



Elm Court School
Every Learner Matters



The Livity School

Elm Court School Health and Safety Policy and Organisation and Arrangements

1. Overall Statement of Policy and Aims

It is the policy of Elm Court School to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The school operates within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools

Elm Court School believes that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and takes all such steps as are reasonably practicable to meet its responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.

Our school aims to:

Provide and maintain a safe and healthy environment

Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site

Have robust procedures in place in case of emergencies

Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Legislation

- a) This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:
- b) **The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings**
- c) **The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees**
- d) **The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training**
- e) **The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health**
- f) **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept**
- g) **The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test**
- h) **The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register**
- i) **The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff**
- j) **The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height**
- k) **The school follows national guidance published by Public Health England when responding to infection control issues.**

3. ROLES AND RESPONSIBILITIES

3.1 The Local Authority and Governing board

Lambeth has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Headteacher of any health & safety issues and to remain vigilant while on the school premises. Health & Safety standards should enhance the potential range of activities and not curtail them.

Responsibilities of the Governors

The school governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of Lambeth's Children and Young People's Service;
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of Lambeth's Children and Young People's Service's Health and Safety Policy and any legal requirements relating to health and safety;
- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term;
- Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
- Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised. Also ensuring the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

3.2 Headteacher

The Headteacher has overall responsibility for the day to day management of health and safety in the school. In particular, the Headteacher has the following responsibilities:

- To ensure that the health and safety standards detailed in Lambeth Health and Safety Management Manual are implemented and maintained at the school;
- To ensure that school staff receives adequate health and safety training appropriate for their responsibilities;
- To ensure that staff are adequately consulted on health and safety matters directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated;
- To ensure that the standards of health and safety are formally monitored and that a health and safety report covering the minimum items specified in the Lambeth Health and Safety Management Manual (Section 10) is presented to the Governors at least every term;
- To be a member of the Resources Committee, which is responsible for monitoring the Health and Safety Policy, and for implementing strategies to manage new health and safety initiatives.
- Attend any required health and safety training provided by the school or the Council;
- To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the of Lambeth's Children and Young People's Service's Health and Safety Manual(Page 17),are implemented;
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;
- To ensure for any off-site event or trip, organised by or on behalf of, the school that adequate arrangements are made for the supervision of the pupils involved. Safety of the staff and pupils and that these arrangements must at least meet any minimum standards specified by of Lambeth's Children and Young People's Service;
- To ensure that, where required, school specific risk assessments are undertaken and recorded, e.g. the atrium, the use of the teaching areas, in particular, Science, Design and Technology and the storage of chemicals
- To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant of Lambeth's Children and Young People's Service risk assessments, are implemented;
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with the of Lambeth's Children and Young People's Service's guidelines.

- Arranging necessary refresher training for first aider's;
- Maintaining records of health and safety training undertaken for school staff;
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
- To ensure that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

3.2 Fire Safety Manager = Premises Officer

Deputy Fire Safety Manager = Headteacher

- The Premises Officer will have responsibility for overall planning and organisation of fire safety matters within the school. In particular he or she will:
 - Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Children and Young People's Service's Health and Safety Management Manual (Section 4) and that practice fire evacuation drills are undertaken at least every two terms;
 - Ensure that all staff are aware of their particular responsibilities in the event of fire;
 - Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
 - Ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the Headteacher on the results of this check.

3.3 Teaching Staff

- Teachers within the school have a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:
 - Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils;
 - Ensuring that they are familiar with the school fire procedure and their role in it;
 - Maintaining good standards of housekeeping and cleanliness in the activities under their control;
 - Will not have hot drinks in the classroom or playgrounds whilst the children are in attendance.

- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Headteacher and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- Attending any required health and safety training provided by the school or Lambeth's Children and Young People's Service;
- Undertaking, as required by the Headteacher, any formal health and safety monitoring or inspections, in order to assist the school, maintain adequate health and safety standards;
- Reporting, promptly, any deficiencies in health and safety standards they are not able to correct, either to the Headteacher, or the Premises Officer as appropriate.

3.4 Site Officer

The Site Officer is responsible to the school Finance Officer/ HR Officer for:

- Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual and that records are kept;
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- Acting as the school representative in any dealings with contractors who are to work at the school;
- Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the head teacher;
- Ensuring that statutory inspections of school plant, equipment and systems are undertaken in accordance with Lambeth's Children and Young People's Service's policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;

- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
- Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
- Arranging any necessary corrective action identified by health and safety inspections detailed above;
- Maintaining a register of dangerous and hazardous substances used or stored by science and design and technology departments at the school and ensuring that this register contains copies of up to date material safety data sheets;
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the School Business Manager;
- Ensuring that he only undertakes work that is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.

3.4 School Finance Officer/ HR Officer

The School Finance Officer and the HR Officer is responsible for:

- Ensuring that a list of first aider's is maintained, together with the dates for refresher training;
- Ensuring that notices displaying the name and location of first aider's are kept up to date;
- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and Borough advice and guidance,
- Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- Ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy;

- Ensuring this policy is reviewed including the respective policies for the Science and Design and Technology departments;
- Ensuring that infection control guidance from the Health Protection Agency is clearly displayed and communicated to all staff;
- Ensuring that the Business Continuity Plan is kept up to date with a copy on site and the original kept in the Red Box off site.

3.4 Other School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

3.5 School Students

All students at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way which would put themselves or others in danger. Students are also required not to interfere with, or misuse, any safety or fire equipment.

- 4 This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Governing Body

5 ARRANGEMENTS

a) STANDARDS AND GUIDANCE

Mandatory common standards and guidance are contained in the Health and Safety Management Manual, which gives information on a number of health and safety issues of relevance to the school. Where internal guidance does not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or European Standards.

b) COMPETENT PROFESSIONAL HEALTH AND SAFETY SUPPORT AND ASSISTANCE

Competent advice on health and safety issues is available to the school through the Health and Safety Lead Officer at the Lambeth CYPS.

c) Fire Safety and Fire Procedures

The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

Fire evacuation drills will be held at least once every two terms. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is

organised by the Premises Officer.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

d) ACCIDENTS AND FIRST AID

The school has 4 first aider's, the names of whom must be displayed on the standard first aid signs. Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book including as much detail as possible will be supplied when recording an accident. Information about injuries to pupils will also be kept in the pupil's file. The first aiders to whom they are allocated maintain the contents of first aid boxes. All teaching assistants, however, will receive basic first aid training. The Headteacher will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

d.1 Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

Fractures, other than to fingers, thumbs and toes

Amputations

Any injury likely to lead to permanent loss of sight or reduction in sight

Any crush injury to the head or torso causing damage to the brain or internal organs

Serious burns (including scalding)

Any scalping requiring hospital treatment

Any loss of consciousness caused by head injury or asphyxia

Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days

Where an accident leads to someone being taken to hospital

Where something happens that does not result in an injury, but could have done

Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

e) **CONTRACTORS**

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Management Manual and are operated by the Premises Officer, or another member of staff, who has been allocated to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Premises Officer.

f) **HEALTH AND SAFETY TRAINING**

Staff will be provided with adequate training Health and Safety training appropriate for their responsibilities.

g) **SCHOOL TRIPS AND VISITS**

Educational Visits Co-ordinator = Deputy Headteacher

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Educational Visits Co-ordinator. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations.

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed
- All off-site visits are appropriately staffed

- Staff will take a mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details

h) SCHOOL AND PUPIL SECURITY

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. The Children and Young People's Service implements these measures on a programmed basis. All staff and pupils are required to assist in maintaining good standards of security on school premises.

i) SMOKING

No smoking is allowed on school premises, or in the immediate vicinity.

j) MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out.

k) EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Headteacher and a health and safety plan for the event will be drawn up, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

l) ELECTRICAL SAFETY

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Premises Officer who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due. The Premises Officer will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff

or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Officer. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Pupils must only change bulbs in such equipment when they have been authorised to do so by a teacher responsible for the activity and then only when the equipment has been electrically isolated.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Officer as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.

Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

m) PE Equipment

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely

Any concerns about the condition of the gym floor or other apparatus will be reported to the premises staff

n) Display screen equipment

All staff who use computers daily as a significant part of their normal work will have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

o) Specialist equipment

Parents are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

p) Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Premises staff duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

q) Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The premises staff retain ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons, and a safety harness must be worn at all times on the roof area.

r) Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- Refer to the school's Manual handling Policy

s). Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

t). Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

u) Smoking

Smoking is not permitted anywhere on the school premises.

v) Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

v.1 Handwashing

Wash hands with liquid soap and warm water, and dry with paper towels

Always wash hands after using the toilet, before eating or handling food, and after handling animals

Cover all cuts and abrasions with waterproof dressings

v.2 Coughing and sneezing

Cover mouth and nose with a tissue

Wash hands after using or disposing of tissues

v.3 Personal protective equipment

Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (where required)

Use the correct personal protective equipment when handling cleaning chemicals

v.4 Cleaning of the environment

Clean the environment, including equipment, frequently and thoroughly

v.5 Cleaning of blood and body fluid spillages

Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below

Spillage kits are available for blood spills and vomit

v.6 Laundry

Wash laundry in a separate dedicated facility

Wash soiled linen separately and at the hottest wash the fabric will tolerate

Wear personal protective clothing when handling soiled linen

Bag children's soiled clothing to be sent home, never rinse by hand

v.7 Clinical waste

Always segregate domestic and clinical waste, in accordance with local policy

Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins

Remove clinical waste with a registered waste contractor

Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

v.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

v.9 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

v.10 Reporting to Ofsted and child protection agencies

The Headteacher will notify the Local Authority and Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Lambeth's Safeguarding Childrens Board of any serious accident or injury to, or the death of, a pupil while in the school's care.

v.11 New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

v.12 Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors and will carry through risk assessments as required.

A confidential call line is in place for Staff to talk to someone regarding their stress. Staff can discuss individual concerns with their line managers or speak to a member of the Senior Leadership Team.

m) WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Premises Officer, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

n) HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

In order that health and safety standards are maintained and deficiencies are identified, systems are in place for reporting and responding to health and safety risks.

The Site Officer has a log book in which concerns by all staff are recorded. When the health and safety risk has been resolved, it is recorded as such.

The Site Officer meets weekly with the Finance Officer and HR Officer to discuss any health and safety issues.

The governors meeting will also receive regular updates which will include a health and safety report including details of at least the matters specified for such reports in the health and safety management manual.

The Education Directorate will undertake periodic health and safety inspections and where necessary audits at least every three years and will receive a health and safety report from the Headteacher at least every term. Reports on Education Directorate Health and Safety Inspections/Audits will be provided to the governors for consideration and action.

o) COSHH

Schools are required to control hazardous substances, which can take many forms, including:

Chemicals

Products containing chemicals

Gases – O2

Germs that cause diseases.

Medical Waste

Control of substances hazardous to health (COSHH) risk assessments are completed by the manufacturer of chemicals. This Risk Assessment is circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and waste disposed of appropriately. For example - Pool Chemicals are storage separately in a locked chemical storage cabinet. Oxygen is stored in a locked cabinet in the nurse's office. All medical waste is placed in yellow disposal bags and collected separately from general rubbish and disposed of appropriately.

Appropriate signage is displayed, Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

p) Gas safety

Installation, maintenance and repair of gas appliances and fittings is carried out by a competent Gas Safe registered engineer

Gas pipework, appliances and flues are regularly maintained

All rooms with gas appliances are checked to ensure that they have adequate ventilation

q) Legionella

Contractor Envirocure LTD visits the school to conduct legionella testing. Their engineers are responsible for ensuring that the identified operational controls are conducted and recorded. This record is handed to the Premises Officer and also emailed to the school.

This risk assessment is reviewed every month and will be changed when required by Envirocure if changes have occurred to the water system and/or building footprint.

The risks from legionella are mitigated by the following: in place e.g. temperature checks, heating of water, disinfection of showers, running taps infrequently used and performing mixing valve checks. These are carried through by premises staff.

r) Asbestos

The school does not contain Asbestos

s) Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

Approved by:	[Name]	<i>Michel Jews</i>	Date:	<i>07/2022</i>
Last reviewed on:	[Date]			
Next review due by:	[Date]			

