

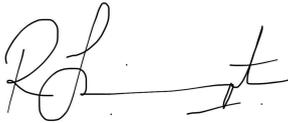
Christ Church New Malden

Church of England Primary School



Health & Safety Policy

Committee responsible	Business Impact Committee
Approval required by	Business Impact Committee
Statutory or Recommended	Statutory
Frequency of review	1 year
Date last reviewed	January 2025
Date of next review	January 2026
Display on website	Yes
Purpose	To provide a safe and ordered school environment
Consultation	Staff, Governing Body
Link with other policies	Asbestos Management, Fire Risk Assessment

	Signed	Date
Headteacher		28th January 2025
Chair of Governors		28th January 2025

1. Introduction

The School operates within the overall Health and Safety (H&S) policy of the Royal Borough of Kingston, which specifies required standards for schools. It is the policy of Christ Church New Malden CofE Primary School to maintain high health & safety standards to protect pupils, members of staff, visitors and others who may be affected by school activities. In particular, it is the school's policy to ensure, so far as is reasonably practicable: We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.

2. Organisation and Responsibilities

2.1 *The Headteacher*

The Headteacher has overall responsibility for the day to day management of H&S in the school. In particular, the Headteacher has the following responsibilities:

- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities.
- To ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties.
- To ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the Governors at least every term.
- Attend appropriate health & safety training in order to be able to understand and carry out their role.
- Ensure arrangements are in place for health & safety inspection & maintenance, including statutory inspections of plant & equipment across the school
- Ensure that all legally required documentation such as Asbestos Management Plans and Legionella Control Schemes are in place
- To ensure that health and safety monitoring and inspection arrangements are implemented.

- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils.
- To ensure that, where required, school-specific risk assessments are undertaken and recorded.
- To ensure that the health and safety requirements identified in any risk assessments are implemented.
- To ensure there are adequate arrangements for first aid provision, both on school premises and on school outings, or activities.
- Ensure suitable safeguarding and security procedures are in place.
- Ensure accident/incidents are suitably investigated and recorded

2.2 Governors

The school's governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- Ensure the school has access to competent health and safety advice/advisors
- Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Local Authority, academy, independent, voluntary aided, foundation or diocesan schools, its legal duties as defined in health & safety legislation; please delete as appropriate.
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards
- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term;
- Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
- Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient

competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

2.3 Fire Safety

The School Business Manager will have responsibility for overall planning and organisation of Fire Safety matters within the school. In particular, they are responsible for ensuring that:

- there is a suitable and sufficient fire risk assessment in place.
- the school's Fire Safety Policy is up to date
- that fire precautions in the school premises are maintained to an appropriate standard
- fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of a fire;
- that comprehensive records are kept of evacuation drills.
- that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- staff/students that require additional help to safely evacuate have an up to date Personal Emergency Evacuation Plan (PEEP)
- that the inspection & maintenance of fire safety systems and equipment is taking place and that a regular report is provided to the Headteacher on the results of these checks.

2.4 Educational Visits Coordinator

The Deputy Headteacher has been appointed as the Educational Visits Coordinator, their responsibilities include:

- Coordinating between staff organising the visit and the Headteacher and/ the Educational Visits Adviser to ensure visits are arranged safely.
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

2.5 Teaching Staff

Teachers have a duty to follow the school's procedures and a responsibility for the health and safety of themselves and pupils under their control. In particular, teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils;

- Ensuring that they and students are familiar with the school's fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- Ensuring equipment is only used (by staff and students) in the way it has been designed to be used (e.g. do not stand on chairs and tables when working at height);
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following the completion of written risk assessments and consultation with the school's Educational Visits Coordinator.
- Attending any required health and safety training.
- Undertaking, as required, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- Reporting, promptly, any deficiencies in health and safety standards to the appropriate person
- Ensure safeguarding and security procedures are followed.
- Hot drinks taken into the playground must be in insulated, spill-proof cups provided.
- If they leave the classroom, the children are supervised by a qualified adult. The teacher retains responsibility for any accidents in their absence from the room
- Children are not to be left unsupervised in the Junior Hall
- Children are not to be left unsupervised in the playground
- Two adults out on playground duty at all times

2.6 School Administration

The School Business Manager is responsible for ensuring that:

- A list of first aiders is maintained, together with the dates for refresher training;
- Arranging necessary refresher training for first aiders;
- Reporting to the Headteacher the need to train further first aiders in order to meet the minimum required for the school;
- Ensuring that notices displaying the name and location of first aiders are kept up to date;
- Maintaining records of health and safety training undertaken for school staff;
- Maintaining local accident & incident records and ensuring that these are reported to the Headteacher
- Ensuring that accidents, incidents and violent incidents are reported to the Action HR Health & Safety Team using the AMS system.

- Ensuring that any staff identified as Display Screen Equipment users are provided with advice regarding safe workstation set up.
- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with legal requirements and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- Ensuring the school's Legionella Control Scheme is up to date.
- Ensuring the school's Asbestos Management Plan is up to date. If the entire school building was constructed post 2000, (not just rebuild or refurbishment) this statement can be removed.
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with legal requirements and that records are kept;
- Ensuring that any necessary statutory inspections of lifting equipment, pressure vessels and exhaust ventilation equipment etc are undertaken and records kept;
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are reported to the appropriate party for remedial action;
- Ensuring that regular walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action.

2.7 Other School Staff

All school staff have a responsibility for undertaking their work following any instructions or training provided and for drawing the school's attention to any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

2.8 Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

3. Arrangements

3.1 Standards and Guidance

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health & Safety Team, (Occupational Health, Safety & Wellbeing Team Royal Borough Kingston in shared service with London Borough Sutton).

Where guidance does not cover a specific issue the school adopts the practices or standards recommended in, Health & Safety Executive or Department of Education publications or the relevant British or European Standard.

3.2 H&S Support and Assistance

The school receives Health & Safety advice & assistance from the Action HR Health & Safety Team.

The school sends a representative to the regular Schools Health & Safety Meetings arranged by the Action HR Health & Safety Team.

3.3 H&S (Business Impact) Committee

The School's Business Impact Committee, which holds the brief previously covered by the H&S Committee, will meet at least once per term. The Committee will consist of the Headteacher, an appointed Trade Union safety representative (if possible), and representatives of the Governing Body.

At this time there is no Staff Health & Safety Consultative Committee; however, should two or more union-appointed health & safety representative's request, in writing, that one is set up, then the Headteacher will ensure that this takes place within three months of the request.

3.4 General Health & Safety:

3.4.1 Risk Assessment

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually / when there is a change in activity or a major incident relating to the risk assessment. Risk assessment training is available to staff.

3.4.2 Selection of Staff

The school selects staff having regard to the level of health & safety experience and competence required for the particular role. Training will be made available where a staff's skills require improvement to reach a suitable level.

The Headteacher ensures that Enhanced Disclosure & Barring Service, (DBS) checks are undertaken for all school staff, (including, as required, volunteers).

3.4.3 Information, Instruction & Training

The Headteacher ensures that all staff receive adequate health & safety Induction including, emergency arrangements and how to obtain first aid.

Staff are provided with adequate in house instruction & training to be able to carry out their role safely and attend specialist training, both online and classroom-based.

The Headteacher ensures that staff experience and attendance to training are regularly reviewed so that extra training can be provided when necessary.

3.4.4 Management of Organisational Change

The governing body ensures that, where organisational changes are planned within the school, the health & safety implications are considered and managed effectively.

The Headteacher keeps staff informed of organisational change through staff meetings and other school events such as inset days.

3.4.5 First Aid

The Headteacher ensures that sufficient numbers of qualified First Aiders are on duty at all times and that first aid supplies are available.

When events take place at the school, including those organised by the Parent Teacher Association, the number of First Aiders required is taken into consideration.

NB The statutory framework for early years foundation stage: setting the standards for learning development and care for children from birth to five: 3rd March 2017 - "At least one person who has a current Paediatric First Aid, (PFA) certificate must be on the premises and available at all times when children are present, and must accompany children on outings".

3.4.6 Display Screen Equipment/Workstation Assessment

All staff are provided with information regarding correct workstation set up as part of Induction. Where staff are identified as a workstation "user" they are encouraged to reassess their workstation annually and/ or if they experience any pain or discomfort associated with working at a desk.

3.4.7 School Trips and Educational Visits

The school follows the Educational Visits Guidelines provided by the Action HR Health & Safety Team. An Educational Visits Coordinator has been appointed and has attended suitable EVC training.

The school carries out a risk assessment for each trip. Where trips are planned to activity centres the school checks that there is an Adventure Activities Licence in place. Enquiries are made as to the training and competence of the centre staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent Educational Visits Adviser.

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher or Deputy Headteacher. Outings involving overnight stays, hazardous activities or trips abroad are also subject to RBK approval with details and risk assessments submitted to RBK's Outdoor Education Adviser. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under

the Adventure Activities Licensing Regulations. Further advice regarding off-site visits are contained in RBK's Guidelines for Educational Visits and Outdoor Activities.

The trip leader will ensure that:

- records are kept of pupils undertaking the school trips or outings, together with the names and responsibilities of supervising staff accompanying the pupils
- where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

In addition:

- During farm visits, the children must wash and dry their hands before eating lunch and before leaving the premises.
- All coaches used must have seat belts fitted.
- Signed consent forms must be returned before a child is permitted on a trip.
- A first aid kit must be taken and emergency medicine for individual children.
- There must be sufficient adult supervision to ensure safety. The minimum requirements are as follows:
 - For Reception - 1 adult per 5 children
 - For Years 1-3 - 1 adult per 6 children
 - For Years 4-6 - 1 adult per 10-15 children(These are RBK guidelines, the School will comply with these, however, we will look towards providing more generous ratio where possible.)
 - For residential trips - 1 adult per 10 children

3.5 Building Management:

3.5.1 Fire Safety procedures

The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the Fire Safety Manager, or a member of staff nominated to deputise for the Fire Safety Manager, on their first day of employment.

Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Business Manager.

Where self-closing fire doors are provided in the school to delay the spread of fire and smoke they must not be wedged or left open. Such doors are labelled "fire door keep

shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

Arrangements are in place to ensure that inspection & maintenance of all fire safety systems & equipment takes place; as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health & Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

A copy of the Fire Safety Risk Assessment for the school is held in the school office. The Headteacher ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

In addition:

- All staff should make themselves aware of fire exit signs and instructions
- Staff should be aware of how to access fire extinguishers around the school
- The placement of furniture and equipment in the school must not impede emergency evacuation.
- The fire system will be checked weekly and recorded by the caretaker
- Any person who finds a fire is responsible for raising the alarm by ringing the nearest alarm
- On hearing the alarm all pupils and adults on the premises should evacuate the building and assemble in the playground/field
- Office staff are responsible for bringing with them the InVentry signing-in system
- Teachers should take an immediate headcount
- Any missing person should be reported to the Headteacher, or in their absence to their nominated deputy. Teachers must remain with their class.
- The Fire Brigade must be contacted in the event of a fire
- No personnel may return to the building until it is declared safe by a Fire Officer, or in the event of a drill, by the Headteacher or nominated deputy.

3.5.2 Other emergencies

A similar evacuation procedure will take place for any other emergency.

3.6 Accidents and First Aid

Each site has a minimum of two trained first aiders. They hold a current First Aid at Work Certificate. There should always be one first aider available when pupils are in school. At lunchtime, minor injuries are dealt with by Lunchtime Supervisors.

Any injuries to pupils 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 first aiders to whom they are allocated.

Accidents, ill-health conditions and dangerous occurrences which fall within statutory reporting requirements, will be reported, in accordance with Council procedures, by the office staff to the Local Authority.

3.6.1 First Aid procedures

- First Aid equipment must be provided in a labelled area and its whereabouts known to all staff.
- Clear signs must be situated in appropriate places around the school so that other personnel, visitors and staff from organisations letting the premises can identify and access the equipment if needed.
- Disposable plastic gloves should be used at all times when there is likely to be contact with body fluids. This includes sickness, cuts and grazes and nosebleeds. Failure to wear gloves, if provided, is the responsibility of the individual staff member, and the school, Governors, LA or Diocese cannot be held responsible for any complications incurred as a result of personal negligence. Each class has a pack of disposable gloves in their classroom. A box of gloves is accessible for all lunchtime supervisors. The class Teaching Assistant / Senior Lunchtime Supervisor should re-order if supplies are getting low.
- Gloves should only be used once and then, together with all medical waste, be placed in a separate disposal bin provided for that purpose only (located in the office medical area). The bin should be lined with a bag that is sealed and removed daily.
- The caretaker must be informed of any spillages of body fluids so that the premises can be cleaned appropriately.

3.6.2 Accidents & Incidents:

All accidents & incidents are recorded locally and in house investigation is carried out to establish cause & prevent a recurrence. The school also makes use of the Action HR's Health & Safety on line Accident Management System, (AMS) to report accidents & incidents.

A daily record is kept daily of all pupils receiving first aid treatment and these records are kept for a minimum of 3 months. Children with minor head bumps always take home a note to inform parents in case complications emerge later in the day.

- If it is considered that further treatment may be required then parents are contacted - they are responsible for seeking further advice.
- If however, the child needs to go straight to hospital then the parents are notified and an ambulance called. In the absence of parents, the Headteacher or another staff member will accompany the child to hospital and remain with them until a parent/guardian arrives.

- If a child has been sent to hospital as the result of an accident in school an accident report form is filled in and sent to the H&S Department at the Local Authority.

The Action HR Health & Safety Team carry out incident investigations as required and report eligible incidents to the Health & Safety Executive under the Reporting of Incidents, Diseases & Dangerous Occurrences Regulation 2013

3.7 Medication

The School does not accept responsibility for giving medicines to children. However, we recognise that some children need to complete a course of antibiotics or other medicines, and if staff are prepared to do so, these will be administered in school as necessary. Generally, the School prefers not to accept any medicines that have not been prescribed, e.g. paracetamol, Calpol. Children who need this medication should, in most cases, be at home.

In the event that parents ask the school to administer medicine then they will be required to sign a disclaimer form, acknowledging that the school does not accept liability for failing to give the medication, administering the wrong medication or giving an incorrect dose. Parents may, of course, come to the school to administer the medication themselves.

Asthma inhalers and Epipens will be kept in school to be used as required. Designated members of staff have training in the use of Epipens, and are made aware of pupils currently on roll who may require such treatment: a list is kept in the office, the staff room and in the class of pupils requiring Epipens

All medication must be handed in at the school office. A written record is kept of all medication administered.

3.8 Vomiting and Diarrhoea

If a child is unwell during the school day parents will be informed and asked to take the child home. Children who have been sent home from school should be absent for 48 hours before returning. Children who have been ill at home should not return to school within 48 hours

3.9 Head Lice

If there are known cases of head lice within a class then letters are sent out to the whole class to alert parents. We cannot ask a parent to remove the child from school. However, we can politely request that in the best interest of the child, they are treated as soon as possible. It remains the parents' choice whether they take them home or not. The school nurse is no longer allowed to check or monitor children's hair.

3.10 School Trips

A portable first aid kit is carried on all school visits, along with essential medication such as Epipens. On most visits there is a First Aid station on site and all coach companies carry a first aid kit.

3.11 Violence

The school does not tolerate any violence towards staff. "Violence" could include:

- Verbal abuse
- Threatening behaviour
- Anti social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

Where staff are involved in a violent incident this is recorded and reported to the Action HR Health & Safety Team via AMS.

Further reporting to an appropriate authority is determined on a case by case basis.

4. Sun Safety

Pupils are encouraged to wear a sunhat in the playground during hot weather.

The application of sunscreen is not the responsibility of school staff: parents are encouraged to apply a good sunscreen before school so it should not be necessary to reapply this before the end of school. However, children may bring in a named sunscreen and re-apply themselves.

5. Healthy Eating

The school provides, through a third party, a hot meals service. The meals provided are designed to meet the Government's nutritional standards. The school has adopted a nut-free policy.

Also, we provide periodic information for parents about creating healthy lunch boxes. We notify the parents/carers that we discourage fizzy drinks and sweets in lunch boxes. Also, we do not allow children to bring in sweets to share with their class.

Governors make occasional visits at lunchtimes to check the standards of the meals provided.

6. Child Protection

See the Safeguarding Policy

7. Premises Cleaning

A regular programme for cleaning is agreed between the school and the contracted cleaning company.

8. Premises Letting

The Lettings Policy sets out conditions which include H&S. The hirer is responsible for the security of the building during the agreed letting hours. Subsequently, the Caretaker is responsible for the security of the building.

9. Contractors, Agency Staff and Visitors

9.1 *Managing and Monitoring Contractors*

The school is also aware of, and makes use of, the Construction Design Management Guidance and templates provided by the Action HR Health & Safety Team.

Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Headteacher/ Deputy Headteacher / Site Leader or Caretaker.

Major building projects are the responsibility of the School's named surveyor. Any major works contractors should supply the school with their own H&S Policy.

9.2 *Engagement of Agency and Supply Staff*

When agency or supply staff are employed, the school ensures that it informs the agency of any special occupational qualifications required or training necessary for health & safety reasons.

The Headteacher ensures arrangements are in place for agency and supply staff to receive first day health & safety instruction, (Induction) including emergency arrangements and how to obtain first aid.

The school ensures that the agency obtains the appropriate DBS checks.

9.3 *Work Experience and Young Persons*

If a work experience placement is to take place at the school, then the Headteacher ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information.

The placements' young age and lack of experience are taken into consideration in the risk assessment.

10. School and Pupil Security

At the beginning and end of each school day the gates are unlocked to allow access for parents to collect their child from the classroom door.

Once the gates are locked, access is via the main school entrance only. The front door is always shut. Visitors are required to ring the bell and report to reception.

All visitors will be required to wear a visitor's lanyard. This includes all contractors, engineers, volunteers, students on placement/work experience, parents attending meetings or using the toilet, PTA, those attending individual school tours, governors daytime cleaners, clubs, workshops, educational professionals, governors and music teachers:

The colour of lanyard will tell you whether a visitor can be unescorted on site:

- **Green Lanyard** A person will wear a green lanyard and be unescorted on site if they are either:
 - A visitor, volunteer or contractors with an enhanced DBS that has been seen by the school, or
 - A work experience students under the age of 16, can be unescorted on site, or
 - A professional visitor known to members of staff and whose work for an organisation known to school would require them to have an enhanced DBS, for example, staff from AfC, SDBE and local schools.
- **Red Lanyard** A person wearing a red lanyard must be escorted at all times when children are on site during the extended school day. Teachers should not allow parents to enter the school through a classroom/playground door, but should direct them via the office. We will remind parents that they cannot use the toilets at the beginning or end of the day, except in a medical emergency.
- **No Lanyard** Parents attending an event, such as a worship, talk, tour, concert or performance will not need to wear a lanyard and will be escorted at all times

Staff should challenge anyone unescorted and wearing a red lanyard.

10.1 Infant Site

Pupils will only be allowed to leave the premises with a responsible adult known to the school. A sibling aged 16 or over may be allowed to collect according to circumstances. Parents must always let the school know of any changes to pick up arrangements.

10.2 Junior Site

At the beginning and end of the school day the gates are unlocked to allow parents and pupils access to the school.

If parents allow their child to travel to school unaccompanied (Years 5 & 6) they must inform the school by filling in the appropriate form, sent home annually but available at any time from the school office. The school reserves the right to withdraw this privilege. Children cycling to school must have passed the Bikeability Level 2 course.

11. Smoking

No smoking is allowed on school premises.

12. Medical Suitability for Work & Medical Arrangements

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential

medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for H&S reasons, will be provided to the school to avoid putting the employee or others at risk.

If a staff member becomes pregnant or suffers from a medical condition likely to affect their work, then they should notify the school as soon as possible to enable any special precautions to be put in place.

13. Evening Events & Use of Premises by Third Parties

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up by the member of staff responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

14. Legionella

There is a Legionella Control Scheme in place at the school. The School has a suitable and sufficient assessment that identifies and assesses the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed. The assessment was carried out by specialist water management company, and is reviewed termly.

15. Plant and Equipment

There are managed contracts in place to ensure that required inspection, testing & maintenance of all plant and equipment.

Inspection & maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer and five-yearly fixed electrical inspections by a specialist contractor, NICEIC qualified for electrical work.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test and a formal visual inspection annually. Such equipment will be labelled with the date of inspection and the date of the next inspection due. The caretaker will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as fitting or changing plugs, or changing bulbs or tubes in lighting units, will be organised or undertaken by the caretaker. Such work will only be undertaken when the relevant part of the installation has been isolated.

Staff should use the chargers provided with school portable devices (eg iPads and Chromebooks). They are permitted to use personal chargers for mobile devices but they must not be left unattended and strongly recommended that only the chargers supplied with the device are used (NB London Fire Brigade average 24 call outs per week to charger fires and warn against the use of non-branded replacements).

Volunteers are not to be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of Completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Only portable mains electrical equipment can be used outside the school buildings. This will only be permitted if the equipment is approved by the school as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water, and is in any case protected by a 30mA RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors

The passenger lift at the Junior Site receives annual inspection & maintenance and the six-monthly Thorough Examination under contract, (in line with the requirements of LOLER).

16. Physical Education and Playground Equipment

The school follows the Playground and Gym Equipment Guidance provided by the Action HR Health & Safety Team. All new equipment purchased is obtained from an EC supplier and is CE marked. Only equipment that meets BS EN 1176 is purchased and safety surface installed beneath the equipment meets BS EN 1177.

The playground risk assessment takes the play equipment into consideration and control measures are in place to reduce the potential for accidents. All equipment receives regular in house visual checks and an annual professional inspection by a specialist contractor.

When using large apparatus pupils should wear suitable clothing and footwear.

Pupils are not permitted to wear jewellery in school, with the exception of studs for children with pierced ears.

The school follows the guidance in the Association for Physical Education's publication *Safe Practice in Physical Education, School Sport and Physical Activity* concerning personal effects, including jewellery.

Ideally, children should take ear-rings out for PE lessons, or not wear them on that day. Staff are not responsible for the removal or replacement of ear-rings.

Pupils unable to remove earrings are to be required to make them safe by taping, front and back, which may offer a measure of protection. The taping should be sufficient to prevent the stud post penetrating the bone behind the ear should an unintentional blow be received (e.g. from someone or from equipment such as a ball).

This taping may be done at home for younger children or prior to the lesson for older students.

Staff are not required to remove or tape earrings for students.

Where taping is utilised, the person supervising the group maintains the responsibility to ensure the taping is effective for the purpose. Where staff consider the taping to be unsatisfactory to permit safe participation, they will need to consider alternative involvement in the lesson for the student.

In all cases, where removal of personal effects or making safe an item is not possible, strategies to enable safe participation in the lesson need to be introduced. The student should be involved in all the learning but adaptations will need to be made in terms of how they take part in the practical aspects of the lesson.

17. Work At Heights

Regular review is carried out of any work at height activities taking place at the school; where tasks are significant or undertaken on a regular basis written risk assessments are completed.

All ladders and step ladders and other working at height equipment provided at the school meet the Class 1/ EN 131 standard and any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

Work at heights, necessitating the use of ladders, step ladders exceeding 3 metres in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Caretaker. School pupils must not be permitted to undertake work at heights (for example when arranging lighting for plays or similar events) unless there is safe and secure access to the area where the work is undertaken and guard-rails and toe boards are provided to physically prevent a fall.

Within the classrooms, staff must use the short safety steps provided, and never use chairs.

18. Manual Handling

The school carries out a regular review of any manual handling tasks taking place; this includes handling of “static loads” and where any pupils require moving & lifting assistance. Where tasks are significant or undertaken on a regular basis written risk assessments are completed.

Where any member of staff is required to undertake manual handling tasks, (either static load or people moving) they are provided with appropriate training - that is refreshed at least every three years.

18.1 Work on School Premises or Facilities by Volunteers

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the caretaker, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work

19. H&S Inspection, Monitoring and Auditing

To ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is coordinated by the Business Impact Committee.

Inspections are undertaken once a term and will cover each area of the school. The inspections will be undertaken by a team consisting of a member of the Administration team responsible for premises management (the School Business Manager or nominated deputy) and at least one member of the Business Impact Committee.

A summary of the inspection reports will be presented to and be reviewed by the Business Impact Committee and necessary actions followed up.

Where problems identified by inspections cannot be satisfactorily resolved at school level, the Headteacher will raise the matter with the LA.

The Full Governing Body Meeting will receive from the Business Impact Committee a regular H&S report.

The LA will undertake periodic health & safety audits of the school. Reports will be provided to the governors for consideration and action.