

# The Federation of Heavers Farm and Selsdon Primary Schools Health and Safety and First Aid Policy 2019

## 1. Aims

The aims of this policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The School Premises (England) Regulations 2012, which require that suitable space is provided to cater for the medical and therapy needs of pupils

This statement and the accompanying organisation and arrangements will be reviewed every two years.

### 3. Roles and Responsibilities

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

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.

#### 3.1. Appointed person(s) and first aiders

At each school, at least one person who has a current paediatric first aid certificate will be on the premises at all times.

The schools' appointed persons are Elaine Cauthery (Selsdon Primary) and Sandra Patrick (Heavers Farm): They are fully qualified first aiders and are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

Our Federation's appointed person(s) and first aiders are listed in appendix 3.

#### 3.2. The local authority and governing board

The London Borough of Croydon has ultimate responsibility for health and safety matters at **Heavers Farm**, but delegates responsibility for the strategic management of such matters to the school's governing board. The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

#### 3.3. The governing board

The governing board has ultimate responsibility for health and safety matters at **Selsdon Primary** but delegates operational matters and day-to-day tasks to the headteacher and staff members.

### **3.4. The headteacher**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### **3.5. Staff**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the headteacher or their manager of any specific health conditions or first aid needs

## **4. First aid procedures**

### **4.1 In-school procedures**

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the appointed person or first aider will contact parents immediately
- The first aider or relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

## **4.2 Transport to hospital**

If the First Aider or a senior member of 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 Entrance on Mayday Road., Croydon, CR7 7HP. 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.

## **4.3 Administration of medicines**

All medication will be administered to pupils in accordance with the DfE guidance '*Supporting pupils at school with medical conditions*'. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. December 2015

## **4.4 Off-site procedures**

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on Reception and Nursery school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits by pupils from year one to year six.

## **5. First aid equipment**

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves

- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- School office
- The school classrooms
- All science labs
- School vehicles

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

**Heavers Farm:** Main school office / Nursery / Caretaker's office / Every classroom / Staffroom. The appointed person monitors first aid equipment at least once a term.

## 6. Record-keeping and reporting

### 6.1. First aid and accident record book

- An accident form will be completed by the first aider or relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will also be added to the pupil's educational record by the first aider or relevant member of staff
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### 6.2. Reporting to the HSE

The appointed person will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The appointed person will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death

- Specified injuries, which are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

### **6.3 Notifying parents**

The first aider or relevant member of staff will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **6.4 Reporting to Ofsted and child protection agencies**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Croydon Social Services of any serious accident or injury to, or the death of, a pupil while in the school's care.

## **7. Training**

All school staff are able to undertake first aid training if they would like to.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

At all times, at least one staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

## **8. 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:

- Monitor accident/incident reports. The Executive Headteacher reports 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.
- Carry out monitoring visits at least annually.
- Receiving reports from the Senior Site Manager on:
  - Complaints and hazard reports from staff and visitors
  - Visits from HSE Inspectors
  - Council guidance and Code of Practice and methods of implementation
  - Safety Audits 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
- 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.

## **9. Links with other policies**

This first aid policy is linked to the

- Medical Needs Policy

This policy will be reviewed by the Headteacher every two years.

At every review, the policy will be approved by the full governing board.

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## **PART 3: ARRANGEMENTS**

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



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## 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.

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## 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.

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### APPENDIX 3

<b>FIRST AID TRAINED STAFF</b>
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The following staff are available to provide first aid-

#### Selsdon Primary First Aid trained staff

<b>Name</b>	<b>Valid until</b>
Elaine Cauthery (Appointed Person)	09/20
Sam Smith	09/19
Cheryl Biggs	01/20
Hugo Feitor	01/20
Alia Masood	01/20
Julie Webb	01/20
Alysha Cork	01/20
Elaine Waddington	01/20
Krystle Atwood	01/22
Jan Proctor	09/19
Denise Miller	09/19
Suzannah Puttock	01/22
Lorraine O'Shea	01/22
Barbara Wallace	01/22
Jodie Ingrams	01/22
Roisin Kumar	01/22
Ian Proctor	01/22
Hannah Rhodes	01/22
Tracey Hayler	01/21
Kym Huet	01/21
Paula Conboy	01/21
Pauline Samuels	01/21
Nicola Gomulka	01/21

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## Heavers Farm First Aid trained staff

<b>Name</b>	<b>Valid until</b>
Clement Burrows	01/22
Sarah Kanaka	01/22
Ayman Gul	01/22
Jake Marzetti	01/22
Caroline Kelly	01/22
Nana Oladapo	01/22
Henrietta Antwi	01/22
Millie Rahman	01/22
Sandra Patrick (Appointed Person)	01/22
Shahina Rahman	01/22
Rachel McKeown	10/19
Rebecca Stockwell	10/19
Simon Jackson	10/19
Kershane Samuels	10/19
Ellis Burke	10/19
Stephanie Reid	10/19
Derek Burke	01/21
Sara Edwards	01/21
Anton Campbell	01/21
Rukhsana Mughal	01/21
Georgie Heaton	01/21
Lisa Taylor	01/21

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## APPENDIX 4

<h3>LONE WORKING</h3>
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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.

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## APPENDIX 5

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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### 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

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## APPENDIX 6

<b>WORK</b>
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All staff are required to report using 'Fresh Desk' 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 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 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/inspection 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.

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## APPENDIX 7

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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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.



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## **APPENDIX 8**

<h3><b>MOVING AND HANDLING</b></h3>
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#### **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.

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## APPENDIX 9

<b>HEALTH AND SAFETY MONITORING AND INSPECTION</b>
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A general workplace inspection of the site will be conducted termly and be undertaken / coordinated by the 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 governor will be involved/undertake inspections on an annual basis and report back to the Resources Committee and full governing body meetings.

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## APPENDIX 10

<b>ASBESTOS</b>
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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 Council's 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.

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## **APPENDIX 11**

<b>RISK</b>
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### **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.

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## **APPENDIX 12**

<h3><b>OFF SITE VISITS</b></h3>
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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 (Selsdon) and Executive Headteacher (Heavers Farm).

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

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## APPENDIX 13

### 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.

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## APPENDIX 14

<b>DISPLAY SCREEN EQUIPMENT (DSE)</b>
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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.

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## APPENDIX 15

<h3>VEHICLES ON SITE</h3>
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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 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 16**

### **LETTINGS**

Lettings are managed by the Senior Site Manager following in line with the schools' letting policy that sets out rates and terms and conditions.

## **APPENDIX 17**

### **CONTRACTORS**

All contractors must report to the school office where they will be asked to sign the visitor's 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 18**

### **MINIBUSES**

The Senior Administration Officers are responsible for undertaking checks on, and the operation of, the school minibuses.

## **APPENDIX 19**

### **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 and holidays.

## **APPENDIX 20**

### **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 21**

<h3><b>VIOLENCE TO STAFF</b></h3>
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The school follows DfE's '*Use of reasonable force*' Advice for headteachers, staff and governing bodies. July 2013

The leadership team have all been trained in de-escalation and safer handling techniques by Team Teach. This will be updated regularly.

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