



# Blue Gate Fields Infant School

## Health and Safety Policy

**Agreed by staff**  
**Agreed by governors**

**Written: March 2019**  
**Review Date: March 2020**

Based on Tower Hamlets model Health and safety policy - Stuart McGregor

## Introduction

The Health and Safety at Work Act 1974 requires employers with five or more employees to have a written statement of health and safety policy. The Policy has been prepared and brought to the attention of all staff and will be reviewed and revised as is appropriate to ensure it remains valid.

The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities, and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments are recorded. The arrangements section of the Health and Safety Policy are in effect, significant findings of risk assessments.

## Statement of Health and Safety Policy

Successful health and safety management starts with sustained commitment and interest from the top of the school. This commitment is the basis of the Statement of Health and Safety Policy.

This statement sets out to confirm the health and safety "culture" of school. It is an opportunity for the Governing Body and the Headteacher to influence the attitudes and behaviour of employees and create a positive health and safety "culture".

## Organisational and Responsibilities

The organisation part of this policy is basically the existing personnel structure. Health and safety is a management function and the responsibilities go hand in hand with other management functions. The school's actual organisation is detailed and some responsibilities of the Headteacher may be delegated to Teachers or other specialists.

## Arrangements

This final part of the Policy is where the significant findings of the risk assessments and the arrangements for controlling risks and complying with health and safety legislation are recorded. These arrangements are kept as practicable as possible, to show how things are done in the school and who is specifically responsible for what. In all cases the arrangements detailed must be adapted to suit the specific circumstances of the school.

We must be prepared to modify it in the light of experience gained from monitoring. Health and safety policies are not "tablets of stone"; they must be modified to suit the changing circumstances of the school and developments in health and safety legislation. An annual review is carried out.

## **1 Statement of Health and Safety Policy and Intent**

The Governing Body of Blue Gate Fields Infant School is committed to:

- the provision of safe and healthy conditions for pupils, employees and visitors;
- compliance with all relevant health and safety legislation;

and seek the co-operation of employees, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in Section 3.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring. It will be shared with all staff (teaching and support staff) and be linked to the induction of new staff.

This policy statement supplements

- LBTH's Corporate Health and Safety Policy
- CSF Health and Safety Policy, Organisation and Arrangements Statement

For further information and guidance, please contact:

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Signed .....Chair of Governors

Signed .....Head Teacher

Date .....

## 2.0 Organisation and general Responsibilities

### 2.1 Governing Body

Are responsible for ensuring:

- adherence to the local authority health and safety policy, procedures and standards;
- a health and safety policy is prepared, implemented and reviewed annually to ensure it remains valid;
- Providing appropriate resources within the school's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at *Governors'* meetings;
- a Governor is given specific responsibility for health and safety (**Mr Gulam Hussain**);
- the Governor with specific health and safety responsibilities and the Head Teacher receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;

### 2.2 Headteacher (Catherine Jones)

The Head Teacher is responsible to the Governing Body for ensuring that:

- effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body and LA where necessary;
- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in the Health and Safety Policy;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;

- any problems in implementing appropriate health and safety standards are reported to the Governing Body;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Governing Body along with details of significant injuries to employees, pupils and visitors.

### **2.3 All Employees**

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are be affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas ensuring that appropriate risk control measures are implemented;
- reporting to the Head Teacher any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.
- ensuring that all accidents (including near misses) are promptly reported and investigated using the appropriate forms;
- arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- making use of all necessary control measures and personal protective equipment (PPE) provided for safety or health reasons. When not in use, PPE will be properly stored, kept clean, and in good repair.

### **2.4 Pupils**

Pupils are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of teachers.

### **2.5 Health and Safety Assistance**

Health and Safety Consultants are appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and are responsible for providing the health and safety assistance as and when requested. The School may obtain support and assistance from the Local Authority and are also additionally supported by Paul Prosser of SXSafety.

## **Risk assessments**

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by the Head Teacher and the Premises Manager following guidance from Tower Hamlets. These risk assessments are available for all staff to view in the staff room and in the shared area on the store box.

Risk assessments will be reviewed on an annual basis or when the work activity changes. Staff are made aware of any changes to risk assessments relating to their work.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Risk assessments for curriculum activities will be carried out by the relevant co-ordinator using the model risk assessments.

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by LBTH. Records of such monitoring will be kept by the Premises Manager.

## **Offsite visits**

All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Children Schools and Families Directorate Health and Safety Policy. The LA's Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

## **Health and Safety monitoring and inspection**

A general inspection of the site will be conducted termly by the Head Teacher and the Premises Manager. A record will be kept in the Health and Safety folder by the Head Teacher. A named governor, Mr Gulam Hussain will undertake an inspection on an annual basis with the Premises Manager and report back to the Curriculum and Premises Committee and full Governing Body.

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and the Premises Manager will conduct daily checks of the equipment as well as yearly checks by an outside registered company. PE equipment is annually inspected.

## **3.0 Arrangements and Significant Findings of Risk Assessments**

### **Contents**

- 3.1 General Hazards
- 3.2 Guardrails on Stairs and Landings
- 3.3 Vulnerable Glazing
- 3.4 Electrical Equipment
- 3.5 Working at Heights
- 3.6 Substances Hazardous to Health
- 3.7 Fire Risk Assessment
- 3.8 Manual Handling of Items and Loads
- 3.9 Moving and Handling Assistance for Pupils with Special Needs
- 3.10 Display Screen Equipment
- 3.11 Smoking
- 3.12 Contractors

- 3.13 First Aid Arrangements
- 3.14 Pregnancy and Work
- 3.15 Young persons working or on work experience in the school.
- 3.16 Security
- 3.17 Violence at Work
- 3.18 Educational Visits
- 3.19 Medicines
- 3.20 Injury Reporting
- 3.21 Statutory Notices
- 3.22 Health and Safety Representatives and Consultation
- 3.23 Employee Induction Procedures
- 3.24 Physical education, sport and play activities
- 3.25 Vehicles on the Premises
- 3.26 Science, Technology and Art
- 3.27 Statutory Engineering Inspections
- 3.28 Working Alone
- 3.29 Working Time
- 3.30 Occupational Health Service
- 3.31 Stress
- 3.32 Asbestos
- 3.33 Lifting Operations and Lifting Equipment

### **3.1 General Hazards**

- A high standard of housekeeping is expected to reduce the risk of accidents. Furniture and equipment shall be kept tidy and not allowed to pile up so as to cause a toppling hazard. Unwanted items are to be cleared out and not allowed to accumulate in such ways as to congest the working areas. Pupils' bags are not to be left in walkways or areas where they create tripping hazards.
- Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings, slippery floors surfaces. Employees are expected to rectify these situations where possible or report them to the Premises Manager.
- Step stools, step ladders and ladders are provided and must be used where necessary to reach above head height. Staff are to inspect these before use and report any defect to the Premises Manager. Employees are not to use chairs, boxes or similar items and are not to climb up the face of cupboards or storage racks.
- Filing cabinet drawers shall not be overloaded and employees must not open more than one drawer at once as this presents a toppling hazard. Desk and cabinet drawers are to be closed immediately after use and not left open.
- Damaged or defective furniture and equipment is to be reported to the Premises Manager. Also any sharp edges which may cause injury and/or damage to clothing must also be reported.
- Pupils are reminded on a regular basis about the danger of fingers being trapped in doors. The Premises Manager is responsible for checking routinely that the self-closers operate properly ensuring that adjustments are carried out if doors close too quickly.
- All radiator spindles must be fitted with a handwheel or cap to prevent penetration injuries.
- Heaters with hot surfaces are fitted with guards to prevent injuries and hot water temperatures in pupil's areas are set so as not to exceed 43 degrees C to prevent scalding.

- Running is not permitted within the school premises and care is necessary when using doors, particularly those without viewing panels. Doors must not be opened without regard for someone coming from the opposite direction.

### **3.2 Guardrails on Stairs and Landings**

Falls down stairwells are a major risk to pupils in schools with multiple floors. To minimise the risks the school staff ensure good discipline in these areas making sure that pupils do not run or play about on stairs or landings. The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

### **3.3 Vulnerable Glazing**

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/sidepanels and below that 800mm from the floor. In addition, the glazing in windows facing the playground and all glazing below 2 metres in the Hall have been safeguarded.

### **3.4 Electrical Equipment**

- Employees shall not attempt repairs or make modifications to electric equipment other than those normally associated with daily operations. Any defects or malfunctions must be reported.
- The fixed electrical installation in the School is inspected and tested on a regular basis by electrical contractors and any maintenance to prevent danger is carried out.
- Only electrical equipment provided by the School shall be used. Formal visual inspections/tests of portable electric equipment are carried out annually to identify any maintenance that is required to prevent danger. (Low risk office equipment such as computers where the mains cables are organised to prevent damage are unlikely to require maintenance to prevent danger are not included).
- Employees are alerted to the dangers of defective wiring and equipment and are encouraged to visually inspect electrical equipment before use and to report any defects immediately.
- It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of serious electric shock. Employees must use RCD adapters if one is not fitted into the fixed wiring and to cease using any equipment, which causes the RCD to trip.

### **3.5 Working at Height**

Working at height can present a significant risk; the main hierarchy of control is to eliminate working at height. This can be completed by either changing the work process for example using extended poles to clean windows instead of using ladders or engage the use of competent companies to complete such works.

- Employees who may have to work at height (e.g. erecting displays) will receive relevant information, instruction and training in the use of the equipment.
- Employees are reminded that falls from heights is the most common cause of fatal and serious accidents at work.

- The need to reach things at heights should be eliminated where ever possible e.g. displaying pupils work and storing things below head height, using window poles instead of climbing to open windows. Where this is not possible proper access equipment must be used (appropriate stepladders or kick stools - staff must not climb onto chairs etc) and the following rules followed:
- Employees shall not use ladders or stepladders if they are working alone in or around the school, if an incident occurs there is no one to call for assistance.
- Before using a ladder or stepladder, make sure it is the right equipment for the work. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases, the equipment must be erected in accordance with the manufacturer's instructions by a person who is competent having received sufficient instruction and training and holding a current PASMA ticket.

### **Ladders and Step Ladders - General Rules**

- Check that equipment is in good condition; do not use ladders or step ladders with cracked, broken or splintered stiles/rungs/steps/hinges/cords/clips or other defects.
- Ladders should be periodically checked to ensure that they are free from defect and records maintained (e.g. ladder register).
- Check the ladder is clear of overhead electric cables.
- Set the ladder at the correct angle (1 out to every 4 up)
- Never climb higher than the fourth rung from the top to ensure adequate hand hold.
- If using the ladder for access onto a flat roof or platform etc. make sure it extends at least 1.1m above the stepping off point so as to provide an adequate handhold, especially for coming down.
- Move ladders and step ladders so as to avoid the need to overreach.
- Secure the ladder at the top wherever possible, this ensures the ladder cannot slip sideways or backwards, whilst doing this get someone to foot the base.
- If this is impracticable, see that it is firmly secured at the base or footed by a responsible person.
- Make sure that extension ladders have enough overlap to prevent collapse:
- Stand the ladder or stepladder on a firm level base and not on loose material.
- Clean wet, icy or greasy rungs or steps before use, make sure footwear is in good condition and free from mud or grease on the soles before climbing.
- Carry light tools and equipment in pockets or a holster/tool bag slung from a strap over the shoulder; use a hoist line to raise larger items when at the working position.
- Stepladders must be long enough to reach the work and provide a secure hand hold. Do not stand on the top step or platform on a stepladder unless it is constructed with a secure hand hold.
- Always spread stepladders to their fullest extent for stability and check that retaining hinges/cords/clips are secure.
- Whenever possible place step ladders at right angles to the work, i.e. with the front or back of steps facing the work. Pushing, pulling or reaching sideways whilst on step ladders should be avoided because it is less stable, where this is unavoidable another person should support the steps to prevent them tipping.

### 3.6 Substances Hazardous to Health

(See COSHH Guidance Notes as contained in Health and Safety File)

- Where possible all substances used in the School should be non-hazardous e.g. not labelled 'Toxic', 'Harmful', 'Corrosive' or 'Irritant'.
- All substances must be properly labelled, stored, used and when necessary, disposed of in accordance with the manufacturer's instructions. Employees should be aware of the requirement to assess the risks to health of any hazardous substances brought into the School to ensure the appropriate risk control measures are devised, implemented and where appropriate, recorded.
- Some hazardous substances are unavoidable, the COSHH assessments file is available in the Head Teacher's office for all substances. The prevention of legionella bacteria is managed by the Premises Manager through the procedure below. The control measures for the hazardous substances used in Science, Technology and Art are as recommended in the relevant section.
- The Premises Manager maintains records of all such substances and these records are kept in his office.

#### School Cleaning Substances

- Liquid cleaners, disinfectants and bleach carrying the 'Irritant' and 'Harmful' warning labels are used for the general purpose cleaning in the School.
- These substances are necessary, substitutes without these hazards are considered not to be effective.
- The following measures are used to control the risks to health from the use of these substances:
- The substances are kept secure at all times when not in use to prevent access by pupils and unauthorised persons.
- The substances are only to be used as directed by the manufacturers on the containers.

Substances shall not be mixed together. This is particularly important with bleach; toxic fumes can be generated if this is mixed with other substances.

Skin contact with the substances straight from the containers or prolonged/repeated contact with diluted solutions can cause health problems e.g. redness of skin, eczema or dermatitis. Contact with the skin is to be avoided by the wearing of PVC gloves. These are to be inspected before use and replaced if damaged. At least one spare pair of gloves is kept in stock at all times.

Accidental splashing on the skin or in the eyes need to be washed immediately with plenty of water and further medical assistance sought if any problems persist. Any skin problems associated with the use of these substances shall be reported to the Head Teacher and where appropriate to a medical practitioner.

Suitable personal protective equipment (PPE) has been identified and is available for use.

Where substances are transferred into smaller containers for use they are marked with their contents and the appropriate hazard sign.

The above measures are considered necessary to comply with the COSHH Regulations and it is concluded that these will adequately control the risks to health presented by the use of these substances.

## Legionella Bacteria

The school complies with advice on the potential risks from legionella as identified in the schools legionella water risk assessment and water log records.

There is a small risk of legionella bacteria developing in the domestic water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons. A company specialising in water hygiene has been commissioned to assess the risks and the recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc. Once a year during the summer holidays a specialist company is contracted to clean and chlorinate the water storage tanks, pipework and shower heads etc. In addition, the Premises Manager is responsible for ensuring that shower heads are cleaned and the hot and cold water services are thoroughly run through prior to the school re-opening after more than 5 days closure.

### 3.7 Fire Risk Assessment

The council at present arranges for fire risk assessments to be completed in schools. The Head Teacher and Premises Manager are responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the assessment to ensure any recommendations are undertaken and implemented. The fire risk assessment is located in the Premises Manager office and is reviewed on an annual basis.

#### Fire instructions

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

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

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

#### **Emergency procedures**

##### Fire and evacuation

Fire and emergency evacuation procedures are displayed in each classroom and around the school building. These procedures will be reviewed at least annually. All staff have fully understood the Bomb Threat Policy and Lockdown procedures and in the event of an emergency, these procedures will be followed by all staff members.

Emergency contact and key holder details are maintained by CMS Key Holding Services (02076270344) and updated upon review.

Fire drills are undertaken termly, and a log kept in the fire log book in the Premises Manager's office.

##### Fire fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment, providing they have received appropriate training in their use.
- Ensure the alarm is raised **before** attempting to tackle a fire. Staff should be made aware of the locations of portable firefighting equipment around the building.
- Details of service isolation points (gas, water, electricity)

- Details of chemicals and flammable substances on site.

### **Inspection and maintenance of emergency equipment**

#### Testing of the fire alarm system:

Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record kept in the fire log book. This test will occur before 8am within the week.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is on place with Chubb and the system tested 6 monthly by them.

#### Inspection of firefighting equipment

An annual maintenance service of all firefighting equipment is undertaken. Regular checks that all firefighting equipment is available for use and operational and for any evidence of tampering is undertaken. Defective equipment or extinguishers that need recharging will be taken out of service.

#### Emergency lighting systems

These systems will be checked for operation regularly by Chubb and a record kept.

#### Means of escape

All staff have a duty to ensure that exit routes are kept free from obstruction. The Premises Manager checks for any obstructions daily on exit routes and ensures all final fire doors are operational and available for use.

### **3.8 Manual Handling of Items and Equipment**

Manual handling operations are required to some extent in most of the school's activities and it is not reasonably practicable to avoid them. All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed. Most of these within the classroom do not generally involve significant risks and are within the capabilities of all staff. The measures detailed below are considered adequate to reduce the risks of injury to the lowest level reasonably practicable.

- Employees shall not attempt to lift or move anything they consider to be too heavy or awkward for them. If help is not at hand the matter should be reported to Head Teacher.
- When lifting boxes, parcels etc. the back must be kept straight and lifting carried out using the leg muscles. Never bend from the waist and lift with the legs straight as this puts strain on the back muscles and spine and may lead to injury.
- Special care is to be exercised where pupils are involved with the moving of objects e.g. moving trampolines or pianos. Employees are required to assess these operations and only allow pupils to be involved where they will not struggle and to ensure that adequate precautions are taken to prevent injury.
- The manual handling of any objects which present a significant risk of injury and which cannot be avoided is only to take place following a risk assessment to determine the control measures to reduce the risks to an acceptable level.
- The following operations have been assessed and along with the manual handling training that has been provided are considered to be adequate to reduce the risks to the lowest extent reasonably practicable.

### Chair and Table Moving

Measures to reduce the risk of injury: -

- using correct lifting techniques.
- carrying no more than 3 chairs at a time
- using a special trolley for moving stacks of chairs
- carrying no more than 1 table at a time (single tables)
- obtaining assistance where the timescale involved could lead to over-exertion.

### Miscellaneous Packages and Items

Measures to reduce the risk of injury:-

- using correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance where the weight/size of load is beyond individual capacity.

### Furniture, Lockers, Display Boards etc

Measures to reduce the risk of injury:-

- using the correct lifting techniques;
- using the trolleys and barrows provided;
- obtaining assistance in proportion to the weight/size and distances involved;
- wearing protective equipment such as gloves and safety footwear.

## **3.9 Moving and Handling Assistance for Pupils with Special Needs**

An assessment of the moving and handling needs of pupils with special needs will be carried out before the pupil starts at the school. Where necessary, advice and guidance will be obtained from parents, the Health Authority and Health and Safety Advisors.

The assessment will identify the moving and plan appropriate for each pupil. The hierarchy of measures in these plans shall be as follows:

Hazardous moving and handling operations shall be avoided, so far as is reasonably practicable, by the use of hoists/slings and where appropriate encouraging pupils to move themselves or by re-organising activities;

Where the above is not reasonably practicable, measures shall be implemented to reduce the risk of injury to the lowest level reasonably practicable. E.g. training for employees in using the correct techniques, team lifts, the use of wheelchair ramps, transfer boards, handling belts, sliding sheets, turntables etc.

The moving and handling plans will be recorded in the pupil's care plan.

The assessments shall be reviewed each term or when significant changes occur.

## **3.10 Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work should have an assessment.

1. Computer equipment is used extensively in the school by both staff and children. The staff are designated as 'users' under The Health and Safety (Display Screen Equipment) Regulations 1992, and they are provided with information and training about the risks to their health and how to minimise them.

2. A DSE assessment is undertaken for each 'user' and reviewed on an annual basis, or if changes occur, this is carried out by each 'user' completing the DSE self-checklist, and an evaluation carried out by a competent person.

3. 'Users' are entitled to eye tests and any special spectacles required for display screen work. Initially 'users' are to request these through the Head Teacher who will provide referral letters to take to an optician of their choice.

4. Work related upper limb disorders such as pain to the muscles; ligaments and nerves of the hand and arm can be brought about by repetitive movements associated with intensive keyboard or mouse operations. Properly arranged workstations and organisational systems will minimise the risks of these disorders. Employees should be aware of this type of injury and report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

### **3.11 Smoking at Work**

**Smoking is not permitted in the School. It is illegal under [The Smoke-free \(Premises and Enforcement\) Regulations 2006](#)**

### **3.12 Contractor's Activities**

Construction and maintenance work involves major hazards and particular care is necessary when these activities take place on the school site. Contractors have a duty to carry out their work in accordance with relevant statutory provisions. The School has a duty to ensure the health and safety of pupils, employees and visitors on the site and must exercise sufficient control to make sure that contractors discharge their duties. The School operates a strict Code of Practice for Contractors working at the School.

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be asked to read the guidance notes. The Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor and any subcontractors involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

The Construction (Design and Management) Regulations 2015 (CDM Regulations) will apply to any building projects, a construction phase plan will be drawn up prior to any works being undertaken. The Head teacher or delegated employee is responsible for seeking specialist advice regarding what must be done to comply with these Regulations.

### **3.13 First Aid Arrangements**

(See School First Aid/Medicines Policy)

Employees trained in emergency first aid are considered to be appropriate for the risks and numbers of persons present. It is the policy of the school to train as many Teachers, support staff and Midday Meal Supervisors as possible in emergency first aid so as there is always cover for the most likely times that injuries occur and for absences/school trips etc. This training is repeated every 3

years to maintain competence. First aid boxes stocked with the recommended contents are located at appropriate points and support staff are responsible for checking the contents on a monthly basis and replacing any items used. All employees should familiarise themselves with the location of these so that in the event of an injury or acute illness these can be located quickly. In these cases an ambulance can be summoned from the telephone in the Office or any classroom phone may be used.

Employees should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt. First Aid boxes are found within each classroom and next to the KS1 playground door for outside emergency first aid.

Please see the current list of staff that are first aid trained within the school.

### Head Injuries

Head injuries can easily be under rated. Any significant knock to the head which shows signs of swelling, grazing, crushing or which change the behaviour of the pupil should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non-significant head bumps, which show no signs or only slight reddening.

### Other Injuries

Broken bones may sometimes not be obvious in children; any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

### Transport to hospital

If the first aider or Head teacher considers it necessary, an ambulance will be called and parents will be informed. If the parents cannot be contacted a member of staff will accompany the child to hospital. The school will follow the procedure for completion of incident / accident records in accordance with LBTH guidance.

### Infection Control

Aids and hepatitis B viruses are a risk to employees involved in the provision of first aid. The universal precautions for cleaning up body fluid spills detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries should be followed to prevent the spread of infection. This poster is displayed in the Staffroom.

### Administration of medicines

All medication will be administered to children in accordance with the DFE document "Managing medicines in schools and Early Years settings"

The only medication kept and administered within school are those prescribed specifically for a child at the request of the parent/guardian. Records of administration will be kept by the class staff.

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian.

All medications kept in school are securely stored in a mirrored cabinet in each class room with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc, it will be kept in the cabinets in each class room clearly labelled.

### Health Care Plans

Health Care plans are in place for those children with complex medical needs. These plans are reviewed annually by the SENco, Rebecca Phillips and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of children and administration of medicines by a health professional as appropriate.

### Accident reporting procedures

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LBTH Council forms (AIR accident and incident report forms). Copies of these forms are available via the school office.

All classes have an accident book to report minor accidents within the class. School accident reports will be monitored for trends and a report made to the Governors as necessary. The Head teacher 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)

Incidents involving a fatality or specified injury will be reported immediately to the Health and Safety Co-ordinator (020 7364 4193 Mobile 07985 297 797). The health and safety team will report these to the Health and Safety Executive (HSE) on 0845 300 9923.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur, by sending the AIR form to [stuartmcgregor@towerhamlets.gov.uk](mailto:stuartmcgregor@towerhamlets.gov.uk)

### **3.14 Pregnancy and Work**

Employees who become pregnant shall inform the Head Teacher so that an assessment can be carried out to ensure that any risks created by their work are identified and eliminated or controlled. The assessment of risk will be updated as the pregnancy progresses, and once the employee returns to work following the birth. Advice on pregnancy and work is given in the Department of Health poster 'Guidance on infection control in schools and nurseries' which is displayed in the Staffroom.

### **3.15 Young persons working or on work experience in the school.**

If young persons come to the School to work or on work experience special Regulations apply. A 'young person' is someone who has not attained the age of 18 and a 'child' is someone not over compulsory school age. They require that a specific risk assessment to identify any measures that

are required to reduce the risks because of their immaturity, inexperience and lack of awareness. Where a 'child' is involved the findings of the risk assessments and the protective/preventive measures to be taken must be communicated to the person having parental responsibility for the child.

All young persons will work directly under the supervision of an experienced employee who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility a 'child' are informed as described above, a copy of this policy shall be forwarded to them with the confirmation letter. Emergency contact details are taken and arrangements are put into place.

### **3.16 School Security**

(See school Security Policy and Visitors Policy)

- Access to the School is only via the Reception entrance which is monitored at all times to prevent unauthorised access.
- All other doors are locked from the outside to prevent unauthorised access but these can be readily opened from the inside in case of emergency.
- The car park is fenced from the areas occupied by pupils and the pedestrian gates are closed during school time.
- When pupils are outside at play times or during sports they are supervised closely to ensure they do not go through the gates onto the road.
- All visitors are required to report to the Reception Office or to the Premises Manager on arrival.
- The names of all visitors, their time of arrival and departure should be recorded and a badge issued for identification while on the school site. (See separate Visitor Policy)
- Unknown persons on the school site not wearing a visitors badge are to be asked what they are doing and if they require assistance. In some cases it may not be appropriate for a lone employee to make this approach, in these cases the Head Teacher is to be informed and if necessary the police called for assistance.

### **3.17 Violence at Work**

The School seeks to minimise employee vulnerability to violent disturbing behaviour, including threats, intimidation and verbal abuse as well as physical assault. This kind of behaviour will not be tolerated from pupils or parents and further action such as exclusion/banning/prosecution will be considered. The following steps should be followed:

- Employees who have any qualms about parental interviews should arrange for a colleague to be present.
- Employees should not become confrontational even if provoked, offer to arrange another meeting with senior colleagues and close the interview.
- Do not hold meetings with parents in isolated classrooms and have clear objectives and a set timescale.
- Do not make home visits alone (always in pairs)
- If verbally or physically abused, leave or call for assistance immediately.

- Employees should report any concerns and all incidents of verbal abuse, threats or actual assaults to the Head Teacher. This will enable incidents to be monitored, investigated, and appropriate action taken.
- A register is kept of those who have demonstrated violent tendencies in the past. Reference should be made to this register when arranging meetings with parents so that appropriate support can be organised.
- Employees who suffer violence at work will be sympathetically treated and a variety of support systems are available.

### **3.18 Educational Visits**

(See School Visits Policy and DFE Guidelines)

Employees should note that pupils face far higher risks on school visits than they do in the school. The hazards of all visits must be identified and appropriate risk control measures built into the arrangements. A summary of these must be recorded for all visits undertaken. A separate Visits Policy has been produced and the DFE document 'Health and Safety of Pupils on Educational Visits' is used as a guide for the risk control arrangements.

Farm visits pose a risk of infection and the precautions detailed Department of Health poster 'Guidance on infection control in schools and nurseries' and the DfE memo on this subject must be followed. This poster is displayed in the Staffroom.

### **3.19 Medicines and Infection Control**

(See School Medicines Policy)

The storage and provision arrangements for pupil's medicines are set out in a separate with the School Medicines Policy.

Pupils who are unwell with an infectious disease should not be at school and should be kept away until they are better or no longer pose a risk of infection to others. The recommended periods of exclusion should be in accordance with the guidance set out in the Department of Health poster 'Guidance on infection control in schools and nurseries'. This poster is displayed in the Staffroom.

### **3.20 Injury Reporting**

Minor injuries to employees and pupils shall be recorded in the accident book.

- Under RIDDOR the following must be reported (refer to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)) if you are in any doubt seek advice:
  - Fatality
  - Specified injury
  - Over 7 day injuries
  - A Disease contracted at work, notified by a Doctor (F2508A)
  - Certain Dangerous Occurrences
  
- Reporting under RIDDOR can be by the following means:
  - Telephone 0845 300 9923
  - Fax 0845 3009924
  - [www.riddor.gov.uk](http://www.riddor.gov.uk)

**NOTE:** Only fatalities and specified injuries need to be notified by telephone. All other reportable incidents are to be notified using the suite of forms on the HSE website.

'Reportable Diseases' are only those listed in the Regulations and notified by employees' doctor's certificate. These diseases are extremely rare but the following could arise in a school situation:

- cramp in the hand or forearm due to repetitive movement;
- traumatic inflammation of the tendons of the hand or forearm;
- carpal tunnel syndrome;
- leptospirosis, tetanus, Tuberculosis;
- hepatitis from work involving contact with human blood products or any viral hepatitis,
- legionellosis from exposure to contaminated water supplies;
- occupational dermatitis from work involving a wide range of substances including strong acids and alkalis, detergents, bleaches, mineral oils, paints, solvents.

### **3.21 Statutory Notices**

The 'Health and Safety Law' poster is displayed in the School office where employees can read it.

### **3.22 Health and Safety Representatives and Consultation**

The role of trade union appointed health and safety representatives is recognised and encouraged. Currently no one has been appointed as health and safety representative. They will be consulted during the preparation and review of the health and safety policy of the school to enable effective co-operation in the promotion and development of the health and safety arrangements. Facilities and time off from normal duties will be provided so that the representative can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations 1977. Health and safety is a standing item on the agenda of all employee meetings at the school.

### **3.23 Employee Induction Procedures**

The capabilities of all new employees with regard to their own health and safety and that of pupils in their care are taken into account before employment starts. Adequate information and training is given to ensure that they are aware of the school's health and safety arrangements, particularly:-

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

### **3.24 Physical Education, Sport and Play Activities**

Most injuries to pupils occur during these activities. To minimise this, the following guidelines are in place:

- A sufficient number of employees will be available to supervise play times and will be positioned where they can see all pupils.
- Employees shall watch for and control over enthusiastic behaviour. In particular, running and ball games shall only take place in the designated areas. Running and ball games are prohibited in the 'Quiet' areas.
- The retrieval of balls from neighbouring gardens by climbing fences or entering without specific permission is prohibited.
- Employees shall not carry hot drinks whilst on playtime supervision duties and all hot drinks within school need to be in an appropriate lidded cup.

Fixed outdoor play equipment shall be visually inspected on a daily basis by employees. A daily visual tick list check and a termly inspection will be made by the premises manager and a record kept. All play equipment is annually inspected by a specialist contractor.

#### **General rules for sport and physical education**

It is the policy of the school to follow the guidance in the document 'Safe practice in Physical Education' published by the British Association of Advisers and Lecturers in Physical Education' (BAALPE) and the guidance from the relevant national governing body for the activity concerned.

Only suitably qualified employees are to supervise physical education and particular attention should be paid to the following:

- Physical activities should be quietly undertaken and there should be strict control, especially if competitive games are being played.
- Ensure pupils are involved in activities appropriate to developing their existing abilities.
- Employees shall position themselves where they can see all pupils.
- Appropriate clothing should be worn at all times. Loose and floppy clothing should be tucked in shorts. No baggy tops should be allowed.
- Long hair should be tied back
- Watches, large rings and ring type earrings must be removed.
- Sports areas and pitches should be checked before activities start to make sure there are no dangerous objects around the side of the Hall on any of the outside areas being used.
- Ensure all equipment is safely set up before using.
- Check equipment for signs of wear/defect regularly
- Limit the number of pupils using any one piece of apparatus
- Set up apparatus with adequate spacing between each item
- If pupils are involved in moving equipment make sure this is done using the correct techniques with enough pupils to ensure that they do not have to struggle.
- Apparatus being used should be at least two metres from any wall
- Pupils must be supervised at all time in the hall
- Make sure that equipment is put away safely.

### **3.25 Vehicles on the Premises**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents when bringing children to school or collecting them. The access from the road shall be kept clear for emergency vehicles. Vehicles moving around the premises; particularly reversing in restricted areas is a major risk and can cause serious even fatal injuries. Special care is necessary to ensure that pupils are kept away from the vehicles on the School premises. In particular:

- Pupils shall not be allowed in the car park
- Pedestrians must use the separate entrance provided.
- Delivery and contractor's vehicles must be prevented from entering the premises at school starting and leaving times
- Bus discharge and pick up arrangements must be planned to avoid pupils having to cross the road and avoid the need for reversing whilst pupils are around.

### **3.26 Science, Technology and Art**

The advice and guidance in following documents are followed to control the risks:

CLEAPPS                    L5p Safe use of Household and Other Chemicals  
                                   L86p Electrical Safety - Primary  
                                   L164a Heating in Primary Science  
                                   L190p Studying Microorganisms in Primary Schools  
                                   GLU Glues and Adhesives

The Association for Science Education (ASE) - 'Be Safe - Some aspects of safety in school science and technology for key stages 1 & 2'

The National Association of Advisors and Inspectors in Design and Technology (NAAIDT) - 'Make it safe!'

In particular Teachers shall ensure that:

- Sharp knives and sharp-ended scissors are stored securely and only used by older pupils under close supervision.
- Round ended scissors to be used where possible.
- Only non-hazardous paints and glues are used.
- Pupils shall be shown how to use the simple hand tools available to them in the classroom safely and not to assume they have been taught this before because they have used the tools before.
- Pupils use eye protection where materials or tools are likely to produce chips or splinters, which fly off.
- Pupils do not use spray glue.
- Only low temperature glue guns are to be used by pupils
- In cookery lessons the quantities of hot liquids are to be kept to a minimum and pans positioned so as not to be knocked over.

### **3.27 Statutory Engineering Inspections**

Not applicable at Blue Gate Fields Infant School

### **3.28 Working Alone** (See separate policy)

Staff are encouraged not to work alone in school. Some activities involve special risks and shall not be carried out whilst alone on the premises. If an accident occurs, there will be no one to help or summon assistance. These will include those listed below. These require specific risk control measures, which are not detailed here.

Working at heights of more than 1 metre (from floor to feet position).

Moving and handling tasks where assistance is required to minimise the risk of injury.

Work in roof spaces.

Meetings with people who have a record of violent behaviour or meetings where conflict or disagreement is anticipated.

Working alone on the premises should be avoided where possible but where this is unavoidable the doors should be secured to prevent intruders. (Doors which provide emergency escape can be readily opened from the inside). A telephone must be readily available. In addition, everyone who works alone on the premises must make sure that someone knows where they are and what time they will be finished. These persons should be instructed to make contact if you are overdue and raise the alarm if there is no reply.

When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. All home visits to be completed in pairs.

Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. CMS key holding services will answer any call out alarm.

Report any incidents or situations where staff may have felt "uncomfortable".

### **3.29 Working Time**

It is recognised that when people work too many hours their health can be affected and the risk of mistakes/accidents is increased. Compliance with the requirements of the Working Time Regulations 1998 is seen as the way to minimise these risks. Normal school arrangements usually ensure that employees receive the in-work/daily/weekly breaks and annual leave entitlements specified in the Regulations. Some employees, during term time, work many hours more than the normal school week, both at the school and at home. When averaged over the reference period of 17 weeks, which will take account of school closures, the limit of 48 hours per week set by the Regulations is unlikely to be exceeded. Any employee whose workload dictates they are required to work excessive hours should raise this with the Head Teacher.

### **3.30 Occupational Health Services**

Specialist Occupational Health Advisors have been contracted to provide the following:

Pre-employment screening via the use of a health declaration form and follow up medical examinations where necessary,

A management referral system for employees with long term ill health or sickness absence,  
Advice and guidance on ill health/medical issues with employees and pupils.

### **3.31 Stress** (See Stress Policy)

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Tower Hamlets Council management standards. Stress is the reaction people have to excessive pressures or other types of demand placed on them. Contributing factors to harmful levels of stress include the working environment, work overload/underload, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style.

The Head Teacher should ensure that:

- factors likely to cause intense or sustained levels of work related stress are identified and measures implemented to protect employees, taking into account that non-work pressures may make some people more vulnerable to work related stress,
- they adopt an open and understanding management style,
- employees have the skills, training and resources they need,
- scope is provided for varying working conditions and hours and the ways their jobs are done,
- fair and consistent treatment is provided for employees
- two way communication takes place, especially in times of change,
- there are regular Performance Management meetings for staff to discuss work load etc
- mentors are available within the leadership teams.
- support is provided and counselling offered where appropriate. A counsellor (Martin Eldon) is available for a day each half term for staff as needed

Employees should ensure that they report to their line manager any work situation causing intense or sustained levels of work related stress.

### **3.32 Asbestos**

An asbestos survey has been carried out which confirms that school does not contain any asbestos, the report can be located in the Premises Managers office.

### **3.33 Lifting Operations and Lifting Equipment**

LOLER applies to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person (lifts in schools).

Generally, the Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

Blue Gate Fields school requires that all lifting equipment be clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

It is the responsibility of the Premises Manager to ensure all lifting equipment and accessories are marked with the safe working load.

Blue Gate Fields school also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

Staff must not use lifting equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

It is the responsibility of the Head Teacher to arrange staff training and refresher training as appropriate, and to ensure that records of staff training are maintained

Blue Gate Fields school requires that all lifting equipment undergoes a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination.

Ongoing thorough examination must also be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

It is the responsibility of Premises Manager to arrange for all lifting equipment and accessories to be thoroughly examined by a competent person, at appropriate intervals.

Examination records will be held in the Premises Managers office.

This policy on Health and Safety was approved by governors in March 2019 and signed by the chair of governors.

..... Chair of governors.

..... Date

It will be reviewed in March 2020 or sooner in the case of new information, changes or legislation.