required to wear a visitor's badge and sign the visitor's briefing document.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Commented [HG1]: Does this really happen each time a visitor comes in? Perhaps we need to define what type of visitor this needs to be?

44. Working at Heights

The HSE defines work at heights *as work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.*

Working at height should be avoided where it is practical to do so but where it cannot be avoided, the risk should be prevented. Prevention includes:

- Taking into account weather conditions that could compromise safety.
- Undertaking as much work as possible from the ground.
- Checking that the place where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked each time, before use.
- Preventing materials or objects from falling or, if it is not reasonably practicable to do so, taking suitable and sufficient measures to make sure no one can be injured.
- Ensuring that workers can get safely to and from where they work at height.
- Ensuring equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- Storing materials and objects safely to ensure they won't cause injury if they are disturbed or collapse.
- Workers ensuring that they don't overload or overreach themselves when working at height.
- Taking precautions when working on or near fragile surfaces.
- Considering emergency evacuation and rescue procedures.

Staff members who are expected to work at height will attend the relevant training.
The school adheres to the HSE Working at Height Regulations.

45. Conclusion

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general wellbeing.