

Health, Safety and Welfare Policy

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June 2026	June 2027	FGB	Governing Body	Ike Sannie-Lamptey

Aspire, Believe & Achieve

Policy last reviewed: June 2026
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Health, Safety & Welfare 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 Corporate Health, Safety and Welfare Policy of the London Borough of Redbridge. A copy of the Corporate Health, Safety and Welfare policy should be displayed in the main office.

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 success of this Policy depends on the active support of all employees to achieve its objectives.

The Establishment recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, pupils and others.

This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

1 Policy Statement

This Establishment will 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 will provide for its employees whilst working on the premises or elsewhere:

- Safe machinery and equipment, including vehicles;
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Information, 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 egress for all and are without risk to health & safety;
- Adequate welfare facilities

Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with the Establishment, as the employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.

Clare Pike (Executive Headteacher) _____ 25/06/2026
Ike Sanney-Lamptey (Chair of Governors)_____ 25/06/2026

1.1 Professional Advice

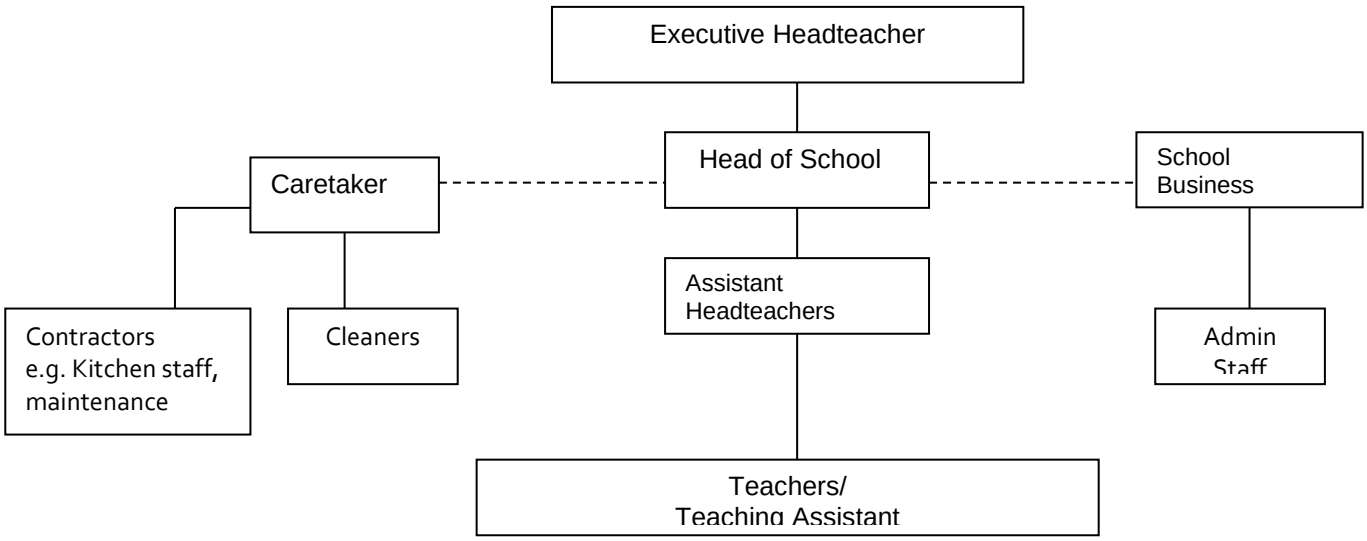
The London Borough of Redbridge (LBR) employs a team of professionally qualified Health and Safety staff who are available to assist the Establishment in the operation of its responsibilities by providing advice and guidance on matters of health and safety.

In addition, there are other officers within LBR who are able to provide advice on health and safety within their specialist areas (e.g. Asbestos, Legionella).

2 Organisation and Responsibilities

Health and Safety within the school is the responsibility of all staff, these responsibilities are outlined in sections 2.1 – 2.16. Key health and safety roles that have been designated to individual staff are outlined in the organisation chart.

Organisational structure for health & safety



2.1 Governing Bodies of Community, Voluntary Aided & Foundation Schools

Responsibility for health and safety differs between Community Schools, and Voluntary Aided and Foundation Schools.

For Community Schools, the Governing Body works in conjunction with the Executive Headteacher and the Local Authority to ensure the effective management of health and safety within the school.

For Voluntary Aided and Foundation Schools, the Governing Body and the Executive Headteacher are ultimately responsible for ensuring the effective management of health and safety within the school.
Specifically the Governing Body should ensure:

- There are satisfactory arrangements in place to implement the Council's Health, Safety and Welfare Policy; *(Community Schools Only)*
- There are adequate arrangements for managing activities where there is no Council procedure;
- Health, safety and welfare within the school when the Governing Body is acting as the controller of the premises; *(Voluntary Aided and Foundation Only)*
- That it considers the health and safety implications of its decisions;
- Sufficient resources are allocated to ensure that health & safety can be successfully managed;
- That suitable standards of health & safety are achieved and maintained within the school by monitoring the School's health and safety performance on an annual basis.
- That the School's Health & Safety Policy and procedures are annually reviewed to ensure their suitability.

2.2 Headteachers of Community, Voluntary-Aided & Foundation Schools

As outlined in 2.1, the ultimate responsibility for health and safety differs between Community Schools, and Voluntary Aided and Foundation Schools.

Executive Headteachers are responsible for:

- Complying with the health & safety decisions of the Director of Children's Services; *(Community Schools Only)*
- Producing the School's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Establishing and maintaining systems within the School to ensure that health & safety is effectively managed;
- Appointing a Health & Safety Co-ordinator for the School.
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy *(Community Schools Only)* and this Policy are brought to the attention of all staff;
- Other health and safety information is communicated to relevant staff;
- Accidents are investigated and reported using the established procedures;
- Safety Representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them. Where Safety Representatives are not appointed by the staff side association, adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- Safety Representatives inspection report forms are dealt with in an appropriate manner;
- Training needs are identified and met;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy,

fire and other safety procedures;
- Fire precautions and procedures are implemented (including fire drills);
- Liaison is carried out with contractors;
- Appropriate arrangements are made with regard to lettings, where appropriate;
- Health and safety performance is monitored as specified in paragraph 3.23;
- Termly health and safety inspections of the School are carried out.

2.3 School Health and Safety Co-ordinator

Health and Safety Co-ordinators are responsible for:

- Establishing arrangements for dealing with health and safety matters such as:
  - Dissemination of health and safety information to all staff;
  - First aid;
  - Accident reporting;
  - Emergency evacuation procedures;
  - Ensuring accidents are investigated;
  - Ensuring health and safety matters raised by staff are dealt with;
  - Maintaining a central file of health & safety information relevant to the establishment;
- Liaising with Safety Representatives or other means of consulting with employees;
- Ensuring the implementation of the Safety Policy is monitored;
- Co-ordinating all aspects of Health, Safety and Welfare Policy and practice;
- Ensuring 'reportable' accidents are reported to the Borough.

2.4 Line Managers

Line Managers are responsible for implementing the Health, Safety and Welfare Policy within their area of control. In particular they will need to ensure that:

- Appropriate health & safety information is held within the Department;
- The Health & Safety appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the Department are reported; the causes are investigated and an accident report form is completed;
- Reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- Health and safety training needs of staff within the Department are identified and met, or reported to Executive Headteacher;
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;

2.5 Heads of Departments (Phase leaders)

Heads of Departments are responsible for implementing the Health, Safety and Welfare Policy within their Department.

In particular, Heads of Department will need to ensure that:

- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;
- Records are maintained of the Department's health & safety activities:

2.6 Class Teachers

The health, safety and welfare of students in classroom and laboratories is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary **(notices, posters, hand-outs are not enough)**;
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the head of subject or team leader.

2.7 Technical Staff

Technical staff are responsible for ensuring health and safety within the practical areas in the Departments in which they work, including Science laboratories, Design & Technology workshops or Art room.
In particular, Technicians are responsible for:

- Undertaking regular workplace inspections of their area to identify hazards and ensure good housekeeping.
- Undertaking regular equipment inspections, keeping equipment in good working order and keeping relevant inspection/maintenance records.
- Ensuring all hazardous substances are used, handled, transported and stored in accordance with the information outlined in COSHH assessments and other information sources (e.g. CLEAPSS).

2.8 Caretaker/ Site Manager

The Caretaker is responsible for ensuring the health and safety of the site, in particular the Caretaker is responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting emails at least daily, rectifying those issues within their authority and notifying the ESBL or Executive Headteacher of any unresolved issues;
- Undertaking termly inspections of the communal areas of the school to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures.

2.9 Office Manager

The Office Manager is responsible for ensuring the health, safety and welfare of the Office Staff.

2.10 School Business Leader

The School Business Leader is responsible for ensuring the health, safety and welfare of the Office Staff; in particular the School Business Leader is responsible for ensuring that:

- Accidents are reported onto the portal.
- A record is maintained of all premises related maintenance and inspection reports;

2.11 Asbestos Duty Holder

The Asbestos Duty Holder (Clare Pike and Cliff Medhurst) must ensure that they have written asbestos management systems in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works, will require comprehensive control systems in order to comply with the duty to supervise and monitor their activities.

Control and safety management systems must include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive;
- Contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant;
- Ensuring that the Asbestos Information Poster is displayed at the reception point.
- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- Ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register for the premises;
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks;
- Advising the Borough Asbestos Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

It is recommended that the duty holder **always** obtain a signature from persons carrying out the work, confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

Note: It is a legal requirement for the duty holder(s) to have annual asbestos awareness refresher training

2.12 Educational Visits Co-ordinator (EVC)

The EVC (Head of School) is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader completes a suitable and sufficient risk assessment.

2.13 COSHH Co-ordinator

The COSHH Co-ordinator is responsible for ensuring that:

- Managers consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
- Suitable & sufficient COSHH assessments are completed for all the hazardous substances used on site;
- No new hazardous substance is used by the school's employees or students until a suitable & sufficient COSHH assessment has been completed;
- The Authority's COSHH Do's and Don'ts poster is displayed in all locations where hazardous substances are stored and/or used regularly;

2.14 Fire Wardens

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm they are responsible for:
  - Ensuring the safe evacuation of everyone in their area(s) of responsibility
  - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
  - Where possible, closing windows and doors as each room is checked;
  - Reporting to the Incident Control Officer to inform them that everyone has safely evacuated the building, or to report any problems;
  - Ensuring that nobody re-enters the building until the Incident Control Officer has stated it is safe to do so;
- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits are kept clear at all times.

2.15 First Aiders

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

2.16 All Employees

Although prime responsibility for health and safety rests with the Borough and senior

managers, all employees also have responsibilities. Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare. The establishment has a formal hazard reporting system

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

2.17 Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives are to be displayed on the premises*. The training of Safety Representatives is the responsibility of the appropriate trade union. The Establishment will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

* Normally displayed on the “Health and Safety Law – What you need to know’’ poster.

2 General Arrangements for Implementing the Health, Safety and Welfare Policy

3.1 Accident/Incident Reporting & Investigation

An accident is an unplanned event that results in injury or damage.
A near miss is an unplanned event that does not result in injury or damage.

All incidents should be reported to the appropriate manager, and where required, the council's internal report form completed. Accidents should be reported to the LBR Health & Safety team: https://uk.sheassure.net/lbr/Portal/lbrSksjhvoiawr/Index

Due to potential additional reporting requirements, please ensure that these forms are completed as soon as possible, and no later than **7** days after the incident.

The "Blue Dot" Accidents & Incidents Reporting Procedures Wall Chart, which briefly outlines the reporting requirements is displayed ***in the staff room and ESBL office.***

Please note, the report form has a section 'action taken to prevent a recurrence'. All accidents are required to be investigated, and this section should be completed to reflect any action taken. Where no further action is required this should be entered into the form to demonstrate that management have considered this.

Where appropriate, accidents may also be investigated by the Health and Safety staff, LBR Insurance or the Health and Safety Executive.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) e.g. specified injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc should be reported to the Health and Safety Executive directly and the Health and Safety function by email.

In the event that a child or member of staff requires an ambulance, 999 should be called immediately. SLT must then be informed and another available adult must call the next of kin to inform them that an ambulance has been called and they need to get to the school as soon as possible. A first aid trained member of staff must stay with the patient until the ambulance arrives. A member of SLT or office staff must stay available to greet the ambulance and guide them into the school to as near to the patient as possible. Once the paramedics are with the patient an accident & incidents report must be completed on line. If the next of kin has not arrived at the school by the time the ambulance leaves for the hospital a member of staff is to go in the ambulance and stay with the patient at the hospital until the next of kin arrives.

Further information on accident reporting and investigation can be obtained from the following websites:
http://www.hse.gov.uk/toolbox/managing/accidents.htm or by emailing the Health &

Safety function on H&Saccidentreporting@redbridge.gov.uk.

3.2 Asbestos

The Control of Asbestos Regulations places a duty on the "Asbestos Duty Holder" to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person who has (or persons who have) clear responsibility for the maintenance or repair of the premises e.g. Executive Headteacher and site manager.

The Asbestos Duty Holder is **Clare Pike**

Each establishment has an Asbestos Register that identifies whether asbestos or asbestos containing materials are present within the premises, the location, the type of asbestos and its condition.

The Asbestos Register is located in **the ESBL office.**

In addition, there is an Asbestos Information Poster, which outlines the processes to be followed prior to work commencing on the premises; and also, what to do if any suspected asbestos material is damaged in any way. This poster should be displayed in an area occupied by personnel who have cause to access the asbestos log and/or deal with contractors, e.g. caretaker's office or main school office.

The Asbestos Information Poster is displayed in **the staff room**

It is the responsibility of the Asbestos Duty Holder to ensure that **anyone**, contractors or staff, who intend to work on the fabric of the building, read the Asbestos Information poster and consult the Asbestos Register prior to commencing work in order to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it.

If, during the course of the task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

Please note that the Asbestos Register was compiled following a management asbestos survey. Any intrusive work will require a Demolition/Refurbishment asbestos survey to be carried out prior to the work commencing.

Any queries regarding asbestos in the premises, or how to arrange for a Refurbishment & Demolition survey, should be referred to the Asbestos Duty Holder, who will consult with the Council's Asbestos Team.

Asbestos Awareness refresher training is required to be carried out on an annual basis.

3.3 Communicable Diseases

Due to the age and number of children present in educational establishments it is not uncommon for them to contract a variety of communicable diseases.

UK Health Security Agency have produced 'Guidance on Infection Control in schools and other childcare settings'. Need new poster

This document provides guidance on the prevention and spread of communicable diseases, and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

A copy of the exclusion period chart is located in **the school office, nursery, medical room and on the Health & Safety notice board.**

The current guidance is located in **the school office.**

3.4 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations an employer has a duty to consult with employees on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

This establishment will consult with staff in the following ways: H&S board in the staff room, briefing meetings, induction, Senior leadership meetings and inset days

3.5 Control of Contractors

This Establishment recognises its' responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

(The client in these circumstances is the Executive Headteacher/school, or where schools have bought into SMADS, the local authority)

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The Establishment will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the establishment.

The Executive Headteacher is responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures.

The Site keeper should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the Head of Establishment of any hazards arising from their activities, which may affect the occupants of the establishment.

The Catering/Cleaning staff are responsible for the safety of the kitchen & cleaning areas and must notify the Executive Headteacher of any hazards.

All contractors should report to the establishment office on arrival.

Further information is available from the HSE document "Use of Contractors - a joint responsibility", HSE INDG 368

3.6 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations 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.

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

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

The COSHH Co-ordinator is Cliff Medhurst

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 cleaning cupboard

3.7 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User questionnaire.

Where users are identified, the following must be ensured:

- Workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Completed User forms and DSE assessment checklists are saved on the school network: Site/H&S/DSE**.**

When a DSE User requests an eye test, a completed copy of the Eye and Eyesight Test form should be completed and taken along to the appointment.

Further information can be found on the HSE website: www.hse.gov.uk/msd/dse

3.8 Driving

Under the Health and Safety at Work etc, employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive their own private vehicle as part of their duties.

This Establishment will ensure that the guidance provided in the LBR Driver's Safety Policy and Handbook is adhered to.

A hard copy of the Driver's Handbook is located in: the staffroom policies file, or alternatively an electronic copy of the Driver road safety Policy is located TR:policies/driverroadsafety

Staff may drive pupils in their own vehicles only if written permission has been obtained from their parent/guardian and provided their licence, MOT, Tax and Insurance are valid for such an activity.

Copies of permission slips are located in the personnel files on the R drive.

3.9 Electricity at Work

The Electricity at Work Regulations set out specific requirements on electrical safety. These regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. In particular, attention should be paid to the condition of power cables and of their terminations, as these are often damaged, wrenched and jerked, which may loosen their connections.

All portable electrical equipment should be visually inspected before use, equipment used and moved regularly such as kettles, extension leads, microwave ovens etc should be subject to a detailed inspection and test by a competent person periodically. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test**.**

Portable Appliance Testing will be carried out by Cliff Medhurst & Simon James and the records are maintained by the Site team in the Site secure drive.

Fixed electrical installations should be inspected by a competent person at least every five years.

Mains Electrical Testing was carried out in August 2022 (and is scheduled for August 2027) and the records are maintained by Montague Group services, saved in the site secure drive and held in the ESBL office.

Establishment/ unless they have had their earth-bond and insulation checked by a competent person.

3.10 Educational Visits

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by the work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visit*s the* Establishment follows the guidance provided in the LBR Children's Services document "Requirements for Educational Visits" using the online educational visits software package "Evolve" as applicable.

In accordance with this guidance this Establishment has appointed an Educational Visits Co-ordinator, and developed a school Educational Visits Policy based on the DFE and Children's Services Guidance.

The Educational Visits Co-ordinators (EVC) is Michael Fernandez.

The school Educational Visits Policy is located in the school office.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Executive Headteacher and (for adventurous activities, residential visits and international visits) the local authority.

3.11 Fire Safety

The Regulatory Reform (Fire Safety) Order places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each establishment should have a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a Fire Risk Assessment, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPs) for staff or pupils with impaired mobility.
The Responsible Person for this Establishment is Clare Pike.

The current Fire Risk Assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs), if applicable, and fire safety folder are located: ESBL office and H&S board in staff room.

It is the responsibility of Claire Higbee to ensure that the Fire Risk Assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as necessary, and keeping the contents of the fire safety folder up to date.

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of Clare Pike, Michael Fernandez, Claire Higbee and Cliff Medhurst.
- Liaising with the fire brigade is the responsibility of Clare Pike, Michael Fernandez, Claire Higbee and Cliff Medburst.
- Collecting class registers, staff book and visitors book is the responsibility of Kymberley Arnold-Brown and Claire Higbee
- Fire wardens are: See attached list
- Organising fire drills is the responsibility of Claire Higbee
- Organising fire safety training is the responsibility of Claire Higbee
- Quarterly inspections of the fire alarm, emergency lighting, fire door magnetic holders are carried out by DDM.
- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by Cliff Medhurst.
- Annual inspection of the fire extinguisher and fire fighting equipment is carried out by DDM.

Blue Dot 'Fire instruction notices' are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

Claire Higbee and Cliff Medhurst are responsible for ensuring the "Blue Dot Fire Instruction" notices are appropriately display.

Fire Action Notices are displayed near all fire alarm call points and in all communal areas, classrooms and offices.

Fire Drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments are reported to the Governing Body.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire-fighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Executive Headteacher and to the Health & Safety function using the LBR incident reporting system.

3.12 First Aid

The Health and Safety (First-Aid) Regulations set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

The Health and Safety (First-Aid) Regulations do not oblige employers to provide first aid for members of the public. However, LBR Service areas that provide a service for others, including schools, should include the public, pupils and others on their premises when making their assessment of first aid needs.

It is usually necessary to ensure that there is at least one first aider available at all times and one pediatric first aider, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, and paediatric first aid.

The nominated persons with first aid responsibilities for this Establishment are:

Name	Job	Training	Expiry
Debbie Eaton	Midday	Emergency First Aid	24/05/2027
Joanne Schrier	Midday	Emergency First Aid	24/05/2027
Juliet Cox	Office	Emergency First Aid	24/05/2027
Kymberley Arnold-Brown	Office	Emergency First Aid	24/05/2027
Harley Stevens	Office	Emergency First Aid	24/05/2027
Demi Hoffman	TA	Emergency First Aid	24/05/2027
Lauren Redington	TA	Emergency First Aid	24/05/2027
Teneiyah Henry	TA	Emergency First Aid	24/05/2027
Julie Snell	Midday	Paediatric First Aid	03/05/2027
Chloe O'Brien	Office	Paediatric First Aid	03/05/2027
Perihan Diedrick	TA	Paediatric First Aid	03/05/2027
Farida Haque	TA	Paediatric First Aid	03/05/2027
Pearl Kaitell	TA	Paediatric First Aid	24/05/2027
Samira Choudhury	TA	Paediatric First Aid	24/05/2027
Esther Parry-Jones	Teacher	Paediatric First Aid	03/05/2027

Gloria Adjei	Midday	Play Ground First Aid	01/05/2027
Nicki Parker	Midday	Play Ground First Aid	01/05/2027
Tharani Suthakaran	Midday	Play Ground First Aid	01/05/2027
Tina Norman	Midday	Play Ground First Aid	01/05/2027
Rachel Downs	Office	Play Ground First Aid	01/05/2027
Cliff Medhurst	Site	Play Ground First Aid	01/05/2027
Anna Ivanova	TA	Play Ground First Aid	01/05/2027
Sherra-Lee Stevens	TA	Play Ground First Aid	01/05/2027
Anisa Qevani	TA	Play Ground First Aid	01/05/2027
Fariha Baig	Midday	Play Ground First Aid	01/05/2027
Melanie Garnier	Midday	Play Ground First Aid	01/05/2027
Fatima Rahman	TA	Play Ground First Aid	01/05/2027
Katerina Stuart-Hinds	TA	Play Ground First Aid	01/05/2027
Joanna Harvey	TA	Play Ground First Aid	01/05/2027
Simon James	Site	Play Ground First Aid	01/05/2027
Rebecca Naismith	TA	Play Ground First Aid	01/05/2027
Bushra Mahmood	TA	Play Ground First Aid	01/05/2027

The First Aid Boxes for this Establishment are sited in the following locations:
All classrooms and the office.

The person responsible for maintaining the first aid boxes are:
Chloe O'Brien

Notices are displayed throughout the premises advising of the locations of first aid boxes and the names of first aiders.

Any accidents requiring first aid must be recorded and where relevant reported to the health and safety manager using the accident reporting procedure.
Further information can be found here regarding first aid in schools:
https://www.gov.uk/government/publications/first-aid-in-schools

3.13 Gas Safety

Under the Gas Safety (Installation and Use) Regulations and the Gas Safety Regulations, any work on gas systems and appliances could only be carried out by persons registered with the Gas Safe register.

Work on gas systems and appliances can only be undertaken by persons who are Gas Safe Registered.

Cliff Medhurst is responsible for ensuring that gas appliances will be regularly serviced by competent persons (J Scotts).

Annual servicing will be carried out by J Scotts, records are maintained by Cliff Medhurst and held in Site Office.

- Open doors and windows
- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

3.14 Health & Wellbeing (Including Employee Assistance Programme)

The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as *"the adverse effect people have to excessive pressure or other types of demand placed on them"*.

This Establishment recognises that stress per se is not an illness, but can result in stress related illness such as anxiety or depression. Accordingly a risk assessment has been undertaken to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

The school have access to an in-house counsellor and also an external provider through the absence insurance policy: Health Shield.

Where necessary, the Establishment can refer the employees to the Council's Occupational Health Unit via the Employment Relations Team.

3.15 Information, Instruction and Training

The Health & Safety at Work Act establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

This establishment is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and

without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept by Claire Higbee.

3.16 Legionella

The Control of Substances Hazardous to Health Regulations relates to the risk from hazardous microorganisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The Legionella risk assessment has been undertaken by Water safe management system and is located H&S/legionella/legionella risk assessment.

All water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspection and test, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Regular monitoring, inspection and testing will be carried out by PH Water. Records will be maintained by PH Water and held in Site secure.

Any queries regarding Legionella risk management should be referred to the appropriate manager, who will consult with PH Water.

Further information can be found on HSE website www.hse.gov.uk/legionnaires

3.17 Letting of the School Premises

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.
The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

This Establishment will ensure that the appropriate health and safety information is passed to the hirer, using the Letting of Educational Premises Checklist.

Claire Higbee is responsible for providing the hirer with appropriate health and safety information and ensuring they sign a copy of the lettings checklist. Completed checklists are located in the ESBL office.

Where the hirer is undertaking activities that require personal qualification or proficiency (for example martial arts), the school will check to ensure competence of the instructor prior to the letting being agreed.

Lettings are organised by Claire Higbee
Letting documents are located in the ESBL office.

3.18 Local Exhaust Ventilation

The Workplace (Health, Safety and welfare) Regulations specify general ventilation requirements.

The Control of Substances Hazardous to Health (COSHH) Regulations require that, where hazardous substances are used, they should either be contained or safely dispersed (i.e. Local Exhaust Ventilation). The regulations also set compliance requirements for LEV systems used to control exposures to hazardous substances.

The school will ensure that all LEV systems are maintained to standards suitable for their purpose and that visual checks are carried out every month by trained personnel.

The following staff will be responsible for carrying out visual checks of LEV systems and Randalls.

All LEV systems should be subject to a thorough inspection and testing at least every 14 months by a competent person. The written records of the visual checks (with findings), test and inspection, in the form of logbook or register, should be maintained for at least 5 years and be available for examination.

Annual inspection and testing will be carried out by Randalls. Records are maintained by Randalls and held in the Site office.

Further information can be found on HSE website:
Local exhaust ventilation systems (LEV)
LEV Guidance Sheet 200 – COSHH Essentials
INDG408 - Clearing the air - guide to buying and using LEV
INDG409 - Time to clear the air - A workers' pocket guide to LEV

3.19 Lone Working

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

It is the responsibility of Clare Pike 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 Claire Higbee.

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 work alone safely and to be able to summon help and assistance if required.

It is the responsibility of Claire Higbee 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 to report immediately any problems or concerns to their line manager.

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

3.20 Manual Handling

The Manual Handling Operations Regulations 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 can't be avoided; and **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Claire Higbee, ESBL, 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 are located ESBL 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.

Annual Training records will be maintained by Claire Higbee, ESBL and held in ESBL office.

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.

Further advice can be found on the HSE website www.hse.gov.uk

INDG 143- Getting to grips with Manual Handling

3.21 Medicines

In general, medicines must not be brought into school. However if a pupil has a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made between the Establishment and the pupil's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

A list of pupils with medical conditions and their care plans can be found in the school office/medical room/classrooms. Prescribed medicines are stored in medical room/school office.

Protocols for pupils with serious medical conditions should be displayed in the prominent locations around the Establishment, e.g. staffroom, medical room and relevant classrooms. The protocols and care plans should be clearly marked with the pupil's name and an up to date photograph.

Registers should be clearly marked to alert supply teachers of any pupils with medical needs.

All staff involved in the administering of medicines should be appropriately trained, e.g. epi-pen training.

Appropriate records in relation to the administration of medicines should be maintained at all times. A Medication Administration Permission Form must be completed and signed by

the parent or guardian, and a Medication Administration Record Sheet completed each time medicines are administered.

More detailed information can be found in the Department for Education document, "Supporting Pupils at School with medical conditions" from the Children's and Families act 2014.

3.22 Monitoring – Audits & Inspections

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor health and safety performance. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

This Establishment will carry out the following monitoring:

- Daily checks by the Caretaker in addition to detailed termly inspections of the school (these could be in conjunction with inspections by establishment safety representatives). A written record of identified items must be kept;

- Routine equipment maintenance checks either carried out by staff of the establishment or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc;

- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;

- Reviewing accident statistics by governing body to identify causes of accidents; and

- Reviewing audit reports detailing the performance of the School's health & safety management system.

This Establishment will also carry out a formal inspection at least twice a year using an inspection checklist, The H&S function will require copies to be sent and may undertake themed inspections of the school.

Records of maintenance checks, inspections etc are located in:

Record Type	Location	Responsible Dept/Person
All maintenance checks	Site secure drive	Site manager
Accident reports	On-line	Office manager /ESBL
Incident reports	On-line	ESBL
Grounds maintenance	Site secure drive	ESBL

Playground equipment	Site secure drive	ESBL
Legionella	Site secure drive	ESBL

3.23 New & Expectant Mothers

The Management of Health & Safety at Work Regulations place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers; new and expectant mothers and young persons; for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the Establishment in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice can be found in the following documents available on the HSE website www.hse.gov.uk including:

HSG 122 – New and Expectant Mothers at Work – An Employers Guide

INDG 373 – A Guide for New and Expectant Mothers who Work

3.24 Noise at Work

The Control of Noise at Work Regulations are in place to ensure that worker’s hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

As a general rule in this Establishment noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the Establishment will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women, children and young people.

Further information and advice about noise at work can be found on the HSE website http://www.hse.gov.uk/noise

3.25 Personal Protective Equipment

The Personal Protective Equipment Regulations are designed to protect people from risks to their health.

The Personal Protective Equipment should be properly assessed before use to ensure it is suitable; be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

3.26 Playground / Play Equipment

The Health and Safety at Work Act requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains

so. Although playground equipment would not strictly be regarded as work equipment, this school recognises that it has a duty of care to all pupils and this includes ensuring the equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

Accordingly, the playground and all playground equipment is visually checked on a daily basis and a termly/6 monthly inspection *(delete as applicable)* is also undertaken. These checks will be recorded and signed by the person responsible for undertaking them.

The responsible person for maintaining the playground and playground equipment is Cliff Medhurst, Site Keeper. Records of playground and playground inspections are located in ESBL Office.

3.27 Ponds

The Management of Health & Safety at Work Regulations require that employers assess the risks to the health and safety of their employees, and others who may be affected by their acts or omissions.

The risk assessment should be undertaken by a competent person and identify the significant risks and the control measures to reduce those risks to an acceptable level. The assessment should be regularly reviewed. The pond is currently out of bounds.

The person responsible for undertaking, and regularly reviewing a risk assessment of the pond is Cliff Medhurst & Forest schools lead.

The Management of Health and Safety at Work Regulations 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 the sooner.

Claire Higbee will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within the establishment.
The responsibility for carrying out risk assessments lies with the following staff Claire Higbee, ESBL and Clare Pike, Executive Headteacher.
Current risk assessments are located in the ESBL Office and on T:drive.

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 (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, Personal Protective Equipment & Manual Handling.

3.29 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

This Establishment will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of Claire Higbee, ESBL, to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to the Cliff Medhurst, Site Keeper.

Further information on safety signs and signals can be found on HSE website www.hse.gov.uk:

HSE leaflet INDG184 "Signpost to The Health and Safety (Safety Signs and Signals) Regulations - Why do we need these Regulations?"

HSE leaflet INDG 352 "Read the Label – How to find out if chemicals are dangerous"

3.30 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 co-ordinator within the school may assume the responsibilities for school security. Alternatively schools may wish to appoint a school security co-ordinator who will develop a knowledge and understanding of security issues within the premises.

Cliff Medhurst, Clare Pike, Michael Fernandez and Claire Higbee are all responsible for school security issues. [in the event of the site keeper being on annual leave Simon James or the site keeper at William Torbitt will be responsible].

The two principal aspects of security in an education 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
- www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity

3.31 Smoking

The Smokefree Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.
As a result this establishment is a strictly no smoking and no vaping establishment.

The Regulations require the displaying of no-smoking signs in all smokefree premises and vehicles.

No-smoking signs, which meet the requirements of the law, are displayed in the following locations: The back entrance area Main Entrance area

Further information can be found on the Smokefree England website and in the LBR Smoking Policy (TR:policies/smokingpolicy).

3.32 Slips and Trips

The Health & Safety at Work Act requires employers to ensure the health, safety and

welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition, and a means of access and egress that is safe and without risk.

This establishment recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly the following measures will be taken to ensure good housekeeping:

Formal recorded workplace inspections will be undertaken by Claire Higbee and Cliff Medhurst on a termly basis.

All staff are responsible for undertaking informal daily checks of their own work areas.

Informal daily checks of the communal areas of the school will be undertaken by Cliff Medhurst

Informal workplace inspections will be undertaken by Claire Higbee and Cliff Medhurst on a half termly basis.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Copies of the action plan and formal workplace inspection records will be kept on the site secure.

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity should be carried out.

The following key issues were considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible;
- Protection for people who work near vehicle routes;
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- Parking areas are demarcated, which reduces manoeuvring and reversing for large vehicles;
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;

- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
- By law, traffic routes must also be suitably indicated where necessary for reasons of health or safety;
- Install clear signs to tell drivers and pedestrians about the routes they should use;
- Where signposts are used, they should be constructed to Highway Code Standards; and
- Make sure the signs are kept clean and visible.

A traffic management risk assessment (Access and egress) is located on the site secure.

Further information on workplace transport is available from
www.hse.gov.uk/workplacetransport/

3.34 Violence/Personal Safety of Staff

The Health and Safety at Work Act 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 places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably 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 this school will not be tolerated and the School fully endorses the LBR Personal Safety of Staff Policy and procedures and the dignity at work policy. Consequently a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

Claire Higbee is responsible for undertaking a risk assessment to cover potential violence at work. A copy of the current risk assessment is located in the staff room

It is the responsibility of Claire Higbee 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. See the relevant section of this policy for further information.

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.

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

All waste generated by this Establishment 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. This may be via LBR facilities or through a specialist licensed contractor.

Any waste being 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 Establishment.

Waste disposal from the Establishment will be organised by LBR

Details of waste collection contracts:

Type of Waste Material	**Frequency of Collection**	**Name of Collector**	**Contact details**
General waste	Weekly	LBR	
Electrical equipment	As required	MGS	07930 289998
Recycling	Weekly	LBR	
Clinical waste	Weekly	Cannon Hygiene	0800 3283695
Food waste	Weekly	ReFood	0800 0113214

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).

3.36 Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work**,** for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- Suitable for the intended use;
- Safe for use;
- Maintained in a safe condition;
- Inspected;
- Used only by people who have received adequate information instruction and training; and
- Accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER, the Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

The Establishment will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

This Establishment requires all employees and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

Defects should be reported to Cliff Medhurst on the site log.

All the equipment provided must only be used for its intended purpose.

Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Students using the work equipment must be supervised at all times.

It is the responsibility of Claire Higbee, ESBL to arrange staff training, and to ensure that records of staff training are maintained by Claire Higbee

All work equipment, where the failure of said item could result in a significant risk of injury, are to be subject to at least an annual maintenance/inspection by a competent person/organization. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance, should be maintained and be available for examination.

This Establishment only permits designated staff to undertake modifications to equipment. The Health & Safety Co-ordinator holds a list of designated staff and the limits of their authority to undertake such work.

Staff and pupils may not bring their own personal electrical appliances into the Establishment/ unless they have had their earth-bond and insulation checked by a competent person.

The Health & Safety Co-ordinator can advise on how to have equipment checked.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely. Under no circumstances may equipment be sold or passed-on to a third party.

3.37 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 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.

Claire Higbee will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of 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.

Where the school's own students undertake work experience with a local employer, the school will ensure that pre-placement checks of health, safety and welfare arrangements at the employers' premises are carried out by suitably qualified and competent people. They must also ensure that students are prepared for, supported and monitored appropriately during work placement programmes.

Claire Higbee will be responsible for carrying out health, safety and welfare arrangements pre-placement checks (including risk assessments) and ongoing monitoring during placement period.

Claire Higbee will be responsible for managing work experience placements.

Any pupil undertaking work experience at this Establishment will be given an induction, which will be recorded using the Work Experience Induction Checklist.

Completed checklists are located in the HR drive

3.38 Working at Height

The Work at Height Regulations requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury".
Under the Management of Health and Safety at Work Regulations the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

This establishment will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

Cliff Medhurst will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Where working at height cannot be avoided suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

An annual inspection of equipment used to work at height will be carried out by Cliff Medhurst.

This establishment has a Ladder Checklist and a TASS Checklist to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are located in Site Office and will be maintained by Cliff Medhurst.

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found on HSE website www.hse.gov.uk/

Advice for teachers and classroom assistants is available in the HSE document ‘‘Keeping safe when working at height’’

The HSE document “Practical guidance for schools on working at height”

The Ladder Association “Ladder Book”

3.39 Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;

- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

This Establishment will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable. In order to monitor this, a regular workplace inspection will be undertaken using a workplace H&S Inspection checklist.

Workplace inspections will be undertaken by Claire Higbee and Cliff Medhurst termly. And Governors once a year.

Workplace inspection records will be kept by Claire Higbee in ESBL office.

The responsibility for building and equipment maintenance lies with LBR. Any building or equipment defects or hazards should be reported to Cliff Medhurst via the site log on the school desktop.

4 Access to Policy Statement

A copy of this statement is to be made available to all employees.

5 Names of Key Staff

Designation	**Name**	**Extension No**
Executive Headteacher	Clare Pike	205
Head of School	Michael Fernandez	203
Health & Safety Co-ordinator	Claire Higbee	206
COSHH Co-ordinator	Cliff Medhurst	206
First Aid Manager	Kymberley Arnold-Brown	202
Educational Visits Co-ordinator	Michael Fernandez	203
Site Keeper	Cliff Medhurst	206