



Health & Safety Policy

Approved by Governing Body on: 1st March 2023

Review Date: Spring Term 2024

BARLEY LANE PRIMARY SCHOOL

HEALTH & SAFETY POLICY

INTRODUCTION

This policy is written within the framework of the Health and Safety at Work etc. Act 1974 and its subsequent Regulations. It is to be read in conjunction with the Safety Policy of the London Borough of Redbridge.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the Service Area. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all paid staff whatever their management function.

The success of this policy depends on the active support of all employees and users of the site to achieve its objectives.

1. Policy Statement

The aim of the Governing Body and the 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.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and agrees for all and are without risk to health & safety;
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health & safety;
- Machinery and equipment that is safe and without risk to health & safety;
- 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 the Key Manager or member of staff;
- Any other suitable protection, where appropriate, where staff might be at risk;
- For the safety of visiting contractors, members of the public and authorised visitors;
- Control of emissions into the atmosphere of toxic, noxious or offensive substances.
- There is No-Smoking policy operating in the school building and premises.

2. Responsibilities

2.1 LEA Establishments (Governing Body)

The Governing Body has a statutory duty to ensure health and safety on the premises and to comply, insofar as it is within its power to do so, with the directions of the Director of Education. The Governing Body needs to ensure that an approved local policy statement on health and safety

is drawn up.

The Governing Body has responsibility for the purchase and maintenance of equipment (including fire fighting equipment), non-structural repairs (e.g. to doors and windows) and for the cleaning of internal and external parts of the premises.

2.2 The Head of Establishment (Headteacher)

The Headteacher has primary responsibility for health and safety matters within the Establishment. In the Head's absence the Deputy, or whomever the Head nominates, will assume this responsibility.

In the case of multi-user sites, it will be the responsibility of the managers of activities to co-ordinate together and to decide an appropriate division of responsibilities. This will generally include responsibility for common safety matters, such as shared areas of the building, co-ordinate fire safety procedures etc, this will usually be undertaken by the principal user.

A Site Safety Co-coordinator, reporting to the Head will be designated to be responsible for administrative arrangements to support health and safety matters and for liaising with Redbridge Council's safety advisors.

The Head of School is responsible for:

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements;
- Producing a written statement to be approved by the Governing Body and bringing the document to the attention of all staff, revising & reissuing the document as may be necessary from time to time;
- Resolving health and safety problems;
- Bringing to the attention of the Council's safety advisors those instances where safety issues cannot be resolved at a local level;
- Noting all the LEA's guidance on health and safety issues and bringing them to the attention of relevant staff;
- Keeping a record of guidance, including those issued by DFE, etc;
- Maintaining a list of Safety Representatives appointed to represent staff ;
- Implementing systems that enable consultation safety representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties;
- Receive written reports from Safety Representatives and responding to them within a reasonable time;
- Establish an establishment Safety Committee. This is the Resources Committee formed by the Governing body of the school;
- Ensure that all areas of the site are inspected every term ;
- Ensure that a system is established and maintained for reporting, recording & investigating accidents, and that all reasonable steps are taken to prevent recurrences;
- Ensure that all visitors, including contractors, are made aware of any hazards on site ;
- Ensure the use of any personal protective equipment as may be necessary and to maintain and renew it as necessary;
- Ensure 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;
- Ensure that arrangements are made for every new employee to be given every assistance to perform her/his duties in a safe manner. In particular to ensure that they are given a copy of this statement, guidance notes, etc and given the opportunity to read it, before starting work; and
- Ensure that arrangements are made for proper training of staff so that activities, use of

equipment, machinery, etc associated with their work can be undertaken safely.

- Training staff, which is given at staff meetings, phase meetings and through drills.

2.3 All Employees are Responsible for:

- The health and safety of themselves and their colleagues and for any child under their charge;
- Keeping up to date with current safety procedures; and
- Reporting any safety concerns to Senior Management.

2.4 Year Group Leaders/Subject Leaders/Line Managers are Responsible for:

- The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities (See appendix 8 Health and Safety guidelines as directed by curriculum leaders)

2.5 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 and first aid by calling for assistance from qualified persons.
- Observing all safety procedures and instructions

2.6 ICT Technicians are Responsible for:

- The safety of the ICT suite and all other areas in which they work and equipment they use

2.7 The Site Manager is Responsible for:

The safety and physical condition of the following common use areas:

- Corridors,
- Reception areas,
- Stairs and toilets,
- Meeting rooms,
- Staff rooms,
- Unoccupied rooms,
- Store rooms,
- Offices,
- Boiler rooms,
- Roof access,
- Boundary walls and fences and all areas surrounding the buildings.

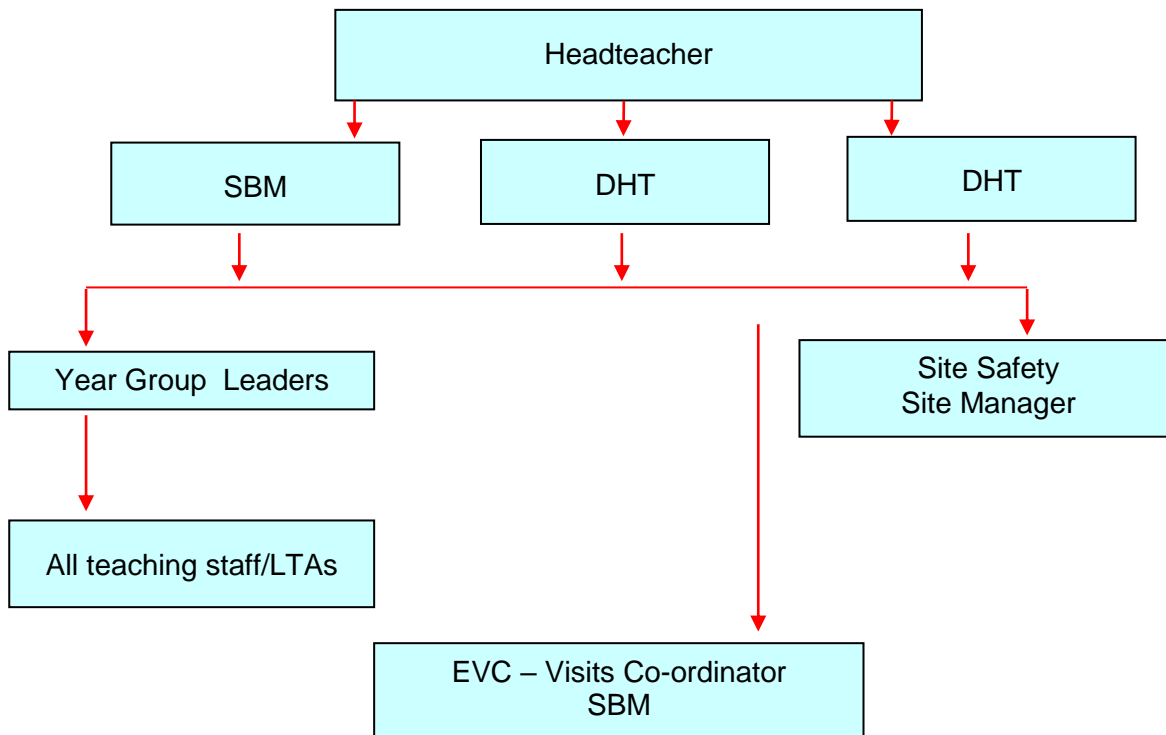
2.8 Contractors Working on Site

The Headteacher, Site Manager and Office Staff are 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. They should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the Headteacher (or person designated by him/her to monitor contract work) of any hazards arising from their activities, which may affect the occupants of the establishment.

The Catering staff are responsible for the safety of the kitchen areas & food hygiene and must notify the Headteacher of any hazards. All kitchen delivery and collection personnel should report

to the kitchen office on arrival.

These organisational arrangements for staff with health & safety responsibilities are represented diagrammatically for primary establishments below.



2.9 Safety Representatives

Resources Committee

The membership of the Resources Committee is:

Members:

Hannah Hylton (Co-Chair)
David Backhouse (Co-Chair)
Adnan Aslan
Claire Baker
James Curtis
Rodie Garland
Michael Henry (Headteacher)

Camille Knight, Victoria Ballantyne and Nancy Warry are invited to attend.

2.10 Hirers, Contractors & Others Using or Working in the Establishment

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

The Head will seek to ensure that hirers, contractors and others who use the establishment's premises conduct themselves and carry out their operations in such a manner that all statutory and the establishment'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:

- (a) Introduce equipment for use on the establishment premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or pupils of the establishment.

All contractors on the establishment premises are required to ensure safe working practices and must pay due regard to the safety of all persons on site.

There may be times when hirers or contractors are using the school building when regular staff is not present.

In an emergency, they may need to use the telephone. Telephones can be found in the general office, the Deputy Head's office, the SEN office, the Headteacher's office and the Site Manager's office or School Business Manager's office. An external line can be obtained by pressing '9' before the normal number.

2.11 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 Establishment. Contractors working in the establishment's premises will be made aware of the health and safety arrangements applicable to them by the Site Manager or office staff.

2.12 Work Experience and Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.

Students who are under the age of 18, taking part in work experience/placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The School Business Manager will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of the students on work experience, and the measures they need to take to avoid the risk before they work in the area.

The establishment will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Any pupil undertaking work experience at Barley Lane Primary School will be given an induction, which will be recorded using the Work Experience Induction Checklist. (see appendix 11 Work Experience Placement Checklist)

2.13 Lone Working

The Health and Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed establishments (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

This Establishment will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

A Lone Working Flowchart and a Lone Working Risk Assessment Checklist are available to assist with this.

It is the responsibility of the Head and SBM to identify all lone working activities within the school and ensure that a suitable risk assessment is undertaken for each.

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with SBM.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them to work alone safely and to be able to summon help and assistance if required.

It is the responsibility of Head and SBM to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and report immediately any problems or concerns to their line manager.

Further guidance is available in the HSE document Working alone in Safety (INDG73)

2.14 Manual Handling

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable;

Assess the risk of injury from any hazardous manual handling that cannot be avoided; and

Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The School Business Manager will be responsible for carrying out risk assessments for all manual handling activities, which constitute a significant risk of injury to staff and to update and review as necessary. The risk assessment will be recorded using the Manual Handling Assessment Form, completed copies of which will be kept in the School Business Manager's office.

Employees are required to:

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Co-operate with their employer on health and safety matters
- Inform the employer if they identify hazardous handling activities
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

2.15 Violence/Personal Safety of Staff

The Health and Safety at Work Act 1974 places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations 1999 places duty on the employer to consider and assess the risks to employees. This would include the risk of reasonable foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within Barley Lane Primary School will not be tolerated and the school fully endorses the LBR Personal Safety of Staff Policy and procedures. Consequently a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

It is the responsibility of the Deputy Headteacher to ensure that staff are provided with appropriate information, instruction and training.

All acts of physical or verbal abuse must be reported using the appropriate report procedures.

As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

In addition, there is an Employee Assistance Programme available to all staff, which offers a 24 hour confidential helpline.

3.0 Provision of First Aid

There are 16 designated first aiders:

Name	Location
AM	Welfare Room
AB	Via school office
GM	Nursery
NL	Inclusion Room
SS	Physical Team
PL	Emotional Team
PC	School office
MH	Headteacher's Office
SL	Across School
KM	Across School
LR	Reception
NL	Across School
KH	Reception
JB	Across School
KC	Across School

The designated person responsible for checking and maintaining the first aid supplies is the Welfare Officer.

If an ambulance is required the emergency 999 services should be used. It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis and a taxi is used for transportation.

4.0 Accident Forms

Every case of injury, accident or incident must be fully and accurately reported on the Council's accident report form. Accident report forms are obtained from the Welfare Officer in the Welfare Room. It is the responsibility of Anthony Mercer or in his absence Victoria Ballantyne to complete an accident form in the event of an incident. They should also investigate the accident and suggest action to prevent recurrence. Accident forms must be completed for all accidents however minor with copies retained for at least three years.

In addition, an accident book is kept to record very minor accidents and incidents that occur to pupils within the school day. A note is sent home to parents informing them of the incident. In the situation of an injury to the head letters are sent home and a telephone call is made to the parents informing them of the injury so that they can decide if they want to take their child home before the end of the school day.

5.0 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.

Location	Area of Responsibility
Via school office	Site Manager

5.1 Fire Fighting and Precautions

All fire fighting equipment is annually inspected and serviced by Multi Alarms.

It is the responsibility of the following person(s) to ensure the annual service takes place, and an inventory of all equipment, plus a diagram showing location and type of fire fighting equipment is kept up to date.

Location	Area of Responsibility
Via school office	Site Manager

5.2 Fire Alarms

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

Location	Area of Responsibility
Via school office	Site Manager

5.3 Fire Drills

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

Area of Responsibility
Headteacher
SBM

Reviews of fire drills are carried out by staff and action changes are taken accordingly. Reviews are kept in the Fire Risk Assessment Folder 1 in the Administration office.

5.4 Notifying the Emergency Services

The following staff has specific responsibility to call emergency services before evacuation. The responsible person at Huxley Drive will direct the emergency vehicles on their arrival.

Name

5.5 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	Area of Responsibility
Class Teacher or responsible adult	Area in which they were working
Office Staff	Premises & Visitors
Staff, other than Office Staff, not with direct responsibility for children at that time	To make visual sweep and assist the exit of people from their present location to the evacuation point

5.6 Assembly Areas

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

Name	Area of Responsibility
Class teachers	Pupils
Office Staff	Premises, registers including staff and visitors log. Main entrance – Huxley Drive.
Other Staff	To assist as necessary with the class they work most often with

The most senior member of staff takes responsibility for the assembly areas.

6.0 Information, Documentation and Training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the Establishment's health & safety manual. The Establishment's Headteacher must ensure that the guidance or safety standards are current and adhered to at all times.

Health & Safety documents are held by the Deputy Headteacher with responsibility for Health & Safety and identified staff; curriculum leaders etc must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of the Health and Safety Officer and the 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 co-ordinating safety meetings is the Deputy Headteacher (H&S) and meetings will take place every 12 months. The person responsible for contacting the Council's Safety Adviser(s) when issues cannot be satisfactorily resolved at Establishment level is Deputy Headteacher (H&S)

6.1 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is sooner.

A Risk Assessment Flowchart is available to assist with risk assessment, and a Blank Risk Assessment Proforma is available to record risk assessments. This is kept in the Risk Assessments folder in the Administration office. (see appendix 10)

The School Business Manager will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within Barley Lane Primary School.

The responsibility for carrying out risk assessments lies with the School Business Manager and the Site Manager.

Where risk assessments are appropriate to subject areas, they are discussed with the relevant curriculum leader to ensure that all appropriate hazards and controls have been identified. Where risk assessments are appropriate to individuals, consultations are taken with the individual, or with parents, if for a child. Parents sign to say that they agree the risk assessment and will inform the school of any changes in the child's condition so that the risk assessment can be amended or signed off.

Copies of current risk assessments are located in the Administration office.

Employees' have a duty to cooperate with their employer when they are conducting risk assessments and for cooperating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: the Regulations stipulate that a specific risk assessment must be undertaken for New and Expectant Mothers, Young Persons. Statutory risk assessments are also required for COSHH, DSE, Personal Protective Equipment and Manual Handling.

7.0 Repairs and Maintenance

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

Area of Responsibility
Headteacher
Site Manager

Note: A record must be kept of all reported items in a maintenance book, along with details about measures taken to make immediately safe, and any medium or long term plans to permanently make good any notified defects.

8.0 Establishment Premises Plans

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

Name
Site Manager

8.1 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH covers chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

Barley Lane Primary School will ensure that COSHH assessments will be carried out on all hazardous substances prior to use. The COSHH assessment, which will provide information on specific hazards, first aid measures, personal protective equipment etc will be reviewed as appropriate, or every five years, whichever is sooner.

A COSHH assessment can be obtained by contacting the school's COSHH co-ordinator.

The COSHH co-ordinator is the Site Manager.

The COSHH coordinator is responsible for sending a completed COSHH Assessment Request Form (CARQ), along with the manufacturer's Safety Data Sheet (SDS), to HR's Health and Safety Function. A COSHH assessment will then be produced and returned to the school.

A copy of the COSHH Do's and Don'ts poster should be displayed wherever hazardous substances are used or stored, including the cleaners' cupboards.

The COSHH Do's and Don'ts Poster is displayed in the cleaners' cupboard.

Further information on COSHH can be obtained from the COSHH Manual, which is located in the COSHH folder in the Administration office.

9.0 Electrical Equipment

All portable electrical equipment will be tested by GSF PAT testing annually.

A copy of the inventory of the electrical equipment tested including the results should be kept with the safety manual, which is held by the SBM.

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

New equipment will have a guarantee of less than one year. Guarantees will be held by the Site Manager.

All defective equipment must be taken out of use immediately and reported to the SBM. Privately owned appliances must not be used on the Establishment's premises unless it has been PAT tested.

9.1 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by Barley Lane Primary School will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2005. This may be via LBR facilities or through a specialist licensed contractor.

Any waste stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licences) must be kept by the school.

Waste disposal by the school will be organised by the Site Manager.

Details of waste collection contracts:

Types of waste material	Frequency of collection	Name of collector	Contact details
Clinical waste	Every fortnight	LBR	

Members of staff must not take waste in their own private vehicles or in any LBR vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

Further information on the implication of the WEEE Regulations can be found in the Environment Agency document 'New rules for the disposal of electrical and electronic equipment'.

10.0 Machinery and Plant

Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example boilers, fire extinguishers.

The information is kept in the main premises register in the main office.

11.0 Furniture and Equipment

The nominated member of staff, Site Manager, must ensure there is a system of inspection to identify and safeguard against defective furniture and equipment. All discovered defects must be reported to the Site Manager who should take immediate remedial action where necessary. No furniture or equipment should be stored or positioned in front of the fire exits.

11.1 Bicycles

There are a number of bicycles available for the children to use in the playground. A risk assessment has been carried out for the use of the bicycles and will be reviewed annually. The bicycles are regularly maintained in order for their safe use by the pupils.

12.0 Primary, Special & Nursery Establishments

Substances will be used in accordance with the guidance given in *"Be Safe" from the ASE*; in the *CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"*; and in accordance with the manufacturers' instructions and advice on the label.

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

13.0 Cleaning Arrangements

The Establishment's premises are cleaned by the school cleaners.

Any problem relating to the cleaning should be made to the Site Manager or the Headteacher.

All rubbish bins to be removed to paladin bins at close of school.

Bodily fluids are cleaned immediately using suitable and safe products.

Hazardous substances and cleaning equipment are kept locked away.

The Site Staff will lock the school only after the cleaning staff have left the building, ensuring therefore that they have adequate means of escape.

Staff have the responsibility to turn off all electrical equipment and shut windows at the end of the day. It is the Site Manager's responsibility to ensure that this has been done.

14.0 Guidance on Risk Control Measures

Staff with specific health and safety tasks also needs to be provided with the corresponding safety guidance. Detailed below are the activities that take place within the Establishment along with details on the safety guidance and the person responsible for ensuring the implementation of the risk control measures and or performance standards contained within the establishment's safety manual. (Establishment Safety Manual kept by H & S co-ordinator)

Work activity or location.	Guidance note	Name of responsible Person	Responsible person
1. Accidents and Emergencies			
a) Accident reporting	Establishment Safety Manual	Welfare Officer	Mrs S. Pierson (SENco./AHT) Mr A. Mercer
b) Fire safety	Establishment Safety Manual	School Business Manager	Mrs N. Warry
c) First aid in education establishments	Establishment Safety Manual	Welfare Officer	Mrs S. Pierson (SENco./AHT) Mr A. Mercer
d) Medicines	Establishment Safety Manual	Welfare Officer	Mrs S. Pierson (SENco./AHT) Mr A. Mercer
e) Asthma	Establishment Safety Manual	Welfare Officer	Mrs S. Pierson (SENco./AHT) Mr A. Mercer
General issues			
a) General risk assessment	Establishment Safety Manual	School Business Manager	Mrs N. Warry
b) The safe use of display screen equipment	Establishment Safety manual	School Business Manager	Mrs N. Warry

Work activity or location	Guidance note	Name of responsible person	Responsible person
General issues cont.			
c) Personal protective equipment	Establishment Safety Manual	Site Manager	Mr A. Boddy
d) Manual handling (objects) No. 22	Establishment Safety Manual	All Staff	
e) Manual handling (people)	Establishment Safety Manual	SEN - SENCO	Mrs S Pierson
f) Pregnant & nursing mothers	Establishment Safety Manual	School Business Manager	Mrs N. Warry
g) Smoking	Establishment Safety Manual	Not allowed on site	
h) Infectious diseases	Establishment Safety Manual	Welfare Officer	Mrs S. Pierson (SENco./AHT) Mr A. Mercer
i) Sharps & special wastes	Establishment Safety Manual	Site Manager	Mr A. Boddy
Workplace safety			Responsible person
a) Working alone	Establishment Safety Manual	All Staff	
b) Working at height & safe use of ladders	Establishment Safety manual	Site Manager Headteacher	Mr A. Boddy Mr M Henry

Work activity or location	Guidance note	Name of responsible person	Responsible person
Workplace safety cont.			
c) The safe use of electricity in education establishments	Establishment Safety Manual	School Business Manager	Mrs N. Warry
d) Establishment premises safety	Establishment Safety Manual	School Business Manager	Mrs N. Warry
e) Playground safety	Establishment Safety Manual	School Business Manager	Mrs N. Warry
f) Vulnerable glazing	Establishment Safety Manual	Site Manager	Mr A. Boddy
g) Grounds maintenance	Establishment Safety Manual	Site Manager	Mr A. Boddy
Hazardous substances			
a) Asbestos	Establishment Safety Manual	Site Manager	Mr A. Boddy
b) Control of substances hazardous to health	Establishment Safety Manual	Site Manager	Mr A. Boddy

Safety and the curriculum	Guidance note	Name of responsible Person	Responsible person
a) Science	Establishment Safety Manual	Subject Co-ordinator	Mrs M Gheewala
b) Art & Design	Establishment Safety Manual	Subject Co-ordinator	Mrs S Chishty
c) Technology	Establishment Safety Manual	Subject Co-ordinator	Mrs S Chishty
d) Food technology	Establishment Safety Manual	Deputy Headteacher	Mrs S Chishty
e) Drama	Establishment Safety Manual	Subject Co-ordinator	Mr P Jackson Mrs A Bansal
f) Games and Physical Education	Establishment Safety Manual	PE Teacher	Mr K Miah Mrs S Landa
g) Reprographics	Establishment Safety Manual	School Business Manager	Mrs N. Warry
h) Swimming pools	Establishment Safety Manual	Not applicable	
i) Animals in classrooms	Establishment Safety Manual	Class teachers as appropriate	
Visits and visitors			Responsible person
a) Visits & out-door activities	Establishment Safety Manual	School Business Manager	Mrs N Warry

15.0 Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The health and safety coordinator within the school may assume the responsibilities for school security. Alternatively schools may wish to appoint a school security coordinator who will develop a knowledge and understanding of security issues with the premises.

The Headteacher has responsibility for school security issues.

There is a Site Security policy in place which incorporates security strategy.

The two principal aspects of security in an educational setting are the security of school premises both during school hours and out of school hours and secondly the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures.

Examples of security measures:

- Controlled entry system at gates and main entrance
- Fencing around perimeter
- Intruder alarm system
- Visitors signing book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security

Internal/External Agencies:

- LBR – health and safety advisors, property services etc
- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers

16.0 Conclusion

It is the responsibility of everyone 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 establishment's general well-being.