



Essendine Primary School



HEALTH AND SAFETY POLICY

ESSENDINE PRIMARY SCHOOL

Essendine Road
London
W9 2LR

2019



ESSENDINE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

REVIEW PROCEDURES

The Health and Safety Policy for Essendine Primary School is to be reviewed annually by the Health & Safety Committee with notification being given to the full Governing Body on the results of the review.

If there are any amendments required to be made to the policy as a result of a review, then these will have to be presented to the Governing Body for acceptance of the amendment.

The next review of the Policy Document will be May 2019

AMENDMENTS

Amendments are to be introduced on the approval of the School Governors.

It is the responsibility of the Headteacher to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

amdt No	Date of Issue	Incorporation Details		
		Name	Signature	Date
1	19/05/2018	Larry Adisa	LA	19/09/2018
2	19/05/2018	Larry Adisa	LA	19/09/2018
3	19/05/2018	Larry Adisa	LA	10/09/2019
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Essendine Primary School

**ESSENDINE PRIMARY SCHOOL
HEALTH AND SAFETY POLICY**

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Master Copy	Premises Manager / Head teacher
Copy One	Shared drive

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT



Essendine Primary School

SCHOOL NAME	ESSENDINE PRIMARY SCHOOL
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The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

Name _____ **Signature** _____ **Date:** _____
(Chair of Governors)

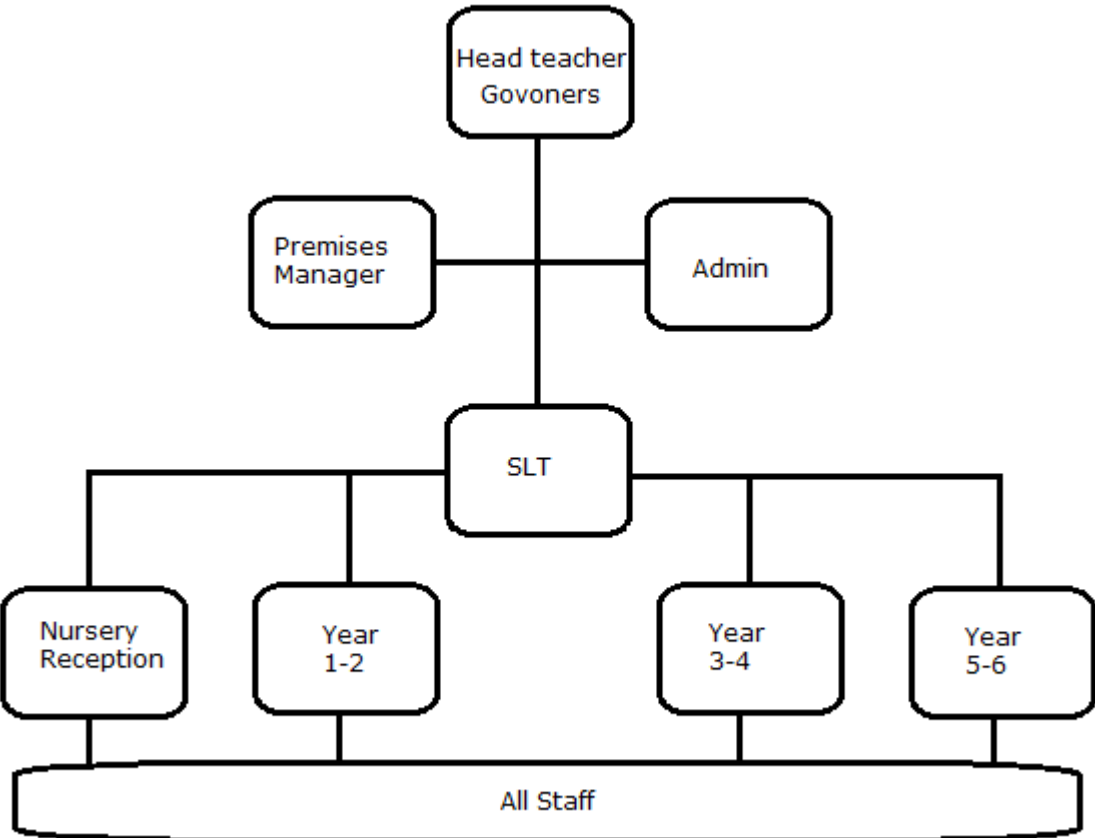


ORGANISATION

1.0 INTRODUCTION

1.2 In order to achieve compliance with the Governing Body’s Statement of Intent the school’s management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached here:





2.0 THE GOVERNING BODY

2.1 The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.
- h) Any contracts awarded independent of the Local Authority - such as cleaning, catering services and building works etc. – are tendered in accordance with Local Authority standards.

3.0 THE HEADTEACHER

3.1 The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- c) All staff are provided with adequate information, instruction and training on health and safety issues.
- d) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- e) Arrangements are in place to inspect the premises and monitor performance.



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- f) Accidents are investigated and any remedial actions required are taken or requested.
- g) A report to the Governing Body on the health and safety performance of the school is completed annually.

4.0 THE PREMISES MANAGER

4.1 The Premises Manager/caretaker supports the Head teacher by ensuring that:

- a) Appropriate information on significant risks is given to visitors and contractors
- b) Risk assessments of the premises and working practices are undertaken.
- c) Safe systems of work are in place as identified from risk assessments.
- d) Emergency procedures are in place.
- e) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- f) The activities of contractors are adequately monitored and controlled.

5.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

5.1 This includes the Deputy Headteacher, Early Years Manager, Curriculum Co-ordinators, Clerical Managers/Supervisors, and Caretaker. They must:

- a) Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the Head teacher or the Premises manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.



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- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- g) Ensure all accidents are investigated appropriately.
- h) Include health and safety in the annual report for the Headteacher.

6.0 SPECIAL OBLIGATIONS OF CLASS TEACHERS

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Premises Manager or Head of Department.



7.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES

- 7.1 The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union.
- 7.2 Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.
- 7.3 They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.
- 7.4 Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

8.0 OBLIGATIONS OF ALL EMPLOYEES

- 8.1 Apart from any specific responsibilities which may have been delegated to them, all employees must:
 - a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
 - b) Observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
 - c) Act in accordance with any specific H&S training received.
 - d) Report all accidents and near misses in accordance with current procedure.
 - e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
 - f) Inform the Premises Manager /caretaker of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.



- g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

9.0 OBLIGATIONS OF CONTRACTORS

- 9.1 When the premises are used for purposes not under the direction of the Headteacher e.g. the provision of school meals, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 9.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Premises Manager of any risks that may affect the school staff, pupils and visitors.
- 9.3 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- 9.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher / Premises Manager or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.
- 9.5 All risk assessments are shared at the contractors at pre-start meetings and they are responsible for adhering to Health and safety and environmental considerations whilst they are on site.



10.0 PUPILS

10.1 Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File and on the school Intranet.

Accident Reporting, Recording and Investigation

All staff are required to ensure that all accidents, incidents and near misses are reported to the Headteacher who will ensure that the accident is investigated and reported to the Local Authority and the Health and Safety Executive as appropriate.

Asbestos

The Premises Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc., without first obtaining approval from the Premises Manager.

Staff must report any damage to asbestos materials immediately to the Premises Manager.



Where damage to asbestos material has occurred the area must be evacuated and secured. The Premises Manager will immediately notify the Local Authority Property Department by telephone.

Audit

The Governing body will undertake an annual audit of the health and safety procedures in the school and amend any policies and procedures as necessary.

Behaviour Management/Bullying

All staff must be familiar with the school policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Catering

The Kitchen Manager is responsible for the safe operation of the catering facilities.

He/she must:

- Be familiar with the school Health and Safety Policy.
- Prepare risk assessments for all catering activities.
- Make reference to the safety documents issued by the Local Authority Catering Officer.
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- Inform the Premises Manager or Head teacher of any potential hazards or defects.
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- Ensure that all staff have been instructed to open the lunchtime tables

School staff must not use the catering facilities and equipment without the prior agreement of the Headteacher and Kitchen Manager.

Caretaking and Cleaning

The premises manager is responsible for ensuring the safe maintenance and cleaning of the school premises in accordance with the Cleaning contractors.

Contractors –management of,

The Governors agree which contractors carry out specific works and ensure that the premises manager inform the contractors of H & S procedures. These are agreed at pre-start meetings and records are kept.



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Risk assessments and safety method statements are required before contractors commence work. As part of the project planning school considers work specification, environmental issues (existing hazards ie asbestos management plan), timescales, resources, school timetables and routines.

Contractors are selected via Westminster/tri-borough procurement code.

Minor contractors are selected by the school on past experience and quality of work. For major works/contracts (over £20,000) an external consultant is used and bids are tendered using Tri-borough/WCC procurement methods.

Contractors are briefed on safeguarding and when working near pupils provide a DBS or are supervised.

Minor contracts and works are monitored by HT, PM and The school's compliance manager. Major contracts are monitored by the consultants managing the contract and through regular meetings with the school.

Major contractors provide their own welfare and storage facilities and minor contractors will be provided with welfare and safe storage facilities by the premises manager.

All contractors follow the schools safeguarding procedures for entry to the building, this includes signing in and out electronically and in the site log.

Small and day to day contractors are met, escorted and monitored by the premises manager.

Contracts are only signed off on satisfactory final completion with all defects rectified.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Teachers are required to read and implement the Classroom risk assessment, trips and visits and specific curriculum policies eg PE DT

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The headteacher is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Regular laptop users will be provided with docking stations.

Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

The Head teacher and the Deputy Head teacher are responsible for ensuring that all



school trips are managed in accordance with the school policy for School Visits. All teachers must be familiar with this policy.

Electrical Equipment

The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person and any identified remedial work is undertaken without delay.

The Premises Manager is responsible for ensuring that all portable electrical equipment is tested in accordance with the School procedures for using and maintaining electrical equipment.(PAT testing)

All staff must be familiar with the school procedures and report any problems to The Premises Manager. Staff are reminded that they must not bring electrical equipment into school without the permission of the Headteacher.

Fire Precautions and Emergency Procedures

The Headteacher is responsible for ensuring:

- That a Fire Risk Assessment is completed and reviewed annually.
- That the school emergency plan and evacuation procedures are regularly reviewed.
- The provision of fire awareness training to all staff.
- That an emergency fire drill is undertaken every half term.
- The preparation of specific evacuation arrangements for staff and/or pupils with special needs.
- The implementation of new evacuation from the playground protocol.

The Premises Manager is responsible for:

- The formal maintenance and regular testing of the fire alarm and emergency lighting.
- The maintenance and inspection of the fire fighting equipment.
- The maintenance of exit/escape routes and signage.
- Supervision of contractors undertaking work on site.

All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.



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First Aid

The school First Aiders are:

Adrea Anderson
Brian Ellington;
Sally Alemayehu
Arta Syla
Shelley Dinler
Maria Braithwaite
Kelly Robertson
Ghizlan Chouikat
Zana Zenuni
Claire Dowell
Atiqul Hoque
Silvana Hoxha

All playground staff

First Aid supplies are kept in the Medical Room situated on the Ground Floor, and Simon Birmingham is responsible for ensuring that the stocks of supplies are kept up to and in date.

All staff must be familiar with the school arrangements for First Aid, and information on infection control.

Grounds Maintenance

The Premises Manager is responsible for grounds maintenance on the school site.

Hazardous Substances

The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed before being used and follow the COSCH requirements.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher. The Premises Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints



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All the above should be used in a well ventilated area.

Inclusion

Essendine Primary School complies with the Local Authority policy for Inclusion and all teaching and support staff should be familiar with this policy and supporting guidance.

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the inclusion and safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Headteacher.

Lettings/shared use of premises/use of Premises Outside School Hours

The Premises Manager is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy and lettings policy.

The Head teacher and the Premises Manager are responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times. This should be by prior arrangement with the premises Manager and Head teacher

Any member of staff working after hours must notify the Head teacher and the Premises Manager of their location and intended time of departure. All staff should sign in and out.



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Lone workers should not undertake any activities which present a significant risk of injury.

Managing Medicines & Drugs

No pupil is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

Staff must notify the headteacher if they believe a pupil to be carrying any unauthorized medicines/drugs.

The school policy for the Administration of Medication provides detailed guidance and all staff should be familiar with this policy.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of The Premises Manager.

All faulty equipment must be taken out of use and reported to The Premises Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head teacher and the Premises Manager will ensure that any significant manual handling tasks are identified, risk assessed and eliminated where possible.

The Council's Manual Handling Policy is shared with all staff and is stored on the resources drive.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask premises staff for assistance. Any member of staff choosing to do otherwise does so at their own risk. All staff must follow the advice held within the classroom risk assessment. Staff are expected to read and understand the instructions on the poster displayed in the front hall.

Support staff who assist pupils with physical disabilities will be trained in the safe use of lifting equipment and handling techniques, when appropriate.

Pupils are not allowed to lift or move heavy furniture or equipment.

Whilst we try to avoid the manual handling of pupils wherever possible, should it be required, there is advice and guidance held within the individual's medical care plan. Support staff are trained accordingly.

Outdoor Play Equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and



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is formally inspected annually by a competent contractor annually.

The Premises Manager undertakes weekly checks of the play equipment and play areas and a daily check completed of all Early Years outdoor play equipment.

ALL supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision

levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours, unless they attend afterschool play service. Parents are reminded of this ruling from time to time via a school newsletter. Any member of staff who observes unauthorised use of the play equipment must report it to the Head teacher or the Premises Manager immediately.

PE Equipment

The PE Co-ordinator Lisa Strong is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the PE Co-ordinator.

Personal Protective Equipment (PPE)

The need for PPE has been identified in Risk Assessments. It is the Headteacher's responsibility to ensure adequate supplies of PPE.

Where the need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.



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Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the Headteacher.

Risk Assessments

It is the Headteacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Premises Manager is responsible for undertaking general risk assessments (daily, weekly, monthly annually) with the exception of the areas listed below.

The premises manager is responsible for undertaking risk assessments for maintenance and cleaning.(in conjunction with cleaning contractors)

Curriculum co-ordinators will undertake risk assessments for their specialist areas.

The EV leader will ensure that risk assessments are completed by all staff who organise and lead school visits.

Safety Representatives

The school safety representative is Ruth Gibson: NUT Andrea Anderson. Ghizlan Chouikat

Safety representatives have the following major functions:

- Investigate potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive.

Security/Violence

The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

All entrances to school are secure and entry is restricted to authorised visitors. Staff have a separate entrance and use an electronic fob. The visitors entrance is monitored by an entry phone and camera and all visitors have to sign in. Only visitors



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with a completed DBS will be allowed to work alongside pupils, they will also be given safeguarding advice to follow.

The Premises Manager is also responsible for the security of the site during after school use and lettings.

The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who are not wearing a visitor badge should be questioned and escort them back to reception.

If any parent or visitor to the site becomes verbally or physically aggressive the member of staff must contact a senior leader immediately.

Whilst every effort is made to accommodate concerned parents, any form of verbal or physical aggression will not be tolerated and they will be asked to leave the premises with immediate effect. Any persistent aggression from a parent will result in the police being contacted and the parent will be banned from the school site.

This also applies to visitors.

Staff are briefed prior to parent consultations on what to do if parents/carers show signs of anger and potential aggression.

Staff are expected to adhere to professional standards at all times when dealing with all members of the school community and failure to do so will result in action in line with the school's disciplinary code. Staff are given the code of conduct at the start of employment at the school and thereafter when it reviewed /updated. Staff sign to agree that they have read and understood it.

Pupils are expected to follow the behaviour code (The four Bs) at all times. If they do not, sanctions as explained in the behaviour policy, will follow.

Site Maintenance

The Premises Manager is responsible for the maintenance of the school premises.

He will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head teacher and contact the appropriate contractor.

All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately.

Smoking

It is illegal to smoke (or vape) anywhere on the school premises.

Staff Training & Development



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The Headteacher is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive fire awareness training on an annual basis.

Staff who have been given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings.

Stress

The school governors and headteacher are responsible for taking steps to reduce the risk of stress in the school as detailed in the school stress policy.

Swimming

All staff must ensure that they are familiar with the LA swimming guidance before accompanying any swimming groups.

Risk assessments are completed at the start of the year by the PE leader and the swimming Pools general risk assessment is followed.

Visitors

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

All visitors must sign in and out electronically at the school reception desk and wear the printed badge at all times. This includes peripatetic teachers/specialists.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Working at Heights

The Premises Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Premises Manager/caretaker is also responsible for completing risk assessments for all working at height tasks in the school.



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Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted. Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Do not work at height unless you have been trained. If you are planning to use a step ladder follow the instructions. If you need to use a higher ladder ask the Premises manager to assist you. Staff are expected to read and understand the poster displayed in the front hall.

Supporting Policies and Procedures in Health and Safety Management Folder and on resources drive under H&S

1. Educational Visits and Journeys
2. Administration of Medication
3. Managing Contractors
4. Behaviour Policy
5. Safeguarding and Child Protection
6. Fire risk assessment and procedures
7. Classroom risk assessment
8. Working at heights risk assessment



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