

<b>SLT</b>	<b>Health &amp; Safety Policy</b>
<b>Committee</b>	<b>Staffing &amp; Resources</b>
<b>Date Agreed</b>	<b>March 2024</b>
<b>Review Date</b>	<b>March 2025</b>

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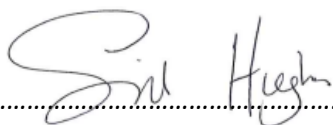
## Introduction

*The Health and Safety at Work Act 1974 states – “It is the duty of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are in their employ or others who may be affected by their actions are not exposed to undue risks to their Health, Safety and Welfare”. Deptford Green accepts this responsibility and will take all reasonable practical steps to ensure the Health & Safety of pupils, staff and others using the school premises or participating in school-sponsored activities.*

Ms. E Thurston – Headteacher



Signed Head Teacher.....



Signed for Governing Body) .....

Date: .....11<sup>th</sup> March 2024

## Part 1 – Statement of Intent & Objectives

The London Borough of Lewisham and Deptford Green School believe that people are its most important asset and is committed to ensuring the health, safety and welfare of its employees and other persons who are liable to be affected by its activities. It considers Health & Safety to be an integral part of its business performance and will aim to achieve continual improvement in standards through the setting of targets for their achievement.

Deptford Green School will comply with all the legal requirements under the Health & Safety at Work Act 1974 and other relevant statutory provisions as the minimum acceptable standard.

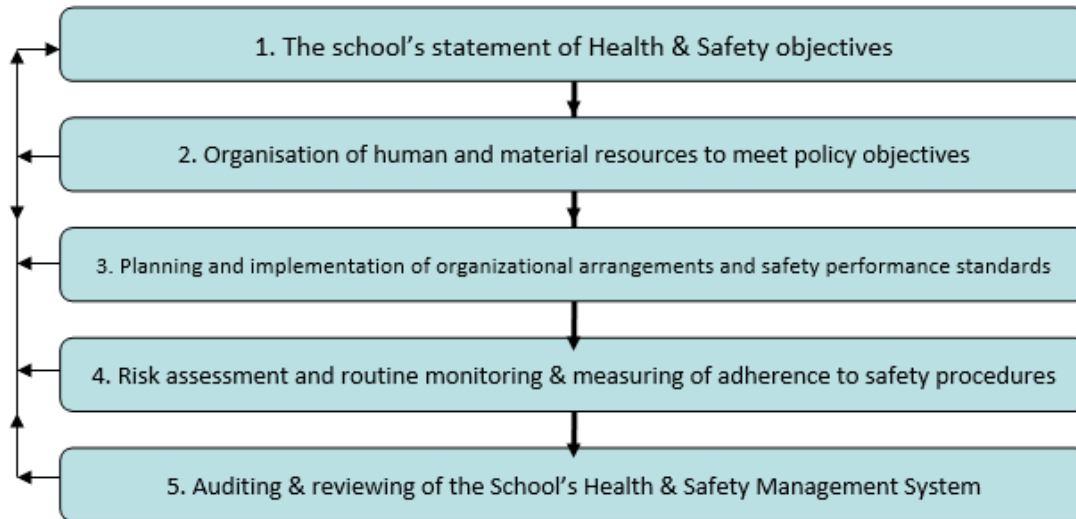
The Children and Young Persons’ Directorate of the London Borough of Lewisham delegates the responsibility for Health & Safety to Governing Bodies, Head Teachers and Management - with Head Teachers having direct responsibility for activities and employees under their control.

The prevention of accidents, pain, injury or loss or suffering is essential to the efficient operation of the school and supports the good education of its pupils. The aim of senior management, with the assistance of the Governing Body, is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

The arrangements outlined in this policy statement and the various other safety provisions cannot completely prevent accidents or ensure safe and healthy working conditions; however, the Head Teacher will take all reasonably practicable steps to identify and reduce hazards to a minimum. In order to achieve a safe working environment, all employees and pupils must appreciate that their

safety and others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

Clear written systems and procedures that manage activities have a vital role to enable risk environments to be adequately controlled and managed.



## Part 2: Roles & Responsibilities

The objectives of the Health & Safety policy are:

- to promote high standards of safety, health, and welfare in compliance with the Health & Safety at Work Act 1974, other statutory instruments, and approved codes of practice
- to ensure that places and methods of work are safe and healthy through the arrangements set out in this document together with any other arrangements that are adopted from time to time, as appropriate to changing circumstances.
- to protect employees, pupils, visitors, members of the public and contractors visiting the school, from any foreseeable hazards
- to ensure adequate training, instruction, supervision, and information is given to all employees in order that they may work in safety as far as is reasonable and practicable.
- to ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- to ensure that awareness about all aspects of safety is fostered by all personnel.
- to ensure personnel are aware of their responsibility, they take any steps necessary in order that the Health & Safety of both themselves and others may be safeguarded, and to co-operate in all aspects regarding safety.
- to ensure that full and effective consultation on all matters is encouraged.
- to ensure all members of the school are aware of the importance of keeping a written record when carrying out their Health & Safety responsibilities

The specific responsibilities of individuals within the school are as follows: -

**Governing body.** The ultimate responsibility for all aspects of Health & Safety at work within Deptford Green School rests with the Governors through the Health & Safety Committee. In particular, the governing body undertakes to provide:

- A safe place for staff and pupils to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances
- Safe and healthy working conditions which take account of all appropriate:
  - statutory requirements
  - Adequate resources for H&S are identified
  - codes of practice whether statutory or advisory
  - guidance whether statutory or advisory
- Supervision, training, Information and Instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school related activities which they are carrying out. All training will be regularly updated.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- Adequate welfare facilities including a non-smoking environment within school boundaries and on immediate access routes.
- So far as is reasonably practicable the governing body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts to receive comprehensive information on:
  - All other relevant health and safety matters. The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

**Head Teacher** is responsible for the effective implementation of the safety policy and for encouraging staff, through regular monitoring, to implement Health & Safety arrangements as directed by the governing body. The Headteacher will ensure that the following objectives are met:

- To ensure an annual review of the Health and Safety Policy and that it is signed by the Chair of Governors.
- To ensure there are specific policies and procedures to deal with all identified risks.
- To ensure that all hazards are identified and where they have the potential to cause harm a risk assessment is in place which will be reviewed each year.
- To ensure there is training for all staff, identified by an annual audit of training needs and a record of training will be kept.
- To monitor the activities of the FM manager to ensure that all statutory maintenance checks are complied with.
- To monitor all incidents and report, as required, any incident under RIDDOR. Where the head teacher deems an investigation should be made then the accident investigation policy will be used

**Health & Safety Manager (Operations Manager)** role is part of the Operations Managers role. He will advise the Head Teacher on health, safety and welfare within Deptford Green School.

The Health & Safety Manager is also to advise all personnel in meeting their individual responsibilities regarding Health & Safety at work.

The core H&S duties of the Health and Safety Manager are:

- Support the Headteacher as directed for all H&S matters.
- Keep records of incidents, near misses and report these on a monthly basis to the Headteacher.
- Maintain all data related to H&S on behalf of the Head teacher and Governing body.
- Keep a data base of where statements of work / risk assessments are kept and a record of when updated or reviewed.
- Be the responsible person for vehicles in accordance with this Policy.
- To oversee use and hiring of school premises as directed by the Headteacher, the school governing body and applying the designated policies.
- To oversee the delivery of the stress management policy. The findings are to be reported to the Head teacher and governing body, as required.
- Under the HR policy be responsible for ensuring induction is delivered and where required DSE assessments take place.
- The Health and Safety Manager is responsible for identifying and rectifying hazards either through staff members informing him of the hazard or as a result of Health and Safety walkabouts.
- The Health and Safety Manager is responsible for ensuring that the buildings are in a fit and reasonable state of repair and do not create a hazard to staff, children and visitors.
- The Health and Safety Manager is responsible for ensuring that all compulsory maintenance tasks are completed and recorded.

**Facilities Manager** (Kier) is directly responsible to the Head Teacher for the implementation and delivery of the school's Health & Safety policy with regard to the building and all statutory maintenance checks. The Facilities Manager is responsible for making recommendations to the Operations Manager regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others. The Facilities Manager is responsible for undertaking premises related risk assessments and bringing any concerns to the attention of the Kier Operations Manager.

In addition to the above, the Facilities Manager will.

- take responsibility for the security of the premises on a day-to-day basis.
- Selection and management of contractors. Policy for permits to work, KPI's and how CDM 2015 are identified and managed.
- To select and report on selection of specific contractors and confined spaces usage, permits to work.
- ensure the safe condition of the floors, ensuring no slips, trips or falls occur as far as reasonably practicable.
- store potentially dangerous cleaning materials (in line with COSHH regulations including Safety Data Sheets (SDS))
- ensure play and external areas are safe and clean from debris, including dog and fox excrement.
- ensure that Kier provide proof that the cleaning staff are trained and aware of safe working practices and this Health and Safety Policy
- ensure the quality and standard of cleaning is monitored at intervals over the week ensure contractors visiting the site, make arrangements in advance and accompany them on site.

The Head Teacher (or on behalf of the Head teacher), the FM will liaise with long term contractors over matters of Health and Safety.

- Checking and responsibility for fire matters, (including fire prevention) statutory checks, FRA, weekly checks on alarms, exits and extinguishers. To include fire drills. Specifically, but not limited to:
  - Arranging for the checking of the fire extinguishers annually
  - Testing the fire alarm (weekly during term time)
  - Checking that all fire doors are free from obstructions and slip or trip hazards, that they can be opened quickly and easily and that all escape routes are clear
  - Checking that all fire resisting doors close properly and that none are wedged or propped open.
  - Checking that rubbish and waste materials are not allowed to accumulate.
  - Fire drills each term.
  - Acting on issues brought up in the FRA.

**Director of Finance and Resources** will support Health, Safety and Welfare by:

- Support the Headteacher as directed for all H&S matters.
- Be the responsible person for vehicles in accordance with this Policy.
- To support staff as required representing Health and Safety issues in the separate HR policy including the Pregnant Working Policy, Stress Management and Alcohol abuse.
- To run the DBS register ensuring correct processes in checking are followed in accordance with the policy.
- Under the HR policy be responsible for ensuring induction is delivered and where required
- DSE assessments take place. Keep a record of all DSE assessments where required.
- Reviewing control measures and risk assessments not allocated to FM.
- Contractor liaison to those contractors not working to Kier.
- To support staff as required representing Health and Safety issues in the separate HR policy including the Pregnant Working Policy, Stress Management and Alcohol abuse.
- To run the DBS register for the school (less Kier) ensuring correct processes in checking are followed in accordance with the policy.

### All staff with designated Senior Management responsibility

All senior management are directly responsible for ensuring that the day-to-day requirements regarding Health & Safety at work are met within their specified areas of concern, and that they, and all staff within their Learning Areas, are following the policies agreed by the Governing Body.

- Ensure that in all relevant meetings Health and Safety is a standing item on the agenda.
- Records of meetings are to be kept and circulated with action points being dealt with by deadlines set at the meeting.
- The proposed agenda is to be agreed with the Head teacher who may include other items.
- Risks relating to new procedures or processes that have been implemented are to be confirmed at these meetings.
- Confirmation of induction of new staff on Health and Safety is to be confirmed at these meetings by Senior Management /Departments.



## Heads of Department (staff with designated TLR responsibility)

The Subject Leader is responsible to their Head of year, for managing and ensuring that all day-to-day requirements regarding Health & Safety at work are met within their subject /curriculum area, specifically.

- Producing a subject/curriculum handbook outlining all additional HEALTH AND SAFETY procedures and Risk Assessments that specifically apply within their subject areas.
- In any subject meetings Heads of Department have direct responsibility for ensuring Health and Safety is a standing item on the agenda. This can include behavioural issues or stress related issues.
- Meeting minutes are to be taken and a copy of any Health & Safety issues discussed should be passed to the Head of year.
- Where any new process or operation or substance is introduced into their subject/curriculum area, Heads of Department are responsible for updating their written HEALTH AND SAFETY records and updating their written Risk Assessments / implementing any precautions deemed necessary.
- Heads of Department are to assess the needs for staff training in Health and Safety matters and inform the head teacher of the requirement for training support.
- The Heads of Department are responsible for managing the induction of new members of staff; ensuring they have access to whole school Deptford Green Health & Safety policies, as well as supplying them with additional subject specific policies, risk assessments, and being responsible for identifying any additional training needed to allow them to carry out their teaching requirements safely.
- Risk assessments are to be reviewed annually or where a hazard has changed.

## Teachers

The responsibility of applying whole school and subject specific health and safety procedures on a day-to-day basis rests with all teachers. Teachers will act in a comparable way to any prudent parent, specifically.

- Ensure all accidents are investigated in accordance with current procedures (see CS2's and B-Safe online incident reporting system) in order that the cause of any accident can be identified with remedial action taken as appropriate.
- Will ensure that all new members of staff and pupils under their control are instructed in their individual curriculum responsibility regarding the Health & Safety at Work Act 1974 to specifically include.
  - A safe place for staff and pupils to work including safe means of entry and exit.
  - Frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary. They are required to raise any Health and Safety issues in their subject meetings, where Health and Safety where it is a standing item on the agenda.
  - Plant, equipment, and systems of work which are safe.
  - Safe arrangements for the handling, storage and transport of articles and substances
  - Safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice / guidance whether statutory or advisory.

## Other Employees and pupils

have a responsibility to ensure that they act with all reasonable care with regard to the Health & Safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with line managers, safety representatives and the Health & Safety Manager, and to adhere to safety guidance given in helping to maintain standards of Health & Safety within the school.

They are not to miss-use any item of Health and Safety equipment. The office staff will be directly responsible to the Director of Finance and Resources for the implementation and operation of the school's Health & Safety policy within their relevant areas of responsibility. They will ensure that an accurate record is kept of all pupils, staff and visitors on the premises and an up-to-date record of pupil contact details kept off site in case of an evacuation of the school.

**Contractors** must sign in, and out, in the FM Reception Office. There is a separate signing in book for contractors working on site. The name of the Premises Officer Manager representative attending them will be recorded. It is the responsibility of contractors and their employees to read and comply with the school Health & Safety policy. This is found in the front of the Contractors signing in book. Prior to any works being carried out Contractors need to speak to the Facilities Manager with regard to Asbestos on site. For day-to-day management of the contractors the FM Manager holds responsibility of implementing the Construction Design Management Regulations 2015.

## Appointed First Aiders

will be directly responsible to the Director of Finance and Resources for the implementation and operation of the school's Health & Safety policy within their relevant areas of responsibility. As part of their day-to-day responsibilities, they will ensure that first aid is administered when required, ensure first aid cabinets are checked and resourced, provide cover for the play court and complete reporting paperwork and parental slips. A list of First Aiders and expiry dates is to be kept by the Director of Finance and Resources.

With parental consent the school will allow authorised medicines to be kept under control in a locked room where access is controlled. Any out-of-date medicines will be returned to the parents via the pupil.

Parents/guardians with pupils who have an illness that may pose a health and safety issue should arrange to discuss this with the school and may be asked to allow this information to be shared on a need-to-know basis with other staff who may interact with the pupil.

The health and wellbeing of all staff and pupils is paramount and advice will be taken from NHS /LBL before any closure of the school for infectious disease control is considered.

## Part 3: Planning & Implementation

### Staff Consultation

- Staff will be consulted and asked for their input on the Health & Safety policy by SMT and through their Heads of Department.
- A formalized annual review of the policy will be undertaken, and staff asked for their input.
- Staff are encouraged to report any HEALTH AND SAFETY concerns and NEAR MISSES) to the H&S Manager or FM Manager (Kier)
- Copies of up-to-date HEALTH AND SAFETY manual, whole school policies, and copies of risk assessments are kept on the School intranet for review by staff whenever required. (THE GREEN)

### Staff Information

- Changes or new procedures will be given to all employees as relevant.
- Key Health & Safety information will be included on the Green.
- New employees will be given Health & Safety information at induction.

### Information for pupils, visitors and contractors.

- Information for pupils will be given at assemblies and in certain lessons as required.
- Information for parents will be given in the school prospectus & through letters and newsletters.
- Information for visitors will be given verbally with the visitor's badge and through visitor leaflets.
- Information for contractors will be given in writing by the Director of Finance and Resources/Facilities Manager at time of agreeing works, verbally and through the visitor leaflet handed out with visitor's badges.

### Staff Training & Competencies

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organized as required: -

Staff	Training Requirement
Governors	Safety Awareness briefings
Head Teacher -	4 Day IOSH Managing Safely Course or LBL C&YP 1 day session.
Deputy Head	4 Day IOSH Managing Safely Course  Risk Assessment – at least LBL C&YP half-day session  Educational Visits – LBL C&YP training session
Director of Finance and Resources	4 Day IOSH Managing Safely Course  Risk Assessment – at least LBL C&YP half-day session
First Aiders	3-day HSE accredited course (and refresher courses as required) <b><i>This is a statutory requirement.</i></b>

	Competent First Aid Courses (1 Day) are available to support those completing the 4-day course.
Health and Safety Manager	2-day IOSH Working Safely.  LBL C&YP session on safety awareness for premises managers.  Risk Assessment – at least LBL C&YP half-day session.  LBLC&YP 1-day session on Fire Risk Assessment  Manual handling and working at height training – at least LBL C&YP sessions  Asbestos management  LBLCYP Specific courses to cover identified issues.
Curriculum Leaders (and others with RA responsibilities)	Risk Assessment – at least LBL C&YP half-day session
All employees	Inset session on Fire Safety Awareness  Inset session on Epi-Pen.  Inset session on basic first aid & AED.

## Emergency Planning.

The Senior Leadership Team will review the emergency plan each year however the Headteacher will give direction to various members of staff to ensure that certain elements are up to date more frequently.

## Part 4: Health & Safety Arrangements

### Accidents/Incidents

Any accident or injury or near miss is to be reported on Sims and a CS2 form, Part 1 is completed by the person or persons involved in the accident. The form is then passed to their line manager who must complete Part 2 and return this to the General Office then transferred to the online form (B-Safe incident reporting system Lewisham H&S Site). The Health & Safety Manager is to ensure that the board of governors are informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

All significant accidents or incidents that are dangerous and near miss situations are to be reported to your line manager. The Line manager is to carry out an immediate investigation into the incident to identify the cause of the accident and record the measures taken to prevent a reoccurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. All contractors must ensure that accidents involving their personnel are reported to the Facilities Manager (Kier) of the school, as well as their own reporting chain.

Any practice or condition that is likely to have an adverse effect on the Health & Safety of personnel, or damage to equipment or property, is to be reported to Heads of Department or a member of the Senior Management Team. Such reports are to be recorded on CS2 forms (CS3 online) and passed to the Health and Safety Manager.

### Air Conditioning Units

Will be serviced and maintained regularly by the FM Provider (Kier). School staff will report any issues with the units to the help desk.

### Alcohol and Drug Abuse

All schools have a significant role in providing young people with information about the risks associated with the misuse of alcohol. PSHE grade descriptors and guidance from Ofsted state pupils should:

‘Understand extremely well how to keep themselves and others healthy and safe and are very well aware of, for example, the dangers of substance misuse’. (Ofsted 2013)

The September 2012 updated guidance from the Department for Education and the Association of Chief Policy Officers (ACPO) drug advice for school’s states:

“School staff are best placed to decide on the most appropriate response to tackling drugs within their school. This is most effective when:

- it is supported by the whole school community.
- drug education is part of a well-planned program of PSHE education delivered in a supportive environment, where pupils are aware of the school rules, feel able to engage in open discussion and feel confident about asking for help if necessary. Staff have access to high quality training and support.
- The school and board of governors recognize that they have a duty of care under the Health and Safety at Work Act 1974 and the Management Regulations 1999 to ensure a safe workplace and safe working practices. It is the direction of the board of governors that a person who is under the influence of alcohol, is unable to meet the express criteria implied by these regulations as being in drink, has a damaging effect to delivery of teaching standards and in the case of a student affects their ability to learn / retain knowledge.

It is agreed with the board of governors this school’s policy will be to adhere to the current statues in respect of drugs and alcohol use / misuse. This potential for drink or drug abuse will be monitored by all staff and upon discovering an issue it must be reported to either head of department, or Headteacher.

**Asbestos** There is no known Asbestos on site.

**Contractors** All contractors who work on school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises in accordance with the Health & Safety at Work etc Act 1974. All contractors are given written information about their required conduct on site by the Facilities team (Kier)

Wherever possible repairs, installations of new fixtures and fittings and decorations will be conducted outside school hours. Where this is not possible, the Head, along with the Health & Safety Manager and Facilities

Manager (Kier) will monitor any potential hazards arising from inadequate measures being taken by contractors and take appropriate action. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his/her care being exposed to the risk of injury.

## COSHH

Where hazardous substances are used, risk assessments are undertaken and a hierarchy of control measures adopted, which seek to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials. Where necessary this Health & Safety Policy Document is supplemented by a local Departmental Policy, e.g., in D&T, Science, Art, etc., relating to the specific activities of the Department or area and include local means to manage the risk including risk assessment, relevant safe storage and control of substances, appropriate PPE, etc.

The Facilities management contractor is responsible for the COSHH of its materials.

## DSE – Completed assessments

The nominated member of staff for ensuring that all staff have a

DSE assessment will ensure a DSE assessment is completed. Where a new member of staff joins within a term then this is to be incorporated in their induction pack. The DSE trained staff member will ensure a copy of the DSE assessment sheet is kept with the Director of Finance and Resources.

## Educational Visits & Trips

All personnel that arrange or actively participate in school visits or out-of-school activities must comply with Lewisham Councils There and Back Again document. The school will appoint an Educational Visits Coordinator (EVC) who will be either the Headteacher or a senior manager. They will be responsible for ensuring the process for arranging off site visits or activities are in place prior to the event.

**See** Out-of-Lesson Event and Educational Procedure

## Electrical Equipment

Hard wire electrical testing is carried out by an approved contractor every 5 years as per the statutory guidelines. The Facilities Manager has been designated to take responsibility for this.

All electrical equipment has a British Standard Kite Mark and is tested annually (Portable Appliance Testing) by an approved contractor as per the guidelines. Any items failing the test are disposed of immediately. The Facilities Manager has been designated to take responsibility for this.

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.

- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs.
- Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to rewire the plug correctly.
- Electrical equipment that is known to be or suspected of being faulty must not be used.
- If electrical equipment becomes faulty whilst in use, it is to be isolated from the source of supply and secured so that it cannot be used until repair has been affected.

All staff have a responsibility to ensure portable electrical appliances are used correctly (the manuals are kept in the school office), that they are positioned securely and appropriately and there are no trailing wires which could cause a hazard.

Any member of staff who has concerns about a piece of electrical equipment has a responsibility to take the equipment out of use and bring it to the Health & Safety Manager or Facilities Manager immediately. The wiring of plugs is undertaken by the Facilities Manager or an approved electrician.

**Fire and Emergency Evacuation** See fire evacuation plan.

**First Aid** See first aid policy.

**Good housekeeping** Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness and efficiency are essential factors in the promotion of Health & Safety. Clutter should not be allowed to build up in any area and regular planned disposal of items no longer required should be planned into the academic cycle. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
  - Ensure shelves in storerooms are stacked neatly and not overloaded.
  - Keep floors clean.
  - Do not obstruct emergency exits.
1. **Flooring.** Floors will be checked regularly by the Facilities Manager and FM team (Kier) to ensure they are stable, level, have no bumps or holes and are not slippery. Any concerns will be reported to the operations Manager for discussion to agree control measures such as repair, replacement or provision of safety signs. All staff have a responsibility to report worn flooring, holes and cracks that could cause a trip hazard to the Kier Helpdesk or Facilities Manager in person.
  2. **Cable Management.** All staff are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes. Cable covers should be used to fix cables to surfaces and ensure they are tucked out of the way. Staff who need assistance should log a call on the FM or ICT helpdesk.
  3. **Spillages.** Spillages must be cleaned up immediately. KIER are contacted via reception.

Students to be informed of the dangers of slips and falls using the LBL hazard sheets as part of their PSHE curriculum. Signs to also be posted around the school. Children must also be encouraged to report wet cloakroom floors to their teacher or the staff on duty so the wet floor signs can be put out and the floors mopped.

4. **Coats/Book Bags.** Class teachers and support staff are responsible for ensuring children hang up their coats and put their book bags in the box provided so they do not cause a

potential tripping hazard in the corridors (which could cause an issue in the event of a fire). Staff noticing bags/coats strewn across the floor have a responsibility to go into the class they believe may be responsible for the hazard. The class teacher should interrupt the lesson to get the responsible children to clean up the mess immediately. The students should be made aware of this issue through assemblies and PHSE lessons.

5. **Housekeeping.** Good housekeeping is essential. All staff have a responsibility to keep the working environment clean and tidy with floors and access routes kept clear of obstacles, boxes and files.

**Hirers & Lettings** The School Lettings Manager is responsible for providing a contract and briefing pack for hirers. This includes information on Health & Safety requirements. Hirers will have a Premises Officer on site who is aware of emergency evacuation procedures, location of fire safety equipment and fire exits, as well as the location of the first aid equipment.

**Home Visits** will be undertaken by staff occasionally.

A letter will be sent to the parents/carers prior to any visit with expectations clearly set out including health and safety. A risk assessment will be undertaken prior to any visit and if the risks are rated too high then alternative arrangements will be made.

**Images** Schools need and welcome publicity. Children's photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation, staff morale, and help parents and the local community identify and celebrate the school's achievements. However, photographs must be used in a responsible way. Schools need to respect children's and parents' rights of privacy and be aware of potential child protection issues.

The school and board of governors recognise the need to balance the requirements of parents who wish to see images of their children taking part in school activities with those who do not. The school and board of governors acknowledge their wider responsibility in relation to safeguarding. At Deptford Green School every reasonable effort will be made to minimise risk by following the guidelines detailed in this document and by securing parental consent for the use of photographs.

This policy applies to the use of photographs in school publicity materials, on its website and in the

Press. The policy reflects the consensus of opinion of the staff and governing body of Deptford Green School. Its implementation is the responsibility of all staff. Parents and visitors will be made aware of this policy upon joining the school.

**Lifts** See Kier's lift entrapment procedure.

## Lone Working People

Who work alone without interaction with other workers i.e., people who work in the building outside normal school/office hours (i.e., teachers/office staff working late, Facilities Manager) and staff who work off site doing home visits and may be vulnerable so extra safety measures may be required.



Under the Management of Health & Safety at Work Regulations (MHSWR) 1999, managers are required to carry out suitable and sufficient risk assessments, identify the hazards associated with the work, assess significant risks to lone workers and take steps to avoid or control the risk and implement safe working arrangements/procedures.

The Head Teacher and Director of Finance and Resources are responsible for identifying all staff who act as lone workers on a regular basis, conducting a risk assessment, setting up robust procedures to control the risk and organizing information and training for the staff where appropriate. The risk assessment should consider physical fitness along with physical hazards and draw up guidelines as to whether there are some activities which should not be conducted when the staff member is a lone worker (i.e., working at heights etc).

In the event of an incident involving a lone worker (including a near miss or potentially hazardous situation which was avoided), a CS2 form (or CS3 on-line) should be sent through to the Corporate Safety team and the risk assessment revisited.

A lone worker must always have some method of contacting their “work buddy / point of contact” (Mobile etc.) and a plan for a set time when the call is due is to be confirmed (i.e., each half hour, each hour) before departure on task. The lone worker must be risk aware and has the authority to decline that element of work unless supported by a support employee.

**Manual Handling** See procedure

**Medical Conditions** See supporting pupils with medical conditions policy.

**Minibus** See minibus policy.

**Office Equipment** will be checked annually for electrical safety as part of the PAT testing plan. There are some items of office equipment that are not suitable for use by children or for which usage needs to be restricted/supervised.

Photocopier Teachers and support staff will be given basic training on how to use the photocopier. Office staff will be trained on how to use the full functions of the photocopier and how to unblock jams safely.

VDU Computer screens will be positioned with due regard to lighting levels, glare and/or reflection. Where necessary blinds or glare screens will be utilized to eliminate any identified issues.

Screen brightness, colour and flicker rate will be taken account when deciding suitability of screens. Staff will be encouraged to have annual eye tests and to take regularly breaks from looking at the screen.

Workstations will be assessed by a trained member of staff (to review seating position, height of keyboard, positioning of screen, positioning of cables and suitability/adjustability of chairs to alleviate/minimize fatigue and discomfort)

**Outdoor Hazards.** When taking children on trips which involve walking in muddy fields, uneven ground or wet areas, the trip leader must ensure children are briefed on the footwear required for the trip. Children who do not have suitable footwear may need to be left behind if there is considerable risk.

**PE Equipment** is checked annually by an approved contractor as part of the statutory checks. If staff have concerns about the safety of PE equipment between these times, this concern must be raised with the Director of Finance and Resources and the item taken out of use immediately and clearly labelled.

Equipment must be carefully stored at the end of the lessons to ensure children do not make use of the equipment without suitable supervision and the items do not represent a tripping hazard.

**Ponds** The school will have in place adequate measures and signage in place to warn persons that there is a pond on the school site. The pond will undergo regular visual inspections by the FM Provider and risk assessed annually. Access to the pond will be restricted.

**PPE** Is the last rung on the hierarchy of control in hazardous situations. As it is the final barrier between the hazard and worker then the PPE must be fit for purpose in all respects. The FM Manager is to ensure that all PPE issued is logged on a data base in order that it may be replaced when its use by date is passed.

**Pregnancy** There is a legal requirement to assess the risks specific to new and expectant mothers. Deptford Green School has a system in place to carry out risk assessments and these assessments should already highlight any risks (biological, chemical, or physical) specific to women of childbearing age and to pregnant women. Most of the health and safety issues relating to women of childbearing age and to pregnant women should therefore already be addressed by good health and safety management procedures.

**Radiation** In the case of radioactive material all regulations advised under CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Equipment) will be adhered to. Each year CLEAPSS require a monitoring form CLEAPSS Form 1 to be forwarded through the Local Authority Radiation Officer. This is the responsibility of the Radiation Protection Assistant (RPA). The school will only hold the amounts of hazardous material required to support science teaching.

**Risk Assessments** - Risk assessments (RA's) will be completed by those trained in the risk assessment process. Risk assessments will be carried out once and then reviewed annually unless the process identifies regular review or occasion to review earlier arises. RA's (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working.

Once developed, safe-working procedures must be promulgated to protect all persons working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with procedures and ensure that personnel under their management are fully conversant with those procedures.

**See Risk Assessment Procedure**

**Safety Inspections** the Health & Safety Manager carries out a premises safety inspection every half-term. This comprises a premises inspection in conjunction with the Director of Finance and Resources. Potential hazards are noted and assessed using the risk assessment formula.

**School Events** When organizing school events (i.e., summer fayre, Christmas concert, international evening etc.) the event organiser will be responsible for preparing a short-written assessment of the activities/attractions that make up the event. All the potential hazards that

could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. Consideration may be given to outsourcing certain activities. The following activities/attractions MUST have an individual written assessment: -

- Bouncy castles
- Stands/Stalls.
- Displays involving animals, weapons, flames, or special effects.

Each activity at an event will have its own special hazards which could affect all or groups of visitors (i.e., unsupervised children, pregnant women, and older people). These risks must be considered, and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.

Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

**Security** The school and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In these circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the school will have at least one of several predictable results:

- security issues - damaging alarm contacts, breach and damage to doors/windows
- loss of equipment
- loss of records
- demoralisation of staff and pupils
- disruption of school life
- displacement of staff and students
- drain on resources making emergency repairs.
- then additional drain on resources to replace damaged doors and renew stolen school property.

Whatever the precise outcome, any criminal attack upon the school will inevitably impact the running of the school. It follows that every realistic step should be taken to prevent it. This demands good risk management. Please see the Security policy. During school hours, access will be granted via the door entry system. Office staff can view the reception path using the CCTV cameras. No-one must be given entry without first being questioned by the office staff.

Staff are being given Salto cards to gain entry to the school. In the event that these are lost, even temporarily, this must be reported immediately to the Facilities Manager so the card can be disabled on the system.

**Smoking and Vaping** are not permitted on the school site.

**Stress.** An element of stress is acceptable however when this becomes too great it may result in other issues which can cause medical advice to be sought, and in the case of LBL sponsored schools then HR Can be contacted to seek occupational health support.

## Tools and equipment

- All defects found in equipment must be reported immediately to the Facilities Manager. (Kier)
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

**Use of vehicles** Only those persons authorised and in possession of the appropriate license (and MIDAS Certificate) are to drive the minibus on school business. The operations manager is to keep the keys and booking diary for the minibus.

Pupils cannot be transported in staff cars.

**Violence and Aggression.** Violence is defined as a verbal or physical activity causing the recipient to be in fear of their safety. In accordance with the HSAWA 1974 and this policy document all staff, students and visitors have a right to be free from violence and aggression. Deptford Green School will adopt the following process in dealing with such incidents. At no time should members of staff place themselves in a position where they will be injured. The school will not tolerate violence to its staff and this document is the authority for police to be summoned, if required, to resolve the situation. The term violence used within this document includes the threat of violence, fear for one's safety or the safety of those the staff are responsible for and includes verbal abuse. A Risk Assessment is to be produced and reviewed each year. Incidents are to form part of the governor's report with names/ages withdrawn. In all cases of violence, the teacher has a right of self-defence that is proportionate to the attack.

- Violence involving staff. In the first instance the staff member will be reasoned with and upon separation will then be interviewed by the Headteacher and a course of action decided. The Chair of Governors will be informed of the situation and the process will then fall under the Human Resources committee to resolve. An example would be a staff member who is involved initiates some form of violence against another staff member, student or visitor.
- Violence involving students. The H&S aim is to ensure the safety of the students and in this instance the staff member should ensure other children are not drawn into or are involved in the incident. The staff member will summon assistance from other staff members by use of mobile phone, whistle, and radio. Only staff who have received correct and appropriate training are to then deal with the incident. An example of this would be a child who becomes unmanageable in class and commences to become unreasonable, violent (by nature of throwing chairs etc about the classroom).
- Violence involving visitors. Where a visitor, invited or uninvited resorts to violence in any form then if a swift resolution is not made then the police should be summoned to assist in resolving the immediate issue.
- Weapons. In the unlikely event that a weapon is found on a student then it is to be placed in a bag and the matter is to be placed before the head teacher who will consider what sanction to enforce. This may include police action. Any action resulting in the police being called must be reported to LBL on the incident reporting website.
- Searching of Students. Only qualified staff members are able to search students. If no qualified staff member is available, then the police should be requested to assist. The student is not to be detained, forcibly or otherwise to await police arrival.

**Visitors** - Visitors to the school must sign in and wear their badge at all times. New visitors should be given a copy of the visitors' information which informs them what to do in the event of a fire and gives other basic information about the school. Visitors must sign out when they leave and hand back their badge so this information can be cross referenced by office staff in the event of a fire. It is the duty of all personnel within the school to ensure the Health & Safety of all visitors to the school.

**Waste Disposal** - Each classroom is provided with two bins – one of which is for recycling. The recycling bin is clearly labelled with the items which can be put in it and the children are taught about the importance of recycling their waste materials.

Collection of Hazardous waste (such as ICT equipment, fluorescent light bulbs, old fridges etc) is organized through registered approved contractors. Hazardous Waste collection certificates are retained by the Technical Manager (ICT equipment). The certificates are kept on file and must tie in with the school equipment log. and Facilities Manager (fluorescent light bulbs, old fridges). It is responsibility of the Facilities Manager to keep the log and paperwork up to date for inspection when required.

Medical waste (such as wipes used to clean up body fluids and needles) need to be disposed of in the medical waste bin which is kept by the First Aid Station in the reception office. First Aiders should ensure waste is disposed of appropriately in this bin. This waste must be collected by an appropriate agency.

A 'sharps bin' is made available by the FM contractors (Kier), for the safe disposal of any blood testing equipment.

**Weather Conditions.** In poor weather conditions, the Facilities Manager, FM team are responsible for ensuring key pathways are gritted before staff and students start to arrive.