



# Health and Safety Policy 2024

## Core Values

Readiness

Resilience

Respect

## School Values

Independence

Ambition

Compassion

Co-operation

Initiative

Enjoyment

Responsibility

Confidence

Celebration

Kindness

Honesty

Individuality

**Approved: Spring 2024**  
**Review: Spring 2025**

## Statement of intent

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.

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.

In compliance with the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 2012, other relevant regulations, London Borough of Lewisham Policies, Approved Codes of Practice and 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.

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.

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.

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 risk control procedures eg inspections, accident investigation, risk assessment and monitoring.
- Adequate resources are available to manage any issues identified as a health and safety risk and provide relevant staff with the requisite training to undertake their duties suitably.
- the school includes health and safety issues and obligations in its development plan.

- all health and safety policies are implemented, reviewed 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, which are reported to each GB meeting.
- 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 e.g., 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 / incidents (including near misses) 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. The Safety Regulation

Safety Committee Regulations 1977 also state that Safety Reps nominated by recognised Trade Unions shall represent staff on all matters of health and safety and can be effective in reducing the likelihood of accidents and ill health.

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 oversees aspects of health and safety within their remit alongside appointed voluntary Health and Safety Representatives, 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 that 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.

#### *Employees*

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 Learning Support 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.

### *Pupils*

Children are expected

- to exercise personal responsibility for the safety of themselves and other school users
- to observe standards of dress consistent with safety and/or hygiene (this would include footwear, studded belts and other items considered dangerous)
- to observe all the safety rules of the school and in particular any instructions given by an adult
- to use and not willfully misuse, neglect or interfere with things provided for his/her safety

### *Visitors*

Regular visitors / including parents will be required to observe the safety rules of the school. The School Business Manager will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with. It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

All visitors must report to the school office on arrival and sign in. They must wear their badge whilst on school premises and then handed back into the office when they sign themselves out. Unless otherwise agreed, all visitors must be supervised while on site.

#### *Fire Marshalls*

The school's designated fire marshalls and their deputies are known to all school staff. They will assist in a fire /emergency evacuation, ensuring their dedicated areas are swept and report to the fire controller any issues.

On a day-to-day basis Fire Marshalls will ensure all fire exits are kept clear, fire equipment is in its allocated area, fire hazards are reported to the Premises Manager. Fire Marshalls will receive training and refresher training when required.

#### *First Aiders*

All directly employed staff are trained first aiders, updated on a three yearly basis. Any injuries to pupils, visitors or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The contents of first aid boxes are maintained by the [SBM/finance assistant].

#### *Educational Visits Co-ordinator (EVC)*

The EVC will undertake the appropriate training which will enable them to undertake educational visits risk assessments. They will ensure all the health and safety risks have been identified and apportion suitable control measures. The risks and behaviour of specific pupils will also be assessed.

#### *Contractors*

It is the responsibility of contractors and their employees to read and comply with the School's Health and Safety Policy. Where contractors are employed, they must be vetted for suitability of the task and meet the relevant criteria.

All contractors will sign a copy of the "Contractors Code of Conduct "held by Premises Manager.

(See Managing of Contractors Policy)

### **Reviewing / Monitoring / Consultation & Communication**

#### *Reviewing / Monitoring and Improvement*

The principal means used for reviewing the school's health and safety policy will be:

- Annual self-assessment audits of health and safety management.
- Annual reports to the Governing Body covering the management of health and safety within the school.
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the health and safety policy and that the policy remains effective.
- Accidents and incidents will be discussed and monitored at Governing Body meetings.

- Reviews of risk assessments will be undertaken by the Headteacher / School Business Manager / Premises Manager / SLT and the Governing Body if deemed appropriate.
- To set achievable targets to ensure continual improvement is maintained.
- DSE Self Assessments are issued annually to relevant DSE users and any issued identified are actioned where possible.

### Consultation & Communication

#### *Employees*

- Staff will be given a copy of the Health & Safety policy & handbook and asked to sign to say they have read and understood their delegated roles and responsibilities.
- Changes or new procedures will be given to all employees as relevant, and their signature obtained for the information log.
- Key health & safety information will also be included in the staff handbook.
- New employees will be given a site tour and information at induction.
- Copies of up-to-date H&S manual and copies of all risk assessments and policies will be kept electronically on the main admin server and hard copies in the school office for review by staff whenever required.

#### *Pupils*

- Health and safety information will be given to pupils at assemblies and in certain lessons (curriculum safety) as required.
- Pupils given regular instruction about what to do in an emergency – drills undertaken.

#### *Visitors*

- Health and safety information will be provided at Reception when they sign in on Signin System and advised to read the reverse of their identify badge.
- Information will be provided to parents via the Welcome Handbook in the folder of documents emailed out to all new children and through letters and newsletters.
- Any visitors coming to the school should inform the school of any requirements they need to access and use the building safely. The SBM and Premises Manager will undertake a risk assessment to ensure suitable adjustments are made if possible. The school has a lift for those with mobility problems to access the first floor.

#### *Contractors*

- Contractors will be required to sign in and out at the main reception
- The Premises Manager will ensure contractors are aware of the school's emergency procedures including fire.
- Contractors will be escorted by school staff if they do not meet Kender Primary School's safeguarding arrangements

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## **Monitoring and Risk Assessments**

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.

## **Health and Safety Routines**

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

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

Children are dropped at the relevant gate by their parents at the start of the day which are locked at 09.00 every morning. Parents do not come on site at the beginning of the day. A member of SLT is on each gate every day. At the end of the day, parents enter the playground using the appropriate gate to collect their children and exit using the Briant Street or Kender Street gates. 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 main 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.

The car park is only used by school personnel or those visitors given permission by either the Premises Manager or a member of Senior Leadership Team. Access to the car park is controlled. Pedestrians and vehicles are kept separate.

### **Waste Disposal**

Normal waste is put in bins and emptied by the cleaners daily. Medical waste is put in yellow bags. This is disposed of with normal rubbish, except in exceptional circumstances.

*(See Waste Procedure).*

### **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. ECTs are offered in-house counselling during their first year of work at the school.

*(See Stress Management Policy)*

### **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. Signage will be displayed to alert others to the risk of the hazardous substance.

*(See Flammable Liquids Risk Assessment)*

### **Hazardous Materials**

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**

*(See COSHH Policy & Procedures)*

**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.

**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:

- Method Statements
- Safe system of work report (either written or orally)
- Permit to work – INCLUDING HOT WORKS
- Risk assessment
- Relevant insurance documentation
- Safeguarding certificates

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

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

- Health & Safety issues
- Critical issues
- The plan of work
- Pre-contract documentation checklist
- The need for a statutory risk assessment (eg manual handling, COSHH)
- Asbestos reports and location plan
- 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.

*(See Contractors Policy)*

## **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 of or repaired immediately.

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

The use of extension leads is prohibited unless authorised by the Premises Manager.

## **Water Management - Legionella**

The school will instruct a competent person to undertake a legionella (water) risk assessment on behalf of the school every two years or sooner if required.

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.

*(See Water Management Procedure)*

## **Gas Safety / Boiler Rooms**

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. Certificates will be held in the Premises Office.

Access to the Boiler Room is by skilled or authorised persons only.

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.

*(See Boiler Room Risk Assessment)*

## **Emergency plans**

The procedures to follow in any emergency are set out in the Business Continuity Plan which is held in the All Staff Teams document folder. The school has run throughs for evacuation periodically.

*(See Business Continuity Plan)*

## **School Journeys and Events**

The school has a trained Educational Visits Coordinator who will sign off any planned school trips. Risk assessments for each trip will be undertaken by the trip

leader. All school events must be approved by the Headteacher prior to any event commencing. All high risk, residential and overseas visits are to be notified to Lewisham Council.

*(See Educational Visits Policy)*

*(See School Events Procedures)*

### **Display Screen Equipment (DSE)**

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

*(See Workstation (DSE) Policy)*

### **Home Visits**

Kender Primary School firmly believes that regular attendance is essential to the successful academic development of pupils. Home visits are becoming more increasingly necessary to address poor attendance and to observe new pupils starting school.

A risk assessment will be undertaken to identify the risks to personal safety of our staff and to apply suitable control measures.

The school office will be made aware of any staff undertaking home visits and expected timings.

### **PE (Physical Education)**

PE equipment is checked annually by an approved contractor as part of the statutory checks. If staff have concerns about the safety of PE equipment between these times, this concern must be raised with the Premises Manager / Headteacher and the item taken out of use immediately and clearly labelled. Equipment must be carefully stored at the end of the lessons to ensure children do not make use of the equipment without suitable supervision and the items do not represent an H&S or tripping hazard.

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

*(See PE Policy)*

### **Trees**

There are several trees within and adjoining Kender Primary School. The Premises Manager will regularly visually inspect the trees for any signs of damage or disease. A competent contractor will be employed to undertake a risk assessment of the trees. The timings for future assessments will be determined by the contractor.

Inspections of the trees will always be taken by the school after severe winds and/or heavy rainfall.

### ***Inclement Weather***

When the weather conditions are poor, the Premises Manager is responsible for ensuring key pathways are gritted before staff and children start to arrive in the morning and at key intervals through the day as required. Children should not be allowed in the playground until the ice has melted (or access restricted to less icy areas). SLT are responsible for deciding when wet play should be announced in these conditions. Slippery areas must be cordoned off with cones and hazard tape.

In the event of exceptional weather conditions or a flood, it may be necessary to close the school. If this happens during school hours, parents will be contacted to collect their children either from the school or from a designated safe zone.

Where possible, decisions regarding the closure of the school due to adverse weather conditions will be made before school starts or on the previous afternoon. In these circumstances, staff will be contacted by the Head and Senior Leadership Team, and parents informed via text, the website, and the posting of notices by the Premises Manager / Senior Leadership Team and Office Staff on school gates.

*(See Business Continuity Plan)*

### ***Work Experience***

All work experience students, volunteers and trainee teachers meet with the SBM for a Health and Safety briefing when first working at the school to ensure any specific risks have been identified and suitable controls implemented.

*(See Work Experience Checklist)*

### ***Play Equipment***

All internal and external play equipment will be serviced and maintained by a competent contractor annually. The Premises Manager will undertake visual inspections on a monthly basis. Teaching and Sports staff will visually inspect any equipment prior to use and report to the Premises Manager any faults or defects.

Any play equipment that is deemed to be defective or faulty will be taken out of use and access restricted.

### ***Lettings***

The only occasions on which the school is used for evening functions are by the school or the PTA in partnership with the school or via the Lettings Policy. 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.

*(See Lettings Policy)*

## **Fire**

### **Fire Precautions and Procedures**

The school's Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/ visitors/ contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

### **In the Event of a Fire**

In the event of a fire, it is the duty of all concerned to prevent injury or loss of life. All staff should make sure they are familiar with all the means of escape in case of fire.

1. If you discover a fire or one is reported to you, you should;
  - SOUND THE ALARM
2. Immediately after the alarm has sounded you should;
  - Escort the pupils in your charge from the building by means of the nearest exit ensuring all doors passed through are closed after you and that the pupils exit in a silent and orderly manner.
  - In the event of a fire happening at playtime, the Headteacher/ Deputy Headteacher/ SBM act as marshal to ensure all groups have been alerted and evacuate promptly. They should also alert children using the toilets.
  - Staff not working with the children at the time of the alarm should report to the assembly point for further instructions.
  - On arrival at the assembly point, staff must register their class and report the result to the senior member of staff on duty, then await further instructions.

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

*(See Fire Policy)*

### **Glazing Procedure**

Any replacement of glazing to existing or new windows and doors should be subject to relevant health and safety legislation and controls.

*(See Glazing Policy)*

### **Accessible 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 Manager on a monthly basis.

### **Pressure Systems**

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 Government legislation, it is illegal to smoke cigarettes or vapes anywhere on the school premises.

*(see Staff Handbook, smoking section)*

### **Alcohol**

No alcohol is permitted to be consumed on the premises during the working school day and will only be permitted at events if approved by the Headteacher / School Business Manager.

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

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

- Electrical equipment (PAT)

- Fire alarm / firefighting equipment
- Emergency lighting
- Fixed wiring
- Gas equipment
- Burglar alarm
- PE / play equipment
- Water and water tanks
- Waste disposal
- Lift
- Air conditioning
- Electric / automatic gates and doors

Records are kept of all tests and services of the above equipment.  
(See Appendix 2, 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**

Stepladders 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.

(See Working at Height Policy)

## **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 the 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 i.e., 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 the 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.

*(See Manual Handling Policy)*

## **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.

*(See Asbestos Policy)*

## **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.

## **Lifts**

There is one passenger lift in the school. The lift is visually inspected by the Premises Manager on a monthly basis. The lift is serviced twice a year by a

competent contractor and inspected by BES on behalf of Lewisham Council every six months. Access is given by the Premises Manager, Headteacher, School Business Manager.  
(See *Lift Policy*)

### **Personal Protective Equipment (PPE)**

The Headteacher is committed to ensuring that suitable and sufficient PPE will be made available to employees carrying out operations and activities where the risk assessment has identified a need for this.

All users of PPE will be provided with information and instruction as to the correct use of the equipment. PPE must comply with current regulations and meet European standards.

All instances of damage or loss to PPE should be notified to the relevant person who will arrange for repair or replacement.  
(See *PPE Policy & Hierarchy of Controls*)

## **First Aid / Medications / Infectious Diseases**

### **First Aid**

The SBM manages the first aid procedures and co-ordinates all school first aid requirements. First Aid boxes are located in the Medical Room. The [SBM/Finance Assistant] ensures that these are regularly re-stocked. The First Aid boxes are taken into the playground each day.

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.

First aid provision is available during the whole school day including extended services.

**A Paediatric First Aider must be available on site the whole time the school is in operation including extended services if under 6's are present.**

**A Paediatric First Aider must accompany any Early Years trip (even local ones) to comply with the EYFS Statutory Guidance 2017**

Individual risk assessments will be carried out to identify what first aid provision is required (lone workers, school trips / events etc)  
(See *First Aid Policy*)

### **Accidents / Incidents**

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 cannot 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 via the Lewisham Online Accident Reporting System.

For major injuries, eg broken bones), an over 7-day absence due to a work injury, pupil / member of the public going straight to hospital with a confirmed injury which has been attributed to because of a failing of the school or premises, and some specific dangerous occurrences, an online report should be made to the Health & Safety Executive within the legal timescales.

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

The Headteacher will be informed of all serious accidents.  
(See Accident / Incident Reporting Policy)

### **Illness Procedures**

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.

### **Infectious / communicable diseases**

Where there are clusters of infectious and communicable diseases then these are reported to the local authority on the communicable diseases form. Staff are aware of controls that should be implemented when dealing with infectious diseases. Procedures are detailed in the School Office and the SBM is responsible for making the necessary returns to the LA. - See HPA Guidance & Spotty Book.

If there is another epidemic or a significant outbreak of an infectious disease, the school will be led by the UKHSA / London Borough of Lewisham Public Health and Government.  
(See Infectious Diseases Policy)

### **Personal Medicines**

Parents will be required to complete a medications consent form prior to any medications being accepted. The school ensures that there are adequate

numbers of staff with medicines training available to dispense medicine if appropriate.

*(See Medicines Policy)*

### ***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 SBM, and all staff will be made aware of relevant symptoms and their implications.

*(See DfE Supporting Pupils With Medical Conditions Guidance and Policy for supporting children with Medical Needs)*

### ***Asthma and Anaphylactic Shock***

Asthma medications and Epi-pens are kept in the child's classroom in clearly labelled boxes, along with a copy of their Healthcare Plan 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.

The school holds spare asthma medication and spare epi-pens for emergency use only, held in the SBM's office cupboard.

### ***Diabetes***

All relevant 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*. Training will be organised when required to manage pupils with the condition.

### ***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 School Business Manager who is responsible for ensuring that a copy is shared with the kitchen staff and Class Staff including Supply.

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

Any concerns about a pupil's attendance or absence through ill health should be reported to the school office staff, who are 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.

## **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. We keep a "red box" in the school office for girls who are on their period.

### **Sun Care**

All parents should apply sun cream 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 sun cream for staff to help children apply after lunch.

In Reception, most children will be able to do this independently. Parents may provide labelled sun cream 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, first aid 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 SENDCo, parents/carers and other relevant adults, and with reference to relevant school policies:

*Inclusion*

*Behaviour Management*

## **Health and Safety of Staff**

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

### ***Pregnant / New Mothers***

All pregnant women will have a risk assessment undertaken and reviewed regularly.

When a new mother returns to work, it may be necessary to undertake an individual risk assessment for them.

*(See Pregnant and New Mothers Guidance)*

### ***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.

*(See Health & Safety Training Matrix)*

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

*(See Violence and Aggression Policy)*

### ***Lone Working***

There are occasions when staff lone work in the school. Risk assessments will be undertaken. 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.

*(See Lone Worker Policy)*

## Designated staff

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

Responsibility	Post
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	SBM

Headteacher                      Keith Barr

Health and Safety Rep

Premises Manager              Tom Slack

Link Governor                  [to be appointed]

## Training Matrix

<b>Staff</b>	<b>Training Requirement</b>
<b>Governors</b>	Safety Awareness briefings and professional qualifications.
<b>Headteacher -</b>	IOSH Managing Safely Course  Headteacher / Deputy Headteacher – Health & Safety Responsibilities  Asbestos awareness training
<b>School Business Manager or Responsible Person</b>	IOSH Managing Safely Course  Risk Assessment – at least awareness session  Asbestos awareness training  Legionella / Asbestos Awareness  Display Screen Equipment
<b>School Premises Manager</b>	IOSH Managing Safely Course  Risk Assessment, working at height, manual handling, fire, COSHH, managing contractors, play equipment, legionella , asbestos, roofs,
<b>First Aiders</b>	Fill First Aid at Work (3 day)  Emergency First Aid (1 day)  Paediatric First Aid (2 day)  Emergency Paediatric First Aid (1 day)  Refresher training as required -This is a statutory requirement.
<b>Premises Assistant</b>	Manual Handling, COSHH and Working at Height, Managing Contractors, Fire Safety including extinguishers awareness training
<b>Educational Visits Coordinator</b>	EVC Training (1 day) & refresher when required
<b>Fire Marshals</b>	Fire marshall and fire safety training
<b>Staff administering medications</b>	Administering medication training
<b>School Staff</b>	Working at height, manual handling, accident reporting, fire safety, general awareness,