



# Health and Safety Policy 2019

## Core Values

Readiness

Resilience

Respect

## School Values

Independence

Ambition

Compassion

Co-operation

Initiative

Enjoyment

Responsibility

Confidence

Celebration

Kindness

Honesty

Individuality

**Approved: Spring 2019**  
**Review: Spring 2020**

## Statement of intent

- 1 Kender Primary School, its governing body and the senior management recognise and accept their responsibilities under law and also under Lewisham Council Instructions, Guidance and Codes of Practice for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all staff, children and others coming onto the premises or affected by its activities is acknowledged.
- 2 This policy will therefore ensure that reasonable and practicable measures are in place to reduce both the risk of accidents and the risk of work-related ill health. It will do this:
  - through the creation and maintenance of a safe working environment
  - through the promotion of safe behaviour throughout the school
  - by adopting a systematic approach to the identification and control of risk
  - by clearly identifying staff or posts to monitor safety performance.
- 3 In compliance with the Health and Safety at Work etc Act 1974, Regulations, Approved Codes of Practice, Guidance, the governing body will ensure, insofar as it is reasonably practicable, that:
  - the premises are maintained in a safe condition;
  - safe access to and egress from the premises is maintained;
  - all plant and equipment is safe to use
  - appropriate safe systems of work exist and are maintained including offsite visits;
  - sufficient information, instruction, training and supervision is available and provided;
  - arrangements exist for the safe use, handling and storage of articles and substances at work; and
  - a healthy working environment is maintained including adequate welfare facilities.
- 4 Kender Primary School will support quality health and safety initiatives aimed at continuous improvement and will ensure that health and safety management is allocated the necessary means and resources to adequately meet the objectives of the Health and Safety Policy.
- 5 Each and every member of staff must recognise that there is a personal and collective responsibility under the Act and under this statement of intent.
- 6 A copy of this statement is provided to every member of staff. Copies are also posted on the staff notice board.

Signed ..... (Chair of Governors).

Dated .....

## **Aims and Objectives**

The aims and objectives of the Health & Safety Policy are to:

- Promote high standards of safety, health and welfare in compliance with The Health and Safety at Work etc Act 1974, other statutory instruments and approved codes of practice;
- ensure that places and methods of work are safe and healthy through related safety procedures referenced in this document and other procedures that are adopted from time to time as appropriate to changing circumstances;
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards;
- provide adequate and relevant training, instruction, supervision and information to all employees in order that they may work in safety insofar as is reasonable and practicable;
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- all personnel are responsible for the raising of awareness with regards to aspects of safety;
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety; and
- ensure that full and effective consultation on all matters is offered between the school's Union Health & Safety Representative and Representative of Employee Safety as appropriate.

## Responsibilities

Responsibilities of individuals within the School are as follows:

### *Board of Governors*

As Kender School is a Community school, the responsibility for health & safety lies with the employer who is the local authority. The Board of Governors is responsible for providing strategic management of the school and regularly monitoring the health and safety arrangements that are in place. The Board must ensure that:

- Lewisham Council's Children & Young Peoples Directorate's Health, Safety and Welfare Policy is implemented and monitored within the School;

- the main elements for managing health and safety in the school are incorporated into the school's management arrangements and procedures eg inspections, risk assessment and monitoring;
- the school includes health and safety issues and obligations in its development plan;
- all health and safety policies are implemented and prioritised;
- one of the Governors is appointed to represent the Governing Body for health and safety matters alongside the Headteacher or the school's nominated Health and Safety Representative(s);
- the Board receives regular reports from the Headteacher and/or the Health and Safety Representative(s) on any health and safety matters and discuss and act upon any recommendations;
- all activities under delegated budgets are carried out in a safe manner, including equipment maintenance/repairs, small jobbing repairs, handling/transportation of dangerous/harmful articles and substances.

#### *Headteacher*

The Headteacher (or, in his absence, the Deputy Headteacher) is responsible for the day-to-day implementation of the Health & Safety Policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements. The Headteacher shall:

- be the focal point, or officially delegate responsibility to someone from senior management, for day-to-day references on safety and give advice or indicate sources of advice;
- co-ordinate the implementation of the approved safety procedures throughout the school;
- maintain contact with outside agencies offering expert advice on health and safety;
- report all known hazards to senior management or where applicable the Premises Manager;
- stop any unsafe practices or the use of dangerous plant, tools, equipment, machinery etc until reviewed/rectified and made safe;
- make recommendations to the senior management or the Premises Manager with regard to faulty plant, tools, equipment, machinery, etc for additions, repairs and/or replacement of any faulty/hazardous items;
- notify the local authority of any hazardous building defects or statutory

maintenance related issues eg damaged roof or faulty boiler;

- organise regular inspections of school premises for health and safety purposes and ensure that any potentially hazardous situations are reported;
- ensure all accidents are reported centrally to Lewisham Council and when necessary to the Health & Safety Executive;
- regularly review First Aid provision in the School;
- review the Emergency Procedures regularly and make recommendations for improvement to the procedures where necessary;
- work closely with the Board of Governors to ensure all aspects of Health and Safety Policy are reviewed regularly and amended/improved where necessary.

#### *Union Health and Safety Representative(s)*

The Healthy and Safety at Work etc Act 1974 states provision is made for the appointment of Union Health & Safety Representatives. It is the function of the Health & Safety Representatives to make such proposals as they see fit with regard to ways of achieving improvements in health and safety. The school has a Premises Manager who would oversee aspects of health and safety within their remit alongside appointed voluntary Health and Safety Representatives – possibly one from the teaching staff and one from the non-teaching staff, although no member of staff has volunteered.

The functions of the Union Health and Safety Representatives are:

- to report potential hazards and to take remedial action if competent to do so;
- to examine causes of any accidents that occur in the workplace and suggest remedial action;
- to ensure than any such accidents are reported using the appropriate form;
- to investigate any complaints relating to health, safety and welfare at work;
- to consult with Lewisham Council with regards to the above and other queries affecting health and safety in the workplace;
- to be offered involvement in the inspection process of the school premises;
- to be offered to attend meetings of Health and Safety Committees;
- to disseminate information to their union members keeping them up-to-date with any new health and safety initiatives;
- to raise health and safety issues at Staff Meetings;
- to monitor that written risk assessments are readily available to staff and to monitor compliance;
- to provide information, instruction, training and supervision to enable employees to avoid hazardous situations and contribute positively to their own health and safety in the workplace;

#### *The Premises Manager*

The Premises Manager is line managed by the School Business Manager and is responsible for the implementation and operation of the school's health & safety policy with regards to the fabric of the building and all statutory maintenance checks. The Premises Manager is responsible for making recommendations to the School Business Manager regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others. The Premises Manager is also responsible for fire safety including coordinating half termly fire drills, weekly call point tests, escape routes, maintenance of system, checking of fire safety equipment and elimination of potential fire risks.

#### *All Employees and Pupils*

The safety arrangements set out below are for the information, guidance and compliance of all personnel in the School. Under The Health and Safety at Work etc Act 1974 and a number of current Regulations and approved codes of practices, employers and employees must look after children in their care. In carrying out their normal functions, it is the duty of all staff to do everything reasonably practicable to prevent injury to individuals and themselves. This will be achieved by complying with arrangements and procedures developed arising from risk assessments.

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

Employees are required to observe special rules and safe systems of work that apply to their own work and to report hazards discovered by them to their Headteacher, nominated Health & Safety deputy or Premises Manager.

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

The safety of pupils in classrooms is the responsibility of Class Teachers and Teaching Assistants. All staff are expected to:

- Supervise pupils and know the emergency evacuation and first aid procedures;
- Be aware of the relevant management safety measures adopted in their own designated teaching areas and to comply with them;
- Give clear instructions and warning when applicable;
- Highlight safety issues to their senior management, nominated Health and Safety Person and the Premises Manager.

## **Basic procedure for reporting an accident or incident**

- All accidents (pupils and adults) should be recorded in an Accident Book and **where necessary a CS2 form completed. All CS2's should be entered on the Lewisham CS3 Online System by the Playleader.**
- The records will be periodically reviewed by the Premises Manager and reported to the Business Team on a termly basis.

For major accidents (eg broken bones), an over 7 day absence due to a work injury, pupil going straight to hospital with a confirmed injury, and some specific dangerous occurrences, a F2508 form must be completed and returned to the Health & Safety Executive within the legal timescales.

The Headteacher will be informed of all serious accidents.

### **See HSE**

**<http://www.hse.gov.uk/riddor/> - for further up to date guidance**

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# 1 Monitoring and Risk Assessment

This policy is intended to ensure the health and safety of children and adults in all aspects of school life:

- School personnel – staff and children
- School infrastructure
- School equipment
- School activities

All aspects of the Health and Safety policy are formulated and monitored using standard Risk Assessment procedures. Any actual or potential changes to school routine should be subject to new risk assessments. Any actual incidents or accidents will trigger an immediate review of the appropriate risk assessment.

All risk assessments are subject to annual review (see *Appendix 1*). All risk assessments are kept in the Risk Assessment folder in the School Office.

# 2 Health and Safety Routines

## ***Entry to the premises***

The school has an entry system on the front and back gates and the front door to the building. These protect staff and children from unwanted intruders.

At the beginning and end of the school day the gates on Kender Street and on Briant Street are opened to allow the parents to bring in and collect their children. Parents wait in the playground and **DO NOT ENTER THE BUILDING TO COLLECT THEIR CHILDREN**. At all other times of the school day, visitors and parents obtain access through the entrance on Kender Street.

No staff or children open the gates for other people to enter the building. Children are also taught not to open the gates. Children are not allowed to talk to people through the gates or through the fence.

All visiting adults are issued with visitor's badges on entry to the building, which are returned to the school office before departure.

All members of staff are responsible for ensuring that there are no unauthorised visitors on site and it is the duty of all members of staff to question any unknown adult on site or anyone not wearing an authorised identity badge.

### **Traffic management**

No traffic is allowed on the premises unless it is with the express permission of the Premises Manager or Headteacher. They will only allow cars/vans into the playground when it is not in use. Gates are kept locked to prevent unauthorised entry.

It is against the law to park on the zigzag lines outside the school. The school uses "Polite" notices to reinforce compliance with parking regulations.

### **Waste disposal**

Normal waste is put in bins and emptied by the cleaners on a daily basis. Medical waste is put in yellow bags. This is disposed of with normal rubbish, except in exceptional circumstances (see **Appendix 2**: Procedure for dealing with Hazardous Waste).

### **Stress management**

At Kender Primary School we are aware of the risk of stress for staff and pupils. The School carries out an audit via the periodic anonymous surveys to monitor levels of stress throughout its workforce. All staff and pupils can speak to the Headteacher or Deputy Headteacher in confidence about matters relating to stress. Staff can be referred to the in-house counselling service and/or make use of the counselling services run by their unions. NQTs are offered in-house counselling during their first year of work at the school.

See *Stress Management Policy*.

### **Storage of flammable materials**

We keep flammable materials to a minimum. When it is necessary to have flammable materials in school they are stored in a ventilated area, away from sources of ignition.

See Flammable Liquids Risk Assessment

### **Storage of hazardous materials**

*(See COSHH Procedures)*

All chemicals used in the school will be monitored by the Premises Manager. Written risk assessments are completed for all substances and kept with the relevant data sheet. These are reviewed annually by the Premises Manager. Substances are kept in proper designated storage areas (locked cupboards).

All relevant staff **must** be informed of safe use and storage of substances. The health of relevant staff will be assessed to check for adverse effects of substances, and records kept if required.

Protective equipment: eye protection, gloves, mask and overalls will be available for staff if appropriate.

All procedures, assessments and control measures are reviewed annually by the Premises Manager and reported to the Business Team at the first meeting of the academic year. The Premises Manager will check for further training or instructions if required.

**STAFF ARE NOT PERMITTED TO BRING IN CHEMICALS FROM HOME WITHOUT CONSENT FROM THE PREMISES MANAGER OR SCHOOL BUSINESS MANAGER**

***Working with outside visitors eg theatre groups***

Before any such visitors are allowed onto the premises it will be ensured that their DBS checks are complete and up to date, that their insurance is valid and sufficient and that relevant Risk Assessments have been completed by the teacher booking the event.

***Working with contractors***

Whether or not a contractor is selected from Lewisham's list of approved contractors, the Premises Manager will always evaluate the Health & Safety status of the contractor, determine their competency using Health & Safety questionnaire and obtain a copy of their Health & Safety management system. The Premises Manager checks Risk Assessments done by outside companies before they begin a job on site.

Before commencement of work the contractor must supply:

1. Statement of method from the contractor
2. Safe system of work report (either written or orally)
3. Permit to work – INCLUDING HOT WORKS
4. Risk assessment

This information is kept in the school's Managing Contractors folder.

A meeting will be held pre-commencement of work to discuss:

1. Health & Safety issues
2. Critical issues
3. The plan of work
4. Pre-contract documentation checklist
5. The need for a statutory risk assessment (eg manual handling, COSHH)
6. Asbestos reports and location plan
7. Training Records where applicable

The school will provide a safe working environment for contractors and will inform them of the site rules, safe system of working, local hazards and controls, emergency procedures and accident and reporting procedures. All Contractors will be issued with a Contractor's Code of Conduct which clearly outlines the expectations of Kender Primary School when Contractors are working on site.

On completion of the project a final assessment will be carried out to ensure the project is successfully completed and Health & Safety secured.

## **Electrical Equipment**

Hard wire electrical testing is carried out by approved contractor every five years as per the statutory guidelines. The Premises Manager has been designated to take responsibility for this.

All portable or moveable electrical equipment has a British Standard Kite Mark and is tested annually (Portable Appliance Testing - PAT) by a competent person. Any items failing the test are disposed or repaired immediately.

Staff must report any issues with electrical equipment immediately to the Premises Manager.

## **Visitors**

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

All visitors (in particular, regular visitors, such as parents who assist in the school) must observe the health and safety arrangements applicable to them. The member of staff they are assisting must make this information available to them.

All visitors must report to the school office on arrival and sign themselves in. They will be issued with an identification badge which they must wear whilst on school premises and then handed back in to the office when they sign themselves out.

Unless otherwise agreed, all visitors must be supervised while on site.

## **Legionella – Water Management**

The school will instruct a competent person to undertake a legionella (water) risk assessment on behalf of the school. Findings from the risk assessment will be documented and any significant issues or recommendations arising will be addressed according to priority. All taps must be labelled denoting if it is drinking water or not.

## **Gas safety**

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

## **Emergency plans**

See the current *Business Continuity Plan*.

## **School journeys and events**

School journeys: see the *School Educational Visits Policy*.

School events: see the *School Events Procedures file*.

### **Dual use**

The only occasions on which the school is used for evening functions are by the school or the PTA in partnership with the school. On these occasions members of staff and parents ensure that the building is safe and clean before leaving the premises.

A risk assessment will be undertaken to ensure all the operational risks have been identified and control measures implemented. Emergency procedures will be communicated to all relevant persons.

### **Fire alarms**

Fire practices take place every half term. Fire alarm manual call points and fire assembly points are clearly signed throughout the building.

### **Glazing Procedure**

This procedure applies to existing glazing, to glass replacement following accidental or malicious damage and to contracts where complete windows are replaced as part of alteration of improvement works, which could include:

- Replacement of windows with complete new double glazed units or ad-hoc replacement of sashes or casements.
- Alterations:
  - Change of use of rooms may increase risks (eg change from classroom to activity area)
  - Moving external play areas or pathways adjacent to glazing
  - Re-routing of fire escape routes, corridors etc.
- Building works (alterations, extensions, new buildings or even maintenance works). These operations themselves may increase risks or create risks where they were previously not in existence (eg damage to glazed roof lights when working on roofs). Please note that the safety film which was applied to make some areas safe has a limited lifespan (approximately 10 years if fitted internally and 5 years if fitted externally) and the duty holder must regularly check and maintain its integrity.

When considering which glass qualifies for upgrading or replacement there are numerous factors to be considered before recommending the action to be taken:

- Current legislation. The most relevant being Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 which requires that 'every window or other transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health or safety, be of a safety material or be protected against breakage of the transparent or

translucent material; and be appropriately marked or incorporate features to make it apparent.'

- Type of school – mainstream / special needs
- Ages of pupils attending these schools
- Age and construction of the various buildings
- Location of glass within the premises
- Use of spaces adjacent to the glass in question
- Any recorded accidents
- Condition of window casements, sashes and frames, suitability and condition of door closers
- Window latches, stays, etc
- Any other local issues

As a general principle it is essential that, where glazing is replaced, for whatever reason, a full risk assessment be prepared which will determine the type of glass to be used and the method by which it will be replaced. This is particularly relevant with respect to fire doors, escape routes, kitchens, etc.

Similarly, when embarking on any building or alteration works (particularly change of use), risk assessments must be prepared. In addition, "Method Statements" should be sought from those undertaking or managing the work.

Other issues may also be highlighted as a result of the above, for instance, the direction doors and windows open. In some cases, further improvements may be considered such as the use of solar reflective film or glass to those elevations suffering from solar gain.

Some glazed doors or windows have large clear panels. To prevent collision, manifestation is required by means of glass etching, self adhesive materials, signs, etc.

Where the school is responsible for upgrading or reglazing they will check the credentials of installers and the quality of the work and glass (safety glass should always have a visible 'Kite mark').

### **Inspection & Maintenance**

Once installed, the glazing should be regularly inspected and any damage repaired as soon as possible. Where necessary, areas/rooms may need to be taken out of use, whilst awaiting the repair.

### **Health & Safety Incidents**

Any health and safety accidents/incidents caused by glazing must be reported including near misses.

### **Disabled toilets**

The school has four disabled toilets, all with alarms fitted. The alarms sound in the toilets and in the staffroom and staff are trained to attend the toilet to reset the alarm and check that no one requires assistance. The alarms are inspected by the Premises Officer on a monthly basis.

### **Pressure systems policy statement**

The school will take all necessary steps to comply with the Pressure Systems Safety Regulations 2000. It is recognised that the Regulations apply to all pressure systems on site containing steam at any pressure, or a gas, or a liquid, or a mixture of both at a pressure greater than .5 bar (7psi). 61.

The school will always appoint a Competent Person to carry out an annual examination of its pressure systems, and will provide adequate and suitable instructions to employees who have to operate / monitor pressure systems;

- this may include onsite training
- supervision
- provision of data and, if necessary, schematic or flow diagrams to help with the identification of important controls, valves, etc.

The school will ensure that its pressure systems are properly maintained in good repair so as to prevent danger and will ensure that it keeps the correct documentation. This documentation will consist of the following:

- a written scheme of examination of the pressure systems
- the last report of examination of the pressure systems made by the Competent Person
- any other reports if they contain relevant data to assist safe operation, or referring to repairs and modifications and
- information referring to data supplied by the designers or manufacturers

### **Smoking**

In line with Lewisham's advice, there is no facility in the building for smoking – see Staff Handbook, smoking section.

### **Alcohol**

No alcohol is permitted to be consumed on the premises during the working school day.

### **Statutory Maintenance and Record Keeping**

Kender Primary School follows the statutory requirements for the inspection and maintenance of:

- Electrical equipment
- Fire alarm equipment
- Fire fighting equipment
- Fixed wiring
- Gas equipment
- Burglar alarm
- PE equipment
- Water tanks
- Waste disposal
- Lift
- Air conditioning

Records are kept of all tests and services of the above equipment (see **Appendix 3**, Annual Maintenance Programme)

### **Wall mounted fixtures and fittings**

All wall-mounted fixtures and fittings will be attached using the correct fittings. Inspections will be undertaken by the Premises Team to ensure they are secure.

### **Working with power tools**

- Only use correct bits/attachments
- Keep trailing leads to a minimum. Be aware of tripping hazards.
- Check bits for damage – if any present, DO NOT USE and dispose of.
- Check area to be drilled is free from electrical cables and water pipes
- Use goggles and mask provided
- Make sure there are no entanglement hazards (hair, clothing)
- Ensure chuck is fully tightened before use
- Be aware of dust hazard
- Clean up immediately after completion

**See Tools Risk Assessment**

### **Working at Height**

Stepadders are provided for the use of staff and are available from the Premises Manager on the following basis:

- The top step of a stepladder must not be used as it is unsafe to use as a step.
- Staff must not use chairs, tables or other furniture as an alternative. Pupils must never be allowed to use stepladders.
- Where possible the Premises Manager will undertake any work at excessive height.
- Ladders must not be left up or propped up and left unattended.
- Ladders must be checked for defects by Premises Manager on a monthly basis and an inspection record completed and if found to be defective they will be withdrawn from use. Staff must check ladder is completely open and stable before use.

### **Manual Handling**

Although the school is a low risk environment, sometimes it may be necessary to move bulky or heavy items (eg deliveries of furniture). In these cases correct procedure is vital for the completion of the task.

The task to be performed must be assessed by Premises Manager before work can begin to see whether the operation is necessary or whether the desired result is achieved in a different way. If the task cannot be avoided a manual handling assessment must be made.

If possible, the load to be moved should be made as small as possible ie dismantling furniture, emptying containers. Many small loads are better and safer to handle.

Where possible some mechanical means of movement eg trolleys, sack trucks, must be used. The Premises Manager has access to these.

All staff must be informed of correct handling procedure for activities involving lifting of any sort.

Where possible two people should move bulky items together using correct lifting procedures. The item being moved must never obscure vision of person moving it. If this is unavoidable assistance should be sought.

### **Boiler & boiler room procedures**

Access to Boiler Room is by skilled or instructed persons only.

Boilers are to be safety checked and serviced annually by a competent engineer. A certificate must be issued and kept on file in the Premises Manager's room. Work on boilers may only be carried out by a Registered Gas Fitter (Gas Safe). Annual check of timer settings must be undertaken to ensure most efficient working of boilers.

Visual inspection of boiler dials and readings must be undertaken daily by Premises Manager. Any faults must be reported to the Maintenance Company.

There must not be anything stored close to boilers and no flammable materials are to be stored in the boiler area. Electrical intakes must be kept clear of storage.

### **See Boiler House Risk Assessment**

#### **Water tanks**

See *Minimising the Risk of Legionella*.

#### **Asbestos**

To eliminate any risk of exposure or contamination, reports and plans are kept by the Premises Manager. Contractors will be reminded of the risk of unknown or undiscovered asbestos, and if contractors suspect they have discovered or disturbed any suspected asbestos, they must stop work immediately and report it to the Premises Manager.

The Premises Manager should also ensure that all intrusive workers/contractors have had formal asbestos training. Kender Primary School follows the Local Authority's Asbestos Policy Version 7.0.

#### **Site inspection**

The school premises, the playground and perimeter fencing will be inspected by the Headteacher, School Business Manager and the Premises Manager with a view to establishing whether any improvements or alterations need to be made at the start of each term. This inspection will be recorded by the Premises Manager and will be undertaken in conjunction with information

and statistics established via the Accident Report Books and reported to the Business Team at the end of the previous term. The Premises Manager is responsible for keeping records of these inspections.

### 3 First Aid

#### **Accident / illness procedures**

First Aid boxes are located in the Medical Room and the Staff Room. The Pupil Welfare Officer ensures that these are regularly re-stocked. The First Aid boxes are taken into the playground by the Housekeeper.

If a child is ill during the course of the day, the class teacher judges whether the child requires medical attention or not. If they need attention, they are sent to the school office (see Section 6). The outcome is reported back to the teacher in due course. If a child has vomited, they will be sent home with a letter stating when they can be allowed to return to school, following the exclusion periods recommended by the LA and contained in the school's Illness Procedures.

See *First Aid Guidance for Staff* in the Staff Handbook.

All staff are trained first aiders. Training is repeated every three years to ensure that training is current and that new staff are trained. Staff on duty during breaks are responsible for dealing with minor cuts, bruises etc. These are recorded in the Accident Report Book.

ALL KNOWN BUMPS TO THE HEAD SHOULD BE TREATED BY A QUALIFIED FIRST AIDER. ALL HEAD BUMPS ARE TREATED WITH A COLD COMPRESS AND AN 'ACCIDENT REPORT' IS GIVEN TO THE CLASS TEACHER. THE FIRST AIDER WILL ASK THE SCHOOL OFFICE STAFF TO CALL THE PARENT AND INFORM THEM OF THE INCIDENT SO THE PARENT/CARER CAN DECIDE WHETHER OR NOT TO ATTEND THE SCHOOL. **IF THE PARENT CAN NOT BE CONTACTED, A NOTE WILL BE KEPT OF THE TIME THE SCHOOL WAS MADE AND ANY ACTIONS UNDERTAKEN (IE LEFT A MESSAGE)** THE CLASS TEACHER MONITORS THE CHILD, AND ENSURES THAT THE 'ACCIDENT REPORT' GOES HOME WITH THE CHILD AT THE END OF THE DAY.

In cases of serious illness or accident, the First Aider informs the Head or Deputy Head, and further action is taken if necessary, including the immediate informing of the parents/carers of the child. Serious accidents and incidents will be reported to the Local Authority using a RIDDOR-HSE form and/or via the online reporting facility by the Playleader.

Records of accidents, incidents and illnesses are monitored on a frequent and regular basis so that any similarities and/or trends may be swiftly identified. Any problems thus identified will be addressed through existing procedures or, if necessary, trigger the establishment of new procedures.

### ***Personal medicines***

Parents will be required to complete a medications consent form prior to any medications being accepted – see Medicines Policy. The school ensures that there are adequate numbers of staff with medicines training available to dispense medicine if appropriate.

### ***Pupils with specific medical needs***

Any child with a specific medical condition (eg sickle cell anaemia, cystic fibrosis, etc) will have a specific Care Plan drawn up in consultation with the School Nurse and other relevant adults. Records of children with such conditions will be kept by the Pupil Welfare Officer, and all staff will be made aware of relevant symptoms and their implications.

### Asthma and Anaphylactic Shock

Asthma medications and Epi-pens are kept in the locked cabinet in the Medical Room in clearly labelled boxes, along with cards detailing the child's name and dosage information (or in an eye level cupboard in the nursery, if appropriate to the child). Should the child/ren leave the school for any length of time for trips, visits or other activities the class teacher will ensure that the Epi-pen is taken. Staff receive relevant training in the administration of Epi-pens.

### Bodily fluids

See section 5.

### Communicable and communicative diseases

Procedures are detailed in the School Office and the Pupil Welfare Officer is responsible for making the necessary returns to the LA.

### **See HPA Guidance**

### Diabetes

All staff are made aware of the symptoms and implications of a diabetic condition, and actions taken in accordance with the guidelines laid out in *Lewisham's School Health Matters*.

### Dietary needs and food allergies

Records of dietary needs and food allergies are kept on the School's MLE. A printed out copy is kept by the Pupil Welfare Officer who is responsible for ensuring that a copy is shared with the kitchen staff.

### ***Pupils absent on Medical Grounds***

Any concerns about a pupil's attendance or absence through ill health should be reported to the Pupil Welfare Officer, who is responsible for monitoring pupil attendance in the school. If necessary, the Educational Welfare Officer will be informed.

The name of a pupil with medical needs remains on the school roll. Where the pupil receives education from an alternative provider, the absence will

be recorded as *an approved educational activity* in the school register.

Any child with a specific medical, mobility or behavioural issue (ie likely to cause hurt to themselves or other children/staff) will have a personal risk assessment in place.

## **4 Health and Safety of Children**

### **Welfare of children**

It is the responsibility of class teachers to promote and safeguard the welfare of all children in their care at all times. **NO CHILD SHOULD BE LEFT UNSUPERVISED FOR ANY REASON.** The only time the responsible teacher leaves the classroom is in the case of an emergency. When this occurs the teacher must ensure that another adult (eg support staff, Headteacher, Deputy Head) is contacted to substitute before he/she leaves the room. Any child who leaves the room or building for an unauthorised reason must be reported immediately to the Headteacher or Deputy Head.

In the event of a health risk it is the responsibility of the adult in charge to do all that is reasonably possible to protect children. No child should ever be put at risk.

See *Safeguarding & Child Protection Policy*.

### **Clothing**

Children must wear appropriate shoes and clothes for school every day and should not wear jewellery. During PE lessons children must wear appropriate clothes and no jewellery and hair must be tied back.

### **Personal hygiene**

We provide soap in the toilets and children are told to wash their hands after going to the lavatory. We educate children to have good personal hygiene habits. When children wet themselves they will change clothes themselves under suitable adult supervision. Children who regularly wet themselves are asked to bring in a spare set of clothes to change into. If children soil themselves they are changed into spare clothes at school.

We aim to have a separate toilet for girls who are on their period. This is situated next to the downstairs hall.

### **Sun care**

All parents should apply suncream to their child before school. We recognise, however, that at a young age it can be difficult for children to manage sun care independently. Therefore, for full time children in the nursery, parents should provide a labelled bottle of suncream for staff to help children apply after lunch.

In Reception, most children will be able to do this independently. Parents may provide labelled suncream for children to keep in their bags and use as

and when needed. This cream should be used only for that child and not shared. Where necessary, staff will support with this.

All children should be provided with sun hats and have their shoulders covered when it is sunny. They should continue to wear appropriate shoes for physical activity.

### **Health and safety education**

As part of the curriculum we teach children about health and safety issues. Children are taught to use equipment safely and we have visitors who help educate children to take responsibility for their own safety eg road safety, rail safety, cycling proficiency, drug awareness programmes and citizenship schemes.

### **Non-Kender Primary pupils on site**

A request to the Headteacher or Deputy Headteacher is made by any member of staff who wishes to bring his/her children into school for a significant time during the school day. It is the responsibility of the member of staff to ensure that their child stays with them throughout the time they are on the school premises.

Children who are visiting Kender after they have transferred to secondary school may not remain on site during, for example, their INSET days without prior written permissions being sought and given by the Headteacher.

### **Violence and abuse between children**

Any violent and abusive incidents between children will be dealt with using the criteria and procedures detailed in the following policies:

*Behaviour Management*  
*Physical Intervention*  
*Anti-bullying*  
*Safeguarding and Child Protection*  
*Risk Management for Staff*  
*Safer Handling Checklist*

Staff have received specific **Safer Handling** training to defuse and deal with situations of this kind.

### **Individual Risk Assessments**

Individual pupils with particular disabilities or behavioural issues will have specific Risk Assessments, Care Plans and procedures drawn up through consultations between the Inclusion Leader, parents/carers and other relevant adults, and with reference to relevant school policies:

*Inclusion*  
*Behaviour Management*

## 5 Health and Safety of Staff

Any member of staff with a specific mobility or medical issue (eg pregnancy) will have an individual risk assessment in place.

### **Precautions against AIDS and/or Ebola**

The only people who clean up bodily fluids is the Premises Manager, Premises Assistant or the Housekeeper. No other member of staff cleans up blood or other bodily fluids. When bodily fluids are cleaned up gloves are always used. We provide plastic gloves in all classrooms for staff to use when they are dealing with children indirectly who have nosebleeds/are sick etc.

Teachers do not take out children's earrings.

Alcohol washes are available to staff.

### **Health & Safety Training**

All staff must be familiar with the Health & Safety Policy and aware of the major hazards which exist in the school. Staff receive regular health and safety training as appropriate. First Aiders receive training every three years. Designated staff will receive appropriate training in their areas of responsibility.

### **Dealing with violent and abusive incidents**

If there is a violent or abusive incident on the premises, staff should immediately seek assistance. If possible they should ask a member of the Premises staff to remain present.

Staff should try to defuse acts of aggression as detailed in the *Dealing With Incidents Policy*.

All acts of aggression, violence or abuse should be reported to the Headteacher.

### **Lone Working**

See *Lone Worker Policy*.

If staff are working outside normal hours they will need to ensure that someone is aware they are working alone. They should always have access to a phone and keep external doors locked.

Lone workers should always follow the procedures set out in the Lone Worker Policy.

## 6 Designated staff

The Headteacher has overall responsibility for the Health and Safety Policy and its implementation. Other responsibilities include:

<b>Responsibility</b>	<b>Post</b>
Welfare of pupils & staff	Headteacher
Specific risk assessments	Premises Manager
Other risk assessments	Headteacher/Inclusion Leader
Statutory maintenance	Premises Manager
School safety inspections	Health & Safety Representative
Fire Safety & Emergency Planning	Head & Premises Manager
Health & Safety training	Link Governor
Educational Visits	Headteacher
PE	PE Co-ordinator
Outside areas	Premises Manager
Online system reporting Monitoring accident statistics	Playleader

Headteacher

Keith Barr

Health and Safety Rep  
Premises Manager

Tom Slack

Link Governor

Brendan Farrelly

## Appendix 1

### List of risk assessments and specific policies

The policies and risk assessments listed below have been used to compile the Health & Safety Policy and are referred to within it.

<b>Policy</b>	<b>Location</b>
Accident / incident reporting	H&S Policy page 1
Physical Restraint	Staff Handbook
Anti-bullying	Staff Handbook
COSHH	Staff Handbook
Security	Staff Handbook
Manual Handling	H&S Policy
Working at Height	H&S Policy
Managing Contractors	H&S Policy
Emergency Evacuation	Staff Handbook
Business Continuity Plan	BCP
Educational Visits	Staff Handbook
Dealing with Hazardous Waste	H&S Policy
Fire Drill	Staff Handbook
Smoking	Staff Handbook
Annual Maintenance Programme	H&S Policy Appendix 3
Minimising risk of Legionella	Staff Handbook
First Aid Guidance for Staff	Staff Handbook
Lone Working	Staff Handbook
Safeguarding & Child Protection	Staff Handbook
Behaviour Management	Staff Handbook
Risk Management Guidance for staff	Staff Handbook
Dealing with Incidents	Staff Handbook
Stress Management	Staff Handbook
Inclusion	Staff Handbook

<b>Risk Assessment</b>	<b>Location</b>
Asbestos	Premises Manager file
Manual Handling	Premises Manager file
Legionella	Premises Manager file
COSHH	Premises Manager file
External Cleaners	Premises Manager file
Working at Height	Premises Manager file
Fire	Premises Manager file
Educational Visits	Individual risk assessments filed in Office
First Aid	Premises Manager file
Security	Premises Manager file

## Appendix 2

### **Procedures for dealing with Waste**

Reducing waste is key to a cleaner world and a benefit to our environment. It is a requirement that all employees on site (all persons undertaking the provision of any form of work for Kender Primary School) are aware of and understand the duty and responsibilities contained in our policy.

We at Kender Primary School will do our best to comply with the government regulation to help reduce waste.

#### **Staff responsibilities**

- 1 All members of staff at school have a responsibility as part of their personal 'duty of care' to adhere to the waste procedures
- 2 Staff should ensure safe handling of waste and safe practice when dealing with waste
- 3 Staff should not leave waste for collection in corridors or areas preventing safe access
- 4 Staff should be aware of the safe separation of waste and liaise with the Premises Manager for safe collection and safe disposal point
- 5 Staff should ensure that the waste bag will enable easy carriage or obtain help if heavy
- 6 Staff should sort waste and recycle wherever possible
- 7 Staff should handle bags by the neck
- 8 Staff should put on personal protective equipment (gloves and apron) if necessary
- 9 External waste wheelie bins must be about 4 metres away from the school building, locked up and secure

#### **Waste Monitoring Officers**

The Waste Monitoring Officer is the Premises Manager.

The Waste Monitoring Officer is responsible for the day to day requirements of these procedures in relation to the disposal and safe handling of non-clinical, clinical and special waste. He will also ensure that the waste disposal contractors comply with all the relevant legislation and administer licences, certificates, waste transfer notes and all other formal paperwork required.

All staff must be trained by the Waste Monitoring Officer in the operational requirements of this policy. Staff should note that non-compliance with regulations made under the environment protection legislation could in certain circumstances result in individual prosecution.

## **Non-Clinical (Domestic) Waste**

These are materials that can be disposed of by landfill or incineration.

There are two types of bin in each classroom and in the offices for waste generated at Kender Primary School: a general waste bin and a blue bin for recycling paper, plastic bottles and card. The blue bin is emptied weekly by the cleaners into the big recycling wheelie bin outside the school

Confidential documents should be shredded before disposal in the recycling bin.

## **Furniture**

If the condition is appropriate it is recommended that such items should be offered to charity.

## **Hazardous Waste**

Hazardous waste includes the following:

- fridges
- computer equipment
- toner and ink cartridges
- batteries
- faulty / untested electrical equipment
- aerosols
- paints
- cleaning chemicals

**Toner and ink cartridges** are collected for recycling by the Premises Manager.

**All other hazardous waste** is collected by an approved waste clearance company called CD Waste Management Ltd (020 8691 3074), 26-28 Creekside, London SE8 4SA).

## **Clinical Waste**

Clinical waste bins (sanitary bins) are located in the female staff toilets.

Medical waste containers are located in the medical room.

All clinical waste bins must be stored in an upright position and sealed securely to prevent accidental spillage / leakage. All medical waste containers should have a yellow disposable bag in them. All clinical waste containers must be changed monthly or when no more than three quarters full.

Our clinical waste is collected by an approved clinical waste company called PHS Group plc (02920 851000, Western Industrial Estate, Caerphilly CF83 1XH).