



AVANTI HOUSE

Health and Safety Policy

2019- 2020

	Name	To be Reviewed
Chair of School stakeholders Committee (SSC)	Bhavana Chauhan	November 2020
Principal	Shriti Bellare	November 2020
Lead Professionals	Site Officer	November 2020

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Health and Safety Policy

Introduction

This document is a statement of the aims, principles and strategies for ensuring health and safety at Avanti House Primary School. Relevant national legislation and the guidance for health and safety have been taken into account in the formulation of this policy. The school is supported by the Avanti School Trust.

In accordance with the Health and Safety at Work etc. Act 1974, and the Education Act 2002, the employer is responsible for the health and safety of employees and nonemployees who are on the school premises for extended schools activities or anyone

who is affected by them. Issues pertaining to staff and extra working hours are subject to compliance with the Working Time regulations.

The Avanti Schools Trust has delegated the task of ensuring that the school's Health and Safety policy is followed on a day-to-day basis to the head teacher. However management responsibility of the premises will remain with the Avanti Schools Trust of the school during and outside school hours.

Where outside organisations are using the premises, schools should satisfy themselves that they are operating with due regard to the school's health and safety policy a copy of which will be given to each hirer

Where schools permit others to use the premises, all concerned must be aware of:

- Health and Safety duties where applicable;
- Any specific Health and Safety issues (e.g. hazards on the premises);
- Policies and procedures for critical incidents
- Emergency procedures in the school

Purpose of the Policy

This Health and Safety policy has been revised and aligned more closely with the Avanti Schools Trust policy (the overarching policy document) in order to reflect the specific context of the school's site, its procedures and delegation of responsibilities. Avanti House Primary School operates within a framework of best practice and takes account of DfE guidance and all other instructions, regulations and advice issued by statute and directives.

This document provides a framework for ensuring that –the school provides –a safe environment in which to work and learn. It is written for the benefit of all members of the school community, including visitors to the school, to allow each to understand the policy of the school and their own responsibilities within this.

Our Aims for Health and Safety are to Ensure:

- A safe and healthy environment for children, staff and all other people who come onto the premises of our school
- That all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

- The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all children and adults.

Responsibilities

It is the responsibility of all members of the school community (staff, parents, pupils and School Stakeholders Committee) to:

- Be fully aware of their own responsibilities for maintaining a safe and healthy environment
- Be familiar with all instructions and guidance on safety within the school
- Use common sense at all times to take reasonable care for their own safety and that of others
- Report any identified hazards to the Principal / business manager/ site officer without delay.

It is the responsibility of the Avanti Schools Trust (AST) to:

- Oversee the school and premises is compliant with Health and Safety
- Implement HSE & AST recommended practices
- Ensure all AST schools complete and report on any External Health and Safety Audit findings

It is the responsibility of the School Stakeholders Committee to:

- Recognise their corporate responsibility for ensuring that the health and safety policy of the School is effective through review.
- Monitor and review this policy and ensuring that necessary revisions are undertaken

It is the responsibility of the Principal to:

- Take responsibility for devising the school health and safety policy
- Audit termly inspections to ensure that a safe and healthy environment is maintained
- Audit systems for the reporting, recording of accidents and ensuring that this is applied rigorously by all members of the school community, visitors and contractors
- Investigate Serious Accidents and Incidents and report finding as required
- Liaise with Caretaker/Site Keeper to ensure that equipment, buildings and grounds are safe, secure and well maintained
- Ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency Liaise closely with any trade union appointed safety representative and with the school FIRST AIDERS
- Report to School Stakeholders Committee of audits completed termly/ annually □ To promote/organise road safety training for pupils

It is the responsibility of the Caretaker/Site Keeper to:

- Take responsibility for the day-to-day operation of the health and safety policy
Ensure that all staff and all members of the school community are familiar with the health and safety policy of the school and are aware of their own responsibilities
- Make termly audit inspections to ensure that a safe and healthy environment (including legionella) is maintained and report it to the Principal

- Organise Annual Health and Safety audit inspections as approved by Avanti School Trust provider and ensure actions identified are completed quickly and report finding to Principal
- Establish a system for the reporting, recording accidents and ensuring that this is applied rigorously by all members of the school community, visitors and contractors
- Take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- Ensure there are arrangements for the firefighting equipment is available and maintained
- Ensure that regular risk assessments are carried out and that necessary action is followed up quickly
- Facilitate safety training for staff
- Issue contractors with hot work permits
- Maintain and oversee logs and records of: Health and Safety Files and related files, fire drills, inspection of school gates, CCTV, Electronic Entry System, Alarms, fire, security systems in place, Gas safety compliance and minutes of meetings of Health and Safety
- Ensure that Business Continuity Plan is audited on a termly basis and an up to date versions is shared with staff and all stake holders
- To communicate Health and Safety matters with in staff meetings/ briefings to ensure compliance of safety across the school
- Maintain records of staff injuries reported. Report concerns to Principal
- Ensure the Schools Minibus and its policy and procedures are compliant and records up to date of all drivers and Minibus maintenance

It is the responsibility of all staff to:

- Promote a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- Be aware of risks and safety issues arising from planned work and activities in the curriculum and make children aware of these as appropriate
- Complete risk assessments for their work areas and specific children and their needs on a regular basis at least twice a year and submit to Principal.
- Keep up to date risk assessments and implement these for a pupil with SEN/ Medical Needs or other specific needs
- Ensure there is a risk assessment in place prior to undertaking the activities that are not normally part of the curriculum / school trips and be responsible for making sure that these are fully implemented
- Be good role models – vigilant and careful
- Make a quick visual check daily to identify any hazards for their respective work areas/ class rooms i.e. loose cables, sockets and report concerns to the site officer,
- Keep classrooms and work areas clear of hazards at all times by making sure that all equipment and learning materials are stored properly and do not block entrances/exits or have the potential to cause
- Take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Provide opportunities for children to discuss appropriate health and safety issues.

It is the responsibility of First Aiders to:

- Attend to injuries and resolve the next steps as required
- Record and report injuries to the responsible person in the school office for communications with the class teacher and the parents after the injured person has been attended to
- Report all concerns to the Principal/ DHT/ as appropriate to investigate concerns identified and remediation.
- To complete the records of actions taken and close and file incidents logged.
- Administer medicines as per the school agreed procedures
- Communicate risks for pupils with medical needs to the class teacher and the deputy head for wider dissemination to all supervision and other relevant staff

It is the responsibility of Nominated office staff to:

- Record details of medical / dietary needs of all pupils and share up to date information provided with the Principal, Class teacher, Learning Support Assistant, staff or school kitchen as appropriate. These should be displayed in the kitchen and the medical room notice board with the child's photograph and names
- Share incident details summary with parents by sending an email/letter home through the class teacher
- Update First Aiders list as required with changes of staff or validity
- Print copies of pupils with Dietary needs and displays it in the school office □ Receive medications to be administered and inform the class LSA of the details.
- Oversee the medicines in the welfare room and regularly check the expiry dates
- Dispose of expired medications safely and/ or returned to parents to dispose
- Remind parents to replace medications due to expire one month prior to the expiry date

It is the responsibility of Pupils to:

- Develop a growing understanding of health and safety issues and keep themselves safe from potential hazards
- Contribute to the development of safety practice
- Conduct themselves in an orderly manner in line with the school's safety procedures
- Take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it
- Report any concerns to their teacher or another member of staff if they are feeling unsafe or spot a risk to themselves or others

It is the responsibility of Parents to:

- Ensure that children attend school in good health and well prepared for the climatic conditions
- Provide prompt notes to explain all absences
- Provide support for the discipline within the school and for the teacher's role
- Ensure early contact with school to discuss matters concerning the health and safety of their children or of others

- Allow children to take increasing personal and social responsibility as they progress throughout the School
- Accept responsibility for the conduct of their children at all times
- Ensure that the school has up-to-date contact addresses and telephone number
Ensure the school is aware of any medical needs or dietary changes to better meet the needs of the child
- Provide the school with valid medicines / inhalers for their child

It is the responsibility of after school clubs/activity providers to:

- To be aware of school procedures: Health and Safety Policy, Safeguarding and Child Protection, Childcare Disqualification Declarations, Bullying, SEN, First Aid
- To provide the school with up to date: staff details, DBS checks, insurance- licenses where applicable, risk assessments, registers, first aid certificates and any communication changes
- Attend to injuries during their clubs
- Inform the school of any injuries during their club times

Safeguarding children and child protection for all staff including extended school activities

All those involved in School including extended school activities should ensure that they contribute to the shared objective of promoting the welfare of children. Section 175 of the Education Act 2002 requires local education authorities and School Stakeholders Committee to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

This would include:

- Providing a safe environment for children and young people to take part in extended activities;
- Ensuring that unsuitable people (including volunteers) are prevented from working with children;
- Promoting safe practice and challenging poor and unsafe practice;
- Ensuring that those who use school premises for extended activities are aware of their safeguarding responsibilities
- Legislation requires that all staff and others who work directly with children and vulnerable adults are subject to the enhanced disclosure barring service (DBS) checks and other relevant vetting procedures. Many extended school activities and services provide increased levels of access for adults to school premises. Where adults and children are jointly involved in activities, we need to ensure that there are always adequate levels of staffing to maintain continuous supervision of children and young people.
- For all staff and School Stakeholders Committee the school will provide safeguarding level one training annually.
- All staff and parents sign an acknowledgment form to confirm they understand and will adhere to the school Safeguarding and Child Protection Policy.
- Notices are displayed around the school should you have a concern about a child and who to contact.

- Notices are displayed for children if they have a concern whom they should speak to if they have a concern
- Anyone who satisfies the definition of a disqualified person under the Regulations is prohibited from working in connection with any early years care, childcare for children in later years i.e. below the age of 8, or from being directly involved in the management of such provision, unless they have applied for and been granted a waiver from Ofsted. We are therefore required to ask all of our workers to make a declaration about whether they are a disqualified person under the Regulations.

A person may be disqualified under the Regulations because:

- They have certain orders, directions or restrictions placed upon them in relation to children or childcare;
- They have been cautioned or convicted of certain offences; or □ A disqualified person lives or works in their household.

School Security

- While we create a welcoming and comfortable environment, we are conscious of the need to consider aspects of safety and security and the different levels of responsibility we have whether we are directly involved in provision for children or where the premises are let out for use by others.
- The school is surrounded by metal fencing where we do not back directly onto residential property.
- Security measures have been installed including CCTV, movement sensitive lighting and alarm systems.
- All visitors enter by the main entrance which is controlled by the school office via an audio & video entry phone system. This area is also covered by a CCTV system. The route to the main office is clearly signed.
- All Staff have a key fob which obtains access to the school building or parts of school building according the level of permissions. All external doors are capable of being secured. as they lock from outside. Fob key entry doors are opened from the inside by press button. Both internal and external access points are sited at levels suitable for children, wheelchair users and other adults.
- A logging-in book is kept indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, area of school to be to be visited. All visitors are asked to wear an identification badge. Emergency procedures are explained to the visitor on arrival. Visitors are not allowed to remove items of property unless they have identification and authority to do so.
- Visitors are informed that during out of hours they must contact the persons whom they are visiting to gain entry. While the buildings are being occupied by other groups, the caretaker opens only those external doors which are required and agreed and attends the main entrance area during the main arrival and departure times of the group(s).
- At all other times the main entrance door is locked and the caretaker's mobile is activated.

Specific Measures

- The electronic visitor control system is operated at all times and access through designated entrance.
We have installed additional lighting for out of hours" activities, paying due consideration to neighbours;
- All hirers are given a copy of the evacuation procedures including consideration of the means of escape from the building e.g. in accordance with fire regulations,

Procedures

Involvement of all members of the school community

- All staff are made aware of the school"s security procedures. Security matters are raised as and when appropriate at weekly staff meetings. This document and other relevant information are stored on the School server.
- School Stakeholders Committee training is available and in-school.

A Safe Physical Environment

- There is a limit on pupil numbers to prevent overcrowding with its attendant risks of accidents and the Transmission of infections
- Children, parents, School Stakeholders Committee and representatives of the wider community are involved in the planning,
- And, where practical, the implementation, of developments to the school environment (such as making a Pond or redesigning the play space). Care is taken to ensure provision of furniture of the appropriate height for each group of children and Storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.

Playground safety

- Supervision of pupils throughout the school day is carefully planned, during lessons, at breaks and during lunchtime, as well as before and after school. The playground is supervised from 7:30am and parents are advised of this. Children who are not met as expected are taken to the office until they are collected.
- At break times, at least three staff supervise the playground and corridors, while at lunchtime. Our team of nine supervisors are on duty overseeing key areas around the school, dining hall and play areas.
- During playtime and lunchtime play all children must remain outside where staffs are visible to supervise the playground. A member of staff will patrol the internal corridors during lunchtime play.
- School rules about playground behaviour are designed to maximise playground safety.

Accident Prevention, Reporting and Investigation

- All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible.
- Potential hazards should be promptly reported to the site officer, Deputy Principal or Principal.
- The site officer will respond immediately to investigate and rectify the hazard.
- All accidents are reported to the Principal and recorded in the school accident book in accordance with school procedures.
- Parents are notified as soon as possible in the case of serious accidents to children. For this purpose, an up-to date contact list is maintained.
- Prompt investigation of all accidents is undertaken by the Principal in order to establish cause and adopt remedial measures.

First Aid Provision

- The use of hygienic first aid practices by all staff is mandatory.
- Few trained first aid trained staff are present in the school at all times. A number of staff hold current first aid certificate and an up to date list is on display at various points around the school
- A fully stocked first aid box is located in all prominent areas of the school. Other first aid boxes are kept accessible in the classrooms, medical room hall and in other areas and rooms where needed. These are regularly checked and maintained by the first aiders.
- Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital.
- We ensure that an appropriately qualified first aider accompanies trips and visits
- See First Aid – Procedures Accident / Incident School Procedures

Special Medical Conditions

- Hygienic first aid practices are followed by all staff.
- There is regular liaison with the Trust, Educational Pshychologist and parents concerning any children with special medical conditions.
- All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency.
- No child may bring medicines (including inhalers) to school unless parents have consulted the school office and completed forms to administer medications
- All medicines (including inhalers) brought to school must be lodged with the school office in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage. A permission form should be signed by the parent, approving administration of the medication
- All such medicines are stored in a locked cabinet. Keys to this are held in the welfare room and school office who is responsible for supervising the administration of doses, and for recording details

Safety within the curriculum

- Health and Safety is an integral part of all school policies and procedures.
- Regular risk assessments of teaching and non-teaching areas, along with other curriculum activities, school trips and residential activities are conducted.
- Children are trained to use tools and other equipment safely and properly.
- School uniform regulations discourage the wearing of jewellery, except for religious reasons, and require that long hair be tied back at all times.

Teaching children about Health and Safety issues

The curriculum is rich in opportunities for children to consider health and safety issues. These include:

- A programme of personal social and health education designed to promote mutual respect, self-discipline and social responsibility through our unique approach
- As part of PSHE lessons classes have circle time or a forum for discussion once a week explanation of our golden rules about the way we conduct ourselves towards each other
- A programme of health education, when relevant in the course of lessons such as PE, Science and Design Technology
- At the beginning of the autumn term Principal conducts assemblies where a variety of issues are aired. This is continuous throughout the year.
- Phases have an agreed rules in place

Promoting road safety

- There are parking restrictions in the road outside the school which parents are regularly urged to obey.
- The school has developed a set of clear procedures to ensure all cars on site are moving safely. The school also has a risk assessment in place which is shared with all staff and parent volunteers who support the morning drop off and end of day pick up.
- The school receives occasional visits from the LA road safety officer who offers road safety training to our younger children and sometimes bike safety training
- Guidance on Safeguarding for Extended School Activities in addition to above provision has been made under the Health and Safety section

Promoting healthy food choices

- School meals are taken by most children
- Fruit is provided to children in EYFS and KS1 and the school purchases fruit at an additional cost for KS2 pupils
- School order milk for children under 5
- Where a child has an agreement, the parents are encouraged to supply snacks / meal which are healthy and well balanced.
- The programme of health education includes the study of diet.
- The free school meals service offers a carefully balanced diet

- Children are encouraged to drink water throughout the day

Food and drink hygiene

- There are regular inspections of drinking fountains.
- The fridge is regularly checked for temperature and cleanliness

Personal hygiene

- A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- Staff are encouraged to wear Personal Protective Equipment (PPE) where required i.e. clean fluids, sick, faeces, ear protectors for site manager or pupils for noisy lessons i.e. (Samba music lessons)
- Pupils with long hair are encouraged to keep it tied back at all times.
- There is coverage of 'menstruation' in the programme of health education.
- A stock of sanitary towels is kept in the welfare room.
- Sanitary disposal equipment is available in the ladies' toilet and in the girls' toilets and is regularly serviced by an external contractor.
- We discourage the use of aerosol products

Money and Equipment

- The school subscribes to ParentPay services where money is collected online.
- ParentPay services are created and managed by the school office, Principal and Finance Lead
- All cash and cheques are stored as briefly as possible in our safe which is kept locked. Cash and cheques are banked regularly in line with DFE guidance.
- Our financial system automatically records an inventory of all items held or Services (insurance).
- The school makes arrangements for all valuable equipment to be security marked. All valuable equipment will be removed from sight at the end of the school day, wherever possible.
- The school/department will dissuade staff and pupils of bringing valuable personal property into school.
- Staff has access to a secure cupboard for storage of personal property.

Lone Working

- Staff members are discouraged from working on their own on site during after school or during school holidays.
- If required to work alone staff members must inform a member of the school and a family member of the time and place of work
- The school is opened and closed by the site officer daily unless otherwise specified at any one time

- Our site officer operates lone working during holiday periods and occasionally during evenings – he will always inform a member of family of the details and keep a mobile on his person to maintain contact to call for help if so needed.

Dangerous or Toxic Substances and Waste Disposal

- Children are taught to dispose of rubbish appropriately and any litter is promptly and regularly collected by the caretaker and/ or cleaners.
- Toxic weed killers are not used on school premises.
- The site officer works to maintain the premises to a high standard, responding rapidly to rectify damage.
- His constant presence also serves to deter intruders. He makes a daily inspection for the presence of hazards which are immediately removed or remedied.
- There is a no smoking policy in all areas of the school buildings and grounds.
- Broken glasses, plates, or sharp objects are disposed in separate bins by the site officer □ Sharps bin is located in the medical room

Use and Control of Substances Hazardous to Health (COSHH)

- Such substances are stored, clearly labelled, in locked cupboards which are not accessible to children.
- All staff are advised about the wearing of appropriate PPE or protective clothing when such substances are used (e.g. rubber gloves).
- COSHH assessments are completed and recorded as appropriate

Electrical Safety

- All equipment is carefully sited to avoid trailing leads or other hazards.
- Staff should make a quick visual inspection of their work space/ classrooms to ensure sockets and cables are in working conditions and report any faults to site officer/ Principal
- Regular inspections are carried out of all electrical installations by a certified contractor.
- Annual checks are undertaken by approved electrical contractors on electrical equipment.
- All staff and pupils are made familiar with the safe use of electrical equipment as appropriate.
- Children may not bring any mains powered electrical equipment from home for use in school.
- Portable Appliance Testing is carried out every year
- All electrical maintenance is carried out every year with an approved contractor and all electrical work is certified

Fire Safety

- There is a set of written regulations for emergency evacuations. All staff and pupils are made familiar with these regulations.
- A termly fire drill is held, monitored and timed in accordance with AST guidelines.
- Weekly checks and maintenance of fire alarms and fire fighting equipment are undertaken by the Caretaker. In the absence of the caretaker this is completed by Principal.
- The local fire brigade periodically checks equipment, procedures and exits.

We will ensure that:

- Necessary escape routes are open;
- Fire exits are clearly marked and operational;
- Users are aware of the fire drill;
- Any equipment brought into school is properly used and complies with safety requirements.

For public performances:

- A licence may be required which specifies the number of people who may attend, type and layout of seating, emergency lighting and marking of exits. SEE FIRE PROCEDURE

Safe Storage and the Use of Sharp Objects

All knives and sharp implements are to be kept under lock and key and to be released on request only by nominated office staff for use in the staff room or creative kitchen by staff. These will be signed in and out on each occasion and not left for unsupervised access by children.

See separate risk assessment

The use of scissors should be carefully monitored and also counted in and out. Children should be taught safety procedures before using any sharp object that might pose harm.

The guillotine should not be used by children or in classrooms as there is a hazard of cutting their fingers.

Legionella

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. However, some people are at higher risk, People can catch legionnaires' disease by inhaling small droplets of water, suspended in the air, containing the bacteria.

Certain conditions increase the risk from legionella, including:

- water temperature between 20–45 °C, which is suitable for growth
- creating and spreading breathable droplets of water, e.g. aerosol created by a cooling tower, or water outlets
- stored and/or re-circulated water

Risk Assessments

Risk assessments are carried out and are in accordance to the HSE guidelines and are filed in the School office.

Display Screen Equipment

Display Screen Risk Assessments are renewed by existing staff and are filed in the Risk Assessments folder in the school office. New staff member completes a DSE checklist risk assessment upon induction.

Critical Incident Planning

The school has procedure for dealing with critical incident planning, business continuity plan which includes emergency bomb threat.

Bereavement - We use the guidance provided by Harrow in the document "Loss and Bereavement"

Responding to critical incidents –See "Critical Incident Planning"

Business Continuity Plan

A business continuity plan in place and this is reviewed on a termly basis by the Site Manager to ensure this is up to date.

Health & Safety Risk Assessment Procedure

Procedure Contents

1. Introduction / Commitments
2. Risk Assessment
3. Reporting

Health & Safety Risk Assessment Procedure

Introduction/Commitments

1. The School Stakeholders Committee of our school is committed to securing and maintaining and where possible, developing an environment which ensures and enhances the health and safety of all who use, work, or learn in our school.
2. We are committed to assessing potential risks associated with our buildings, grounds and activities both within and beyond the school site.

Risk Assessment

1. Risk assessments will be undertaken in consultation with appropriate persons and the results made known to all for whom it is necessary or relevant.
2. The Principal will undertake risk assessments or delegate responsibility to an appropriately qualified or trained member of staff.

3. All risk assessments will specify the frequency with which they need to be reviewed and this will be part of job descriptions of staff as appropriate. Review of all risk assessments will be done at least annually at a time most suitable to the context of the risk.
4. The Principal will receive and collate all risk assessments and ensure that compliance is secured with all decisions based on risk assessments.
5. Risk assessments will outline:
 - a. Known and potential risks
 - b. Consideration of likelihood and severity of risk(s)
 - c. Control measures, which may be physical eg fire extinguishers, or procedural eg fire drills, already in place
 - d. Further measures, physical or procedural, which are required
 - e. Whether the activity should be allowed to proceed as planned

Reporting

1. The Principal will report termly to the CEO of significant issues or outcomes of risk management.

Risk Assessment

Assessment Ref:

Risk Ranking: Likelihood x Severity = Risk (High, Medium, Low)

General / Job or / Specific Area / Trip (Travel, Venue, Climate, Sustenance, Organisation Of Group, Pupil to adult ratio)							Carried out by:		
Ensure CC to: Head Teacher, Deputy Principal					First Aider:		Fire Marshall:		
Department/Section:							Date:		
Task/ Activity Area	Hazard	Who's at Risk	Controls in Place	Risk	Further Controls Needed <i>Always if Risk is Medium or High</i>	Residual Risk	Who to Action	Completion Date	

Signature of Risk Assessor/Person in charge:

Date:

Approval/Signature of Manager:

Date:

<i>PHYSICAL</i>	MORE PHYSICAL	CHEMICAL	BIOLOGICAL	ERGONOMI	PSYCHO SOCIAL
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Ladders Stairs Platform Confined Space Pit Hoist Lift Falling (Object) Falling (Person) Loading Unloading Cars Vans Trucks Cycles Motorcycles Grass Cutters Forklift Trucks Vibration Noise; 80-85db(A) 85-90db(A) Over 90 db(A) Infra-Red Physical Abuse Verbal Abuse Stress Hot Cold	Rough Uneven Trip Slope Narrow Rotating Parts Oscillating Parts Drilling Pneumatic Pressure Mobile Power Tools Hand Tools Welding-Arc Welding-Gas Brazing/Soldering Burning/Cutting Laser Microwaves Control Panel Transformer Battery Charging Electronics Computer Fire Ultra Violet Static Spark Earthing	Steam Condensation Hot Water Cold Water Cooking Oils Compressed Air Corrosive Toxic Carcinogenic Asphyxiant Insecticide Rodenticide Lead Flammable Explosive Solvent Adhesives Cleaning Reactive Carbon Monoxide Natural Gas Halon Radon Dust Cryogenic Teratogenic Humidification Distribution System Heating	Birds Viral Bacterial Rodent Legionella Insects Rodents Viral	Workstation Setup Intensity Repetition Force Control Twisting Over Reaching Pregnant -Workers Manual Handling	Stress Physical Abuse Verbal Abuse Noise/Vibration Chemicals
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Wet Slippery	Obstruction Fire Vacuum	Cooling			
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HAZARD SOURCE CHECK LIST

Guide to Determining Risk

<p>1. Determine Severity <i>(You need to consider the potential of the hazard you have identified, has it the potential to kill or cause major injury, or will it just cause minor cuts or bruising?)</i></p>		<p>2. Determine Likelihood of Occurrence <i>(What is the likelihood of the injury being caused by the hazard? Is it near certain that it will happen or is it remote taking into consideration duration and frequency of exposure and adequacy of existing precautions?)</i></p>		<p>3. Calculate Risk <i>(Once you have determined the severity and estimated the likelihood, weigh up the risk using the table below)</i></p>		<p>4. Determine Appropriate Action <i>(Once you have calculated the risk, use the table below to help you determine appropriate action and timescales)</i></p>																																		
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5. The residual risk column on the risk assessment form help you to re-evaluate the risk after further control measures are applied to make the risk as low as reasonably practicable.

Manual Handling Procedure

Who is it for?

For managers and supervisors with responsibility for employees who undertake manual handling tasks at work. Manual handling includes the lifting, carrying, pushing and pulling of any load.

What are the regulations about?

The regulations place a duty on employers to avoid manual handling tasks and, where it is not reasonably practicable to avoid manual handling tasks, reduce the risk of injury to the lowest level reasonably practicable.

Under the regulations, as an employer, Krishna Avanti School needs to:

- Avoid manual handling tasks where reasonably practicable
- Assess manual handling activities that cannot be avoided
- Take appropriate steps to reduce risk of injury
- Provide information on the weight and balance of loads
- Review the assessment when no longer valid

Under the regulations employees have duties too:

- Take reasonable care for themselves and others who may be affected by what they do or don't do
- Co-operate with their employer

What action do I need to take?

You may have to carry out a manual handling assessment. Firstly, check your general risk assessments. These should identify manual handling tasks which pose significant risks. Some manual handling tasks may have been overlooked, so think about all manual handling tasks carried out within your area of responsibility. Ask employees, they should be able to give you a good idea of tasks that include an element of manual handling.

Once you have identified all manual handling tasks, you need to consider whether any of these can be avoided, taking into consideration the risk associated with the task. Can the task be eliminated completely? If not, consider whether the task can be automated or mechanised, for example, using a fork lift truck to move a load.

If the task cannot be avoided, then you will need to undertake a more detailed assessment. This assessment must be recorded. A manual handling assessment form and checklist (page 3) is attached to this guidance note for this purpose.

In most cases you should be able to carry out the assessment yourself (with the appropriate training and support from Health and Safety Services) or delegate the task to others. However, whoever undertakes the assessments must have a sound understanding of the nature of the work, and have the appropriate skills and abilities.

You should also actively encourage employees to play a positive role in the assessment process to secure ownership of the measures taken to reduce risks.

In order to carry out an assessment in a structured way, you need to consider the task, load, working environment and the individual capability of the people undertaking the work. These points are incorporated on the attached assessment form and checklist with more detailed questions you will need to answer.

Once the areas of risk have been identified, you need to consider ways of reducing risk - reducing the size of the load, redesign of work layout and team handling are some examples. A list of practical measures to take is attached to this code of practice (page 4).

An ergonomic approach to solutions cannot be stressed enough – fitting the task to the person rather than the other way round takes priority.

What information, instruction and training must I provide?

Employees must be given a general indication of the weight of each load and where reasonably practicable, precise information on weight, and also information on the heaviest side of loads where the centre of gravity is not positioned centrally.

It is recommended that employees involved in manual handling activities should receive training in correct lifting techniques. Employees are introduced to basic lifting techniques on the Basic Manual Handling Course; however, more specific training tailored to their particular work activity may be required. Training needs should be identified as result of the manual handling assessment.

What records must I keep?

You need to record the findings and conclusions of your assessment on the attached form. You will also need to keep records of training.

How often must I review the assessment?

Manual Handling of Loads - Control Measure Checklist

The Task

- Can the task be eliminated or avoided ?
- Can the task be mechanised or automated ?
- Can lifting aid be utilised such as sack barrows, trolleys and hoists ?
- Can the work layout be changed ?
- Are the loads stored at the appropriate height? (waist level) Can the need for twisting/ stretching / stooping be reduced ?
- Can the load be brought closer to the body ?
- Do obstacles prevent feet from being beneath or adjacent to the load ?
- Can the load be addressed squarely ?
- Can lifting be replaced by controlled pushing pulling ?
- Can the need for fixed postures be reduced ?
- Can you reduce the frequency of handling loads ?
- Are there ad hoc breaks in work allowed to reduce muscle fatigue ?
- Can jobs or tasks be rotated to allow groups of muscles to rest ?
- Are the relative heights of seats and work surfaces well matched ?
- Can the task be carried out by two or more people?
- Is personal protective equipment well fitting ?
- Is there a system to ensure all plant and equipment is well maintained?

The Load

- Can it be reduced in weight ?
- Can it be packed into smaller containers or the load split /reduced ?
- Can it be made less bulky ?
- Can handles, grips or indents be provided if not already ?
- Are handholds in the best position ?
- Can it be made more stable ?
- Are sharp and rough edges well protected?

Working Environment

- Is there adequate room to manoeuvre ?
- Is flooring flat, well maintained and properly drained ?
- Are temporary work platforms firm and stable ?
- Can activities be carried out on single level ?
- Can the temperature/humidity / ventilation be improved ?
- Can strong air movements be reduced ?
- Can the lighting be improved?

Individual Capability

- Can those who are at risk (existing medical problems / pregnant) be restricted from carrying out the work activity?
- Provision of information, instruction and training ?

Smoking Procedure

INTRODUCTION

Second hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health reported that the increased risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free.

The following policy has been adopted by Avanti House Primary School to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

1. THE PROCEDURE

1.1 From 1 September 2009 smoking is prohibited in Avanti House Primary School premises and on the surrounding grounds, including the car park. Smoking is also prohibited in company vehicles used by more than one person. This applies to employees whether employed directly by Avanti House Primary School, through an agency, by a contractor or other organisation, School Stakeholders Committee and visitors.

1.2 Employees who wish to smoke may do so out of the school premises where second hand smoke will not cause a problem for other school users. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities within the school premises

1.3 The sale of tobacco will be prohibited in **Avanti House Primary School** premises.

2. THE PROCEDURE FOR THIRD PARTY PREMISES

2.1 Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitor when arranging a visit of **Avanti House Primary School** smoking policy. Although **Avanti House Primary School** has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitor arrange for a non-smoking area to be provided for the duration of the visit. Where this is not possible, employees should ask the visitor to refrain from smoking inside the premises or in the meeting area for one hour before the visit and that the visitor not smoke during the duration of the visit.

2.2 In circumstances where it is not possible to arrange a visit beforehand, employees should seek advice from their line manager, who should take all reasonable steps to protect them from exposure to second hand smoke.

3. IMPLEMENTATION AND ENFORCEMENT OF THE PROCEDURE

3.1 Line Managers will be responsible for the promotion and maintenance of the policy by their staff. Line Managers will receive guidance regarding their responsibilities in relation to the policy and enforcement of it.

3.2 Employees should inform the appropriate manager of anyone who fails to comply with the policy.

3.3 Employees not complying with the policy will be referred to Occupational Health and their line manager for support subject to the usual disciplinary procedure.

3.4 Visitors not adhering to the policy will be asked to comply with the policy or leave the premises

3.5 All job applicants will be made aware of the policy via application packs, where a requirement to abide by it will be part of the person specification. Applicants will be reminded of the policy at interview stage.

3.6 A copy of the policy will form part of new employees' induction packs. Training and guidance on enforcing the policy will form part of the induction process.

4. SUPPORT FOR THOSE WHO SMOKE

4.1 Avanti House Primary School recognises that smoking is an addiction and that the smoking policy will impact on smokers' working lives. **Avanti House Primary School** wishes to support employees who want to stop and help individuals adjust to this change.

5. REVIEW OF THE PROCEDURE

The policy will be reviewed twelve months after the date of implementation.

Fire Procedure

Risk assessment of the fire and emergency procedures will be carried out by the Site Keeper in conjunction with the Principal and company assessing the building and record any alterations to the workplace or working arrangements.

All personnel should:

- Familiarise yourself with emergency exits as indicated on the fire notices posted adjacent to the entrance to each work area.
- Familiarise yourself with fire fighting extinguishers which are distributed around the Office as indicated on the floor fire plan.
- All personnel will note that a CO2 extinguisher this is the only extinguisher which should be used if an electrical fire is involved.
- In the case of fire, the following points are the main fire exits: The main entrance and The escape routes as indicated on the posted fire notices.
- In the event of a fire, leave the building immediately. Do not attempt to fight major fires, and do not hesitate to leave the premises. If in the view of senior staff, the Incident is sufficiently minor to be contained and dealt with using the office fire fighting equipment this should be done, but at no stage should a member of staff put themselves at risk for this purpose.

The Person Responsible for Health, Safety & Welfare will ensure that, the requirements of the Regulatory Reform (Fire Safety) Order 2005 are observed e.g. Evacuation routes and emergency exits are marked and kept clear and equipment Maintained and records kept.

EQUIPMENT

Fire detection and fire warning systems including self-contained smoke alarms and manually operated devices Emergency lighting including self-contained units and torches. Fire-fighting equipment including hose reels.

A record of staff and visitors entering and leaving the premises is kept in the school office.

Hazardous areas are identified and clearly marked and the necessary steps are taken to prevent unauthorised access.

An emergency and evacuation procedure is devised and any person discovering a fire should raise the alarm, summon assistance and call the roll at designated assembly points. All arrangements and equipment are checked at regular intervals and a fire evacuation rehearsal is held at least every term. A record of such checks and rehearsals is kept by the Site caretaker.

First aid provision is made to an appropriate standard as required by the First Aid Regulations 1981 and as recommended in the Code of Practice (C.O.P. 42) and a person is appointed with a deputy to take in the event of illness or injury. Travelling first aid kits are issued to individuals as required.

The reporting of accidents and dangerous occurrences as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 is carried out and the records maintained.

The requirements of the Control of Substances Hazardous to Health Regulations are Fulfilled by implementing the Company C.O.S.H.H. Scheme. Waste produced on the premises is stored and disposed of in accordance with the

Control of Pollution Act 1974 and The Waste Management Duty of care, Code of Practice.

Assess the training requirements for staffs report such needs to the Health and Safety Officer or Head Teacher.

The Company Electricity at Work Scheme is applied to the premises and work equipment is P.A.T. tested and certified.

The Health and Safety (Display Screen Equipment) Regulations 1992 are applied to those employees who habitually uses Display Screen Equipment as a significant part of normal work.

The Health and Safety (Consultation with Employees) Regulations 1996 are applied to personnel within the premises.

First Aid Procedures

Introduction

First aid can save lives and prevent minor injuries becoming major ones.

Avanti House Primary Schools will undertake to ensure compliance with the relevant legislation with regard to the provision of first aid for pupils and students, staff, parents and visitors and will make sure that procedures are in place to meet that responsibility and to ensure that all pupils, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

The term FIRST AIDER refers to those members of the school community who are in possession of a valid First Aid at Work Certificate, Paediatric First Aid Certificate or equivalent.

Relationship to other Policies

This policy is related to the Health and Safety and Medicines in Schools Policies.

Aims and objectives

- To identify the first aid needs of the school in line with the Management of Health and Safety at Work Regulations 1992 & 1999.
- To ensure that first aid provision is available at all times while people are on school premises, and also off the premises whilst on educational visits.
- To appoint the appropriate number of suitably trained people as Appointed Persons and First Aiders to meet the needs of the school and to maintain a record of that training and review annually.
- To provide relevant training and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To provide awareness of Health and Safety issues within the school and on educational visits, to prevent, where possible, potential dangers or accidents.
- To inform staff and parents of the school's First Aid arrangements.
- To report, record and where appropriate investigate all accidents.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR).

Procedure

In the event of an accident all members of the school community should be aware of the support and the procedures available. **Any member of staff who has a current first aid certificate will be expected to support a child if the need arises.**

The purpose of the Policy is therefore:

- To provide effective, safe First Aid cover for pupils, staff and visitors. □ To ensure that all staff and pupils are aware of the system in place.
- To provide awareness of Health and Safety issues within school and on school trips, to prevent, where possible, potential dangers or accidents.

At least one person who has a current paediatric First Aid certificate must be on the premises at all times when the children are present. This includes extended school activities such as After school clubs and Breakfast Clubs.

On all outings there must be at least one person who has a current paediatric First Aid certificate.

All First Aiders are line managed by the Deputy Principal who is the designated person responsible for First Aid at this school.

First aid arrangements

Designated First Aiders:

Designated members of staff are trained first aiders and you will find a list of these people displayed around the school in prominent areas. This is also displayed in the welfare/medical room.

First Aid Certificates:

First Aid Certificates are kept on the school personnel files and a copy of the first aid certificate is displayed in the welfare room/ medical room noticeboard.

Location of First Aid Boxes

Reception –Year 6 Classrooms, Medical Room, School Office, D.T Room, Sports hall

Contents of First Aid boxes:

There is no mandatory list for first aid boxes; however, the HSE recommends that the minimum provision of first aid items should be:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized individually wrapped sterile unmediated wound dressings
- 2 large individually wrapped sterile unmediated wound dressings □ 1 pair of disposable gloves

Travelling First Aid Boxes contents list

- A leaflet giving general advice on First Aid
- 6 individually wrapped sterile adhesive dressings (assorted sizes)
- 1 large individually wrapped sterile unmediated wound dressing
- 2 individually wrapped triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves

In addition to the above, School Travelling First Aid boxes also contain sick bags and sanitary wear.

RESPONSIBILITIES

THE SCHOOL will:

- Provide adequate First Aid cover as outlined in the Health & Safety (First Aid) Regulations 1981.
- Monitor and respond to all matters relating to the health and safety of all persons on school premises.
- Ensure all new staff are made aware of First Aid procedures in school, through the Staff Handbook

□

CLASSTEACHERS will:

- Ensure that they always obtain the history relating to a pupil not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the pupil to feel unwell.
- Ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a First Aider for examination.
- At the start of each academic year, ensure that they are familiar with the medical needs of any of the pupils in their class. Have a file of up to date medical consent forms for condition of every child in each year and ensure that these are readily available for staff responsible for school trips/outings.
- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Ensure that their pupils are aware of the procedures in operation.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Send for help to Welfare as soon as possible either by another adult or pupil, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained
- Reassure, but never treat, a casualty unless staff are in possession of a valid First Aid Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.
- Not send a pupil who has minor injuries to Welfare if they are able to walk where a First Aider will see them; this pupil should be accompanied.
- Not send a pupil who feels generally „unwell“ to Welfare unless their deterioration seems uncharacteristic and is causing concern.
- Have regard to personal safety.

The Senior First Aider will:

- Update all staff on current practice and ensure all staff are aware of practice and procedures throughout the school. First Aid will be an agenda item at a staff meeting each term as appropriate or when necessary.
- Ensure First Aid boxes are always fully equipped and ensuring the ordering of further supplies as necessary.
- Ensure that all First Aid training is up to date.
- Ensure paperwork is checked at least monthly and updated/replenished as necessary with regard to the medication log book, accident book, „bumped head“ letters.

- Be the first point of call in an emergency or for advice to deal with accident/injury etc. If the First Aider decides that the incident requires further medical assistance she will then instruct the office to call an ambulance and inform parents. If parents are not **contactable or available**, then two members of staff will accompany the child to hospital if necessary.

Recording Injuries

- All injuries must be recorded in the accident book kept in the Welfare Room.
- The member of staff treating the injury must record the following in the accident book, in pen.
 - date
 - time
 - the child's name
 - how the accident occurred
 - witnessed by
 - treated by
 - where the accident occurred
 - the treatment given
 - the parent/carer must sign the book to say that they have collected their child

A member of the SMT must sign that they have been notified that a child is being collected early
- For any child sustaining a head injury of any sort, no matter how minor, the member of staff treating the child must complete a red „bumped head“ letter. The original must be given to the parent/carer by the teacher and a record should be made that this occurred.
- For any incident in which a child or adult is advised to seek further medical assistance, this must also be recorded.
- In the case of a more serious accident, the Accident Form must be completed by the appropriate person i.e. the school office manager, welfare staff, Deputy Principal or Principal and also entered on Harrow's Electronic Accident Reporting Form if the accident/incident has resulted in the child/adult attending hospital

FIRST AIDERS will:

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services. Help other First Aiders at an incident and provide follow up support.
- Act as a person who can be relied upon to help when the need arises
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that everything used for First Aid is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in the Health and Safety bin provided by Harrow. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.
- Ensure that all the information and actions regarding a first aid incident are clearly recorded so that an incident can be followed up if necessary.
- Ensure that all accidents are logged appropriately as listed above.

- Always contact parents by telephone to inform them of any bumps sustained on the head, significant scratches, bites etc. Also send a red letter home in the case of head bumps.

Who is responsible for day to day first aid?

- All staff have a responsibility to ensure the Health and Safety of all pupils at all times, either on site or off site during school visits. Staff guidance is displayed in the first aid room and the Policy board in the staff room..
- A list of all children who have medication in school can be found in the classroom and first aid room next to the office, this list has pictures of individual pupils to enable all staff to easily identify those children who take medicine at school or suffer from an ailment or allergy.
- Designated members of staff are trained first aiders and you will find a list of these people displayed around the school.
- All first aiders in the classroom setting should ensure that their first aid kits are adequately resourced according to the guidance. Termly drop down checks are conducted by the Deputy Principal. Further resources/supplies can be found in the first aid room in the cupboard (the key for this is stored in the office and can be found in the keys cabinet).

What procedures should I follow if an incident occurs?

- Everyday incidents should be dealt with by staff members either in the classroom or around the school and all classrooms have a first aid kit and recording book. If you require a new recording book, you should request this from the Welfare lead.
- Once the incident is recorded in the first aid book a copy should be given immediately to the class teacher for the class file and a further copy should be placed in the first aid logging box, which is clearly labelled in the first aid room.
- Serious incidents are dealt with in the medical room by the first aider in charge or member of SLT, depending on the nature of the incident. These incidents should be recorded in the first aid book which is in the cupboard labelled everyday first aid.
- If an injury occurs a letter should be sent home and a letter template is held in the office. A copy of this letter should be given to the office for the pupils file and also placed in the Deputy Principal first aid logging box. In the case of serious head injuries parent should be informed asap.
- To summon an ambulance please contact the office immediately or dial 9 for outgoing calls then dial 999 #and then pound sign to complete the call to summon an ambulance. The office will inform the Principal or a member of the SLT and will maintain contact with any external professionals.

Spillages

It is important that anyone clearing a „spillage“ protects themselves against HIV, the Hepatitis B virus and other common infections by wearing protective gloves when cleaning up blood, vomit etc.

Spillages should be cleaned up using the spillage kits. Floors should be washed with disinfectant using the mop and bucket allocated for this, following a spillage. This applies equally to any equipment or furniture that may have become contaminated. In order to assist the removal of vomit on a floor area, it is advisable to cover the affected area with sand/tissue and sweep the contents into a dustpan once absorbed. The site supervisors will dispose, if available.

ALL EQUIPMENT USED IN THIS PROCESS MUST BE THOROUGHLY CLEANED AFTER USE. ALL SOILED MATERIALS USED IN THIS PROCESS MUST BE DISPOSED OF SAFELY BY PLACING IN A SEALED POLYTHENE BAG AND DEPOSITED STRAIGHT INTO THE OUTSIDE REFUSE CONTAINER.

Disposal of Clinical Waste:

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Bleach (Sodium Hypochlorite), or one of the available proprietary combined soak and disinfectant products, should be available in the School for cleaning up spillages of body fluids, but should not be located with, or in, the First Aid box. A refuse container lined with appropriate yellow bio-hazard type disposable plastic bags, i.e. for clinical waste, will be located within the Medical Room areas.

Any blood or other body fluid waste produced within the School should be disposed of using yellow biohazard type disposable bags. Items that should be disposed of as clinical waste will include soiled nappies; disposable cloths used for cleaning vomit or faeces; any blooded waste. The bags should be collected on a regular basis.

Sharps – needles are disposed of in the sharps bin as located in the medical room. The school has an arrangement for disposing sharps bin with the local surgery.

Staff are advised not to dispose any broken glass or sharp object in the general bins.

Nearest Hospital with Casualty Unit:

Northwick Park and St Mark's Hospital- Watford Road, Harrow, Middlesex, HA1 3UJ

Who oversees First Aid - Monitoring, Evaluation and Review

This policy will be monitored by the Principal (and Senior Welfare Officer) to ensure that pupils are properly helped when they feel ill or have had an accident.

The policy has been successful when there are no complaints from parents or pupils.

The School Stakeholders Committee will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.

If you have a concern regarding a child's physical, emotional or medical needs this should be referred to the Designated Child Protection Officer (DCPO/DDCPO) as follows:

- 1. If there is an urgent issue i.e. CP concern, please contact the DCPO/DDCPO immediately.**
- 2. If this issue is of a non-urgent nature, please contact the DCPO/DDCPO by making a referral on the appropriate referral form to the Deputy Principal. Both sets of forms can be found in the School office.**

All staff should be familiar with the following associated key policies and procedures:

- **Child Protection and Safeguarding**
- **Health and Safety**

This policy complies with the AST's Health and Safety policy and is reviewed annually.

First Aid

Frequently Asked Questions and Answers

Questions	Protocol
What if the child hurts themselves?	See a first aider to attend to injury and record the accident in the First Aid book.
What if the child grazes their knee?	Clean the area with a wipe and apply a dressing/plaster if required.
What if the child cuts their finger?	Clean the area with a wipe and apply a dressing/plaster if required.
What if the child bumps their head?	Apply a cold compress. Check for nausea, dizziness, blurred vision and severe headache. Monitor child, inform child's teacher, send 'head letter' home to parents.
What if the child has a high temperature?	Measure temperature and record it. Make sure child is not too warm in terms of layers of clothing. Send child home. Advise parent of temperature.
What if the child has a headache?	Encourage child to drink water. Make sure they are not too warm. Measure temperature and Monitor.
What if the child has diarrhea?	Measure temperature. Send home. Advise parent to monitor for 48 hours.
What if the child has a stomach ache?	Measure temperature. Encourage child to drink water and go to the toilet.
What if the child's tooth falls out?	Encourage child to rinse mouth with water. Place tooth in a tissue for child to take home.
What if the child has a splinter?	Cover the area. Do not remove the splinter if it is too deep.
What if the child is involved in a bullying incident?	Report incident to Principal/ Deputy Principal
What if the child dirties their clothes?	Encourage the child to change their own clothes if available. Some Spare clothes kept in welfare room.
What if the child wets themselves?	Reassure child and encourage child to change their own clothes. Monitor for patterns
What if the child has severe bleeding?	Apply pressure to the wound. Clean area and apply dressing. Seek help if necessary.
What if the child has a nose bleed?	Encourage child to look down and pinch their nose for 10 min or until the bleeding stops. 10 minutes can be repeated up to 3 times. If after 30 min nosebleed does not stop send child home.
What do I do with the record?	Tear the original from the book and file in Medical room. Take two copies and give one to the class teacher and one to the SENCO lead. Prepare letters to send home with the child's record.
What if the child vomits?	Ask first aider to attend to child if required and if available ask caretaker/cleaner to clean the vomit. Change child if necessary. Send child home. Advise parent to keep child for 48 hours and see the GP

Who do I see to order first aid equipment?	Inform the LSA Lead and they will liaise with the Principal to place the order.
What do I do if a child needs to go home?	Bring the child along to the office and explain reasons why the child needs to be sent home.
What do I do when my first aid bag runs out of items?	Replenish from the welfare room.

CONFIDENTIAL – ACCIDENT REPORT

Date: _____ Time: _____ Class Teacher: _____

Child's name: _____ Year Group: _____

Location: _____ (please add information to First Aid Incident Analysis Sheet)

Incident

Accidentally fell while playing on the astro-turf and grazed/cut/bump his/her _____

Accidentally fell while playing in the playground and grazed/cut/bump his/her _____

Accidentally bumped into another child and hurt his/her _____

Accidentally got a splinter in his/her _____

Accidentally got hurt in the classroom by _____

Complained of a stomach ache/headache/other _____

Has a temperature of _____

Had a nosebleed _____

Other _____

ACTION TAKEN

____ Rested 5-10 minutes

____ Ice pack for _____

____ Graze/Cut cleaned. Plaster applied - yes/no

____ Head Injury/ Severe Injury (Please note head injuries details below)

____ Parent/carer called to collect pupil

____ Parent/carer notified via telephone

____ Parent/carer discussion end of school day

____ Accident report sent home (minor injuries only)

____ Other _____

Name of First Aider: _____ **Signature:** _____

Parent/carer Name : _____ **Signature:** _____

CONFIDENTIAL – ACCIDENT REPORT CONTINUED

Please note details below regarding head injuries:

As with all head or severe injuries, it is best to keep a closer eye on your child as they may have concussion. If you have any concerns or s/he exhibits any of the symptoms listed below I would recommend that you seek medical help.

- Vomiting more than once after a head injury
- Confusion
- Extreme drowsiness
- Weakness or inability to walk
- Severe headache
- Loss of memory of the event (amnesia)
- Perseverating (saying the same thing over and over)

For further information regarding head injuries, please see website link below:

http://www.emedicinehealth.com/concussion/page4_em.htm

First Aid Incidents Analysis Sheet

Term :

Areas of the school	Number of Incidents (tallies)
<u>Playground</u> Astroturf	
Key stage 2	
Key stage 1	
EYFS	
Classrooms	
Other areas of school, Hall, Temple, Corridors, Toilets	
School Entrance/ Pathways	

Administering Medications

- Any member of the staff can administer medication.

- Please ensure you check the paperwork completed by the parents which would have been given to school office. A photocopy of the form is also given to the class teachers/LSA in charge for the day.

If there are specific medications related to a child's care plans they will be discussed with the SENCO lead and appropriate training will be given to the staff responsible

Please note the staff member administering the medication must check for the following information:

- Check that you have a copy of the most current administering medication form from the parents
- Check that medication being administered is a prescribed medication with a pharmacy label and clear instructions
- Do not administer medications not prescribed
- Check for expiry date on the medication
- Store medication according to instructions. i.e refrigerate antibiotics...
- Encourage the child to take his / her medication according to the instructions.
- Wear gloves if applying creams
- Afterschool clubs access to medication to be clarified for Spring term 2018 onwards
- Record and sign form to confirm medication is administered according to the instructions.
- Inform parents if medication administered and any comments if required
- Return the medication to parent/carer after school if it needs to be administered at home.
- For medications kept at school for a medical condition please ensure you keep a log book of when the medications were check for expiry date.
- Please informs and allow at least a minimum of four weeks to inform the child's parents their child's medication is due to expire and they need to replace this asap.
- If you received a new medication please inform the parents to complete a new form to administer the medication.

PERSONAL SAFETY PROCEDURE

Who is it for?

This code of practice is for all employees whose work requires regular contact with members of the public. It must also be used by managers and supervisors when assessing risks and determining control measures.

What is this code of practice about?

This code of practice is about personal safety and reducing the risk of violence and aggression at work. It also explores the steps that employees can take to reduce risk. Many employees interact with members of the public on a daily basis, sometimes dealing with contentious issues that can often lead to conflict and the potential for violence and aggression. Therefore, it is important employees are made aware of what they can do to reduce risks.

This code of practice should be read in conjunction with Council's document M6.16 on risk assessment for prevention of violence and aggression at work.

What is violence and aggression?

Violence and aggression may be defined as „behaviour which produces damaging or hurtful effects whether physical or emotional“.

It includes: -

Physical Attack– whether visible injury occurs or not

Animal Attack– e.g. where an animal is used as a threat

Verbal Abuse – When an employee feels threatened by the way in which someone is speaking, shouting or screaming.

Attack or Damage- Against property, either that of employees or the Trust.

When is violence and aggression likely to occur?

Employees can be exposed to the potential of violence and aggression in many situations and locations, some of which may to a certain extent be unforeseen. However, risk assessment and better planning of work activities can reduce the potential for violence. For example as a result of the risk assessment you may decide to: -

- Interview in a secure interview room in a school where there is support and back up if threatened as opposed to interviewing at home.
- Arrange a home visit with a colleague where there may be the potential for conflict or danger, i.e. go in pairs.
- Research your location and check any available information to see if the person's address you intend visiting has a history of aggressive behaviour. This may have a bearing on how you approach the visit.

The key control measure is your own personal awareness and to avoid any unnecessary risk in the first place. Be aware of situations where you may be at risk, trust your intuition and avoid the potential for conflict.

Remember

- If you feel concerned for your safety in any way then leave the situation immediately – it is better to do this even if you feel uneasy rather than wait until something happens!
- Make sure you are constantly aware of what is happening around you and your environment and its potential hazards.
- In buildings, make a mental note of escape routes and exits. Always ensure there is an exit either directly behind you or by your side.

How do I deal with aggressive behaviour?

- If in the course of meeting an individual becomes aggressive, do not respond aggressively. This will only raise the level of aggression and lead to confrontation.

- Assess the persons' anger / hostility. Ask yourself is it directed at me, the organisation or is it a form of distress? This will help you stay calm.
- Ask the person to sit down if this is possible; it is less threatening than standing.
- Let the other person talk to let them get rid of some of their anger, but remember you do not have to accept verbal abuse.
- Try to talk things through in order to defuse the situation if you think you are safe to do so.
- Avoid an aggressive stance, crossed arms, hands on hips etc.
- If possible, avoid physical contact with someone who is angry otherwise this may be translated as you invading their personal space.
- Never turn your back on the aggressor, gradually back away facing the person.
- If control is lost and you feel you are in danger, then leave immediately. Go to the nearest safe place and report the incident to your line manager.

Any accident or incident of Violence and Aggression must be recorded on the school incident/incident report form so this can be followed up. – Please refer to the council policy on accident Reporting.

After any incident of violence and aggression, people often feel that it their fault in some way and will need appropriate support and reassurance as soon as possible after the incident by their line manager. The Occupational Health Service may also be contacted for support and referral if necessary.

Training in personal safety awareness is required for all employees who are considered at risk.

Termly Health & Safety Checklist

Date of Last Review:

Date of review:

Signed: _____ (Site Officer)

Signed: _____ (Principal)

Area	Standard Attained		Further action	Completed (please tick)
	Yes	No		
1. DOCUMENTATION				
H & S Statement & Information Poster - is it displayed prominently? - is the information still up-to-date?				

Employers Liability Ins Cert - Is it up-to-date and displayed?				
Notice boards - do they include fire procedure, list of first aiders, first aid box locations, accident book location? - are notices up-to-date?				
Risk assessments - are copies of all risk assessments in the RA folder? - Have they been reviewed during preceding quarter? - If not, do any need to be? - Have risk assessments been signed off for new staff appointed during the quarter?				
2. ACCIDENT/INCIDENT REPORTING				
Accident/Incident Book - is it available where it's supposed to be? - Review entries every half term - have they been properly completed and signed? - Review trends - is there a need for any management action or training? - How many accidents/incidents required reporting under RIDDOR? - Were these reported to Personnel and Finance promptly?				
First Aid record book(s) - is it readily accessible beside/inside the first aid box(es)? - Have entries been completed correctly? - Have they been entered in the accident book where necessary?				
Area	Standard attained Yes No		Further action required	Completed (please tick)
3. FIRST AID				

<p>List(s) of trained appointed people/first aiders -are these lists beside each first aid box and on each notice board? -are they up-to-date? -are there sufficient first aiders and/or appointed persons?</p>			
<p>First aid boxes -are there locations clearly displayed on notice boards? -are they properly stocked? -is the record of first aid given and equipment used inside/beside the each box?</p>			
<p>4. CENTRAL HEATING</p>			
<p>-boilers operating effectively -service records up-to-date -thermostatic heating and hot water controls correctly set and working -ventilation effective -radiators temperatures well regulated</p>			
<p>5. AIR CONDITIONING</p>			
<p>-AC system working effectively -service records up-to-date</p>			
<p>6. WATER MANAGEMENT</p>			
<p>-purity tests and records? -control valves - Temperature -Risk Assessment -Water tests/Maintenance as per Technical Guidance for Legionella and water safety conducted.</p>			
<p>7. VOIDS/INTERNAL ROOF ACCESS</p>			
<p>-access o roof areas clear and secure -lighting -ladder</p>			
<p>8. COSHH</p>			
<p>COSHH risk assessments -undertaken for all products -recorded and available by products or by first aid box -clear instructions for safe use</p>			

Storage -all substances properly stored, preferably in a locked place -all jars/containers labelled			
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Area	Standard attained Yes No		Further action required	Completed (please tick)
9. FIRE				
Documentation -Fire certificate available (if applicable) -Fire certificate conditions complied with -fire alert/evacuation procedure notices are prominently displayed - records of weekly alarm tests up-to-date -records of annual servicing f fire alarms, smoke detectors, extinguishers etc -records of fire drills undertaken -annual fire risk assessment				
Signage -fire exit signs -fire door signs -do not use in the event of a fire signs on lifts -extinguisher signs & instructions -fire blanket signs & instructions -break glass signs -hose signs				
Equipment -fire doors operating -emergency lighting -hose reels -fire extinguishers & blankets -smoke detectors				
Housekeeping -no obstructions to fire exits or exit routes -no obstructions to fire fighting or fire prevention equipment -good general standard of tidiness in offices				
Training of key staff -do nominated staff know what to do in the event of a fire -do reception staff know what they have to do				

Area	Standard Attained		Further action required	Completed (please tick) <small>Page 43 of 59</small>
10. TOILETS Ground Floor Old building (Lobby)	Yes	No		
<p><u>Toilet 1</u> -state of fixtures & fittings -cleanliness -ventilation -extractors, if fitted, working & clean? -water temperature ok -hot water notices in place? -sanitary disposal units -emergency alarm operating</p> <p><u>Toilet 2 (medical)</u> Disabled -state of fixtures & fittings -cleanliness -ventilation -extractors, if fitted, working & clean? -water temperature ok -hot water notices in place? -sanitary disposal units -emergency alarm operating</p> <p><u>Toilets (Near boiler room)</u> Disabled -state of fixtures & fittings -cleanliness -ventilation -extractors, if fitted, working & clean? -water temperature ok -hot water notices in place? -sanitary disposal units -emergency alarm operating</p> <p><u>Toilet (Gym)</u> Disabled -state of fixtures & fittings -cleanliness -ventilation -extractors, if fitted, working & clean? -water temperature ok -hot water notices in place? -sanitary disposal units -emergency alarm operating</p>				
11. TOILETS (First floor)				
<p>Male -state of fixtures & fittings -cleanliness -ventilation -extractors, if fitted, working & clean? -water temperature ok -hot water notices in place?</p>				
<p>Female -state of fixtures & fittings -cleanliness -ventilation -extractors, if fitted, working & clean?</p>				

Area	Standard attained		Further action required	Completed (please tick)
	Yes	No		
12. KITCHENS				
Appliances and water -visual test of plugs and cables for wear -portable appliance testing upto-date? -hot water heaters- not spitting out or dripping, hot/boiling water safety signs up - temperature of hot water in sink taps- hot water safety signs displayed -drinking water taps identified.				
Cleanliness/hygiene - state of fridges, cookers, microwaves, toaster, dishwashers etc -tea towels and hand towels -worktops and cupboards -crocery and cutlery -floors -waste disposal bins & surrounding areas -cleaning materials clearly labelled, safely stored, CSHH data sheets up-to-date				
Floor Covering - non-slip, secure, clean				
Kitchen Fire Safety -fire extinguishers or blankets in place -instructions for use clearly displayed - fire door marked and closed -no obstructions -no accumulated rubbish or other combustible				
Any Other Comments				

Area	Standard Attained	Further action required	Completed (please tick)
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13. OFFICES (Floor one)	Yes	No		
General -lighting -ventilation -temperature -racking and shelving -flooring secure -no trailing cables -no trip hazards -visual check of plugs and cables for wear				
Work stations -work stations compliant -any staff concerns about work stations -DSE risk assessments carried out				
Office Equipment -visual check on plugs and cables for wear -no trailing cables -ventilation -temperature -safety notices displayed - instructions for use displayed or nearby -safety guards on dangerous equipment (eg laminators) - electrical testing up-to-date and recorded and test labels visible				
Staff concerns?				
Other Comments				

Area	Standard Attained Yes No		Further action required	Completed (please tick)
14. RECEPTION AREA				

-lighting -ventilation -visitors" book available & used -flooring non-slip and secure - cables and plugs- not trailing, not worn -work station complaint -door entry systems operating -panic alarms working if relevant check that staff know what to do if an incident occurs.				
15. REST/STAFF TOOMS (total:)				
-cleanliness -temperature -non-combustible furnishings				
Other comments?				
16. INTERVIEW ROOMS				
-lighting -ventilation -temperature -equipment -flooring non-slip and secure - panic alarms working if relevant check hat staff know what to do if an incident occurs				
Other comments?				
17. STAIRS, CORRIDORS & EXITS				
-lighting -emergency lighting -floor covering secure -no obstructions - handrails available and secure -exits and exit routes clearly signed				

***Please see separate assessment folder for Science**

2019-2020

Health and Safety Group Plan

Content

- School Statement of Intent
- School Organisational chart
- Organisation for health and safety – line management responsibilities
- Organisation for health and safety – specific health and safety responsibilities e.g. risk assessments, DSE and manual handling.
- Arrangements for health and safety training – identification of training needs

- Fire safety arrangements - Fire Marshals
- Fire safety arrangements – Fire fighting equipment and detection systems
- Fire safety arrangements – Emergency evacuation and drills
- First aid arrangements
- Arrangements for consultation and communicating health and safety
- Arrangements for accident reporting, recording and investigation
- Arrangements for the provision and safe use of plant and equipment
- Arrangements for the provision and safe use of plant and equipment – portable electrical appliances
- Arrangements for active monitoring, e.g. health and safety inspections
- Arrangements for the provision and use of respiratory protective equipment. □ Arrangements for the provision and use of personal protective equipment.
- Arrangements for the management of contracts and contractors
- Sources of advice / consultancy
- Safe systems of work.
- Attachments – relevant information, work instructions and procedures.

General Statement of Policy for Health and Safety

(to be read in conjunction with the School's Health and Safety Policy)

Our policy is to provide and maintain a safe and healthy environment for all our students and staff; to provide the information, training and supervisions they need to use and maintain our facilities in a safe condition and to look after their own safety and health. . We also accept our responsibility for the health and safety of other people who may be affected by our activities, for example, members of the public and contractors working on our premises.

This plan shows how we have allocated duties and responsibilities for safety matters to named staff and the particular arrangements we have made to implement our policy and plan are set out below.

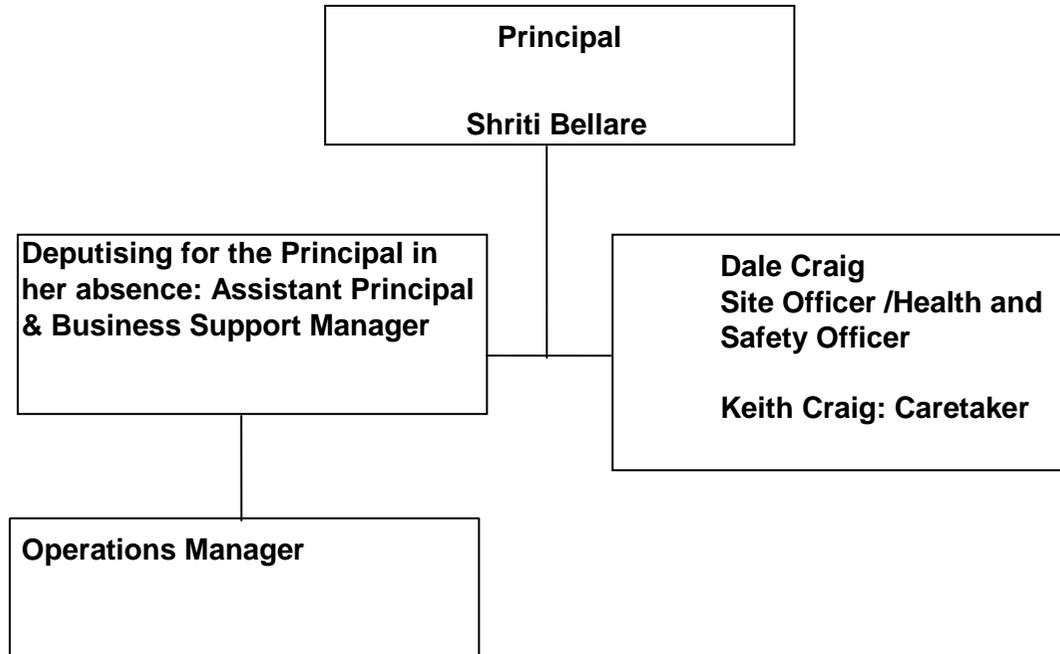
This plan will be kept up to date and changed to respond to changes in school. To ensure this, the policy and the way in which it has operated will be reviewed as and when necessary, and on annual basis.

Signed **School Health and Safety Officer**

Date

To be reviewed by date.....

ORGANISATION FOR HEALTH AND SAFETY



ORGANISATION FOR HEALTH AND SAFETY - RESPONSIBILITIES

Overall responsibility for health and safety for the School/Sections is: -	Position	Located / based
Ms Shriti Bellare	Principal	PRINCIPAL'S OFFICE
Dale/Keith Craig	Site Manager/HSE Officer	MAIN OFFICE

Overall responsibility for health and safety in the absence of the above is:	Position	Located / based

Mr Dravit Korichh & Mrs Lalita Joshi	Assistant Principal	Deputy Principal's Office
Mrs Latha Iyer-K	Business Support Manager	BSM OFFICE

Supervisor or Line Manager & ext No	Responsible for health and safety in the following areas;	Any special responsibility for health and safety:
Ms Shriti Bellare	All areas	
Mrs Latha Iyer-K	Office areas	

NOTE: This part of the plan identifies those individuals within the School/Section that have line management responsibility for health and safety. The areas they are responsible for should be listed along with any other special responsibility eg premises manager, responsible and competent persons re fire safety.

ARRANGEMENTS FOR HEALTH AND SAFETY TRAINING - IDENTIFICATION OF TRAINING NEEDS

Type of health and safety training	Process / operation	Positions requiring the training	Who arranges?	Who Provides? (internal or external)	Refresher training required?	Frequency of refresher training?
Fire Marshal	Fire safety drills /evacuation	Designated staff	Site manager /HSE officer	External/Internal	Yes	Every 3 years
Manual Handling	Lifting heavy loads	All staff	Site manager/ HSE officer	Internal	yes	Every year

Fire safety measures	Who checks and at what frequency?	Who maintains / services fire fighting equipment and at what frequency?	Service records / documentation held by / located?
Fire extinguishers	Site Manager / monthly	Chubb fire every year	Main office
Fire blankets	Site Manager/ monthly	Chubb fire every year	Main office
Hoses	n/a		
Halon (fixed installations)	n/a		
Manually operated call points / alarm systems	Site Manager /monthly	Genesis integrated systems	Main office
Automatic detectors / alarm systems	Site Manager /monthly	Genesis integrated systems	Main office
Emergency Lighting / Luminaires	Site Manager /monthly	In-house	Visual checks
Fire doors	Site Manager /monthly	In house	Visual checks
Fire exit routes / final fire exit routes	Site Manager /monthly	In-house	Visual checks

FIRE SAFETY ARRANGEMENTS – EMERGENCY EVACUATION AND FIRE DRILLS

Area / site ?	Who arranges?	Fire drill frequency	Fire log book location
Entire school	Principal	termly	Main reception in fire panel

FIRST AID ARRANGEMENTS - QUALIFIED FIRST AIDERS AND APPOINTED PERSONS

Qualified first Aiders	Located and Ext No	Area / site responsible for
Caretaker: Keith Craig and Dale Craig		Whole School
Site Manager: Dale Craig		
Alex Demosthenous	Reception Class	Reception Class/lunch hall
Kathy Walker	Reception Class	Reception Class/lunch hall
Aarti Raval Tulsi Korea	Year 1 Class	Year 1 Class
Parul Halai	Year 2 Class	Year 2 Class
Neha Sharma Mansi Bahl	Year 3 Class	Year 3 Class
Mukteshwari Jani	Year 4 Class	Year 3 Class
Nafiza Mughal Vimi Nandha	Year 5 Class	Year 5 Class/Lunch Hall
Michaela Samuels Ankita Das	Year 6 Class	Year 5 Class

ARRANGEMENTS FOR HEALTH AND SAFETY COMMUNICATION AND CONSULTATION.

Significant findings of risk assessments, inspections and accident investigations etc.

Method of Communication - team brief, notice board, tool box talks etc.,	Frequency ?	Where held / located?	Chaired / co-ordinated / maintained by?	Records of minutes /areas discussed located at / held by:

Agenda items at staff meetings	weekly	DT Room	HT/DHT/SLT members	Principal's Office
Health and Safety update briefing.	weekly	Principal's Office	HT/DHT	Principal's Office
Health and Safety documents	As and when required.	Server in the H&S folder	HT/DT/SM	Server in the H&S folder

ARRANGEMENTS FOR ACCIDENT REPORTING, RECORDING AND INVESTIGATING.

Recording	Who provides?	Who completes?	Where kept / held by?
Accidents/Incident Report Forms	School/LA	Health and Safety Officer/ First Aiders	Main Office/welfare room
F2508 - Reporting under RIDDOR	School.	Health and Safety Officer.	Main Office
Accident Investigations carried out by: Name + extension No	Area / Location	Documentation/ reports held by / located?	Responsibility for implementing precautions?
Ms Shriti Bellare	Principal	Main Office / Welfare Room.	Health and Safety Officer

ARRANGEMENTS FOR THE PROVISION AND SAFE USE OF WORK EQUIPMENT

Plant / Equipment	Location / process	Who provides?	Who maintains & frequency?	Who is responsible/ uses it?	Who Inspects & frequency?	Specific statutory requirement?	Log books / service records held by / located:
Electrical and Plant Equipment	Boiler room	school		Site manager	Site manager	Certification of gas and electrical systems	Main office
Gardening Equipment	With contractors	contractors		contractors	Site manager	Serviced every six months	contractors

lift	Ground floor	school		all staff / visitors	Site manager	Serviced every six months	Main office
PPE equipment	Whole school	school		All staff	Site manager	Serviced every six months	Main office

NOTE: This part of the plan is used for detailing the arrangements you have in place for the inspection and maintenance of plant you have responsibility for. These arrangements should be identified through the risk assessment process.

ARRANGEMENTS FOR THE SAFE USE OF ELECTRICAL APPLIANCES

Plant / Equipment	User checks?	Formal inspection & test frequency:	Maintained and inspected by:	Portable appliance inventory / records held by / located:	Monitored and reviewed by:
Kettle	termly	Annual	school	Main office.	H&S officer
Kitchen appliances	monthly	Annual	PMR Services	Main Office	H&S officer
Toasters	termly	Annual	school	Main office.	H&S officer
Radios	termly	Annual	school	Main office.	H&S officer

NOTE: You need to identify all the portable electrical appliances you are responsible for and ensure that they are tested by a competent person at the desired frequencies. Frequencies for tests will be determined by the competent person or alternatively advice is available from the health and safety Service.

ARRANGEMENTS FOR ACTIVE MONITORING - SAFETY INSPECTIONS ETC

Location, process, operation.	Frequency of inspection / monitoring?	By whom?	Records of inspection etc, held by?	Responsibility for ensuring findings implemented?
All electrical items tested annually	annually	Office test	Principal/Site Manager	Site Manager

ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

Equipment Type	Plant, process operation.	Who provides?	Who maintains / inspects and frequency?	Who uses	Specific training required? Yes/no	Records of inspections / log book, held by / located
Fire Equipment	Extinguish Fires	School		Whole school	yes	Main Office
Fire coat		School				

Arrangements for the Management of Contractors and Contracts

Nominated person	Type of contract (state the type of service or product supplied).	Approval process completed by?	Monitoring of contract carried out by?	Records of inspections or other monitoring process, held by / located
Site Manager	Cleaning Contractor for whole School	Finance Lead	Site manager.	Principal office
Site Manager	Gardening	Finance Lead	Site manager.	Main office
Site Manager	Electrical and Mechanical Maintenance	Finance Lead	Site manager.	Main office
Shriti Pandya	Supply Teachers	Finance Lead	Principal	Main office
Site Manager/ Govindas LTD	Kitchen Servicing	Finance Lead	Site manager.	Main office

Level	Ways we manage (examples)	Actions we are taking	Frequency
Whole school	- Staff Meetings.	- Workloads are discussed at team meetings and/or 1-2-1	On going
		- risk assessments	On going
Whole School	- Sickness absence	- Monitoring sickness absence	On going
	- Workloads etc. - Occupational Health statistics		

SOURCES OF ADVICE AND CONSULTANCY

Source of advice, consultancy etc.	Names, location or address	What they can provide
Health and Safety Services	Room 153, Civic 1, Civic Centre, Station Rd, Harrow, HA1 2XF.	<ul style="list-style-type: none"> • Training • Facilitate group stress risk assessments and support for managers who have responsibility for risk assessments
Health and Safety Executive.	Rose Court, 2 Southwark Bridge, London, SE1 9HS	
Employees Assistance Program (EAP) Through Lancaster Life Assist	Talk to us on: 0800 068 5155 Quote the Harrow Council Scheme number: 71650	<ul style="list-style-type: none"> • Information Services • Counselling Services • 24/7 telephone support
Occupational Health		
Unison	Harrow Branch	<input type="checkbox"/> Trade Union Advice

SAFE SYSTEM OF WORK - developed from general risk assessments.

Task / process / operation	Associated hazards	Engineering controls required / used	Personal protective and other equipment required	Working procedure / work instructions	Level of competence / training required
Gardening	Slips/trips/flying objects	Risk assessments	yes	yes	yes

Plant and equipment maintenance	Burns, shocks, slips/trips	Risk assessments/ method statements	yes	yes	yes
Whole school cleaning	Slips/trips/ Accidents/ spillage	Risk assessments/ method statements	yes	yes	yes
Computer usage	Eyesight problems, wrist problems	VDU risk assessments	yes	yes	yes