



Health and Safety Policy

Status:	Statutory
Policy reviewed by:	Head Teacher
Policy ratified by:	Governing Body
Date of policy:	September 2023
Date of next review:	September 2024
Signed:	

Contents

Page	
3	Part 1: Statement of Intent
4	Part 2: Organisational responsibilities for Health and Safety
4	Roles and responsibilities: Governing Body and Head teacher
5	Roles and responsibilities: Head teacher, deputy head teacher, School Business Manager, Pathway leaders
6	Roles and responsibilities: Premises team, Health and Safety Committee, staff, classroom staff
7	Monitoring
8	Part 3: Areas of responsibilities schedule
10	Part 3: Arrangements
11	Appendix 1 – Fire evacuation and other emergency arrangements
12	Appendix 2 – Inspection / maintenance of emergency equipment
13	Appendix 3 – First Aid and medication
14	Appendix 4 – Accident reporting procedures
17	Appendix 5 – Lone Working
18	Appendix 6 – Health and Safety information and training
19	Appendix 7 – Work equipment
20	Appendix 8 – Flammable and hazardous substances
21	Appendix 9 – Moving and handling
22	Appendix 10 – Health and Safety monitoring and inspection
23	Appendix 11 – Asbestos
24	Appendix 12 – Risk Assessments
25	Appendix 13 – Offsite Visits
26	Appendix 14 – Work at height
27	Appendix 15 – Display Screen Equipment (DSE)
28	Appendix 16 – Vehicles on site
29	Appendix 17 – Lettings / shared use of premises
30	Appendix 18 – Contractors
43	Appendix 19 – Minibuses
44	Appendix 20 – Stress
44	Appendix 21 – Legionella
44	Appendix 22 – Violence to staff
45	Appendix 23 – Acknowledgement by staff

Part 1: Statement of Intent

The Governors and Head Teacher of Red Gates School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Governors and Head Teacher aim to:

- operate within the structure and framework laid down by Croydon Council
- ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare
- establish an effective safety management structure and arrangements to implement requirements
- ensure a systematic approach to the assessment and control of risks
- ensure that employees are competent in the work that they are doing
- ensure that employees actively participate in identifying hazards
- minimise hazards entering the school
- ensure the competence and management of contractors on school premises
- monitor work practices and regularly review safety management systems

The Governors and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Council's Health and Safety Consultancy as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Head Teacher will establish and maintain a school safety committee for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

This statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements Croydon Council's Health & Safety Policy.

The health and safety policies and guidance may be downloaded by staff from TeacherShare.

Signed.....Dated.....Chair of Governing Body

Signed.....Dated.....Head Teacher

Part 2: Organisational Responsibilities for Health and Safety

As the employer, Croydon Council has overall responsibility for Health and Safety in Community, Special and Voluntary Controlled Schools

Overall Approach

At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Head Teacher and the Governing Body. To fulfil these responsibilities, the Head Teacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Head Teacher once tasks have been completed. The Head Teacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Body or the Council on matters that need taking forward.

Policies and arrangements on key topics are contained within the Fronter site which is reviewed and maintained by the Health and Safety Consultancy. <https://fronter.com/croydon/main.phtml>

Roles and Responsibilities

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs

Governing Body and Head Teacher

- To ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school
- To commit resources to fulfil the Health and Safety Policy.
- To ensure that there is a Health and Safety Plan for each year
- To prioritise actions where resources are required
- To ensure actions are undertaken.
- To monitor achievement of plans and extent of compliance with standards
- To monitor trends in accidents and incidents
- To receive, and where appropriate, action inspection reports.
- To include health and safety on governors' meeting agenda at least once a year or more frequently dependent upon locally recognised needs.
- To receive and where appropriate action the minutes of the school's Health and Safety Committee.
- To produce an annual report on health and safety.
- To periodically review the adequacy of health and safety arrangements

Head Teacher

- To ensure staff are competent to undertake tasks delegated to them
- To identify staff training needs and to arrange for appropriate training
- To ensure risk assessments for all activities are undertaken
- To ensure appropriate action is taken on identified significant risks
- To ensure that there are procedures for serious and imminent danger
- To consult staff and safety representatives on health and safety matters
- To co-operate with and provide necessary facilities for trades' union safety representatives
- To ensure the safety of visitors to the school
- To ensure regular inspections of the school's premises

- To submit inspection reports to governors
- To Chair the school's health and safety committee
- To pass on health and safety information received to the appropriate people
- To participate in Council health and safety audits

Deputy Head Teacher (DHT) or nominated person

- To deputise for the Head Teacher in his / her absence
- To undertake risk assessments in conjunction with AHT and Pathway Leaders and other appropriate individuals
- To undertake risk assessments for all activities of the school, including those off site
- To report to the Head Teacher with the results of the risk assessments
- To undertake workplace inspections with the Pathway leaders
- To ensure full staff updates, refreshers and training are included in Red Gates annual staff training schedule

School Business Manager (SBM)

- To investigate accidents and complete the appropriate paper-work
- To ensure the induction of new and transferring staff and volunteers
- To manage the contracts for catering and cleaning contractors and report concerns to the Client Officer as appropriate
- To ensure safe hiring of school premises to third parties
- To undertake risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc.

Pathway Leaders

- Apply the health and safety policies to their own pathway and be directly responsible to the Head Teacher for the application of the health and safety procedure and arrangements
- Ensure that staff under their management are familiar with the health and safety procedures for their area of work
- To assist the Deputy Head Teacher to undertake risk assessments of activities both within departments and off site
- To draw up pathway procedures to manage significant risks
- To arrange for staff training and information
- To induct new, transferring and volunteer staff
- To undertake workplace inspections with the Deputy Head Teacher
- To pass on health and safety information received to appropriate people
- To act on reports from above or below the hierarchy

Premises Team or nominated person

- To monitor condition of any asbestos in the school and report problems
- To test the fire alarm each week
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained
- To monitor the school's cleaners to ensure they work safely, reporting any concerns to the SBM
- To organise or undertake portable electrical appliance testing
- In Liaison with the SBM arrange and manage for contractors to undertake small repair works

- To manage maintenance contracts e.g. for gym equipment
- To ensure the competency and management of visiting contractors
- To report hazards
- To maintain health and safety records e.g. records on fire alarm servicing, etc.

Health and Safety Committee

- To be comprised of staff members from different areas of the staff team and a governor for Health and Safety
- To meet termly for scheduled meetings to review Health and Safety and Emergency procedures
- To meet additionally as required by issues arising
- To keep minutes of meetings and feedback at staff briefings after meetings and governor meetings
- To support staff awareness of Health and Safety on a day to day basis
- To review the Health and Safety Policy annually
- To review Annual Health and Safety report to Governors

Staff

- Act in the course of their employment with due care for the health and safety and wellbeing of themselves, pupils and other employees and other persons
- Observe all instructions on health and safety issued by the head teacher or any other person delegated to be responsible for a relevant aspect of health and safety
- Act in accordance with any health and safety training received
- Report all accidents and near misses in accordance with procedures identified in this policy
- Co-operate with other persons to enable them to carry out their health and safety responsibilities
- To bring problems to the relevant manager's attention
- Exercise good standards of housekeeping and cleanliness
- Acknowledge that they have read the Health and Safety policy, have an understanding of its contents and will do all that is reasonably practical to comply with it

Class Staff-(Specific Obligations)

- Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and carry them out
- Staff should not leave pupils unattended and must ensure that their actions do not lead to an insufficient pupil to adult ratio occurring in classrooms or other supervised area at any time
- Ensure use of personal, protective equipment where necessary

Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of meetings of the Governing Body at least once a year. In addition, the Governing Body (or its nominated Link Governor for Health and Safety) will monitor and evaluate the effective working of the system within the school by the following means:

- a) monitoring accident/incident reports. The Head teacher will report all accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) checking Health and Safety Committee minutes and follow-up procedures.
- c) checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- d) receiving reports from the Headteacher on:
 - complaints and hazard reports from staff and visitors.
 - visits from HSE Inspectors.
 - new Council guidance and Code of Practice and methods of implementation.
 - any Safety Audit arranged by the Council or commissioned from consultants.
 - any guidance or advice from the Department for Education, HSE or other organisations concerned with health and safety in educational establishments.
 - staff training.
- e) Where deficiencies are identified or action is necessary, seeing that action is allocated to individuals. Time limits have been set and met, both immediate and long-term remedial actions are identified in the case of hazards.

Part Three: Red Gates School Areas of Responsibilities Schedule

Area	Managed By
Accident reporting and recording	All staff on CPOMS
First Aid	All staff on CPOMS
(a) First Aid provisions	Amy Wilkins (Teacher)
(b) Accidents involving blood	Deputy / Assistant Head teacher
(c) Infectious diseases	
(d) Administering medicines to pupils	Deputy / Assistant Head teacher
Emergencies	
(a) Emergencies procedures and Drills	Head teacher
(b) Evacuation Notices and signs	Premises Team
Fire Fighting Equipment	Premises Team
(a) checking	Premises Team
(b) Maintenance and Servicing	Premises Team
Control of substances Hazardous to health	Premises Team
Electrical safety	Premises Team
(a) Mains	Premises Team
(b) Portable Appliances	Premises Team
Gas Safety	Premises Team
Smoking	Premises Team
Display Screen equipment	Premises Team
Defect and hazard Reporting	All staff
Health and safety information	Head teacher / School Business Manager
Risk assessments	
(a) Equipment, Activities etc	SLT
(b) New and Pregnant mothers	Deputy / Assistant Head teacher
(c) Fire	Premises
(d) Curriculum	Deputy Head teacher
Staff duty Rotas	Deputy Head teacher
Clear passageways	All Staff
Security	Premises Team
Alarm systems	Premises Team
Intruders	Premises Team
Violence to staff	Head teacher / Deputy Head teacher / SBM
External Visits and trips	Deputy Head teacher
Minibuses	School Business Manager
Parking	Premises Team
Storage	School Business Manager
Manual Handling	All staff
Contractors on Site	Premises Team
Water Quality	Premises Team
Hiring of Premises	School Business Manager
Consultation with Employees	Head teacher
Work Experience	Deputy Head teacher
Work Equipment	SLT
Asbestos	Premises Team
Work at Height	Premises Team – no-one else may work at height
Noise/ vibration at work	Premises Team

PART 3: ARRANGEMENTS

- Appendix 1 - Fire evacuation and other emergency arrangements
- Appendix 2 - Inspection and maintenance of emergency equipment
- Appendix 3 - First aid and medication
- Appendix 4 - Accident reporting procedures
- Appendix 5 - Lone working
- Appendix 6 - Health and safety information and training
- Appendix 7 - Work equipment
- Appendix 8 - Flammable and hazardous substances
- Appendix 9 - Moving and handling
- Appendix 10 - Health and safety monitoring and inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk assessments
- Appendix 13 - Offsite visits
- Appendix 14 - Work at height
- Appendix 15 - Display screen equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Contractors
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Violence to staff

APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the emergency folder in the head teacher's room. A copy is held by the School Business Manager and premises team and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process for permanent and supply/temporary staff.

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the School Business Manager, external key-holder company Guardian Alarms and Prowise.

Fire Drills

- Fire drills will be undertaken half-termly, and a record kept in the Fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Details of service isolation points**
 - Gas: Boiler room, adjacent to the dining hall
 - Water: Outside classroom 1 (Magenta)
 - Electricity: Main electrical intake room (by pupil entrance)
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by the Premises Team for consultation.

APPENDIX 2

INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT
--

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Premises Team and a record kept in the Fire log book. Regular testing of fire alarms will occur weekly.

Any defects on the system will be reported immediately to the Premises Team.

A fire alarm maintenance contract is in place with Infinity Fire (07874 880 278) and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by Infinity Fire (07874 880 278)

INSPECTION OF FIRE FIGHTING EQUIPMENT

Infinity Fire undertakes an annual maintenance service of all fire fighting equipment

The Premises Team carries out weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Infinity Fire (07874 880 278)

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly and annually by Infinity Fire (07874 880 278)

Test records are located in the site's fire log book.

MEANS OF ESCAPE

The Premises Team carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

AVA Cupboard (by soft play)
Training Room
Staff Room
Rose Class Cupboard

Amy Wilkins (Teacher) is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL:

Haley Curum, Virginia Truss, Carmen Cox, Caryn Pinzon, Lucy Kirk, Carrie Diboll

TRAINED TO EMERGENCY AID LEVEL:

Haley Curum, Virginia Truss, Carmen Cox, Caryn Pinzon, Lucy Kirk, Carrie Diboll, Maria Davies, Melissa Hendry, Liz Robson, Amy Wilkins, Vicky Woodgate, Julie Muir, Lisa Travers

TRAINED TO EYFS PAEDIATRIC FIRST AID LEVEL:

Maria Davies, Melissa Hendry, Liz Robson, Amy Wilkins, Vicky Woodgate, Julie Muir, Lisa Travers

The Deputy Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

Minibus drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance and the school's internal processes.

Contact Numbers:

Croydon University Hospital – 0208 401 3000
School nursing team at St Giles – 0208 680 4810
NHS – 111 for non-emergency urgent medical advice

Records: All first aid treatments are recorded and kept on CPOMS

Administration of medicines

All medication will be administered to pupils in accordance the school's policy.

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

The school follows the Local Authority guidance on accident reporting as well as their own internal process. The school's internal accident reporting process is as follows:

Accident reporting

If you have an accident at school, you must follow this process and procedure:

1. Make a senior member of staff aware of the accident. Senior staff members are:

Lorraine Slee
Melissa Hendry
Maria Davies
Eileen Lawlor
Vicky Woodgate
Liz Robson
Caryn Pinzon



2. Complete an Injury to Adult form on Behaviour Watch.



3. If the accident was as a result of a child's behaviour, please ensure an incident form on Behaviour Watch is completed on the same day.



4. For an accident that involves First Aid / medical treatment (walk-in centre, GP / Hospital), please complete the Croydon Council accident form online. This form can be accessed via:
<https://croydon.info-exchange.com/council>
Please advise the school Business Manager once this has been completed.



5. Within 10-15 days of completing a Croydon Council online form, you should receive a letter acknowledging your accident and giving you further information about accidents at work. If you do not receive this letter please see the School Business Manager.



6. Where appropriate, an investigation will be completed by a member of the school's management team. The outcome of the investigation / prevention of reoccurrence will be provided to the staff member involved in the accident within 10 working days.

As noted in the flowchart, to access the council's online system, please use the link below:

<https://croydon.info-exchange.com/council>

Once the accident/incident has been logged with the relevant information, an automated email will be sent to the managers email address which has been supplied in the report (this is normally the Deputy Head Teacher or School Business Manager) informing them of the incident and to complete the managers review.

The managers review form is to be completed once the accident/incident has been investigated and identifies any control measures or remedial steps taken to avoid similar instances recurring. Any documentation including witness statements and photographs can be uploaded to the report.

Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

In the event of a fatality, specified injury or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work-related accident, for periods of more than 7 days (including weekends and holidays)

Specified injuries include:

- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space

- These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone.

APPENDIX 5

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Have a buddy system in place for lone workers.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the pupil/family being visited and if the premises are unfamiliar take a colleague.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

All home visits must be conducted by two members of staff. Staff should inform the admin team of where they are going and when they expect to return to school.

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The school's emergency health and safety committee meets once each half-term.

The Senior Leadership Team meets weekly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The teaching Trade Unions appointed safety representative on the staff is Amy Wilkins

Communication of Information

The Health and Safety Law poster is displayed with the relevant information outside the school office, staff room, work room and pupil entrance.

The Corporate Health and Safety Consultancy provide competent health and safety advice for community, special and VC schools.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the School Business Manager.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy.
- update training in response to any significant change.
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by the Deputy Head Teacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to the Premises Team any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Premise team email: premises@redgates.croydon.sch.uk

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted by Hawkesworth annually.

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

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment will be inspected annually by Sportsafe.

Curriculum

Pathway leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Premises Team will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Any local exhaust ventilation (LEV) provided shall be inspected at least every 14 months.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

The establishment's nominated person(s) responsible for substances hazardous to health are the Premises Team.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances.
- all chemicals are appropriately and securely stored out of the reach of pupils
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

<p>MOVING AND HANDLING</p>

MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the School Business Manager.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

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

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / coordinated by the management team.

Monitoring inspections of individual Pathways will be carried out by Pathways Leaders or nominated staff.

The person(s) undertaking the inspection will complete a report in writing and submit this to the head teacher.

Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager.

A named governor, James Stremes, will be involved in inspections on an annual basis and will ensure that inspections are reported back to the Health and Safety committee and full governing body meetings.

ASBESTOS

The Council Asbestos Policy, available on Fronter will be followed.

The asbestos register is held in the Premises Team office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager / Premises Team who will contact the Councils Asbestos Manager.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the School Business Manager.

<p>RISK ASSESSMENTS</p>

General Risk Assessments

The school risk assessments will be co-ordinated by the Deputy Head Teacher following guidance on Fronter.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed by the Deputy headteacher and approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally in the Deputy Headteacher's office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the individual's line manager using the generic risk assessment provided by the Council.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc.

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Council's Offsite Visits Manual found on Fronter.

The school's Educational Visits Co-ordinator (EVC) is the Deputy headteacher

All Offsite Visit activities must be risk assessed using relevant Council forms, these assessments are monitored and reviewed by the headteacher or the EVC (Deputy headteacher).

The following visits must also be approved by the Children, Families and Education director:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

APPENDIX 14

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Head Teacher shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work.
(Significant is taken to be continuous / near continuous spells of an hour at a time)
e.g. admin staff, bursars etc shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and corrective glasses provided if required specifically for DSE use).

See the health and safety manual for the DSE policy.

APPENDIX 16

VEHICLES ON SITE

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

Gates are open

- 06:15 – 08:30
- 9:00 – 9:30
- 15:00 -15:30

The pupils' and parents' access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Business Manager following council guidance.

Please see the Lettings Policy.

APPENDIX 18

CONTRACTORS

All contractors must report to the school office where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions.

The Premises Team responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

APPENDIX Z

HEALTH & SAFETY CONTRACTOR APPOINTMENT QUESTIONNAIRE

1	Please provide a copy of your company Health and Safety Policy's statement of Intent. (Statement only not entire policy, signed /dated by Director or Partner)
2	Please provide an organisational chart showing health and safety responsibilities for your company, both nationally and/or, if applicable, detailing local establishment, down to specific site management.
3	Who Provides health and safety advice to your Company? Show whether this is an in-house provision or through external consultants and provide details of their competence (showing qualification and experience of individuals)
4	Please provide details of your health and safety training programme for operational employees. (include a sample of current training records and future programme)
5	Please enclose copies of generic risk assessments
6	Please enclose copies of a recent scheme specific risk assessments
7	Please provide a recent example of a completed site safety inspection form
8	Please provide a copy of your current Contractors Liability Insurance certificates.
9	<p>Please provide a copy of your accident/incident report form. Accident figures for the last three years should be entered below.</p> <p>Accident Figures (last 3 years)</p> <p>Year Ending</p> <p>Total Employees</p> <p>Fatalities</p> <p>Reportable*</p> <p>* All reportable accidents including fatalities, major injuries, dangerous occurrences and over 3 day injuries</p>

10	Has your company been served with an enforcement notice or been prosecuted in the past three years for breaches of health and safety legislation. If YES please provide details:
11	Please provide details of how sub-contractors are Managed?
	<p>The information provided within this questionnaire is accurate at the time of submission.</p> <p>To be signed by the Director or Health and Safety Manager/Officer.</p> <p>Signed:..... Date:.....</p> <p>Position:.....</p>

APPENDIX Y – RED GATES METHOD STATEMENT EVALUATION FORM

SCHOOL		Location	
SUBCONTRACTOR		Activity	

ITEM		Yes	Part	No	N/A	Key Comment
1	Signing in Procedure					
2	Briefing from Red Gates regarding working in schools					
3	Segregation and barriers required					
4	Out of hours works only/ Supervision by Red Gates required/ DBS checks required					
5	PAT testing					
6	Safe routes and/or areas to be agreed					
7	Asbestos survey required – Management or Refurbishment and demolition					
8	COSHH assessments required					
9	Signage required					
10	Access – Scaffold to be used					
11	Access – Steps to be used					
12	Access – Mobile towers to be used					
13	Access – Podium steps to be used					
14	Access – MEWPS to be used					
15	Access - Other					
16	Traffic Management plan required for access equipment					
17	Skips to be used					
18	Traffic Management plan required for skips					
20	Traffic Management plan required for deliveries					
ACCEPTANCE OF SAFE SYSTEM OF		A ✓ <input type="checkbox"/> B ✓ <input type="checkbox"/> C ✓ <input type="checkbox"/>				
BY:						

Legend: A Status is accepted without comments; B Status is accepted with 5 working days to amend from comments; after 5 days the status will become C Status is rejected

APPENDIX X – STANDARD INDUCTION FORMAT

Ref:	Induction Content	Declaration*:	
		Yes	No
1	I have been taken through and understood the content of the Red Gates health and safety policy, building arrangements, working in live schools and asbestos information	Yes	No
2	I confirm that I am competent to undertake my assigned duties to be undertaken while I am on premises for Red Gates School.	Yes	No
3	I confirm that I understand and will work in accordance with the risk assessments, COSHH assessments and method statements pertaining to my duties as provided by my organisation.	Yes	No
4	I confirm that if I suffer an accident whilst on-site, I will inform the Red Gates responsible person immediately and adhere with his/her further instruction.	Yes	No
5	I confirm that any work equipment which I supply will be fit for purpose, be in good condition and be tested where required e.g. PAT testing.	Yes	No
6	I confirm that I will consider the environment during my work activities and thus minimise waste production, segregate waste streams where possible, prevent pollution and consider the needs of the surrounding environment.	Yes	No
7	<p>I confirm that I understand that a safe working environment is more important than project delivery and consequently I will stop work and report to the Site Manager where:</p> <ul style="list-style-type: none"> • I feel that I am being exposed to personal risk • My assigned duties are exposing others to risk • I am not certain what work I should be doing 	Yes	No
I confirm receipt and/or possession of the following PPE items:		Yes	No
Hard Hat <input type="checkbox"/> Safety Specs <input type="checkbox"/> Gloves <input type="checkbox"/> Hi-vis Vest / Jacket <input type="checkbox"/>		Ref:	

Other (please specify)

APPENDIX W: PERMITS TO WORK

Red Gates School – Permit to Work		Serial Number (Current)				
 Red Gates School		Previous Permit (if applicable)				
Section A	General Information	To be completed for all permits				
This permit is only valid on:	Date:	From (time):	To (time):			
Site Address:						
Location:						
Nature of work:						
Risk Assessment attached	Yes	If not, don't sign PTW	Method Statement attached	Yes	If not, don't sign PTW	
Other permits in force (if applicable)	Permit No:	Permit No:	Permit No:			
The following permits are also required:	Hot Work	Roof/Heights	Confined Spaces	Special	Electrical Isolation	Pipes / Ductwork
Section B	Specific hazards to be noted / additional information e.g. asbestos, fragile roof					
Section C	Specific precautions to be taken e.g. PPE / Safety equipment / monitoring equipment					
Section D	Handover – to be completed for all permits					
I have read this permit and accept that I am competent to take charge of the work, have understood the precautions required as noted in section C, understand the emergency procedures and am satisfied that all personnel working on this task are competent, suitably equipped and trained.						
Permit Receiver			Permit Issuer			
Signed			Signed			
Printed			Printed			
Contact number			Contact number			
Date		Time	Date		Time	
Section E	Permit Status – to be completed for all permits					
The status of the work detailed in this permit is	Completed satisfactorily		Abandoned		Requires extension	
	The status of the work detailed in this permit is	Safe for handback		Clear of personnel / equipment		Barriers/Guards and signs in place
Permit Receiver signed			Date		Time	
This permit is now withdrawn						

Permit Issuer signed		Date		Time	
----------------------	--	------	--	------	--

Hot Work Permit		In the event of fire the alarm MUST be raised							
Work Type	Brazing	Cutting	Filter Testing	Grinding	Smoke Test	Soldering	Welding	Other	
The following control measures are required :									
Combustible liquids to be removed			Yes	N/A	Combustible gases to be removed			Yes	N/A
Combustible materials to be removed			Yes	N/A	Mark out and secure exclusion zone			Yes	N/A
Fire detection system requires isolation			Yes	N/A	If "Yes" which devices				
Nearby people have been protected			Yes	N/A	Nearest break glass unit is located at:				
The following firefighting equipment is required:									
Fire Extinguisher(s) of type		Water	CO2	Foam	Dry Powder	Fire Blanket	Hose Reel	Fire Screen	
The above precautions have been put in place		Signed:			Date		Time		

Guidance	
Precautions <ul style="list-style-type: none"> • The location of extinguishers and fire alarm are known • Hot Work Equipment is in good condition • Gas containers/ flammable liquid containers are changed/filled in the open 	Work on walls or ceilings <ul style="list-style-type: none"> • Any combustible materials have been removed or protected against sparks or heat • Combustibles are moved away from other side of walls and away from metal through which heat can be transferred
Within 15metres of work: The floor area is clear of combustible materials and hazardous/ flammable liquids Non-combustible covers are suspended beneath work to collect sparks	Fire Watch <ul style="list-style-type: none"> • To be provided during and 30 minutes after operation Operatives to be trained in use of firefighting equipment and in sounding the fire alarm
Final Check up – All Clear	To be made 60 minutes after completion of any operation

Roof Work/Working at Height Permit							
Work Type:	Roof Work	Scaffold	Tower	MEWP	Ladder	Platform	Other
Local area occupants have been informed		Reception/Security/Site Manager informed					
Protection from falling been provided		Weather/ground conditions are informed suitable for intended work					
Direct communication available all times		Fragile roofs have been identified					
Notices of work have been posted in		Exclusion zones have been marked out and secured					
Safe means of access/egress have been provided		Any safety equipment to be used has been inspected and is compliant and all operators have been trained in its use					
Debris has been cleared		A second person is present, if deemed necessary					
Emergency plan is in place							
The above precautions have been put in place	Signed:		Date		Time		



Confined Spaces Permit							
Hazards	Flammable atmosphere	Toxic atmosphere	Oxygen deficiency	Free flowing solids	Flowing liquids	Other	
Is confined space entry required to undertake the task?			Yes	No	If "No" entry is prohibited?		
Incoming services have been isolated		Gas	Water	Steam	Electricity	Fuel	Other
Installed equipment has been isolated		Mechanically		Electrically		Both	
Equipment and pipes/tanks have been drained and vented			Yes	No			
Possible ingress of fumes or other substances has been evaluated and controlled (e.g. rainwater)		Yes	No	Residues/Sludges have been removed		Yes	No
Atmospheric testing has been carried out for	Oxygen	Toxic fumes	Flammables	If additional ventilation is required what has been provided?			
Safe access/egress has been provided	Yes	No		Rescue Plan is in place and attached		Yes	No
Adequate lighting is in place	Yes/No	Suitable tools/equipment have been selected		Yes/No	Suitable communication systems are in place		Yes/No
What fire prevention measures/precautions have been put in place?							
The following personnel are permitted to enter the confined space							
The above precautions have been put in place		Signed		Date		Time	

Special Permit

Work Type

--	--

Personnel

--	--

Specific Hazards

--	--

Specific
Precautions

--	--

Additional
Information

--	--

**The above precautions have
been put in place**

Signed

--

Date

--

Time

--

Electrical Isolation Permit

Circuit to be isolated

--

Locking off required

Yes / No	If "yes," record padlock number	
----------	---------------------------------	--

Fuse withdrawal required

Yes / No	Physical wire disconnection required	
----------	--------------------------------------	--

Is circuit connected to UPS?

Yes / No	If "yes" disconnect from UPS	
----------	------------------------------	--

Is circuit connected to emergency generator?

Yes / No	If "yes" disconnect from emergency generator	
----------	--	--

Residual energy removed

Yes / No	Moving parts have to be secured	
----------	---------------------------------	--

Sufficient notices posted

Yes / No	Circuit has been proved dead with voltmeter	
----------	---	--

The above precautions have been put in place	Signed:		Date		Time	
---	----------------	--	-------------	--	-------------	--

Pipe and Ductwork Isolation Permit

Work Type	Chilled Water	Cold Water	Compressed Air	Condensate	Drainage	Dust	Helium	HVAC Ducts
	Nitrogen	Oil	Oxygen	Steam	Vacuum	Waste	Other	

The pipe / duct has been:	Cleaned	Cooled	Depressurised	Drained	Freed from hazardous substances	Purged
	Vented	Other (please specify)				

Valve isolation method

Valves to be isolated

Moving parts secured

The above precautions have been put in place	Signed:		Date		Time	
---	----------------	--	-------------	--	-------------	--

APPENDIX 19

MINIBUSES

The minibus drivers are responsible for the undertaking checks on and the operation of minibuses following guidance contained in the health and safety manual module 20.

Please see the Minibus Policy.

APPENDIX 20

STRESS

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

If an individual employee is feeling stressed, they can discuss it in the following ways:

Performance management meetings

Mentoring meetings

Senior leadership open-door policy

The school also subscribes to an employee assistance programme, the details of which are available in the staff room or from the School Business Manager.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

The Premises Team will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary, water temperature checks will be undertaken on a monthly basis.

The Premises Team will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with Aquatide to monitor water hygiene and complete legionella risk assessments.

APPENDIX 22

VIOLENCE TO STAFF

The school follows Croydon Council's guidelines "Permissible Forms of Positive Handling Strategies with Children" which can be found on Fronter.

Training shall be arranged by the school on this subject, with refreshers for staff.

Individual pupil risk assessments will be completed and shared with staff where necessary.

Violent incidents will be reported using the council's "violence to staff form."

APPENDIX 23

HEALTH AND SAFETY POLICY – ACKNOWLEDGEMENT BY STAFF

Under the Health and Safety at Work Act, a copy of the Red Gates Health and Safety Policy has been made available for you to read. The following is issued as guidance in respect of your main responsibilities.

You are requested and expected to

- 1) Adhere to all reasonable instructions regarding health and safety, safe systems of work and risk assessments
- 2) Develop a personal concern for your own safety and that of others working alongside you
- 3) Be aware that you are working with children to whom you owe a duty of care, hence an extra need for safety
- 4) Use the correct tools / utensils and equipment for the job
- 5) Avoid any improvisation which will entail unnecessary risk
- 6) Ensure personal protective equipment, where used, is kept in good condition
- 7) Report defects in the premises, tools / utensils and equipment
- 8) Report any personal accident or injury and see that it is recorded on an accident form where necessary
- 9) Report any known hazard

I acknowledge that I have read the Health and Safety Policy, have understood the contents and will do all that is reasonably practicable to comply with it

Name.....

Signature.....

Position.....

Date.....