

The Federation of Heavers Farm and Selsdon Primary Schools Health & Safety Policy

Statement of Intent

The Governors and Executive Headteacher of Heavers Farm and Selsdon Primary Schools recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Executive Headteacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work Act 1974 and associated legislation.

In particular, the Governors and Executive Headteacher aim:

- To operate within the structure and framework laid down by Croydon Council.
- To ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare.
- To establish an effective safety management structure and arrangements to implement requirements.
- To ensure a systematic approach to the assessment and control of risks.
- To ensure that employees are competent in the work that they are doing.
- To ensure that employees actively participate in identifying hazards.
- To minimise hazards entering the school.
- To ensure the competence and management of contractors on school premises.
- To monitor work practices and regularly review safety management systems.

The Governors and Executive Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Corporate Health and Safety Consultants as required.

Every employee is responsible for his/ her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Executive Headteacher will establish and maintain a school safety committee for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements:

- Croydon Council's general policy statement of intent;
- The People Department Health & Safety Policy.

The above, and other health and safety policies and guidance, may be downloaded by staff from Fronter.

Part 2: Organisational Responsibilities for Health and Safety

As the employer, Croydon Council has overall responsibility for Health and Safety in Heavers Farm Primary School. The responsibility for health and safety in Selsdon Primary rests with the Governing Body.

Overall Approach

At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Executive Headteacher and the Governing Body. To fulfil these responsibilities, the Executive Headteacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Executive Headteacher once tasks have been completed. The Executive Headteacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Body or the Council on matters that need taking forward.

Policies and arrangements on key topics are contained within the Fronter site which is reviewed and maintained by the Health and Safety Consultancy.

<https://fronter.com/croydon/main.phtml>

Roles and Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

Governing Body and Executive Headteacher

- To ensure there is an adequate, up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school.
- To commit resources to fulfil the Health and Safety Policy.
- To ensure that there is a Health and Safety Plan for each year.
- To prioritise actions where resources are required.
- To ensure actions are undertaken.
- To monitor achievement of plans and extent of compliance with standards.

- To monitor trends in accidents and incidents.
- To receive, and where appropriate, action inspection reports.
- To include health and safety on governors' meeting agenda.
- To receive and where appropriate action the minutes of the school's Health and Safety Committee.
- To produce an annual report on health and safety.
- To periodically review the adequacy of health and safety arrangements.

Executive Headteacher

- To ensure staff are competent to undertake tasks delegated to them.
- To identify staff training needs and to arrange for appropriate training.
- To ensure risk assessments are undertaken.
- To ensure appropriate action is taken on identified significant risks.
- To ensure that there are procedures for serious and imminent danger.
- To investigate accidents and complete the appropriate paper-work.
- To consult staff and safety representatives on health and safety matters.
- To co-operate with and provide necessary facilities for trades' union safety representatives.
- To ensure the induction of new and transferring staff and volunteers.
- To manage the contracts for catering and cleaning contractors and report concerns to the relevant person, as appropriate.
- To manage maintenance contracts e.g. for gym equipment.
- To ensure safe hiring of school premises to third parties.
- To ensure the competency and management of visiting contractors.
- To ensure the safety of visitors to the school.
- To ensure regular inspections of the school's premises.
- To submit inspection reports to governors.
- To pass on health and safety information received to the appropriate people.
- To participate in Council safety audits.

Deputy Executive Headteacher

- To deputise for the Executive Headteacher in his/her absence.
- To undertake risk assessments in conjunction with the Senior Site Manager.
- To undertake risk assessments for all activities of school, including those off site.
- To undertake risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc.
- To report to the Executive Headteacher with the results of the risk assessments.
- To undertake workplace inspections with the the Senior Site Manager.

Senior Site Manager

- To assist the Deputy Executive Headteacher to undertake risk assessments of activities both within departments and off site.
- To draw up appropriate procedures to manage significant risks.

- To arrange for staff training and information on health and safety.
- To assist with the induction of new, transferring and volunteer staff in terms of health and safety.
- To undertake workplace inspections with the Deputy Executive Headteacher.
- To pass on health and safety information received to appropriate people.
- To act on reports from above or below the hierarchy.

Staff

- To check that classrooms, offices and all work areas are safe.
- To check that equipment is safe before use.
- To ensure that safety procedures are followed.
- To ensure that appropriate protective equipment is available and used, when needed.
- To participate in risk assessments, inspections, audits, if appropriate.
- To bring problems to the Senior Site Manager's attention.
- To report all accidents and incidents.

Front Office Team and Designated First Aider

- To manage the front door and security system.
- To dispatch completed accident investigation forms.
- To administer first aid, when appropriate.
- To ensure first aid equipment is up-to-date and available.
- To monitor unwell children.

Caretaker

- To monitor the condition of any asbestos in the school and report problems.
- To test the fire alarm each week.
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained.
- To monitor the school's cleaners to ensure they work safely.
- To organise portable electrical appliance testing annually at each school
- To arrange and manage for contractors to undertake small repair works.
- To report hazards.
- To maintain health and safety records e.g. records on fire alarm servicing, etc.

Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of the Resources Committee meetings of the Governing Body. In addition, the Governing Body will monitor and evaluate the effective working of the system within the school by the following means:

- a) Monitoring accident/incident reports. The Senior Site Manager will report all accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) Carrying out monitoring visits at least annually.
- c) Checking reports of inspections by the Senior Site Manager and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- d) Receiving reports from the Senior Site Manager on:
 - complaints and hazard reports from staff and visitors
 - visits from HSE Inspectors
 - new Council guidance and Code of Practice and methods of implementation
 - any Safety Audit arranged by the Council or commissioned from consultants
 - any guidance or advice from the DfE, HSE or other organisations concerned with health and safety in educational establishments
 - staff training
- e) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

PART 3: ARRANGEMENTS

(Refer to the health and safety manual, guidance and procedures as appropriate)

- Appendix 1 - Fire evacuation and other emergency arrangements
- Appendix 2 - Inspection and maintenance of emergency equipment
- Appendix 3 - First aid and medication
- Appendix 4 - Accident reporting procedures
- Appendix 5 - Lone working
- Appendix 6 - Health and safety information and training
- Appendix 7 - Work equipment
- Appendix 8 - Flammable and hazardous substances
- Appendix 9 - Moving and handling
- Appendix 10 - Health and safety monitoring and inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk assessments
- Appendix 13 - Offsite visits
- Appendix 14 - Work at height
- Appendix 15 - Display screen equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Contractors
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Violence to staff

APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Senior Site Manager is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the fire folder and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

EMERGENCY PROCEDURES

Emergency Evacuation Procedures: **Please see emergency action plan.**

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Emergency evacuation plan and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Senior Site Manager.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points** (map of these points is included in Emergency evacuation plan)
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by the caretaker at each school for consultation. Where possible, flammable and corrosive chemicals are avoided.

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by Caretaker/Site Manager and a record kept in the Fire log book. Regular testing of fire alarms will occur on Thursday afternoons between 4 and 5 pm.

Any defects on the system will be reported immediately to City Fire Protection

A fire alarm maintenance contract is in place with City Fire Protection and the system tested annually by them.

Smoke and heat detectors are tested every six months by City Fire Protection.

INSPECTION OF FIRE FIGHTING EQUIPMENT

City Fire Protection undertakes an annual maintenance service of all firefighting equipment. Six month visit also carried out.

The caretaker carries out weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to City Fire Protection.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by the caretaker and annually by City Fire Protection

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Caretaker carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Selsdon: Main school office / Nursery / Reception / Year 1 / Dining Hall / Kitchen / Staffroom. Elaine Cauthery monitors first aid equipment at least once a term.

Heavers Farm: Main school office / Nursery / Caretaker's office / Every classroom / Staffroom.

The following staff are available to provide first aid-

Selsdon First Aid trained staff

Name	Type / date of training	Valid until
Elaine Cauthery	Paediatric 3 days 09/14	09/17
Janet Simms	Schools first aid 10/15	10/18
Sam Smith	Schools first aid 09/16	09/19
Jania Cadle	Schools first aid 10/15	10/18
Cheryl Biggs	Schools first aid 01/17	01/20
Hugo Feitor	Schools first aid 01/17	01/20
Alia Masood	Schools first aid 01/17	01/20
Julie Webb	Schools first aid 01/17	01/20
Jess White	Schools first aid 10/15	10/18
Alysha Cork	Schools first aid 01/17	01/20
Elaine Waddington	Schools first aid 01/17	01/20
Crystal Attwood	Schools first aid 09/16	09/19
Julia Blackman	Schools first aid 10/15	10/18
Jan Proctor	Schools first aid 09/16	09/19
Kay Bunsell	Schools first aid 01/16	01/19
Denise Miller	Schools first aid 09/16	09/19
Michelle Torgeson	Schools first aid 10/15	10/19

Heavers Farm First Aid trained staff

Name	Type / date of training	Valid until
Clement Burrows	Paediatric 12 hours 23.10.15	22.10.2018
Natasha Hill	Paediatric 12 hours 23.10.15	22.10.2018
Sarah Kanaka	Paediatric 12 hours 23.10.15	22.10.2018
Julia Williams	Paediatric 12 hours 23.10.15	22.10.2018
Jake Marzetti	Paediatric 12 hours 23.10.15	22.10.2018
Helen Rowle	Paediatric 12 hours 23.10.15	22.10.2018
Rachel McKeown	Paediatric 6 hours 20.10.16	19.10.2019
Rebecca Stockwell	Paediatric 6 hours 20.10.16	19.10.2019
Simon Jackson	Paediatric 6 hours 20.10.16	19.10.2019
Kershane Samuels	Paediatric 6 hours 20.10.16	19.10.2019
Ellis Burke	20.10.16	19.10.2019
Stephanie Reid	20.10.16	19.10.2019
Scott Greenbrook	Emergency first aid at work	05.11.2017
Cleo Douglas	Schools first aid	04.06.2018
Lisa Payet	Schools first aid	04.06.2018
Rachel Henry	Schools first aid	04.06.2018
Tina Marola	Schools first aid	04.06.2018
Julie Wyllie	Schools first aid	04.06.2018
Caroline Kelly	Schools first aid	04.06.2018
Justine Burrows	Schools first aid	04.06.2018
Lorraine Day	Paediatric 6 hours 3.1.17	02.01.2020
Lisa R	Paediatric 6 hours 3.1.17	02.01.2020
Rebecca Gourlay	Paediatric 6 hours 3.1.17	02.01.2020
Tanya Warby	Paediatric 6 hours 3.1.17	02.01.2020
Dwayne Murphy	Paediatric 6 hours 3.1.17	02.01.2020
Lorraine O Shea	Paediatric 6 hours 3.1.17	02.01.2020
Ayman Gul	Paediatric 6 hours 3.1.17	02.01.2020
Henrietta Antwi	Paediatric 6 hours 3.1.17	02.01.2020
Sutapa Paul	Paediatric 6 hours 3.1.17	02.01.2020

The Executive Headteacher will ensure that First Aiders have a current certificate and that the requisite number of staff are trained at each school.

Elaine Cauthery at Selsdon and Sarah Kanaka at Heavers will check that any vehicles are properly equipped with first aid boxes before they are used and check stock levels at least termly.

Transport to hospital: If the First Aider or senior member or staff considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The local hospital with an A&E department is Croydon University Hospital which is currently being expanded. A&E is currently situated in Woodcroft road to the rear of the Hospital. It is expected to move back to the Mayday Road in late 2017. The telephone number for the Hospital is 020 8401 3000.

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance.

Records: All first aid treatments are recorded and kept in the first aid bags/boxes. Once the book is complete they are stored in the first aid office at Selsdon and in the strong room at Heavers farm.

Administration of medicines

All medication will be administered to pupils in accordance with the DfES document “Managing Medicines in Schools and Early Years Settings” and Council guidance.

See module 14 of the Health and Safety Manual

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

In accordance with the Council Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Council Incident and Dangerous Occurrence Report form.
- Violent incidents and verbal abuse on the standard Council Violent Incident Report Form.

Copies of these forms are available from Headteacher / Senior site manager.

The Headteacher will countersign the Council report form before the original copy is sent to the Health and Safety Consultancy. A copy should also be kept at the establishment.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

In the event of a fatality, major injury or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of more than 3 days (including weekends and holidays)

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone.

APPENDIX 5

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 proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- A buddy system should be in place for lone workers.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Resources Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the school leadership team.

Communication of Information

The Health and Safety Law poster is displayed in staffroom at both schools

HEALTH AND SAFETY TRAINING

The Senior Site Manager is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by the leadership team who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The leadership team will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing their line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to the Premises book any problems found with plant or equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring. If thought to be urgent and/or dangerous, the caretaker or Senior Site manager should be contacted immediately.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair and/or disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted by MHM electrical every 12 months.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment or be brand new boxed with a proof of purchase.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment will be inspected by JF Clough every year.

Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Senior Site Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance/ nspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Any local exhaust ventilation (LEV) provided shall be inspected at least every 14 months.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the teachers are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (the “COSHH” Regulations).

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

The Senior Site Manager shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances.
- all chemicals are appropriately and securely stored out of the reach of children
- 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.

APPENDIX 9

MOVING AND HANDLING

MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by Senior Site Manager

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

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.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION
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A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by Heads of School with Senior Site manager.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Executive Headteacher.

Responsibility for following up items detailed in the safety inspection report will rest with the Senior Site Manager who will report back to Leadership team and Resources Committee

A named governor will be involved/undertake inspections on an annual basis and report back to the Resources Committee and full governing body meetings.

APPENDIX 11

ASBESTOS

The Council Asbestos Policy, available on Fronter, will be followed.

The asbestos register is held in Senior Site Managers office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Senior Site Manager

Any damage to materials known or suspected to contain asbestos should be reported to Senior Site Manager who will contact the Councils Asbestos Manager.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to Senior Site manager.

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by Senior Site Manager following the guidance available on Fronter.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances.

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by Senior Site Manager and approved by the Executive Headteacher.

These risk assessments are available for all staff to view and are held centrally in the Senior Site Manager's office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the individual's line manager using the generic risk assessment provided by the Council.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

APPENDIX 13

OFF SITE VISITS

Off site visits will be organised following guidance contained in the Council's Offsite Visits Manual found on Fronter.

The school's Educational Visits Co-ordinator (EVC) is the Head of School

All off site visit activities must be risk assessed using relevant Council forms, these assessments are monitored and reviewed by the Head of School.

The following visits must also be approved by the Director of Education:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Senior Site Manager 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 that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

Working at height is never undertaken when a person is in a room alone.

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out.

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

See the health and safety manual for the DSE policy.

APPENDIX 16

VEHICLES ON SITE

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.

The vehicle gates at Heavers Farm are kept shut between 08.30 to 09.15 and 14.45 to 15.30.

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

At Heavers Farm, the yard behind the school kitchen is to be kept clear of vehicles during school hours to allow large delivery vehicles to turn.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Finance officers Site Manager and Caretakers following council guidance. The schools have a letting policy that sets out rates and terms and conditions.

APPENDIX 18

CONTRACTORS

All contractors must report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, and the asbestos register if relevant to works, local management arrangements and vehicle movement restrictions.

Caretakers and the Senior Site Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

APPENDIX 19

MINIBUSES

Sue Walters at Selsdon, and Cleo Douglas at Heavers, are responsible for the undertaking checks on and the operation of minibuses following guidance contained in the health and safety manual module 20.

APPENDIX 20

STRESS

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

The leadership team work with the staff to identify causes of stress and ways to positively reduce workload.

The Federation employs a counsellor who works mainly with children but who can work with adults when required. The Federation have introduced a policy preventing staff from sending work related emails between the hours of 7pm and 7am and at weekends.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

Caretakers will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

Caretakers will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with First Environment to monitor water hygiene and complete legionella risk assessments.

APPENDIX 22

VIOLENCE TO STAFF

The school follows Croydon Council's guidelines "Permissible Forms of Positive Handling Strategies with Children" which can be found on LGfL.

Training shall be arranged by the school on this subject every 3 years and was last carried out in December 2016. This training was attended by the entire leadership team. And will be repeated in December 2019 or sooner if required.

Individual pupil risk assessments will be completed and shared with staff where necessary.

Violent incidents will be reported using the councils "violence to staff form".