

St. Michael's CE Primary School Sydenham



Health & Safety Policy

Agreed by the Governing Body on: June 2018

Signed (Chair): Beryl Fielder

Scheduled Review Date: Spring Term 2021

Health and Safety Policy

Part One: Organisation and Arrangements

The following paragraphs establish the duties and responsibilities of all employees to achieve implementation of the St Michael's School Health and Safety Policy.

Management Responsibilities

NB: for the purposes of this document, a manager is any person who exercises a supervisory function over employees.

All levels of management must appreciate that their responsibilities for health and safety are no less than for any other function. They have a duty to do everything reasonably practicable to provide and maintain buildings and equipment, systems of work, a workplace and a working environment which are safe and without risk to health.

To this end, the governors and staff in positions of responsibility have the responsibility to ensure that information, instruction, training and supervision necessary to ensure the health and safety at work of all employees are provided and that these arrangements are monitored and reviewed.

Staff Responsibilities

All personnel employed within the school have a legal obligation to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety. All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions
- reporting to the headteacher any incident which has led, or could have led to damage or injury
- assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation set out in Part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

Part Two: Safety Organisation

2.1 The objectives of St Michael's School health and safety policy are to:

- promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act (1974), other statutory instruments and approved codes of practice
- ensure that places and methods of work are safe and healthy through the arrangements set out in part 3 and others that are adopted from time to time as appropriate to changing circumstances
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards
- ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety insofar as is reasonable and practicable
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- ensure that awareness with regard to all aspects of safety is fostered by all personnel
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety
- ensure that full and effective consultation on all matters is encouraged

2.2 Responsibilities of individuals within the school are as follows.

- **Governors.** The ultimate responsibility for all aspects of health and safety at work within St Michael's School rests with governors through the safety organisation.
- **Headteacher.** The headteacher is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements.
- **School Business Manager.** The School Business Manager is adviser to the headteacher on health, safety and welfare within St Michael's School. He or she is also to advise all personnel in meeting their individual responsibilities with regard to health and safety at work.
- **Line manager.** All members of the Senior Management Team with line management responsibilities are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met within their areas of concern. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the safety adviser so that the associated risks are assessed and any precautions deemed necessary are implemented.
- **Teachers and supervisors.** The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and supervisors. All accidents will be investigated by them in accordance with current procedures in order that the cause of any accident can be identified and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed in their own individual responsibility with regard to the Health and Safety at Work Act (1974) and that they frequently make inspections of their area of responsibility, taking prompt remedial action where necessary.
- **Employees and pupils.** Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with supervisors, line managers, safety representatives and the safety adviser, and to adhere to safety guidance given in helping to maintain standards of health and safety within the school.
- **Safety representatives.** It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area of responsibility. Heads of faculty are to nominate safety representatives to represent their area of responsibility.

- **Safety committee.** The safety committee as a whole, or through individual members, is to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.
- **Contractors.** It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.
- **Educational Visits Co-Ordinator**
The EVC will:
 - attend Educational Visits Coordinator Training
 - Monitor the purpose of visits.
 - Ensure outdoor learning activities are led by staff who are competent and confident.
 - Ensure volunteer adults are vetted and those with significant unsupervised access are subject to full DBS checks.
 - Confirm that the leadership of visits is competent and to check staff qualifications.
 - Confirm that where appropriate risk management planning (including risk assessments) and preliminary visits have been completed by visit leaders and given sufficient consideration. Ensure medical and first aid arrangements are addressed.
 - Monitor and review the programme of visits and the school's educational visits policy.
 - Monitor emergency procedures and provide Leaders with an Emergency Procedures Checklist.
- **First Aiders.**
In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:
 - Responding promptly to all requests for assistance
 - Summoning further help if necessary
 - Looking after the casualty until recovery has taken place or further medical assistance has arrived
 - Reporting details of any treatment provided.
 - Calling an ambulance where necessary
 - Looking after the first aid equipment and ensuring that containers are re-stocked when necessary.
- **Fire Marshalls**
On hearing or setting off the alarm - encourage everyone to evacuate as soon as possible. Check rooms are all empty, and then check with the Head Teacher, School Business Manager and Premises Officer that all pupils, teachers, admin staff and visitors are accounted for at the roll call. On a day to day basis Fire Marshalls should ensure all fire equipment is in its allocated place, fire signage is visible and good housekeeping is maintained.

2.3 Risk assessments

Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the safety adviser.

2.4 Safety committee

The safety committee is to comprise (as a minimum):

- School Business Manager
- Headteacher
- A Nominated staff member (Richard Studd)
- A Nominated governor i.e. Designated H&S Governor (Beryl Fielder)
- Governor
- Premises Manager
- Trade Union Representative

The committee will meet as deemed necessary, but not fewer than three times annually. Additional governors or staff members may also join the committee

2.6 Terms of reference of the safety committee

Under section 2(7) of the Health and Safety at Work Act (1974), the safety committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils.

Specific functions will include:

- conduct and complete an annual audit
- the study of accident and notifiable disease statistics and trends so that reports can be made to the governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- examination of safety audit reports on a similar basis
- consideration of reports and factual information provided by inspectors of the enforcing authority
- consideration of reports that safety representatives may submit
- systems of work
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

2.7 Consultation & Communication

- Staff will be consulted and asked for their input on the Health & Safety policy by the Head Teacher.
- A formalized annual review of the policy will be undertaken.
- Staff are encouraged to report any health and safety concerns to the School Business Manager who will inform and instruct the Premises Officer to take remedial action. If it is an emergency staff should report it to the Head Teacher or member of SLT
- A copy of the Health & Safety policy will be available to staff – in both staff rooms and electronically (stored in same location as all other policies on the Staff Shared Folder)

2.8 Trade Union & Staff Representation

- Health and Safety Trades Union and staff representatives will be invited to participate in all aspects of Health & Safety including risk assessments, changes in policies and procedures, accident investigation, inspections and invited to attend Health & Safety meetings.

Part 3: Safety arrangements

Introduction

The safety arrangements set out below are for the information, guidance and compliance of all personnel in St Michael's School.

Health and safety are integral parts of management. They are key considerations that should underpin and facilitate educational and financial activity. Under the Health and Safety at Work Act (1974) and common law, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all heads of faculty or area to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for control of risk.

These can be summarised as:

- providing and maintaining safe equipment and safe systems of work
- making arrangements to ensure the safe use, handling, storage and transport of materials, drugs, substances and other articles
- providing the necessary information, instruction, training and supervision to ensure all personnel are aware of their responsibilities for safety
- providing safe places of work with safe access to and exit from them
- providing a safe and healthy working environment
- providing a system for rapidly identifying and remedying hazards
- where hazardous conditions cannot be eliminated, providing suitable protective clothing and equipment

More specific arrangements are set out below and will be appended from time to time as necessary to address new risks.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their head of faculty or area.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Area / Topic	Page	Area / Topic	Page
Accident & Incidents	8	Playgrounds & Play Equipment	14
• Investigation	8	Physical Education (PE)	15
• Procedures	8	Positive Handling	15
Asbestos	8	Pregnant & New Mothers	15
After School Clubs	9	Pressure Systems	15
Banking	9	Reporting Procedures	15
Breakfast Clubs	9	Safe Working Procedures	16
Consumption of Food	10	School Visits & Activities	16
Contractors	10	Security	16
Defective Tools & Equipment	10	Skin Infections & Hand Care	16
Display Screen Equipment (DSE)	10	Smoking	16
Electrical Equipment	10	Stress	17
Fire	10	Training	17
First Aid	11	Use of Vehicles	17
Flammable Liquids & Gases	11	Visitors	18
Gas	11	Violence & Aggression	18
Glazing	11	Waste	18
Good Housekeeping	11	Working at Height	18
Harmful Substances	11		
Home Visits	11		
Induction	12		
Infectious & Communicable Diseases	12		
Inspections	12		
Legionella	12		
Lettings	13		
Lone Working	13	Appendices	
Machinery	13	1. RIDDOR Guidance for Schools	
Manual Handling	14	2. LBL Accident/Incident Flowchart	
Means of Access	14	3. DSE Self- Assessment	
Medical Conditions & Medications	14	4. Administering Medications Forms	
Noise	14		
Personal Protective Equipment (PPE)	14		

Specific arrangements for health and safety

Accidents & Incidents

Accident investigation

- All significant accidents or incidents that are considered to be dangerous and near-miss situations should be reported to the safety adviser (SBM).
- The safety adviser is to carry out an immediate investigation into the incident in order to identify the cause of the accident and measures taken to prevent a reoccurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum.
- Accidents that require a child, staff member or visitor to require off site medical assistance are reported to the local authority on form CS2/online.
- In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 in cases of death or major injuries, the school must notify the HSE without delay. Cases of over-seven-day staff absence due to an accident/incident at school must be notified within fifteen days of the incident, using the appropriate online form at www.hse.gov.uk/riddor
See Appendix 1 (RIDDOR Guidance for Schools)
- Some other categories of accidents and incidents should be reported to the HSE – see appendix 1 or the HSE website for clarification.
- The headteacher is to ensure that the governing body is informed of all accidents of a serious nature and any dangerous occurrences where applicable.
- All contractors must ensure that accidents involving their personnel are reported to the safety adviser of the school, as well as their own reporting chain.

Accident Reporting

Any accident or injury is to be reported to the safety adviser (SBM) by the person or persons involved in the accident and entered in the accident report book (either the student accident book or the staff/guest accident book). Accident books are held with the School Business Manager/office and recorded on the school's MIS (Scholar Pack), The SBM will ensure that the governors are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation.

See Appendix 2 (London Borough of Lewisham Accident / Incident Flowchart)

Asbestos

The Premises Officer has designated responsibility for making regular inspections of areas known to contain asbestos. He will check for signs of physical disturbance. The SBM will organise annual inspections by an approved contractor. In the event of suspected disturbance, the Premises Officer will immediately bring this to the attention of the School Business Manager and the Headteacher who will take responsibility for deciding the next steps.

This may/ will involve –

- Physically restricting access to the area including if necessary making a door air tight by sealing with tape.
- Notifying Lewisham Council's Estates Management Unit and LBL Schools H&S Advisor.
- Providing an area to remove potentially contaminated clothing for disposal as hazardous waste.
- Possible evacuation and closure of the school whilst an emergency call-out is arranged by an approved contractor and area made safe.

On confirmation of asbestos release and exposure, the school will complete a RIDDOR for the HSE. No intrusive work can take place without consulting the asbestos register prior to commencing work and adhering to Lewisham Council's Estates Management Unit's Asbestos Management Policy (VERSION 7.0).

After School Clubs

The school is keen to facilitate wrap-around care for children and any independently operated After School Clubs will need to ensure that the health and safety of their staff and children attending the club is suitably addressed. The school will require evidence-based assurance that any after school club has the relevant policies and procedures in place. The school will therefore require to see (and retain a copy of) the following documentation:

- Ofsted registration/approval
- Relevant insurance certificates i.e. Employers' Liability, Public Liability and contents insurance
- Copy of club's H&S Policy, Safeguarding policy and First Aid Risk Assessment.

The club will need to provide their own trained first aiders as informed by their risk assessment and any relevant legislation. All accidents occurring on the school premises involving club attendees, club staff and/or visitors are to be recorded by the club. Anonymised details of all accidents and incidents are to be advised to the school at the end of each half-term. Any accidents or incidents that require reporting under RIDDOR, must be advised to the school before 10.00am on the next working day.

The club should arrange its own fire training for staff and carry out a fire evacuation drill at least once each term. In the event of an evacuation the club must have the means of recording/knowing who was present at the club, a register check for safe evacuation and emergency contact details for parents/carers in the event of not being allowed access back into the school building. Any activation, evacuation or concern about fire safety, equipment or safe exit routes must be immediately advised to the school's premises officer.

Banking

Cash and cheques received in school should be banked regularly, ideally weekly. Two members of staff should take money to the bank unless the amount to be banked is under £500. Staff attending the bank will ensure that the trips are made at different times of the day and on different days of the week so that no pattern can be determined. Staff going to the bank will ensure that another member of staff is aware that they are going to the bank and will always have a mobile phone with them. Wherever possible, a taxi from the school's contracted supplier will be used to take the staff to the bank.

Breakfast Club

St Michael's breakfast club is run by school staff. A register is taken of all the children attending. Staff are aware of any children with allergies or medical conditions. A member of staff is always present in the school office if they need to obtain an emergency contact number. Breakfast club staff are responsible for the safe evacuation of any children attending the facility. First aid provision will always be available and one of the club staff will be a trained First Aider. The club supervisor and his/her deputy will also undertake appropriate Food Safety Training at recommended intervals.

Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the headteacher or safety adviser.

See Managing Contractors Policy

Consumption of food

Food is only to be consumed in recognised rest rooms and dining areas. All persons are encouraged to wash their hands before eating or preparing food.

Defective tools and equipment

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the safety adviser of the details.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until a repair has been effected.

Display Screen Equipment (DSE)

All staff that use a computer for a significant part of their working day or are designated as a computer user must complete a workstation (DSE) self-assessment if competent to do so. Where necessary, the schools DSE trained assessor will complete an assessment for a designated user i.e. if staff not competent to do so.

See Appendix 3 (DSE Self-Assessment Form)

Electrical equipment

- The school will ensure that an inspection, test and electrical condition survey of the fixed wiring is undertaken at five yearly intervals by a suitably qualified electrician.
- All portable appliances must be tested annually by a suitably qualified contractor/person.
- Any unsafe appliances must be immediately removed from use.
- All electrical installations must be undertaken by a suitably qualified electrician and certified as appropriate and compliant with the current wiring regulations applicable at the time of installation.
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be or suspected of being faulty must not be used.

Fire prevention

- Fire prevention training including a reminder of action to take in the event of a fire is to be undertaken/provided to staff annually.
- A notice, 'Action to be taken in the event of a fire' is posted in all buildings at fire points and each classroom has a printed notice clearly identifying the evacuation route and assembly area to be used.
- Personnel are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of a fire.
- The most important part of fire control is prevention. It is with this in mind that all personnel are to be conversant with the fire potential of materials and substances that they use, and should exercise maximum care in their use, especially those marked 'flammable'.
- Fire evacuation procedures, fire prevention training and fire alarm testing are to be carried out in accordance with current legislation.

See Fire / Emergency Procedure

First Aid

The SBM is responsible for ensuring that there are adequate numbers of trained first aiders on site and that there are suitable provisions available.

An up to date list of all staff trained in first aid will be displayed in the hall, both staff rooms, school office and adjacent to the main first aid cabinet/cupboard. This will include the level of training they have received and the expiry date.

See First Aid & Accidents Policy

Flammable Liquids

The Premises Manager is responsible for ensuring the safe storage of any flammable liquids. A risk assessment will be undertaken by SBM. Appropriate health and safety signage will be displayed where the liquid is stored to warn others of the hazards.

Gas

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Premises Officer will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed. The Premises Manager should bring to the attention of the SBM any issues.

Glazing

Any installation or replacement of glass in St Michael's School must factor in any health and safety implications.

See Glazing Procedure

Good housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Coats and bags must be hung on hooks provided or stored in the lockers/chests.

Harmful Substances

- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or chemical substances are to be brought into use unless an assessment using the Control of Substances Hazardous to Health Regulations 2002 has been carried out and clearance given for use by the safety adviser.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the safety adviser.

Home Visits

Home visits are usually undertaken before a child starts in Reception class in order to help prepare the child for entry into school. Other visits may be (exceptionally) undertaken by school staff to help address attendance or child welfare concerns. In all cases, visits must be undertaken by a minimum of two staff members. The school must have a record of the persons being visited including addresses and telephone numbers. The staff members undertaking the visit(s) should keep to the planned schedule and regularly inform the school of progress. A mobile phone must be carried.

Any privately-owned vehicles used for the visits must be road-worthy, taxed and insured with suitable cover for business use.

Staff members undertaking home visits must not proceed with a visit if they have concerns for their own personal safety.

Induction

New staff starting work at the school will be given an induction briefing on Health and Safety related matters (general Health and Safety instruction, fire training) and any relevant training particular to their role (e.g. COSHH, working at height, etc.) by the School Business Manager.

This may include a presentation, walk-around training and identification of particular hazards (e.g. asbestos containing materials).

The new member of staff will also receive a copy of the Lewisham Council booklet "Employees' Introduction to Health and Safety at Work" 2009 and be asked to complete the knowledge test on the final page before signing to confirm that they have read the booklet.

Infectious & Communicable Diseases

Any child who attends school with a suspected infectious disease must be immediately taken to the school office, where the parents must be called to come and collect them and advised to seek medical advice.

Any pregnant staff or staff that have just returned from maternity leave will be informed immediately if it is confirmed that a pupil has contracted an infectious or communicable disease and advised to obtain medical advice.

See HPA Guidance

Inspections

- The Premises Manager inspects the whole site on a daily basis to ensure that the site is in a safe condition for the children to attend school. This includes: fire exits, heating, the grounds and the building.
- At the end of the day when all children have left the premises the site is again inspected ensuring all electrical equipment is turned off. Anything found to be defective is addressed as soon as possible either by the Premises Manager or by an approved contractor.
- The Premises Officer carries out a fully documented inspection of the site with the Headteacher and Health & Safety Governor (building and grounds) on a yearly basis, which includes identifying a defect/hazard, Attention will be given to all new and developing hazards. The hazards or issues will be logged, and an action plan developed. Once the hazards or issues are fixed the logged item is signed off.

Legionellosis

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets.

A Water Risk Assessment is to be undertaken at least once every two years by a suitably qualified person. Control measures as identified by the Water Risk Assessment are to be implemented, which may include:

- Flushing of little used outlets.
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle.
- Monthly water temperature checks.
- Six monthly sampling and analysis of water from different locations.
- Records are to be maintained of all cleaning and temperature checks carried out.
- Removal of water storage tanks, any tanks remaining are to be covered.
- Records are to be maintained of any maintenance, water treatments or disinfection.
- Review pipework to ensure no dead legs.

Lettings

The school has arrangements in place for the letting of the premises to persons or organisations in order to share its resources and increase involvement in the wider community. As part of these arrangements, the school exercises its obligations to ensure, as far as reasonably practicable,

that the facilities and premises are safe and without risk to the health of all users. Organisations and individuals who hire the school premises or any part of it are required to comply with the school's Health and Safety Policy and safe working arrangements. Hirers are required to report any defects or concerns to the school business manager or premises officer.
See Lettings Policy.

Lone Working

People who work alone without interaction with other workers i.e. people who work in the building outside normal school/office hours (i.e. teachers/office staff working late, premises officer) and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures may be required.

The Premises Officer should use his/her expertise, experience and common sense when undertaking maintenance tasks as a lone worker during school holidays/weekends and ensure high-risk & hazardous activities (such as working at height, climbing on the roof etc) should not be undertaken when there is no-one else on the premises.

See **Lone Working Policy**.

Machinery

Legislation lays down requirements for employers regarding the safety and safe use of all work equipment including machinery. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin.

The following safety checklist should be adhered to:

- Only trained and authorised users must be allowed to operate machines.
- Training checklists should be used to ensure all the relevant points are covered.
- Machines must never be used without all proper guards in place and working correctly. Posters and signs should be used to remind workers of the need to use guards.
- Operators should check that all necessary guards are in place before starting any machine.
- Areas around machines should be clean, tidy and free of obstructions.
- Sufficient clear space should be provided to allow easy movement and reduce the risk of accidental interference from other works.
- Appropriate safety clothing should be worn when operating machines.
- A sufficient standard of lighting must be provided around machines. In particular, 'flicker' must be prevented as this can cause problems when working with moving parts.
- A clear system of signing must be implemented for defective machines in order to prevent unauthorised use.
- Defects must be remedied promptly.

Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

Health and safety information and advice are available on all aspects of health, safety and welfare from the safety adviser.

See Manual Handling Policy

Means of access

- When using access equipment, such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

Medical Conditions & Administration of Medications

The school has a specific policy relating to the administration of prescription-only medicines and the management of pupils and others with chronic medical conditions such as asthma, epilepsy, diabetes or severe allergic reactions (anaphylactic shock) which should be read alongside this policy.

Noise

Where noise cannot be controlled at source, all personnel must be protected from high noise levels as required by the Noise at Work Regulations. The school will monitor noise levels at regular intervals for 'routine noisy environments' (e.g. dinner hall) and encourage children to speak more quietly.

Personal Protective Equipment

- The need for any PPE should be identified by the risk assessment. It is the Head Teacher's responsibility to ensure that suitable PPE is provided and there are adequate supplies available.
- No charge will be made to staff for any PPE provided, including agency staff.
- Where PPE has been identified as a control measure, it must be worn by any employees or pupils who may be at risk of injury or harm.
- PPE must be kept clean and stored in any designated areas. Staff must report any lost or damaged PPE. PPE must be worn as per the manufactures instructions.
- An inventory will be retained of any protective equipment purchased.

Playground & Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is maintained
- Appropriate levels of supervision will be maintained in the playground
- Playground equipment will be inspected on a daily basis by the Premises Officer and serviced on an annual basis by a competent contractor.
- A decision will be made and enforced if inclement weather (ice, wet etc) makes playing in the playground and on the equipment unsafe.
- The Premises Officer is responsible for checking the playground in the mornings for rubbish and hazardous items or materials

PE

PE equipment is checked annually by an approved contractor as part of the statutory checks. If staff have concerns about the safety of PE equipment between these times, this concern must be raised with the Health and Safety Representative or SBM and the item taken out of use immediately and clearly labelled.

Equipment must be carefully stored at the end of the lessons to ensure children do not make use of the equipment without suitable supervision and the items do not represent an H&S or tripping hazard.

PE mats must always be placed on the stand and stored away from fire escape routes as they can give off toxic fumes.

Positive Handling (Restraint)

The school has a separate policy detailing arrangements in which suitably trained and nominated staff may have to intervene physically to protect a child or others from harm – see the Physical Intervention policy.

Pregnant and New Mothers

Once a woman has disclosed to her line manager that she is pregnant a risk assessment will be undertaken. The risk assessment may need to be re-visited during the pregnancy. When a

woman returns from maternity leave it may be necessary to undertake another risk assessment to ensure all the foreseeable risks have been identified.
See Lewisham Pregnancy & New Mothers Guidance

Pressure Systems

St Michaels School acknowledges the responsibilities to ensure this equipment is well maintained and regularly assessed to ensure hazards contained within pressurised equipment are not realised. The School has several items of plant and equipment which fall within the requirements of the Pressure System Safety Regulations 2000. (i.e. more than 0.5 bar of pressure, e.g. condensing boilers)

Examination and testing is carried out by a competent person. This includes undertaking regular checks and the planned preventative maintenance schedule.

All maintenance on pressure systems is deemed to be specialist so will only be undertaken by a competent contractor.

Appropriate emergency response procedures will be prepared to consider the additional risks posed by pressurised equipment, as advised by specialist contractors.

Records are retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system.

Reporting procedures

Any practice or condition that is likely to have an adverse effect on the health and safety of personnel, or damage to equipment or property, is to be reported to the School Business Manager. Such reports are to be recorded.

Safe working procedures

Staff must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Once developed, safe working procedures must be promulgated to protect all personnel working within their area of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid-down procedures and ensure that personnel under their control are fully conversant with these procedures.

School visits and activities

All personnel that arrange or actively participate in school visits or out-of-school activities must follow the school procedures, including completing a risk assessment

See Educational Visits Policy

Security

The school and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In these circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the school will have at least one of several predictable results:

- Loss of equipment
- Loss of records
- Disruption of school life
- Financial impact

- Potential of violence and or aggression from intruders
- Safeguarding breaches

St Michael's School has controlled access doors and only authorised visitors will be permitted into the school.

See Security Policy.

Skin infections and hand care

- To reduce the risk of dermatitis, oil acne or skin cancer, always avoid unnecessary skin contact with oils and chemicals. Always wear suitable gloves and protective clothing where necessary.
- Use barrier creams before commencing work. These provide a barrier between the skin and harmful chemicals, oils and dirt.
- Do not put oily or chemically soiled rags in pockets.
- Always change clothing if it has become contaminated with chemicals, flammable liquids or oils.

Smoking

Smoking is not permitted in the school or on the school grounds including at the perimeter fencing.

Stress

St Michael's school recognises the importance of caring for employees' mental well-being as well as their physical safety and has arrangements in place to manage stressful situations, reduce stress and help care for employees' mental health.

See Stress Management and Employee Wellbeing Policy.

Training

Competence is assured at three levels:

- Recruitment and placement
- Identification of training needs
- Training and instruction

At interview health and safety is tested as well as other criteria and job descriptions include health and safety related duties.

Once staff are in post, an induction programme is prepared that includes health and safety issues. In addition, their longer-term training needs are identified which feeds into their personal training plan.

Temporary and agency staff are given induction training that is proportionate to the work carried out and experience of the member of staff.

Work experience students are also given an induction and careful consideration given to their supervision needs.

Training may take the form of courses, or more informal small groups, one line, mentoring and awareness sessions.

Refresher training will be organised as required.

Use of vehicles

Only those persons authorised and in possession of the appropriate licence and appropriate insurance cover are to drive vehicles on school business.

Visitors

- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. Visitors are to be issued with a briefing leaflet on entry to the school.

- Visitors should not be allowed to enter work areas unaccompanied and, where protective clothing is issued for a specific area or task, the same level of protection is to be afforded to any visitor proceeding to that area.
- All visitors (including parents who assist in the school) must observe the health and safety arrangements applicable to them. The member of staff they are assisting must make this information available to them
- All visitors must report to the school office on arrival and sign their names in the Visitors' Book. They will be issued with an identification badge which also contains health and safety information. The visitors badge must be clearly visible whilst on school premises and hand back in to the office when they sign themselves out in the Visitors' Book.
- Unless otherwise agreed all visitors must be supervised while on site.
- If a visitor needs assistance to evacuate in an emergency – they must let a staff member know.

Violence & aggression

The school expects that all staff, parents, visitors and members of the public who engage with the school and its staff to treat each other with courtesy and respecting each other's needs and well-being. Therefore it does not tolerate violence or any form of aggression, intimidation or threat to use violence. The school will take action to protect members of staff from violence and aggression and will actively support any member of staff who becomes a victim of any assault or aggressive behaviour whether physical or psychological.
See also: Persistent Complaints and Harassment Policy.

Waste

Each classroom is provided with two bins – one of which is for recycling. The recycling bin is clearly labelled with the items which can be put in it and the children are taught about the importance of recycling their waste materials.

The school currently has 2 standard 1100L bins (which are used for normal waste), additionally the catering contractors have two 1100L bins for lunchtime kitchen waste. There are also 2 x 1280L recycling bins provided under contract by the LBL Refuse Department. These bins are emptied once a week all year round (except for the summer holidays). In the event of non-collection, the Premises Officer is responsible for chasing up the council to request immediate removal.

Hazardous waste (such as computer equipment, fluorescent light bulbs, old fridges etc) has to be registered in the Hazardous Waste log which is maintained by the Premises Officer and collection organized by approved contractors. The collection certificates are also kept in this file and must tie in with the log. It is responsibility of the Premises Officer to keep the log and paperwork up to date for inspection when required.

Medical waste (such as wipes used to clean up body fluids and needles) need to be disposed of in an appropriately labelled/identified bag and placed in the clinical waste bin (kept in the junior site disabled toilet). First aiders should ensure waste from the playground is brought in and disposed of appropriately.

Working at Height

All working at height activities will be risk assessed. Staff should not use classroom furniture to access high areas.

See Working at Height procedure

Additional arrangements will be appended as they are developed out of risk assessments carried out in accordance with this policy.

Appendix 1 – RIDDOR Guidance for Schools