

# ROXETH PRIMARY SCHOOL



## HEALTH & SAFETY POLICY

*Reviewed January 2021*

### *OUR MISSION STATEMENT*

*Equality, Excellence, Education*

*To educate our children and their families to achieve their full potential*

**Roxeth Primary School**  
**HEALTH AND SAFETY POLICY**  
**Updated January 2021**

**STATEMENT OF INTENT**

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff a reference copy is kept in the Headteacher's Health and Safety file in her office and a copy is also available on the intranet of the school alongside other guidance documents from Harrow Council.

**Member of staff responsible:** Mr S Deanus

**Date policy amended:** January 2021

**Date approved by the Full Governing Body:** February 2021

**Date to be reviewed:** January 2022

## **PART 2.**

## **ORGANISATION**

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

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

### **Responsibilities of the Governing Body**

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

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

### **Responsibilities of the Headteacher:**

Overall responsibility for the day to day management of health and safety in accordance with the Local Authority's (LA) Health & safety regulations rests with the Headteacher.

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

The Headteacher has responsibility for:

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

The Headteacher may choose to delegate certain tasks to other members of staff. The task of overseeing health and safety on site has been delegated to Mrs Elaine Hempenstall, the H & S Representative and Mr Gary Byrne, the site supervisor. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

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

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;

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

### **Responsibilities of employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **The Site Supervisor:**

Liaising as necessary with other relevant staff, the Site Supervisor will take primary responsibility to:

- ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions.
- ensure that all fire escape doors are properly identified, in a suitable state of repair and accessible when the school is in use.
- ensure that all fire appliances are properly maintained, checked and kept in the designated locations.
- ensure that fire procedure notices are properly maintained and correctly displayed.
- make arrangements for the safe working of contractors on site ensuring so far as is reasonably practicable that works are segregated from the main school users, and in accordance with the Harrow Borough's code of practice.
- ensure contractors on site have completed forms indicating a high or low risk permit to work. These forms require them to state the nature of their proposed work and procedures, and, in the event of any hazardous activities, to state how the risks are to be managed.
- ensure that snow and ice is cleared in order to maintain safe access and egress and safe movement within the school grounds.
- ensure that proper investigations are undertaken and reports submitted for any accidents or potential accidents, involving personnel or plant and equipment for which he\she is responsible.
- ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry.
- ensure, so far as is reasonable, that the fabric, fixtures and fittings of the buildings and site are maintained in a safe and secure condition.
- ensure that all fixed and portable electrical equipment receives regular recorded inspection \ maintenance in accordance with manufacturer's instructions and relevant statutory provisions.
- report to the Headteacher any circumstance preventing him\her from carrying out his\her health and safety responsibilities.
- will on behalf of the Head teacher remove, isolate or contain any hazard and will record and notify the head of any such event.

- be available and remain on site while contractors or hirers for lettings are on school premises.
- ensure they are aware of and adhere to relevant COSHH guidance.

**Welfare Officer:**

- will provide where reasonably practicable first aid to students, staff and visitors on school site in line with Roxeth School's Managing Medicines & Supporting Medical Needs Policy.
- will maintain records of accident\incidents occurring on the school premises or on staff supervised activities off the premises, and ensure that the school's statutory reporting responsibilities are met.
- ensure that first aid boxes throughout the school are suitably stocked and maintained through regular recorded equipment checks.
- to ensure an up to date list of qualified first aiders are strategically displayed around the school site and within the Health & Safety Policy.
- to remind other first aiders and notify the Finance Officer, at least six months beforehand of the impending expiry of their qualification.

**PART 3. ARRANGEMENTS**

Detailed information on Harrow Council's expectations are available in the school's intranet.

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Moving and Handling
Appendix 13	-	Asbestos

- Appendix 14 - Contractors
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- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Covid 19

**References:**

**Legislative links**

The Management of Health and Safety Regulations 1999

<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

The Adventure Activities Licensing Regulations 2004

<http://www.legislation.gov.uk/uksi/2004/1309/contents/made>

Information about reporting injuries <http://www.hse.gov.uk/riddor/index.htm>

Information on transport legislation affecting schools <http://www.dft.gov.uk/>

and <http://www.dft.gov.uk/dvla/>

**External links**

*Health and Safety Executive*, information on a range of health and safety issues

<http://www.hse.gov.uk>

*Outdoor Education Advisers' Panel*, information on 'school trips' (not just outdoor activities)

<http://www.oeap.info>

Advice on science safety <http://www.cleapss.org.uk>

*Association for Science Education*, for advice on science safety <http://www.ase.org.uk>

*Association for PE*, for advice on safety in PE and school sports <http://www.afpe.org.uk>

*Council for Learning Outside the Classroom*,

information on 'school trips' including accreditation

## RISK ASSESSMENTS

### General Risk Assessments

The school risk assessments (for all activities, teaching and non - teaching, premises and one off activities) will be co-ordinated by Mrs Hempenstall acting as the EVC (Educational Visits Coordinator) following guidance from the LA and then approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in the school office and saved on the school system.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by either Mrs. Hempenstall or relevant teacher

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant teacher using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in the scheme of work

All LA schools have a subscription to CLEAPSS and in science and DT their publications<sup>1</sup> can be used as sources of model risk assessment.

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<sup>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

## OFFSITE VISITS

All offsite visits will be planned following guidance from the Department for Education.

The LA's Offsite Visits Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Coordinator Mrs Hempenstall & Mr Deanus, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Local Authority.

<b>HEALTH AND SAFETY MONITORING AND INSPECTION</b>
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A general inspection of the site will be conducted termly and be undertaken / co-ordinated by Mrs E. Hempenstall and Mr G. Byrne. Records of such monitoring will be kept by Mr Deanus

The person(s) undertaking such inspections will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with Mr G. Byrne.

A named governor will be involved / undertake an inspection on an annual basis and report back to both the Resources Committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the Health & Safety file.

<b>FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS</b>
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The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the LA guidance. The fire risk assessment is located in Log Book and reviewed on an annual basis.

### Fire Instructions

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

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

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

## EMERGENCY PROCEDURES

### Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the LA

### Fire Drills

☒ Fire drills will be undertaken termly, and a record kept in the fire log book;

### Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (i.e. gas, water, electricity) are known by the site supervisor.
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the site supervisor as appropriate, for consultation.

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Site Supervisor and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place with Building Maintenance and the system tested quarterly by them.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

Harrow Local Authority undertakes an annual maintenance service of all firefighting equipment. Weekly checks are made by the Site Supervisor to check that all fire- fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Harrow Local Authority Building Maintenance

Telephone 020 8424-1031

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by the Site Supervisor, and annually by TSF telephone no: - 0203 189 1960

Test records are located in the site's fire log book by the fire alarm system on the wall in the office

**MEANS OF ESCAPE**

Site Supervisor checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

<b>FIRST AID AND MEDICATION</b>
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**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:** welfare room infant block, kitchen main block and school office.

Mrs Chauhan and Mrs. Hempenstall are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid: New Welfare Officer TBC, EYFS Mrs Patel, T.A.'s Mrs O'Kane, Mrs Mogul, Mrs Sharma, Ms Broad, Mrs Choules, Mrs Ganiwalla, Mrs Danaher, Mrs Mistry, Mrs King, Ms Ijaz, Mrs Chandarana, Mrs Butler, Mrs Danaher, Mrs Weerackody, Office Mrs Hempenstall SMSA's Mrs Vakaria, Mrs Vinaicant, Mrs Chavda, Ms Roberts, Mr King & Ms Bowden.

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

22 staff see list above

**TRAINED TO EMERGENCY FIRST AID LEVEL (6 hr):**

3 staff same as above H & S at work First Aid

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

4 staff – EYFS Mrs Patel, Mrs Mogul & New Welfare Officer TBC & Ms Broad all as above too.

6 staff – Breakfast & After School Club Mrs Bowden, Mrs Chavda, Mrs Herson, Mr King, Mrs Patel, Mrs Chandarana & Mrs King and as above too.

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

**Transport to hospital:** If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Harrow Council's guidance.

**Administration of medicines**

All medication will be administered to pupils in accordance with the DfES document "Supporting pupils at school with medical conditions" (April 2014). The only medication kept and administered within school are those prescribed specifically, for a pupil at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by the School Welfare Officer.

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

All medications kept in school are securely stored in the Medical Room with access strictly controlled.

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

### **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions;  
(e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually by Welfare Officer, Mrs Gibson Deputy Head & Mrs Linscott SENDco and written precautions and procedures made available to staff.

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

## **APPENDIX 7**

### **ACCIDENT REPORTING PROCEDURES**

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant Council forms.

Copies of these forms are available via the school office.

- A local accident book is used to record all minor incidents to pupils, any more significant incidents must also have been reported to HSE.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to Harrow's Health and Safety team on 020 8424 1521 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/equipment, lack of supervision etc.;
- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) or 5 working days.

Any incident notified to the HSE must also be reported to Harrow's Health and Safety Team.

## APPENDIX 8

### HEALTH AND SAFETY INFORMATION & TRAINING

The Resources Committee of the Governing Body meets twice a term to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The non - teaching Trade Unions appointed Safety Representative on the staff is Mrs Elaine Hempenstall & Mr Byrne Workplace Representative.

#### **Communication of Information**

Detailed information on how to comply with Harrow Council's Health and Safety Policy is given in briefings to staff.

The Health and Safety Law poster is displayed in the school office and the staff room

Harrow's Health and Safety Team, Tel: 0208 421 1521 provide competent health and safety advice for Community, special and VC schools.

#### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by Mrs Hempenstall

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

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;

- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by Mrs Hempenstall/Ms Barnes who is responsible for coordinating health and safety training needs and for including details of the training and development plan. This includes a system for ensuring refresher training (for example in first aid) is undertaken within the prescribed time limits.

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

Mr Byrne & Mrs Hempenstall have completed level 3 Health & Safety December 2018.

Each member of staff is also responsible for drawing the Headteacher's / line Manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary Competence. All trained first aiders are expected to take part in rotas for cover and trips with children as required.

## APPENDIX 9

### LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

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

<b>PREMISES AND WORK EQUIPMENT</b>
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**Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by the LA Records of such monitoring will be kept in the H & S File.

The Site Supervisor is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

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

**Curriculum areas**

Subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

**Electrical safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by AEG (last undertaken March 2020 scheduled in March 2021)

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment. Major fixed wiring circuits will be checked at least once every five years.

**External play equipment**

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and Mr Byrne will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by the Local Authority this was carried out January 2021.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **“Control of Substances Hazardous to Health Regulations 2002”** (the COSHH Regulations).

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

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers). COSHH sheets are available from the Site Supervisor or Health & Safety Officer on request.
- suitable personal protective equipment (PPE) has been identified and available for use.

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

<b>LIFTING AND HANDLING</b>
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Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to Mrs Hempenstall and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

## Paediatric Moving and Handling

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

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

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

## APPENDIX 13

### ASBESTOS

The Council's asbestos policy will be followed.

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

The Establishment's Asbestos Authorising Officers are Mr Byrne/Mrs Hempenstall/Mr Deanus refresher training is required 3-yearly.

The authorising officers shall ensure:

- The asbestos log is maintained and that any changes are notified to the asbestos helpdesk.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer**

Any damage to materials known or suspected to contain asbestos should be reported to Mr G. Byrne Site Supervisor who will contact the Health & Safety team

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Site Supervisor or the school office.

## CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Supervisor is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work and to ensure they have a current DBS check.

### School managed projects

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

These are managed by Mr Deanus who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>2</sup> regulations will apply.

To ensure contractor competency the school uses Harrow Council's registered contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations. Where non registered contractors are used Mr Deanus will undertake appropriate competency checks prior to engaging a contractor.

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

## WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

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<sup>2</sup> CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition, two specific and specialist roles of CDM Coordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the school's behalf.

The establishment's nominated person(s) responsible for work at height is Mrs Hempenstall

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

**APPENDIX 16**

### **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the Education Health and Safety Manual

**APPENDIX 17**

### **VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

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

Vehicles coming on site (deliveries etc.) must be supervised as they drive onto the playground.

**APPENDIX 18**

### **LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by Ms Barnes/ Mr Byrne and users must show their insurance and risk assessments.

**APPENDIX 19**

## MINIBUSES

Mrs Hempenstall maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence. <sup>3</sup>

All minibus drivers should receive training by the Road Safety Unit; drivers will be issued with a copy of guidance at the training sessions. Drivers are re-assessed at 3-yearly intervals to maintain safe standards of operation.

## APPENDIX 20

### STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Harrow's management standards.

The school participates in the wellbeing programme and all staff are issued with their telephone number 08000 856 148

Where individuals are experiencing any stress they should arrange for a meeting with Mr Deanus who will offer support with workloads if necessary and a referral to Harrow's Occupational health.

## APPENDIX 21

### LEGIONELLA

The school complies with advice on the potential risks from legionella as recommended by Harrow Council

This includes:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Shower in the disabled toilet main block flushed out by and recorded by the Site Supervisor.
- conducting necessary water temperature checks (monthly) carried out and recorded by the Local Authority.  
disinfecting / descaling showers, or other areas where water droplets are formed carried out quarterly by the Local Authority.

## APPENDIX 22

### COVID 19

Please see the Roxeth School Risk Assessment updated January 2022 sent to all Staff & Governors during 3<sup>rd</sup> Lockdown and partial school closure.

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<sup>3</sup> All drivers must hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees who first obtained a Category B (car) licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.