

ROXETH PRIMARY SCHOOL



HEALTH & SAFETY POLICY

*Revised by the Governing Body: January 2025
To be reviewed: January 2026*

OUR MISSION STATEMENT
learning together, making progress, achieving goals

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2. 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 copy is kept in the school office and the electronic copy is saved on the school website and on the staff file.

Member of staff responsible: Mr S Deanus

Date policy amended: January 2025

Date approved by the Full Governing Body: February 2025

Date to be reviewed: January 2026

3. Legal framework

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

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Building Safety Act 2022
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

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

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2024) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

4. Roles and responsibilities

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.

The **Governing Board**, in conjunction with the **Headteacher**, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of Harrow Council's policy and procedures.
- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Promoting a positive health and safety culture and high standards of health and safety within the establishment [via the nomination of a named health and safety governor].
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards.
- Receiving reports on health and safety matters, and reporting to Harrow Council any hazards which the establishment is unable to rectify from its own budget.

Overall responsibility for the day-to-day management of health and safety in accordance with the Local Authority's (LA) Health and 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 may choose to delegate certain tasks to other members of staff. The task of overseeing health and safety on site has been delegated to the Health and Safety Officer and 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.

The **Health and Safety Officer** will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

The **Site Supervisor** will:

- 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 as much as possible that works are segregated from the main school users.
- ensure contractors on site have completed forms indicating a high or low risk permit to work, and relevant risk assessments
- 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 them from carrying out their health and safety responsibilities.
- will on behalf of the Headteacher 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.

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the Headteacher.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.
- 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.

The Welfare Officer will:

- 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 accidents and 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 and Safety Policy.

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 members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at 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.

- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated Health and Safety Officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

5. Training and first aid

Health and Safety induction materials will be provided and documented to all new employees.

All employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- refresher training where required

Where relevant to their role, staff receive specific training in:

- Using industrial machinery.
- Working at height
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

Training records are held by the Health and Safety Officer who is responsible for coordinating health and safety training needs and for including details of the training and development plan.

Each member of staff is also responsible for drawing their 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.

First aid

The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

In assessing our needs in terms of numbers of first aiders and equipment, the school considers the school site, pupils and staff members, and the hazards and risks present.

The Headteacher has ensured that there is an appropriate number of first aid trained staff members working within in each classroom. The school currently has 27 first aid trained staff.

First aider lists have been put up in every room in the school.

First aid boxes are located as follows, and these staff members are responsible for their secure storage and use:

Location	Responsible staff member
Welfare	Welfare Officer
Kitchen	Welfare Officer
School Office	Health and Safety Officer

6. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. No member of staff should administer any medicines unless a request form has been completed by the parent or guardian.

Only trained staff will administer medication. The school's Managing Medicines and Supporting Pupils with Medical Needs Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

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 or guardian and with the consent of the Headteacher. Records of administration will be kept by the School Welfare Officer.

All medications kept in school are securely stored in Welfare 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 Welfare, 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, Deputy Head and SENCO 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.

Further information can be found in the Managing Medicines and Supporting Pupils with Medical Needs Policy.

7. Allergens and anaphylaxis

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the Headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies will be collated and stored securely.

Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAI's from a pharmaceutical supplier, such as the local pharmacy.

The Headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. Further information relating to how the school operates in line with Natasha's Law can be found in the Food Policy.

Staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

8. Contacting the emergency services

The Headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency.

Where an ambulance is called for a pupil, office or Welfare staff will contact the pupil's parent. 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.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point – currently, this is the top playground. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

9. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the Health and Safety Officer using the standard Accident Report Form. Copies of these forms are available in Welfare and should be brought to the Health and Safety Officer as soon as possible.

The Health and Safety Officer will be responsible for informing the Headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

A local electronic accident book is used to record all minor incidents to pupils. More significant incidents must be reported to HSE. School accident reports will be monitored for trends and a report made to the Governors, as necessary.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis

- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Health and Safety Officer will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

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

Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment may be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The Health and Safety Officer will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

Near Misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally to the Health and Safety Officer as soon as possible, who will then inform the Headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the Health and Safety Officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment may be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

10. Infection control

The school will actively prevent the spread of infection through the following measures:

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

The school will keep up to date with national and local immunisation scheduling and advice.

The school will ensure that arrangements are in place to minimise any health risks, e.g., flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

11. 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. The shower in the main block disabled toilet is flushed out by and recorded by the Site Supervisor.
- conducting necessary monthly water temperature checks, carried out and recorded by the Local Authority.
- disinfecting and descaling showers, or other areas where water droplets are formed carried out quarterly by the Local Authority.

12. Smoking

The school is a non-smoking premises and no smoking or vaping will be permitted on the grounds or near the gates. All staff, pupils, visitors and contractors will be made aware of the policy.

13. Active monitoring system

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly general inspection of site conducted by the Health and Safety Officer, Governor, and Site Supervisor; written report completed after and items detailed in report followed up by Site Supervisor.
- External measures, such as surveys by contractors and service providers.
- Twice-termly meetings of Resources Committee of the Governing Body to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

14. Risk assessment

The Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The Health and Safety Officer will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for activities that may take place in the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals following an injury or health issue are held on that person's file. For pupils, individual risk assessments are undertaken by the relevant teacher. For staff, individual risk assessments are undertaken by the Health and Safety Officer.

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.

15. School trips and visits

The school appoints an Educational Visits Coordinator and ensures they receive the training necessary to carry out the role. The Educational Visits Coordinator ensures risk assessments are completed by staff leading day trips or residential stays.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Educational Visits Coordinator and the Headteacher, who will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Local Authority.

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

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

Health and Safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the school's Educational Visits Policy.

16. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks.

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

17. Fire safety

The Headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. The Headteacher 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.

Staff receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

Fire Evacuation

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

A summary of fire and emergency evacuation procedures are posted in each classroom. These procedures will be reviewed at least annually.

An outline of evacuation procedures is made available to all contractors and visitors and are posted throughout the site. Emergency exits, fire alarm call points and assembly points are clearly identified by safety signs and notices.

All staff, contractors and visitors sign in using the E-Reception Book in the school office, which is accessible on office staffs' mobile phones during a fire evacuation for register purposes.

Fire Drills

The school will test evacuation procedures on a termly basis. Records of fire drills are kept in the fire log book, and a report is written by the Health and Safety Officer after every fire drill with recommendations of improvement.

Fire Equipment and Alarms

Firefighting equipment is checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a monthly basis, and records will be maintained and held in the school office and electronically.

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

18. Evacuation and lockdown procedure

The school will follow the procedure outlined in the Lockdown Policy and in PEEPs in the event of a crisis.

In the event of an emergency, the procedures outlined in the Lockdown Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed.

19. Visitors and contractors

The procedures outlined in the Visitor Policy and the Contractors Policy will be implemented by relevant staff when receiving visitors to the school.

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

All contractors must report to school office where they will be asked to sign in using the sign in device and wear an identification badge and lanyard. 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 directly, the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Headteacher 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 regulations will apply.

To ensure contractor competency, the school undertakes appropriate competency checks prior to engaging a contractor. These contractors have satisfied the school that they understand and abide by health and safety regulations.

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

20. Lettings

Lettings are managed by the Finance Officer with the agreement of the Site Supervisor. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking. Users must show their insurance and risk assessments.

Users are made aware of fire exits and information.

21. Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.

- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher will also ensure that:

- What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
 - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Headteacher, kept up to date by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

The Headteacher will hold **weekly** progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

22. Personal protective equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes

a hazard greater than the hazard it is intended to protect the wearer from. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

23. Work-related hazards

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, the school's Manual Handling Risk Assessment will be implemented. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g., age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.

All members of staff will receive manual handling information and training as needed.

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.

Working at heights

Working at height can present a significant risk. Policy and procedures concerning employees working at heights will be addressed in the Working at Heights risk assessment.

A copy of this assessment will be provided to employees authorised to work at height. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

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.

The Health and Safety Officer 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 are properly controlled

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker risk assessment.

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 (e.g., work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's permission and notify them 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.
- 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".

Stress management

Staff are aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

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 Employee Assistance Programme (EAP), a 24-hour confidential service. Staff are issued with their telephone number 08008620142.

Where individuals are experiencing any stress, they should arrange for a meeting with the Headteacher who may offer support with workloads if necessary and/or a referral to Harrow's Occupational Health. Staff are welcome to speak to the school counsellor if needed.

Display screen equipment

Display screen assessments will be carried out by the Health and Safety Officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Further procedures concerning display equipment are addressed in the Display Screen Equipment (DSE) risk assessment.

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

24. Maintaining equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually.

Electrical safety

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.

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.

Records of inspection and testing will be kept in the Health and Safety file.

Statutory inspections

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 the Site Supervisor or Health and Safety Officer any problems found with equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

External play equipment

The external play equipment will only be used when supervised. Equipment will be checked daily before use for any apparent defects. The Site Supervisor will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by the Local Authority.

25. Hazardous materials

The school will act in accordance with the school's COSHH risk assessment at all times.

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).

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the Headteacher.

The Site Supervisor, in liaison with the Health and Safety Officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. 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.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by department leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

The Site Supervisor will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

26. Asbestos management

In accordance with HSE guidance, an asbestos management survey was last undertaken in April 2023 by Tetra Tech EPT Ltd, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

This information 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 Headteacher, Site Supervisor and Health and Safety Officer. Refresher training is required every 3 years.

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 the Site Supervisor who will contact the Health and 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.

27. Cleaning

Contract cleaners will be monitored by the Site Supervisor. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

28. Security and theft

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

The school is largely cashless. Any money will be held in a safe and banked on a weekly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, the school office, and staff should not be placed at risk of robbery.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will ban individuals from the premises if they pose a risk to any member of the school community.

The school will consider any risks that are posed by their local context, e.g., recent arson attacks.

29. Severe weather

The Headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

30. Vehicles on site

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents or 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.

31. Safe use of minibuses

The Finance Officer 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. The Finance Officer will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The minibus drivers have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. All minibus drivers 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.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.