
Health and Safety Policy

Kingsbury Green
Primary School

November 2018

HEALTH AND SAFETY POLICY

Kingsbury Green Primary School

PART 1. STATEMENT OF INTENT

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

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

This policy will be brought to the attention of, and/or issued to, all members of staff, a reference copy is kept in the school office H & S file and also on the shared drive under the Policies folder.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis culminating in an Annual Health & Safety Report. This policy will ensure the allocation of adequate resources (including time, effort, training and money) to safety, health and wellbeing.

This policy statement supplements:

Council Health and Safety Policy.
Safeguarding children policy
Missing child procedure
Supporting pupils with medical conditions policy
First aid & illness at school procedure
Child protection policy
Keeping children safe in schools
Educational visits policy
Motivation and behaviour policy
Physical intervention policy

[Insert signature]

[Insert signature]

Olivia Alison, **Chair of Governors**

Laura Wynne, **Headteacher**

[Insert date]

[Insert date]

PART 2. ORGANISATION

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

At a school level duties and responsibilities have been assigned to staff and governors as detailed below;

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards.

Health & Safety Governors (tbc, Samir Patel) have been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

The Governing body are required by Law to have access to competent health and safety advice

In LA Community schools the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with from Corporate Health & Safety Team 020 8937 5438.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures / governing body's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.

- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Head teacher to the School Business Manager. The SBM is supported in this delegated role by the Site Manager (John Card) who would, on a day to day basis, identify any H&S issues that are raised/identified within the school environment.

Responsibilities of other staff holding posts of special responsibility

In the absence of the SBM/Head teacher, the Deputy Head teacher (Reena Shah) will oversee the health and safety responsibility:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head [individual with delegated authority] of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

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

All employees have responsibility to:

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

PART 3. ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy and are stated in more detail within Appendix A attached.

1. Accident/Incident Recording Reporting
2. Asbestos Management
3. Children/Adults with Additional Needs
4. Consulting Employees on Health and Safety
5. Contractor Selection and Management
6. Control of Hazardous Explosive Dangerous Substances
7. Display Screen Equipment (DSE)
8. Educational/Recreational Visits
9. Electrical Safety
10. Finger Entrapment
11. Fire Evacuation and Other Emergency Arrangements
12. Fire Work Displays
13. First Aid and Medication
14. Fixed Play Equipment
15. Gas Safety
16. Health and Safety Policy
17. Health and Safety Monitoring, Audit and Inspection
18. Infection Control
19. Instruction, Information, Training & Supervision
20. Lifting and Handling
21. Lone Working
22. Noise at Work
23. Occupational Health
24. Partnership Working (Letting & Renting Premise)
25. Personal Protective Equipment (PPE)
26. Physical Education and sport
27. Premise Management
28. Premises Work Equipment (including Lifting Equipment & Operations)
29. Provision of Information
30. Risk Assessment
31. Slips, Trips and Falls
32. Smoking on School Premise
33. Stress/Wellbeing
34. Swimming Pools
35. Vehicles
36. Vibration at Work
37. Violence at Work
38. Water Management - Legionella
39. Working at Height

Appendix A

1. ACCIDENT/INCIDENT REPORTING PROCEDURE

Accidents to Employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be recorded on the councils online accident recording system Brent Accident and Incident Recording System

Accidents to Pupils and other non-employees (members of public / visitors etc.)

A local accident book (held in the welfare office) is used to record all minor incidents to non-employees, more significant incidents as detailed below must be recorded on the online accident reporting system:

- Major (Significant) injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents resulting in the injured person being absent from work for more than 3 and 7 consecutive days (including weekends and holidays unless the person would have been able to return sooner).
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and the Governing Body/ Health and Safety Governor and where the Council is the employer - the LA Corporate Health & safety Team must be notified.

Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Accident/incidents will be reported to the HSE by the Health and Safety Competent Person. This will be the Corporate Health and Safety Team where the LA is the employer.

Accidents, violent incidents and near misses / dangerous occurrences will be recorded on the council system within set timescales. This is to enable the Corporate Health and Safety Team time to meet the statutory requirements under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- The death of any person - All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. The Council must be informed immediately by phone as soon as possible after the event occurring or the school becoming aware of the incident (whichever is sooner). Recording on the system will occur as soon as practicable post incident.
- All Accidents, violent incidents and near misses / dangerous occurrences - these will be recorded on the system within 48 hours of the event occurring or the school becoming aware of the incident (whichever is sooner), EXCEPT
- Over seven-day incapacitation of a worker incidents - these need to be recorded on the system on the eight consecutive day of the absence/next working day (whichever is sooner) after the event occurring

- Over three-day incapacitation of a worker incidents - these need to be recorded on the system on the fourth consecutive day of the absence/next working day (whichever is sooner) after the event occurring

2. ASBESTOS MANAGEMENT

An asbestos survey, register and management plan is in place for the school in accordance with the Asbestos Arrangement. The school's most recent asbestos management survey was conducted in January 2018

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the main reception office by the School Business Manager.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from school's asbestos authorising officers as below (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos must be reported to [Laura Wynne(Headteacher) who will contact the Competent Health & Safety Adviser.

The school's asbestos authorising officers are Laura Wynne and John Card and must have received asbestos awareness training. Refresher training is required every 3 years.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns, plumbing, decorating, electrical works etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted on a periodic basis and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) carried out by approved asbestos contractor and recorded.
- The condition of the asbestos will be reviewed by a Component Asbestos Surveyor at least annually for signs of damage or deterioration and records kept. Any concerns, damage or deterioration should be reported immediately to the Councils Asbestos Duty Holder and Health & Safety Competent person.

3. Children/Adults with Additional Needs

People may have temporary needs following an operation, a broken leg/arm or permanent needs if they have learning difficulties. In such instances the school will undertake an individual risk assessment of that person(s). For pupils this will be the class teacher and school SENCO, for staff this will be their line manager and Headteacher. The school already has risk assessments in place to manage risks associated with the schools activities. If a review of the relevant risk assessment(s) from the perspective of a person(s) with needs identifies additional risks and control measures not previously considered and these will be added into the risk assessment as accordingly. It is a common sense approach that enables, empowers the management of risk as opposed to prohibiting. For children this can form part of their Health Care Plan. For a member of staff this would be added to their Personnel File.

Where the needs prevent persons evacuating the building unaided in an emergency then a Personal Emergency Evacuation Plan (PEEP) is completed in partnership with the person with needs and/or their parent/carer/guardian as appropriate.

For further guidance Health & Safety Arrangement People with Additional Needs

Employers must ensure that all employees are provided with adequate health and safety training when they start work. Ongoing training must also be provided in response to changes, such as:

- Meeting the needs of new pupils
- The identification of additional risks
- The use of new or modified equipment and/or
- New job responsibilities
- A change in the needs of existing pupils leading to a change in the way that risks arising from their needs are managed

Monitoring and review of procedures helps highlight when training is required and also the relevance of the training, e.g. how much the training relates to the job.

4. Consulting Employees on Health and Safety

The staff Health, Safety, Safeguarding and Wellbeing committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from the meetings are brought forward for review by the school management. The minutes of any meeting that include Health & Safety action points for which staff are to be made aware of – these are communicated to staff through the weekly staff briefings on a Friday morning or an email will be circulated to all staff for their notification. The H & S issues will also be discussed at SLT/Team staff meetings as an Agenda item and noted in the relevant minutes. Staff are encouraged to report any issues concerning health and safety to the SBM.

Due to staff vacancies - The Employee/Trade Union appointed Safety Representative for staff is currently vacant. The school will advertise the role internally in staff briefings.

5. Contractor Selection and Management

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. [For establishments where the Council is the employer and work funded by the Council, then contractors must be SSIP (Safety Systems in Procurement) or CHAS approved (Contractor Health and Safety Accreditation Scheme)]

All contractors must report to school office / reception where they will be asked to sign in using the INVENTORY system and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The School Business Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place, working effectively and stop any unsafe acts.

School managed projects

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by School Business Manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school uses either Council approved contractor or ensures it own competency checks are undertaken. Details can be found in Policy Contractors on Educational Establishments [when considering the appointment of contractors outside of the Council approval list the School Business Manager will undertake appropriate competency checks prior to engaging a contractor. Guidance is given in the Contractors guide on Educational Establishments]

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

¹CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the schools behalf.

6. Control of Hazardous Explosive Substances

*This Arrangement merges the requirements of both the **Dangerous Substance, Explosive Atmosphere Regulations 2002 (DSEAR)** and **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** to form **Control of Hazardous Explosive Substances (CHEDS)***

Where practical every attempt will be made to avoid, or choose the least harmful and/or explosive substance.

Within curriculum areas (particularly Science and Design & Technology) (subject leaders / co-ordinators) are responsible for CHEDS and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Manager.

They shall ensure:

- An inventory of all hazardous and explosive substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full CHEDS risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of unauthorised persons.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment and staff/pupils given appropriate training in its safe use and disposal.

Where persons may be affected by their use on site, the caretaker is responsible for ensuring that CHEDS assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

7. Display Screen Equipment (DSE)

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin, office staff, senior management are identified as DSE Users.

Staff identified as DSE Users are entitled to an eyesight test for DSE use at least every two years by a qualified optician. The cost of the test (up to £25) will be met by the school. If deemed necessary by the optician that corrective glasses/appliances are required specifically for DSE use a contribution to these of £50 will be met by the school.

Advice on the use of DSE is available in Policy Display Screen Equipment/Visual Display Units. Users are required to complete a DSE self assessment form and raise any issues with local line management at least every two years. Any unresolved issues are reviewed by a local DSE Assessor or Corporate Health and Safety Adviser/Competent Person/Ergonomist

The Legislation does not apply to pupils. When staff are not designated as Users, they will be encouraged to adopt the general good practices where practical. These good practices will be extended to pupils where practical.

8. Educational/Recreational Visits

The Council has adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits. All offsite visits will be planned following

this guidance and the Councils Educational & Recreational Visits Handbook, *There and Back Again*. The Handbook touches on every aspect of visits, without going into details and as such may be described as an important summary of the OEAP guidance. Detailed guidance is available <http://oeapng.info/>.

Kingsbury Green Primary must seek approval from the Headteacher four weeks in advance of all residential, overseas and adventurous trips. Trips for the first time of a residential, overseas and adventurous activity are discussed with the LA Adviser for Outdoor Education. All relevant risk assessments, medical consent forms, participants' adventure code and names etc. are in accordance with the procedure.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) [?] who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher. The school has a separate policy for offsite visits and can be located under the shared drive (G).

9. Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the School Business Manager/Site Manager who will arrange for their removal from service.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by an external company (Cambs- PAT) which has been used in recent years and also for the most recent inspection in June 2018. This is undertaken on an annual basis.

The School Business Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) will not be brought into Kingsbury Green Primary without prior authorisation and must be subjected to the same tests as Kingsbury Green Primary equipment.

A fixed electrical installation test (fixed wire test) will be conducted by an external contractor/company [at least every 5 years or more frequent if deemed necessary following the results of the last test]/[an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over the required period].

10. Finger Entrapment

The types of injuries that may result from door incidents range from crushing, bruising and fractures - in the most serious cases – to amputation; however, whatever the outcome, every finger trapping incident is likely to cause pain and distress to a child.

It is reasonably foreseeable that such incidents may occur where children visit. In terms of preventing finger trapping injuries from the hinge side of doors, finger guarding devices are widely available and relatively low cost items that do not necessarily require specialist fitting. Where fitted to fire doors guidance should be sought from the supplier, manufacturer or fire specialist to ensure that the device does not affect the integrity or fire rating of the door.

Due to the vulnerability of young children and the potential severity and extent of any injuries they could sustain, **as a minimum standard finger safety devices will be fitted to protect the hinge side edge of classroom doors, toilet entrance doors and toilet cubicle doors serving the age range three to seven.** For all other areas in the school that pupils frequent on a daily basis decisions regarding door safety will be based on level of risk.

11. Fire Evacuation and Other Emergency Arrangements

The Headteacher is responsible for ensuring the school's fire risk assessment (FRA) is undertaken and implemented following guidance contained in the Fire Precautions in Educational Establishments. The FRA is located in the school's fire log book which is located in the school office and will be reviewed on an annual basis by a competent person.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook as well as separate guidance being given to staff at the beginning of the academic year and any training updates for emergency procedures. The school also maintains a separate Fire safety file that contains a plan of the building identifying the location of fire exits, fire extinguishers, muster stations, first aiders and the business continuity plan. Evacuation routes for each room and location of muster stations are also located on the wall in each room/classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Personal Emergency Evacuation Plans (PEEPs) will be prepared and reviewed for persons requiring assistance to evacuate the building in an emergency who regularly use the building i.e. staff, pupils, regular visitors these can be combined with pupils health care plan. The latest copies of PEEPs for Pupils and staff are located in the school office next to the Fire Safety File.

Evacuation procedures are also made available to all contractors / visitors and Supply Teachers.

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

All other emergency procedures are detailed in the Business Continuity Plan.

Fire Drills

- Fire drills will be undertaken half termly and results recorded in the fire log book. A formal debrief will be undertaken and documented after the drill.

Fire Fighting

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- Staff are only advised to attempt to deal with a fire to aid their means of escape.

- The safe evacuation of persons is an absolute priority.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic awareness in its correct use at induction.

Details of service isolation points (i.e. gas, water, electricity) – see the Business Continuity Plan

Details of chemicals and flammable substances on site.

An inventory of these will be kept by Site manager as appropriate, for consultation.

The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance activities details of these are recorded in the fire log book located in the Caretaker's room.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This will be undertaken whilst the school day is in operation. At Kingsbury Green Primary, these are carried out at 7.30am every Thursday Morning.

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

A fire alarm maintenance contract is in place with Honeywell contractors and the system tested on a quarterly basis by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks ensure that all firefighting equipment remains available for use and operational. A record of checks is maintained.

Honeywell Contractors undertakes an annual maintenance service of all firefighting equipment. The last annual review of the extinguishers was carried out in September 2018.

The contractor will identify and defective equipment or extinguishers that need recharging and those that should be taken out of service/replaced.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation on a monthly basis in house by the caretaker. Annually a full discharge test and certification of the system will be undertaken by Honeywell contractors, with any defective areas being actioned by Lighthouse contractors. A record of checks is maintained by the caretaker.

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use. This task is done routinely as part of the daily H&S review by the site manager as he undertakes his daily caretaking duties.

12. Fire Work Displays

Although the school does not currently organise fire work displays, the school will ensure that they adhere to this policy requirement if they ever decide to organise such displays in the future.

Firework displays, whether private or public, should be enjoyable occasions. The school will take every precaution, to ensure that they are an enjoyable and safe occasions.

Kingsbury Green Primary will adhere to the Council Arrangement “Safety at Fire Work Display”. This gives advice on how to run an outdoor firework display safely.

Organising of the firework display will start as early as possible. One person will be appointed to be in overall control and have final responsibility for health and safety [usually Headteacher or school governor]. Other individuals forming the fire work committee will share the work load. For example, one person could be responsible for ordering, storing and setting off the fireworks, and liaising with the local authority, fire brigade etc.; another person for site facilities and crowd safety; and so on.

13. First Aid and Medication

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

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

Maria Connell	May 20
Mayuri Pindolia	March 20
Bridget James	March 20
Cleo Edwards	March 20

TRAINED TO *EMERGENCY FIRST AID AT WORK LEVEL (6 Hr):*

<p>1 day qualification - Expiry Sept 2020</p> <p>Nawel Badji Reena Sakaria Judita Kantorova Aashia Nawaz</p> <p>Expiry June 2020</p> <p>Geraldine Cunningham Nilam Hirani Hansa Valji Bhavna Bhudia Bindu Sillars Susan Taylor Julie Smith-Bolger Michael Sugrue Annett Hosall-Butt</p> <p>Expiry October 2020</p> <p>Eileen Dunne Maria Magdarog Mary Moore Shamin Zaman Michelle Loughran Janet Banjo</p>	<p>1 day qualification - Expiry Sept 2019</p> <p>Devu Hirani Yvonne Young Rajashri Shah Cornel Illie Humera Ahmed Mayuri Pindolia Hina Bhagani</p> <p>Expiry October 2021</p> <p>Sunita Sikotra Valambhia Ilona Noel Janet Barrett John Card Aisha Nawaz Devu Hirani Sharna Scantlebury Catolina Ratcu Maryann Nwogbe Zainam Boston Shakira Johnson Thomas Dragana Bengougam Sandrene Pinnock Emily Smith Emilie Belibi Anushya Pulendramoorthy</p>
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TRAINED TO *EARLY YEARS/ PAEDIATRIC FIRST AID STANDARD (12 Hr):*

3 day qualification Maria Connell May 20 Mayuri Pindolia March 20 Bridget James March 20 Cleo Edwards March 20	2 day Qualification Fatuma Sharif Sept 2021 Humera Ahmed Oct 2020 Neeta Chuckerbutty Sept 21 Danni Munroe Card Sept 21 Alison Moran Sept 21 Helena Sears Sept 2021
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First aid qualifications remain valid for 3 years. Maria Connell (welfare officer) will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

There are 2 first aid stations – the main welfare office and the welfare office in the early years building.

The school has 9 first aid kits – which comprise of 4 medical bags in early years and 5 first aid bags are located in the main school medical room. There are also 2 additional first aid stations in the reception area and also the nursery area.

Maria Connell/welfare officer is responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits] are complete and replenished as necessary.

Head Injuries:

If a child or someone sustains a head injury, they are observed closely for the next 24 hours whilst at school. Outside school the parent/carer will receive a letter informing that the child has sustained a minor blow to the head and to observe the child closely for any unusual behavior and symptoms.

If a child has a minor head injury, they may cry or be distressed. This is normal, and with attention and reassurance most children settle down. However, seek medical assistance if your child continues to be distressed.

Minor head injuries are common in people of all ages and should not result in any permanent damage. The symptoms of a minor head injury are usually mild and short lived. Symptoms may include:

- a mild headache
- nausea (feeling sick)
- mild dizziness
- mild blurred vision

If a child experiences these mild symptoms after a knock, bump or blow to the head, they won't usually require any specific treatment. However, the school should ensure the child is taken to a local minor injuries unit or accident and emergency (A&E) department for a check-up.

Signs of a serious head injury

If, following a knock to the head and any of the symptoms below are noticed, the child or person injured must seek immediate medical attention:

- unconsciousness, either briefly or for a longer period of time
- difficulty staying awake or still being sleepy several hours after the injury
- clear fluid leaking from the nose or ears (this could be cerebrospinal fluid, which normally surrounds the brain)

- bleeding from one or both ears
- bruising behind one or both ears
- any sign of skull damage or a penetrating head injury
- difficulty speaking, such as slurred speech
- difficulty understanding what people say
- reading or writing problems
- balance problems or difficulty walking
- loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg
- general weakness
- vision problems, such as significantly blurred or double vision
- having a seizure or fit (when your body suddenly moves uncontrollably)
- memory loss (amnesia), such as not being able to remember what happened before or after the injury
- a persistent headache
- vomiting since the injury
- irritability or unusual behaviour

If any of these symptoms are present, particularly a loss of consciousness (even if only for a short period of time), go immediately to your local A&E department or call 999 and ask for an ambulance.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult(s) will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS helpline (111) and, in the case of pupil with the parents/carers.

The welfare room has details of the nearest Hospital A&E departments, schools nurse etc. and plan of the route to hospital from the school.

Administration of medicines

All medication will be administered to pupils in accordance with the Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

The Welfare Officer is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by the Welfare Officer.

All non-emergency medication kept in school is securely stored in lockable cupboard in the welfare room, with refrigerated meds kept in clearly labelled containers within the medical fridge in the welfare room with access strictly controlled. The Welfare Officer will oversee the administering of the medication for the relevant pupils.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epinephrine autoinjector i.e. epi-pen etc., it will be kept in the locked medical cabinet in the welfare room, and clearly labelled.

Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the Headteacher Laura Wynne.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the deputy Head's Room.

[Where a PEEP or Personal Risk Assessment is required it is logical to include as part of the Health Care Plan]

Staff will receive appropriate training related to health conditions of pupils and adults and the administration of medicines by a health professional as appropriate.

14. Fixed Play Equipment

External play equipment is only used when appropriately supervised. Each piece of fixed play equipment has its own risk assessment that details the level supervision required and forms part of the overall risk assessment for the playground. The playground risk assessment should include: [delete as appropriate]

- Accessible Play Field
- Fixed Play Equipment
- KS1 & KS2 playgrounds
- Grass bank
- Fences
- Age and ability of children
- The playground layout
- Hazards and activities associated with the playground e.g. nature trail, monkey bar, playing football and type of ball used etc.
- The type, level and duration of activities undertaken
- Time of year and weather conditions
- The experience and competence of staff/teachers/meal time supervisors etc. Particularly their roles and responsibilities with regard to playtime duties.]

This fixed equipment is checked daily before use for any apparent defects, and Caretaker will conduct a formal termly inspection of the equipment and that is recorded.

Physical Education and Play equipment is subject to an annual inspection¹ by Gym Fix Ltd in accordance with the Arrangement Fixed Equipment in Playgrounds. The play equipment is checked annually every July/August.

Inflatable play equipment should be thoroughly inspected² annually or at least once in every 14 months by a registered inspection body. You need to see evidence that these checks have been undertaken.

Daily Checks will be carried out before the first use on any day using advice provided by the

manufacturer in the operations manual and should include the following:

- Suitability of the site
- Anchorages are secure and intact
- No damage to the fabric or seams
- The blower is the one specified and all tubes are fixed and in good condition

¹ Annual Inspection – should be undertaken by an impartial qualified inspector from an outside organisation (ideally should not be from the installer/maintainer of the equipment to assure impartiality).

For Play Equipment an inspector must be a certified Register of Play Inspectors International (RPII) Inspector to undertake the annual inspection. Details of these can be found at <http://www.playinspectors.com/>

² HSE supports inspection schemes, namely ADIPS and PIPA. Under the PIPA scheme inflatable are tested before use and annually thereafter. They will be tagged, and the operator will be able to produce a certificate containing information relating to the test.

15. Gas Safety

The commissioning of gas installations and/or the use of gas equipment must be included in a generic risk assessment on gas safety. This is to identify and address hazards and risks associated with equipment, its location, its users and the level of its use. Control measures, based on the risk assessment, must be established to reduce health and injury risks. The main hazards associated with gas are fire, explosion, and Carbon Monoxide poisoning, and these should be considered when undertaking workplace risk assessments.

All persons working on gas installations and appliances are registered with *Gas Safe Register*. A formal contractor vetting and monitoring process has been undertaken by the school on the appointed engineer. The engineer will provide a current ID card prior to commencing work as evidence of being competent to undertake the works required. The card will show a photo, business registration number, company name, start and expiry day and a security hologram.

There is a programme of regular inspection, maintenance and repair by the approved gas contractor (currently use Brighton & Hove Ltd). Any gas appliances (permanent or portable), and gas flues receive an annual gas safety check. The issued Gas Safety Certificate should be stored in Fire safety File and all records kept and maintained.

16. Health and Safety Policy

The school will develop its own specific health & safety policy to comply with statutory requirements which builds on the Council's Safety Policy. Areas that will need to be addressed in such a policy include:

- Any specific aims and objectives of the school – Statement of Intent signed by the employer
- The means of organising within the school – Organisational arrangements for health & safety, basically who does what and when
- Any arrangements specific to the schools' activities – Often referred to as planning (identifying the hazards and risk associated with the establishments activities) and implementing (control measure to manage and reduce the risk to prevent harm/injury)
- The means of monitoring within the school to ensure the standards set are being achieved – The monitoring that the school carries out to ensure that control measures are in place, that they are effective, practical and that the school is compliant with Statutory requirement and Council policy

The Health and Safety Arrangement *Educational Establishment Health & Safety Policy* provides a model which can be tailored to the requirement of individual settings.

On completion, the safety policy should be signed and dated by the employer or equivalent, e.g. Chair of Governors and Headteacher, and publicised to all employees.

17. Health and Safety Monitoring, Audit and Inspection

A general inspection of the site will be conducted on a 6 monthly¹ basis and be undertaken / co-ordinated by Caretaker, School Business Manager and the H & S Governors².

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher / H & S Governor. Responsibility for following up items detailed in the safety inspection report will rest with Site Manager/School Business Manager.

A named governor responsible for H & S (Mehul Patel and Samir Patel) will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Periodically the Corporate Health & Safety Team will carry out an audit and/or inspection of Kingsbury Green Primary on behalf of the Council, as it deems appropriate, as part of its programme to ensure compliance with the Council's and Legal obligations. The last audit was carried out in December 2016 and the audit report is attached as appendix C

Inspections will be conducted jointly with the establishment's health and safety representative(s) where possible.

¹ Cycle time for formal documented site inspection should be based upon risk, larger schools and/or those with higher risks should be undertaken termly.

² Ideally this should involve a member of the school governors who have health & safety responsibility

18. Infection Control

To promote good health and to prevent the spread of infection, the school will ensure that the following good practices are followed in line with Public Health England document *Guidance on infection control in schools and other childcare settings, September 2014 (version 2)*

Routine immunisation

Guidance should be consulted on immunisation from *Guidance on infection control in schools and other childcare settings* and the Council Infection Control Arrangement. All staff will undergo a full occupational health check before starting employment; this includes ensuring they are up to date with their immunisations. A risk assessment approach is adopted to identify staff at risk and where appropriate those members of staff are offered immunisation. If staff choose not to take up this offer then alternative control measure need to be proposed and implemented.

Personal Hygiene

- Hands washed after using the toilet.
- A box of tissues is available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically.
- Children are encouraged to shield their mouths when coughing.
- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers,

Children in Nappies

- We will endeavour to meet the needs of all children. If necessary, younger children will have nappies changed. For older children accessible toilet facilities are available.
- All staff have enhanced CRB/DBS clearance and may change nappies.
- Nappies, disposal bags and any cleaning agents or creams will be provided by parents.
- Staff will wear disposable gloves and aprons when dealing with an incident and/or soiled nappies.
- Soiled nappies will be double wrapped and placed in a hygienic disposal unit and collected by a waste contractor
- The changing area and mat will be cleaned after each use, and hands washed.

Clean environment

- All surfaces are cleaned daily in accordance with the daily cleaning scheduled by the cleaners employed by the school. Periodically a deep clean will be undertaken in accordance on an annual basis.
- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit located in the welfare room.
- Excrement will be flushed down the toilet.
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions [the use of bleach in schools is not forbidden].
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Children are encouraged to change and clean themselves.

19. Instruction, Information, Training & Supervision

Where the Council is the employer, it will normally inform and instruct its schools on health and safety by the issuing of Local Arrangement and Health & Safety Bulletins/Circulars. However, urgent or individual information/instruction may be given by memorandum, e-mail, letter, text or verbally.

Arrangement and safety Bulletins/Circulars are available on the Brent schools extranet www.brent.co.uk/schoolex and/or addressed directly to Headteachers. Copies will be made accessible to staff from Kingsbury Green Primary school. The (Headteachers/Managers) who are required to implement them, must bring them to the attention of all relevant people in Kingsbury Green Primary school (including the governing body), through Team meetings, the school newsletter etc.

The Governing Body ensures that the Kingsbury Green Primary school Safety Policies outline the arrangements for informing and instructing members of staff and others.

Training

To comply with health and safety law Kingsbury Green Primary School will ensure that its staff, agency workers, volunteers and pupils receive appropriate training in order to undertake tasks competently and safely. Staff, agency workers, volunteers attend induction courses and other mandatory training as defined in the Council Health and Safety Training Matrix.

Pupils are instructed on the Action to be taken:

- In the event of an emergency evacuation following a fire, gas or bomb warning
- To call a first aider following an accident or illness
- On noticing an accident, hazard or unauthorised person in [school name] grounds
- On the spilling of blood or body fluids and washing hands following a visit to the toilet

Instruction, information and training on curriculum health and safety issues are delivered during lessons by competent teaching staff and before any of the risks are incurred. Registers together with schemes of work and lesson plans act as a register.

Contractors and other persons visiting the premises are briefed and as necessary given written procedures to acquaint them with the schools Emergency Procedures. Visitors are escorted during visits to Kingsbury Green Primary School. In the case of contractors, all these procedures should be included with any contract, works order or be issued at a pre-contract meeting. The contractor is asked to provide a risk assessment and method statement that address all risk associated with the works and how they will be managed.

Supervision

The Council monitors its establishments via inspections and audits. The Governing Body ensures that it has established systems for supervision. These systems are the Schools Safety Arrangements. Premises Controllers ensure staff are adequately supervised and that staff with *loco parentis* responsibilities, supervise pupils/pupils in their care.

20. Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

All manual handling activities which present a significant risk to the health and safety of staff, will have a risk assessment conducted to ensure such risks are adequately controlled. Where practical manual handling operations are avoided using engineering controls. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

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

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

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

21. Lone Working

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

Work involving potentially significant risks i.e. work at height or adjacent to swimming pool must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher / senior member of staff / their line manager and ensure they use the attendance book to sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

Specific arrangements for lone working off site would include the following - For staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

22. Noise at Work

Kingsbury Green Primary will compile an inventory of all work equipment and noise sources that exceed the noise Threshold Level of 80 dB(A). The noise level assessment is based upon manufacturer's guidance, industry best practice and measured noise values.

Where noise sources exceed 80 dB(A) they are reduced as low as reasonably practical using engineering controls, reducing the time of exposure and wearing suitable ear protection.

At noise levels exceeding 80 dB(A), staff are offered the option of ear protection. Above 85 dB(A) it is mandatory for ear protection to be worn; signage should be displayed indicating where ear protection is to be worn.

The Noise Regulations have been extended to the music and entertainment sector. The Regulations apply to employees where live music is played e.g. music lesson and/or recorded music is played e.g. school play, discotheque, sports day with school staff present.

Where possible noise levels are reduced to as low as reasonably practical by engineering controls, reduce time of exposure and use of PPE.

This do not apply to children and members of the public exposed to noise from the school activities. Where the school employ the use of external providers/contractors to undertake activities/deliver music it is their responsibility to comply with the Regulations.

23. Occupational Health

Occupational health service is provided by Employee Health (020 8962 4355).

The function of occupational health services is to help keep Kingsbury Green staff well and support them to get back to work quickly if they become ill. This can save the business money, increase productivity and improve the health and wellbeing of staff.

Examples of the types of services that can be delivered include:

- Absence Management - advice on any absenteeism and support employees to return to work as quickly as possible
- Rehabilitation - guide employees to treatment and support so that your employee can return to work quickly
- Risk assessments – identify any hazards, evaluate risk and identify/prioritise interventions and control measure to prevent occupational ill health
- Health surveillance - Ongoing checks to prevent health problems occurring and ensure employees are safe. Employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health may be required to be checked by law.

Examples of the types of health surveillance include:

- Hearing testing
- Vision testing
- Hand and arm vibration
- Lung function testing
- Driver medical exam
- Alcohol/drug testing

Workplace immunisations – having an effective vaccination and recall system gives confidence to staff exposed to vaccine preventable diseases that protection is being provided

Health promotion and wellbeing – promotes a healthy working environment and promote healthy behaviours amongst staff.

24. Partnership Working (Letting & Renting Premise)

Lettings are managed by the School Business Manager;

Hiring of facilities or equipment is managed by the School Business Manager;

Selection and appointment of contractors, service providers e.g. Sport coaches, Music instructors, Visual arts, Play groups etc. is managed by The Head teacher;

The Headteacher and governing body will ensure that where services or activities are provided separately by another body on school premises, that assurance is obtained that the body concerned has appropriate policies and procedures in regard to safeguarding and child protection.

The Headteacher and governing body will ensure that the terms of any contract for lettings such as to supplementary schools; theatre groups; sports activities; cubs and scouts etc., that will require the hirer to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, requires the hirer to produce and implement appropriate safeguarding policies and procedures.

The Headteacher and governing body will ensure the school monitors the hirer's compliance with said policies and procedures.

This will include the reference to any other educational arrangement, any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license, selection and appointment of providers etc.].

25. Personal Protective Equipment

The completion of risk assessment may identify additional control measures in the form of Personal Protective Equipment (PPE); this should be used as a last resort. This can include items such as head protection, hand protection, eye protection, foot protection, hearing protection, high-visibility clothing, inclement weather protection and safety harnesses. It also includes respiratory protective equipment (RPE). Where PPE is identified Kingsbury Green Primary will purchase the PPE for those required to use it and provide appropriate instruction, information, training and supervision in its safe use.

All PPE purchased is selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and clothing worn by the user. Staff that require the use of PPE on an individual basis are provided with a safe location to store it and maintain a record of user checks and maintenance.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register and labelled accordingly.

Further guidance is available in the Health & Safety Arrangement *Personal Protective Equipment*

26. Physical Education and Sport

The Law reasonably expects that an individual schools' *Code of safe practice in Physical Education* will reflect it's own particular needs according to it's programmes and premises, in addition to factors which it may have in common with other similar establishments.

An activity is judged to be safe in physical education and sport (PES) where the risks associated with the activity are deemed to be acceptably low. It is the responsibility of all Kingsbury Green Primary school teachers and coaches of physical education and sport to identify those risks and decide whether the level of risk is acceptable. They should do this through good teaching and management of a situation on a day to day basis.

Kingsbury Green Primary School will create and maintain a risk assessment for each PES work area to reduce the activity to an acceptably low level. Significant hazards and their control measures should also be included in *Schemes of Work* as appropriate.

All staff working in PES should be made aware of these findings and be involved in their review.

27. Premise Management

Premise management relates to the management of a range of hazards in a premise many of which relate to statutory requirements. Failure to comply could result in non-compliance, being served with enforcement Notices, prosecution, fine and imprisonment depending upon the severity and consequence of the failing.

High risk areas associated with premise include:

- Fire
- Asbestos
- Gas
- Electrical
- Legionella
- Hazardous Explosive Dangerous Substances
- Management of Contractors
- Violence/personal safety/building security

All the above risk areas have their own Health & Safety Arrangement

Additional risk areas to be considered:

- Premise Access
- Oil Storage Tanks
- Manhole covers
- Lightning Conductors
- Glass, Glazing and Windows
- Lifting & Lifting Equipment
- Electric Gates
- Trees
- Welfare facilities

These are managed by the Site Manager and their Deputy who have received Premise Management training in the past 5 years. All records are kept and maintained in the premise log/records kept in the caretaker's room.

28. Premise Work Equipment (Including Lifting Equipment & Operations)

All staff are required to report to the School Business Manager any problems found with plant or equipment. Defective items will be clearly marked and taken out of service by storing in a secure location or rendering unusable pending repair / disposal.

The Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, PPE requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is [detailed in the equipment register and labelled accordingly.

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Manager.

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

29. Provision of Information

The school will comply with its legal duty under the *Health and Safety Information for Employees Regulations 1989* and display the *Health and safety law poster* in a prominent position in school premises or provide each member of staff with a copy of the approved leaflet that outlines British health and safety law.

The Health and Safety Law poster (2009 version) is displayed in the main offices of the school and reception area.

The Council Health and Safety Team Tel: 0208 937 5438 provide competent health and safety advice for Community, Community Special and VC schools.

30. Risk Assessment

General Risk Assessments

The school will conduct and document risk assessments for all activities presenting a significant risk. These are co-ordinated by the educational visits co-ordinator and are approved by the Headteacher and Governors. Staff have received basic training to allow them to complete risk assessments as required.

Risk assessments for educational visits are available for all staff to view and are held centrally on the curriculum drive and these assessments will be reviewed following any work activity changes, an accident/incident or at least annually. This may be changed and prioritised on the basis of risk to persons and that it can be demonstrated that an action plan is in place. Staff will be made aware of any changes to risk assessments affecting their work. Risk Assessments for other activities within the school environment will be held in the main school office

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager. Such risk assessments will be reviewed on a regular basis and certainly following any change.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work so that an individual risk assessment can be undertaken as required.

The Law requires that specific assessments are required for New and Expectant Mothers and Young Persons. Further guidance is available in Arrangement Management of Risk.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by year group leaders using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use for scheme of work, lesson plan, syllabus etc.

All LA schools have a subscription to CLEAPSS and their publications¹ are used as sources of model risk assessment within Science and Design and Technology.

In addition the following publications are used within the school as sources of model risk assessments:

Primary schools

- [*Be Safe!* Health and Safety in primary science and technology, 4th Edition ASE]
- [National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>]
- [*Safe Practice in Physical Education and School Sport, 2012* Association of PE 'afPE'
<http://www.afpe.org.uk/>]

¹ CLEAPSS Science and Design & Technology publications or via www.cleapss.org.uk

31. Slips, Trips and Falls

Slips and trips occur across all education premises – whether a small primary school, a busy secondary school, a multi-site further education college, or the campus of a higher education institution. They provide a wide variety of facilities including educational, leisure and residential, open to employees, pupils and members of public at varying times of the day. Sites can be busy with large numbers of people moving around at the same time – often rushing.

Kingsbury Green Primary adopts the following simple practical ways to control slip and trip risks and prevent accidents on the premise. These include:

Stop floors becoming contaminated - use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to minimise spillages, pedestrian and vehicle routes are planned to avoid contaminated areas.

Use the right cleaning methods - cleaning methods used are appropriate and effective for the type of floor being cleaned, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly with a Meal Time Supervisor given this task during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.

Consider the flooring and work environment - checks made for loose, damaged and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.

Get the right footwear – staff wear appropriate footwear for the tasks in hand which are suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), is supplied free of charge to employees.

People and organisational factors – staff and pupils are encouraged to avoid rushing, overcrowding and using trailing cables.

32. Smoking on School Premises

Legislation banning smoking in enclosed workplaces and public places has been in force since 1 July 2007 as a consequence of the Health Act 2006. Kingsbury Green Primary school is responsible for enforcing the Smoke Free legislation in all its premises, work vehicles and public premises. This means that smoking in all school buildings and land of the school is not allowed. The ban includes smoking in car parks. This coincides with the Council's HR policy *Smoke Free Brent* enforcing the Smoke Free legislation.

Smoking includes being in possession of lit tobacco, other lit substances smoked and so includes pipes, cigars, water pipes, electronic cigarettes which can be smoked.

Smoking off premises is allowed during staff's lunch break or during other scheduled breaks that form a part of the member's of staff normal working day. This is undertaken at a distance remote from the premise and public view in accordance with the Kingsbury Green Primary school, smoking policy/code of conduct.

33. Stress/Wellbeing

The Headteacher and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of work life balance and of identifying and reducing organisational and individual workplace stressors through a risk assessment approach based on the core elements of the HSE management standards; change, control, role, responsibility, and supervision.

The school has systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, personal development plans, and Counselling services.

34. Swimming Pools

The Headteacher will ensure that the pool is managed in accordance with the Arrangement *Health & Safety in Swimming Pools*.

Children's swimming abilities are assessed prior to the commencement of taught lessons. On the day of the lesson The *Swimming Teacher* is informed of any child specific issues particular at the point of handover. Any child with specific needs will have an individual risk assessment that constitutes part of their health care plan

[Swimming Pool Activity at Third Party Premise [Location –Vale Farm Swimming pool]

A risk assessment has been carried out by the PE Teacher (Judita Kantarova) for visits by Kingsbury Green to and from Vale Farm. The Group Leader and supporting staff familiarise themselves with the Vale Farm swimming pool Normal Operating Procedures (NOP), Emergency Action Plans (EAP) and risk assessment for the swimming pool. [The Pool Operator is required to provide this information as part of any service level agreement]

35. Vehicles

Vehicles on School Premises

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

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. The school will aim to keep the volume of traffic using the main school car park entrance to a minimum during the school day. The car park gates are automated and operate on a timer; they are closed during the school day. Any visitors to the school site are required to use the buzzer for access to the car park. At the beginning and the end of the school day, the entrance/exit gate for the school is supervised by the caretaker and the assistant caretaker assists the school at a crossing on school drive way that is opened up at the start of the day and at dismissal in order to ease congestion and help pupils/parents/visitors leave the site as safely as is possible.

Visitors/disability pupils/parents are allowed access to the site – but the school tries to keep the general use of the car park by parents/visitors to a minimum.

36. Vibration at Work

The risk of vibration in a school setting is considered low. The risk of harm from Hand- arm vibration (HAV) would be associated with staff frequently using equipment such as a leaf blower, grass strimmer, lawn mower, hedge trimmers, angle grinder, sander etc. It is also dependent upon on how long staff are exposed to vibration and at what level. In these circumstances the school will assess the risks to decide whether any further action is needed, and plan how to reduce the risk.

Kingsbury Green Primary use external contractors to undertake the grounds maintenance functions and also use external building companies for routine maintenance work required within the school grounds and premises.

37. Violence at Work

Kingsbury Green Primary believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. An incidence of violent or threatening behaviour will be reported to school management and investigated to prevent a recurrence. Where relevant it will be recorded on the accident/incident reporting system.

Staff will report any such incidents to the Headteacher. Kingsbury Green Primary will work in partnership with the LA and police as required where inappropriate behaviour / individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe. Where pupils have specific issues these will be managed in partnership with external agencies e.g. Council SEN Team, NHS Child and Adolescent Mental Health Services etc.

38. Water management – Legionella

The school complies with advice on the potential risks from legionella as identified in the Legionella Arrangement.

A water management risk assessment of the school has been undertaken 2 years ago and the school has recently arranged a risk assessment to be undertaken in August 2017 to be undertaken by HSM contractors who are responsible for ensuring that all risks associated with the water system are identified.

The management and control of the water system should be undertaken by a competent contractor (HSM contractors) with the identified operational controls being conducted and recorded in the school's water log book. The two contractors may be independent of each other.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60° C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis by – the cleaning & chlorination of the tanks is also being undertaken in August 2017.

39. Working at Height

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

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

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders / stepladders using HSE guidance document *Safe use of ladders and stepladders*, INDG455
<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role [e.g. site staff, drama, ICT technician etc.]

The establishment's nominated person(s) responsible for work at height is the Head teacher.

The nominated person(s) shall ensure:

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

Further guidance is found in Arrangement *Working at Height*