



**Health and Safety Policy**

**Anson Primary School**

Reviewed: September 2023

Next review date: September 2024

Agreed by the Governing Body on **21st September 2023** as recorded in the Governing Body meeting minutes of that date.

**Mr. S. Pile**  
**Headteacher**

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## PART 1 STATEMENT OF INTENT

The [Governing Body](#) of Anson Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

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

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy is kept in the Headteacher's office and in the Corporate Policies Folder on the shared drive.

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

This policy statement supplements:

Brent Council Health and Safety Policy is available on Brent Extranet with link provided on staff website.

## **PART 2**

### **ORGANISATION**

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

**At a school level duties and responsibilities have been assigned to staff and governors as detailed below (more detailed responsibilities are available in Appendix C).**

#### **Responsibilities of the Governing Body**

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

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

A Health & Safety Governor, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

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

The Governing Body are required by Law to have access to competent health and safety advice. The Governors can ring the Corporate Health & Safety Team on 020 8937 5438.

#### **Responsibilities of the Headteacher**

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

The Headteacher has responsibility for:

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

- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

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

The task of overseeing health and safety on the site has been delegated by the Headteacher to Miss Sue Campbell (Site Manager). This task is further delegated to Miss Justine Callaghan (Deputy Headteacher) and Ms Lesley Nicholson (School Welfare)

### **Responsibilities of other staff holding posts of special responsibility**

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

### **Responsibilities of employees**

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

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### **PART 3**

#### **ARRANGEMENTS**

The following list of arrangements covers the key elements of a Health and Safety policy.

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

## 1. ACCIDENT/INCIDENT REPORTING PROCEDURE

### **Accidents to Employees**

Where the LA is the employer then **all** employee accidents, no matter how minor, must be recorded on the Brent Council's online accident recording system [Brent Accident and Incident Recording System](#)

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

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

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

All major incidents will be reported to the Headteacher and the Governing Body. Parents and carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

### **Reporting to the Health and Safety Executive (HSE)**

Accident/incidents will be reported to the Corporate Health and Safety Team in Brent.

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

- The death of any person - All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. The Council must be informed immediately by phone as soon as possible after the event occurring or as soon as the school becomes aware of the incident. Recording on the system will occur as soon as practicable post incident.

- All accidents, violent incidents and near misses / dangerous occurrences - these will be recorded on the system within 48 hours of the event occurring or the school becoming aware of the incident (whichever is sooner)
- Over seven-day incapacitation of a worker incidents - these need to be recorded on the system on the eighth consecutive day of the absence/next working day (whichever is sooner) after the event occurring
- Over three-day incapacitation of a worker incidents - these need to be recorded on the system on the fourth consecutive day of the absence/next working day (whichever is sooner) after the event occurring.

## 2. ASBESTOS MANAGEMENT

An asbestos survey, register and management plan is in place for the school in accordance with the Asbestos Arrangement. The school's most recent asbestos management survey was conducted on 13/01/23.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the Deputy Headteacher's office in the Asbestos file.

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

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

Any damage to materials known or suspected to contain asbestos must be reported to the Headteacher or the Deputy, who will contact the Competent Health & Safety Adviser.

The school's asbestos authorising officer is Mr. Simon Pile. He has received asbestos awareness training on 21st November 2022.

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

The Headteacher, Deputy and the Site Manager shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted on a periodic basis and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g.



areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) carried out by approved asbestos contractor and recorded.
- The condition of the asbestos will be reviewed by a Component Asbestos Surveyor at least annually for signs of damage or deterioration and records kept. Any concerns, damage or deterioration should be reported immediately to the Council's Asbestos Duty Holder and Health & Safety Competent person.

### **3. Children/Adults with Additional Needs**

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

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

For further guidance Health & Safety Arrangement People with Additional Needs

Anson Primary School ensures that all employees are provided with adequate but basic health and safety training when they start work. Ongoing training must also be provided in response to changes, such as:

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

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

#### 4. Consulting Employees on Health and Safety

The Full Governing Body meets termly and health and safety is an agenda item. Action points from the meetings are brought forward for review by the school management. There is a staff governor on the Governing Body, whose remit is to give feedback about staff issues at meetings.

Staff questionnaires inform management about their well-being.

#### 5. Contractor Selection and Management

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to school reception office where they will be asked to sign the electronic visitors' book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

##### **School managed projects**

Where the school undertakes projects direct, the Governing Body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the Headteacher, and the Deputy in the Headteacher's absence, who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought.

To ensure contractor competency the school uses either Council approved contractor or ensures it own competency checks are undertaken. Details can be found in Policy Contractors on Educational Establishments.

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

#### 6. Control of Hazardous Explosive Substances

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

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

In all other areas the School's nominated person(s) responsible for substances hazardous to health are the Headteacher and the Deputy Headteacher.

They shall ensure:

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

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

## 7. Display Screen Equipment (DSE)

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

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

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

## 8. Educational/Recreational Visits

All offsite visits are planned following this guidance and the Councils Educational & Recreational Visits Handbook, *There and Back Again*.

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

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, Mr Simon Pile, who will check the documentation and planning of the trip. The generic risk assessments are kept on the shared area for staff to use.

## 9. Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the site manager and removed from service.

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

Senior Leadership are responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing.

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

A fixed electrical installation test (fixed wire test) will be conducted at least every 5 years or more frequently if deemed necessary.

## 10. Finger Entrapment

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

Due to the vulnerability of young children and the potential severity and extent of any injuries they could sustain, **as a minimum standard finger safety devices have been fitted to protect the hinge side edge of frequently used doors.**

## 11. Fire Evacuation and Other Emergency Arrangements

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

### Emergency Procedures

Fire and emergency evacuation procedures are detailed and kept in the Deputy Headteacher's office, in the Fire Folder. A summary is posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Personal Emergency Evacuation Plans (PEEPs) will be prepared and reviewed for persons requiring assistance to evacuate the building in an emergency who regularly use the building i.e. staff, pupils, regular visitors. Training will be given to those adults looking after the disabled children.

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

### Fire Drills

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

### Fire Fighting

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- Staff are only advised to attempt to deal with a fire to aid their means of escape.
- **The safe evacuation of persons is an absolute priority.**

The Headteacher and the Deputy Headteacher are responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance activities details of these are recorded in the fire log book located in the 'Fire' file in the Headteacher's office.

### FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This will be undertaken whilst the school day is in operation.

Any defects on the system will be reported immediately to the alarm contractor 1<sup>st</sup> Ace Fire Dynamics Limited.

A fire alarm maintenance contract is in place with 1<sup>st</sup> Ace and the system is tested regularly by them.

## **FIRE FIGHTING EQUIPMENT**

In-house checks for all fire-fighting equipment is made by the Site Manager regularly.

1<sup>st</sup> Ace undertakes maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging are taken out of service and replaced.

## **EMERGENCY LIGHTING SYSTEMS**

These systems are checked for operation regularly in-house by the Site Manager. Annually a full discharge test and certification of the system will be undertaken by 1<sup>st</sup> Ace . A record of checks is maintained.

## **MEANS OF ESCAPE**

Daily checks for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

## **12. First Aid and Medication**

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

### **TRAINED TO *FIRST AID AT WORK***

Ms Lesley Nicholson

Ms Sheree Seath, Miss Paula Lynch, Mr Simon Pile

All staff are given first aid training annually through the National College.

First aid qualifications remain valid for 3 years. The Headteacher will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

In the main School building first aid pouches are carried by all staff at playtime. There are also medical boxes in the main office and the Headteacher office. The medical boxes for individual children are kept in the child's classroom. In the Nursery, the box is kept in the storage room.

Ms Suzanne Richards is responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits/ those in vehicles] are complete and replenished as necessary. In the Nursery, the Nursery Nurse is responsible for regularly checking the contents of the first aid box.

**Head Injuries:**

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

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

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

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

If a child experiences these mild symptoms after a knock, bump or blow to the head, they won't usually require any specific treatment. However, the school will inform the parent.

**Signs of a serious head injury**

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

- unconsciousness, either briefly or for a longer period of time
- difficulty staying awake or still being sleepy several hours after the injury
- clear fluid leaking from the nose or ears (this could be cerebrospinal fluid, which normally surrounds the brain)
- bleeding from one or both ears
- bruising behind one or both ears
- any sign of skull damage or a penetrating head injury
- difficulty speaking, such as slurred speech
- difficulty understanding what people say
- reading or writing problems
- balance problems or difficulty walking
- loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg
- general weakness
- vision problems, such as significantly blurred or double vision

- having a seizure or fit (when your body suddenly moves uncontrollably)
- memory loss (amnesia), such as not being able to remember what happened before or after the injury
- a persistent headache
- vomiting since the injury
- irritability or unusual behaviour

If any of these symptoms are present, particularly a loss of consciousness, even if only for a short period of time, call 999 and ask for an ambulance.

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

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

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS helpline (111).

#### **Administration of medicines**

All medication will be administered to pupils in accordance with the *Supporting Pupils with Medical Conditions – December 2015 (updated August 2017)*.

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

The office staff is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by *Ms Lesley Nicholson*.

All non emergency medication kept in school is securely stored in a lockable cupboard in school office, refrigerated medicines are kept in clearly labelled container within fridge in the medical room with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epinephrine autoinjector i.e. epi-pen etc., it will be kept in the classrooms closest to the children who may require it. The expiry dates are also checked and a record is kept by the office staff.

#### **Health Care Plans**

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



Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Mrs Elaine Barrett (Inclusions coordinator) and the child's carers.

All staff are made aware of any relevant health care needs and copies of health care plans.

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

### **13. Fixed Play Equipment**

External play equipment is only used when appropriately supervised. Each piece of fixed play equipment has its own risk assessment that details the level supervision required and forms part of the overall risk assessment for the playground. All equipment will be assessed by a ROSPA qualified person, annually.

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

Physical Education and Play equipment is subject to an annual inspection in accordance with the Arrangement Fixed Equipment in Playgrounds.

### **1. Gas Safety**

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

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

There is a programme of regular inspection, maintenance and repair by the approved gas contractor, *R & L Paul*. Any gas appliances (permanent or portable), and gas flues receive an annual gas safety check. The issued Gas Safety Certificate should be stored in the Deputy Headteacher's office in the 'Gas' file and all records kept and maintained.

## 2. Health and Safety Policy

The school will develop its own specific health & safety policy to comply with statutory requirements which builds on the Council's Safety Policy

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

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

## 3. Health and Safety Monitoring, Audit and Inspection

A general inspection of the site will be conducted on a 6 monthly basis and be undertaken co-ordinated by the Site Manager and Deputy Headteacher.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

A named governor, will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Governing Body meetings.

Periodically the Corporate Health & Safety Team will carry out an audit and/or inspection of Anson Primary School on behalf of the Council, as it deems appropriate, as part of its programme to ensure compliance with the Council's and Legal obligations.

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

## 4. Infection Control

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

### Personal Hygiene

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

### **Intimate Care**

- We will endeavour to meet the needs of all children. If a child has soiled himself or herself, and if he/she allows us to help them change we will do so. Otherwise we will inform the child's parent.
- Children are encouraged to change and clean themselves.

### **Clean environment**

- All surfaces are cleaned daily in accordance with the daily cleaning scheduled by M&N Cleaners. Periodically a deep clean is undertaken. Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit in the medical room.
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using diluted cleaners according to the manufacturer's instructions.
- Fabrics contaminated with body fluids are wrapped up in two carrier bags and given to the parents

### **Training**

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

Pupils are instructed on the action to be taken:

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

Instruction, information and training on curriculum health and safety issues are delivered during lessons by competent teaching staff and before any of the risks are incurred.

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

### **Supervision**

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

## 18. Lifting and Handling

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

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

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

### **Paediatric Moving and Handling**

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

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

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

## 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 activity is necessary.

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

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

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

### **School staff responding to call outs**

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

are sure it is safe to do so.

## 6. Noise at Work

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

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

## 7. Occupational Health

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

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

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

Examples of the types of health surveillance include:

- Hearing testing
- Vision testing

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

## 22. Personal Protective Equipment

The completion of risk assessment may identify additional control measures in the form of Personal Protective Equipment (PPE); this should be used as a last resort. This can include items such as head protection, hand protection, eye protection, feet protection, hearing protection, high-visibility clothing, inclement weather protection and safety harnesses. It also includes respiratory protective equipment (RPE). Where PPE is identified the School

will purchase the PPE for those required to use it and provide appropriate instruction, information, training and supervision in its safe use.

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

## 8. Physical Education and Sport (PES)

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

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

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

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

## 9. Premise Management

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

High risk areas associated with premise include:

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

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

Additional risk areas to be considered:

- Premise Access
- Manhole covers
- Lightening Conductors
- Glass, Glazing and Windows
- Lifting & Lifting Equipment
- Trees
- Welfare facilities

All records are kept and maintained in the premise log/records kept in the Headteacher's Office.

## **25. Premise Work Equipment (Including Lifting Equipment & Operations)**

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

### **Planned maintenance / inspection**

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Headteacher's Office.

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

### **Curriculum Areas**

Members of the Inclusion Team at Anson are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

## **10. Provision of Information**

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

The Health and Safety Law poster (2009 version) is displayed in the Staffroom.

## **Risk Assessment**

### **General Risk Assessments**

The school will conduct and document risk assessments for all activities presenting a significant risk. These are co-ordinated by the Deputy Headteacher and are approved by the Headteacher.

Risk assessments are available for all staff to view and are held centrally, in the shared area (electronically). These assessments will be reviewed following any work activity changes, an accident/incident or at least annually. Staff will be made aware of any changes to risk assessments affecting their work.

### **Individual Risk Assessments**

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

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

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

### **Curriculum Activities**

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

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

## **27. Slips, Trips and Falls**

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

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

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



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

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

## 11. Smoking on School Premises

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

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

Smoking off premises is allowed during the staff lunch break or during other scheduled breaks that form a part of the member of staff's normal working day. This is undertaken at a distance remote from the premises and public view.

## 12. Stress/Wellbeing

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

## 13. Swimming Pools

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

### Swimming Pool Activity at Third Party Premise (Hampstead High School)

A risk assessment has been carried out for visits to and from Hampstead School swimming pool. The Group Leader and supporting staff familiarise themselves with the pool area. The Pool Operator will provide this information as part of any service level agreement.

## 14. Vehicles

### Vehicles on School Premises

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

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

The vehicle access gate must not normally be used for pedestrian access.

## 15. Vibration at Work

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

## 16. Violence at Work

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

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

## 17. Water management – Legionella

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

A water management risk assessment of the school has been completed by the School's contractor, *Swiftclean*, who is responsible for ensuring that all risks associated with the water system are identified.

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

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

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

- Water is heated and stored to 60° C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection/descaling of taps

### 35. Working at Height

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

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

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders / stepladders using HSE guidance document *Safe use of ladders and stepladders*, INDG455  
<http://www.hse.gov.uk/pubns/indg455.htm>

#### Safety Audit

To reduce risks to staff, pupils and visitors while on site and to help us maintain a safe environment, we are advised by the Corporate Health and Safety Team of Brent Council who also carry out audits of the premises. This enables us to make sure we keep up to date with current safety regulations and maintain legal requirements.

#### Corporate Health and Safety Team can be contacted:

Health & Safety Manager, 020 8937 5286,  
[CorporateHealthandSafety@brent.gov.uk](mailto:CorporateHealthandSafety@brent.gov.uk)

**Related Documents:**

*There and Back Again* (Brent – Outdoor Education Guidelines)

SEND Policy & School Offer

Equalities Objectives

Safeguarding Policy

Anti-Bullying Policy

Restraining Policy

Behaviour Policy

Administering Medication and 1<sup>st</sup> Aid Policy

Accessibility Policy and Plan

Intimate Care Policy