



Thameside Primary School: Health & Safety Policy

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Key Changes:	<p>The whole document has been amended, additions made and reference/ source links updated. Each section has been revised and updated.</p> <p>The whole document should be reviewed prior to approval.</p> <p>Further amendments: Section 2 Responsibility of Caretaker. Updated MC comments on wording. Section 6. Selecting Contractors Inserted additional information Section 8. PPM New Section 10. Dogs or Animals on site (and see separate Dogs in School Policy)</p>
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1. Statement of policy

Ensuring health and safety in schools is an essential part of any school. The Health and safety at work Act 1974 and associated regulations places health and safety responsibilities on employers. Education employers have duties to ensure, so far as is reasonably practicable:

- o the health, safety and welfare of teachers and other education staff;
- o the health and safety of pupils in-school and on off-site visits; and
- o the health and safety of visitors to schools, and volunteers involved in any school activity.

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, school leaders and the local authority are all responsible for protecting the health and safety of all children and members of staff.

The school and the local authority is also responsible for risk assessing activities that take place in and offsite the school. This includes putting in place control measures to reduce any identified risks. The Head teacher and School Business Manager will, in practice, be responsible for enforcing the health and safety policy day-to-day in the workplace.

The school promotes a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Everybody has a duty to keep themselves and others safe, by co-operating with safety measures and not putting ourselves or others in danger. According to the Health and Safety Executive (HSE):

DfE Health and safety: responsibilities and duties for schools www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools

Employees at school have the right to:

- work in places where all the risks to health and safety are properly controlled;
- be consulted on matters related to your health and safety at work;
- inform your Manager about health and safety issues or concerns;
- any equipment and protective clothing you need to do your job;
- contact HSE or your local authority, if you still have health and safety concerns, without getting into trouble;
- join a trade union and be a safety representative;
- paid time off work for relevant H& S training;
- a rest break of at least 20 minutes if you work more than six hours at a stretch and to an annual period of paid leave;
- suitable and sufficient toilets, washing facilities and drinking water;
- adequate first-aid facilities.

Employees are expected to:

- take care of your own health and safety and that of people who may be affected by what you do (or do not do);
- tell someone (your supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare;
- follow the training you have received when using any work items your employer has given you.

This information is displayed in the school's staff room for all staff to read and comply with.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:



1. Plant, equipment and systems of work are safe and without risks to health including water and heating systems.
2. The handling, storage of transport or articles and substances will be safe and without risk to health in accordance with Control of Substances Hazardous to Health (COSHH) Regulations 2002.
3. Information, instruction, training and supervision will be provided as necessary, to ensure the health & safety of employees, and those who are affected by the work of the school.
4. The site is maintained in a safe condition and without risks to health.
5. Pedestrian access to and egress from the site is maintained in a condition that is safe and without risks to health.
6. A working environment is provided that is safe and without risks to health.
7. There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

A Rights Respecting School

Thameside Primary School is a Rights Respecting School. School policies will respect the UN Convention on the rights of the child. The Health and Safety policy links to Article 36: Children should be protected from any activity that could harm their development.

Health and Safety legislation

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Department for Education: Health and safety: responsibilities and duties for schools last updated Nov 2018

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Education legislation

The School Premises (England) Regulations 2012

DfE: Advice on standards for school premises 2015

DfE: Fire safety in new and existing school buildings 2014

DfE: Managing school premises during the coronavirus (COVID-19) outbreak 2020

Education Act 1996 is up to date with all changes known to be in force on or before 30 July 2020.

Local Authority Guidance Procedures

RBC: Health & Safety – Corporate Code of Practice Fire Prevention & Fire Risk Assessments (CORP 012) 2020

RBC: Property Management and Compliance Guide 2020

School Procedures

Emergency: Fire and Lockdown Procedures last reviewed 2020

Dogs in School Policy August 2020

Enforcement

The HSE enforces health and safety law relating to the activities of LEAs and schools.

Because the employer is responsible for health and safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead.



2. Organisation and delegation of duties as allocated tasks

The Headteacher is the day-to-day manager of the site and has overall accountability for Health and Safety in the school.

The School Business Manager is the Health and Safety named lead for the school and is responsible for managing the day to day health and safety relating to the school premises.

The head teacher will ensure that:

- the school has produced and implemented a Health and Safety policy and that the policy is regularly reviewed and revised as necessary;
- Risk assessments of work activities are undertaken, that a written record of the assessments is kept and the assessments are reviewed regularly and when they are no longer felt to be valid;
- Safe systems of work identified via risk assessment or to comply with national standards/guidance are monitored to ensure they are followed and effective;
- Information and advice on H&S is acted upon/circulated to staff and governors. In particular H&S information is kept in the School Business Manager's office so that it is available to all staff and governors;
- an annual report/audit is provided by SBM to the school governors on the school's H&S performance;
- the school co-operates with the Local Authority in meeting its legal requirements in respect of the monitoring of health & safety practice and procedures;
- Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- the senior management team are responsible for the good housekeeping of the classrooms and communal areas of the classes/ teachers within their team;
- matters concerning health and safety are dealt with and managed effectively.

The School Business Manager (Health & Safety Lead) will ensure that:

- the caretaker unlocks and secures the building each day;
- a daily visual check is undertaken by the caretaker (of building security, fire hazards, fire extinguisher condition, fire exits are clear of obstruction and playground equipment condition is assessed);
- weekly flushing and water system compliance checks are completed and recorded by the Caretaker;
- weekly fire alarm call point checks and emergency lightening monthly checks completed and recorded;
- asbestos management file is up to date and available for contractors on site;
- asbestos surveillance checks are completed 6 monthly in addition to adhoc routine visual checks;
- fire and Lockdown drills are planned termly and reports written;
- records of compliance and annual servicing reports/risk assessments are available for inspection;
- planned maintenance and compliance checks/work are scheduled in timeframe for when due;
- address any immediate H&S risks and direct caretaker to resolve any problems that could impact on the health and safety of adults and children in school;
- oversee the schedule of works and maintenance of the school building ensuring the caretaker is delivering on planned and unexpected maintenance tasks;
- school premises and playground risk assessments are in place;
- new starter induction including fire exits, lockdown procedures is delivered in a timely way;
- organise Health and Safety training for all staff Levels 1 & 2;
- liaise with Kitchen contractor to ensure kitchen maintenance is completed;
- report back to Headteacher and Governors on Health & Safety issues and associated projects.



All employees

All employees have an individual legal responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, school employees must:

- Take reasonable care for their health and safety at work and that of others who might be affected by their acts or omissions at work;
- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies;
- Co-operate with school management in complying with relevant health and safety law;
- Use all work equipment in accordance with instruction, training and information received;
- Not to misuse anything provided for health and safety purposes;
- Report any hazardous situations and defects in equipment found in their work places;
- Report all accidents, near miss incidents, dangerous occurrence or case of ill health arising out of work;
- co-operate with management in investigating such accidents or incidents in line with current incident reporting procedure;
- Act in accordance with any specific health and safety training received;
- Inform the health and safety officer of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness in classrooms, communal areas and in general around the school site;
- Report all accidents, defects and dangerous occurrences to the school business manager/caretaker via the maintenance log;
- Give clear oral and written instructions and warnings to pupils when necessary.

Responsibilities of Governors

Governance handbook: For academies, multi-academy trusts and maintained schools – March 2019 (Section 6: Compliance) www.gov.uk/government/publications/governance-handbook

They will ensure that;

- The Head teacher produces a H&S policy for approval by the FGB and that this policy is regularly reviewed;
- Risk assessments of work activities are undertaken and a written record of the assessments kept;
- Sufficient funding is allocated for health and safety e.g. in respect of training, materials and personal protective equipment;
- Annual H&S workarounds inspections are undertaken and a plan of works identified;
- A positive H&S culture is established and maintained.

Responsibilities of the Caretaker

The Caretaker has specific responsibilities in regard to the following:

- To be responsible for the maintenance, security and management of facilities on school site;
- To maintain a clean and safe school environment, internally and externally.



The SBM will liaise with the caretaker to ensure that the following duties are carried out:

Security

- As principal key holder, lock/unlock school buildings and areas, set and unset alarm system.
- To undertake regular security checks and identify security risks and make recommendations for improvement.
- To be one of several emergency contacts to respond to call outs in relation to fire alarm or break ins, taking action where appropriate, both in and out of hours.
- To ensure electrical appliances are switched off and the building is secured and alarmed at the end of the day including after lettings.

Health & Safety

- Daily walk around- inspect playground/ children outdoor areas for hazards / broken equipment and deal with any hazards e.g. broken glass, fire or trip hazards, animal fouling etc.
- Undertake all necessary responsibilities in relation to fire safety systems and regulations, including carrying out daily, weekly and monthly inspections and recording accordingly.
- Assist in termly fire drills and record accordingly. Take relevant remedial actions if required.
- Undertake routine and regular compliance and statutory site checks, including all heating and water systems to ensure compliance with Health & Safety requirements, legionella checks, and record accordingly - <https://isbl.org.uk/home/Factsheets/legionella.pdf>
- Monitor and record the condition of asbestos identified in the asbestos survey report, raising concerns as appropriate.
- Participate in termly H&S walkabouts with Governors.
- Be the first point of contact for all contractors on site ensuring that they have access to the relevant H&S, safeguarding and asbestos information.
- Ensure all chemicals on site are stored appropriately and that the COSHH register is maintained.
- To ensure safe use by self and others of equipment and materials including working within controls as set out in risk assessments e.g. working at heights.
- Must know the location of all services main valves and distribution boards so that gas, electric and water can be isolated in an emergency.

In accordance with the guidance and schedule/ annual planner in the:

RBC: Health & Safety – Corporate Code of Practice Fire Prevention & Fire Risk Assessments

RBC: Property Management and Compliance Guide

Maintenance

- To be responsible for the operation of the school's maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds.
- Undertake regular site inspections and assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

Cleaning

- Ensure all litter bins are emptied daily
- To maintain standard of hygiene in toilet areas throughout the day, with regard to toilet rolls, ceramic surfaces and fittings; general maintenance of plumbing and drainage in these areas. Provision of towel and tissues in toilet areas and attend to issues e.g. cleaning off graffiti
- To be available to deal with incidents during working hours, e.g. spillages and breakages, spillage of body fluids to be dealt with in the prescribed manner.
- To ensure all outside areas of the school are kept clean, free of litter, weeds and are gritted in icy conditions.
- To keep all caretaking storage cupboards clean and tidy with all equipment clearly labelled.
- To monitor stocks of cleaning material, cataloguing resources & undertaking audits as required for COSHH.
- To report back to the School Business Manager on the cleaning issues in order to take up with the cleaning contractor.



Organisation

- To demonstrate and assist in the safe and effective use of specialist equipment/materials.
- To provide advice and training as required to new staff on Fire, Intruder and Lockdown procedures.
- To assist with deliveries to the school site.
- To provide porter duties e.g. moving furniture and equipment within the site and the set out of chairs as required in the school hall for assemblies or school plays

Cleaners

Cleaners have specific responsibility with regard to their equipment and the use of “wet floor” signs. An external contract cleaner is responsible for cleaning the premises and cleaners should adhere to statutory procedures relating to the use and storage of cleaning chemicals and any advice issued to them by either the school or the Local Authority.

Volunteer Helpers have the same duties as those indicated for employees.

Pupils, allowing for their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Training

The Health and Safety at Work etc Act 1974 requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all its employees. This is expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations where health and safety training is particularly important, e.g. when people start work, on exposure to new or increased risks and where existing skills may have become rusty or need updating.

Why provide health and safety training?

- To ensure that people who work for you know how to work safely and without risks to health;
- To develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- To meet employers legal duty to protect the health and safety of your employees.

Effective training:

- will contribute towards making your employees competent in health and safety;
- can help your business avoid the distress that accidents and ill health cause.

The School Business Manager will be responsible for the day to day management of health and safety of the school site and will be trained accordingly to be able to address any issues that are reported that impact on the health, safety and welfare of staff and children in school. The Head teacher and SBM will be trained to H&S Level 3.

All staff will receive Health & Safety Level 1&2 training within the first month of working on site. Employees will also receive induction and fire/ lockdown training within their first week.

Specific staff will be identified to receive further specific training relating to their specific job role e.g. First Aid.

Staff whose work involves a greater element of risk will need extra or specific training. The HSE risk management guidance provides information about when staff require specific training in, for example:

- using industrial machinery
- managing asbestos



- having responsibility for the storage and accountability for potentially hazardous materials in their buildings

DfE also provide information about the safe storage and disposal of hazardous materials.

Asbestos

Schools which were built before the year 2000 may have asbestos containing materials (ACMs) present. Current government policy is that so long as the asbestos is in good condition and is unlikely to be disturbed, it is better to be managed for the remaining life of the school rather than to disturb it.

Asbestos management plan

These up-to-date and site specific asbestos management plans (AMP) should contain:

- asbestos survey/register - highlights where the ACMs have been found, the condition of the ACMs and recommended actions
- action plan - setting out how the school intends to deal with the asbestos
- monitoring arrangements - if ACMs are left in place then it must be monitored at regular intervals to check that it is still in good condition. The AMP should record the frequency of the monitoring
- communications plan - if a school has ACMs, then this must be communicated to all people who may disturb it, including maintenance contractors, cleaners, teachers

The asbestos survey and management file containing this plan is stored in the School Office.

The Caretaker carries out routine visual inspections to ensure no disturbance or deterioration. Every six months a surveillance report is completed by the Caretaker and any changes to condition of known areas are reported to corporate property services. If necessary the area will be cordoned off until safe. There is an annual risk assessment of asbestos carried out by an approved external contractor each year. Any contractors undertaking intrusive work such as hammering, drilling or removing walls/ceiling will read the Asbestos Management file and report any findings to the School Business Manager in the first instance.

3. Accident/Incident Recording/Reporting

Minor injuries to pupils are recorded on an Accident /Incident report form which is reported to the Head teacher and stored in the main office.

Any serious accident to a pupil which results in a fatality, broken bone or being taken to hospital, with a member or staff or relative, are reported/recorded using the RBC online system and a RIDDOR online form is also completed.

There may be rare cases that may need to be reported to Ofsted. As an Ofsted-registered childcare provider, the school must report all serious childcare incidents that occur to children while they are in your care. This includes all serious accidents, injuries and illnesses. Full guidance and a list of reportable injuries is here:

<https://www.gov.uk/guidance/childcare-reporting-childrens-accidents-and-injuries>

All accidents to staff must also be recorded using the RBC online accident/incident form. Please refer to Corporate Code of Practice Reporting Accident and Incidents 001 located in the school office.

Accident or incident forms shall be retained for 3 years from the date of the accident.

Riddor reporting- What must be reported?

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require employers, or in certain circumstances others who control or manage the premises, to report to the relevant enforcing authority and keep records of:

- work-related deaths



- work-related accidents which cause certain specified serious injuries to workers, or which result in a worker being incapacitated for more than seven consecutive days (see the RIDDOR site)
- cases of those industrial diseases listed in RIDDOR
- certain 'dangerous occurrences' (near-miss accidents)
- injuries to a person who is not at work, such as a member of the public, which are caused by an accident at work and which result in the person being taken to hospital from the site for treatment

Reports to the enforcing authority of all of the above categories, except over-seven-day injuries, must be made immediately by the quickest practicable means and followed up by a written notification within 10 days. Reports of over-seven-day injuries must be sent to the enforcing authority within 15 days.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority. If you are an employer who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, an entry about an over-three-day injury is a sufficient record for the purposes of RIDDOR.

A person is incapacitated if they are unable to carry out the activities they would reasonably be expected to do as part of their normal work. The period of time for an over-three-day injury or an over-seven-day injury does not include the day of the accident, but it does include any weekends or rest days.

Full details of the type of reportable injuries is found here: <https://www.hse.gov.uk/pubns/indg453.pdf>

4. Risk Assessment

Formal risk assessments are carried out when children leave school premises for any reason using the standard school proforma. Risk assessments may also be carried out if children are likely to cause any kind of risk to themselves or others as a result of their emotional or social needs. Risk assessments will be carried out in any circumstances where the risks to pupils or staff are increased.

Risk assessments are carried out as

- a) General Risk Assessment - carried out by any member of staff in any circumstances where the risks to pupils or staff are increased.
- b) School Grounds and Playground Equipment Risk Assessment – carried out by the School Business Manager
- c) Maternity Risk Assessment – carried out by the health and safety officer if there a member of staff is or could be pregnant.
- d) Curriculum Activities Risk Assessment – carried out by curriculum leaders with activities related to their subject.

A Risk assessment pro forma is available from the School Business Manager. Further information is available from the following guides:

HSE A Guide to Risk Assessment Requirements

HSE Five Steps to Risk Assessment

Risk assessments and Risk assessment records www.reading.gov.uk/business/healthandsafety/adviceleaflets/

Risk Assessments shall be reviewed annually unless an incident causes a risk assessment to be reviewed sooner.



5. Off-site visits including school-led adventure activities

The school believes that children benefit a great deal from off site and adventurous activities and promotes the use of these as part of the curriculum. It also takes its duty of care very seriously and balances this with the need for children to have the opportunity to take risks in a secure a safe environment.

Risk assessments for off site visits should be done on line on the EVOLVE website. Please see the **Thameside Educational Visits Policy**.

See also DfE Health and Safety of Pupils on Educational Visits: A Good Practice Guide

www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

There are many circumstances where children may be involved in travelling in vehicles (e.g. Sports events etc.) Legislation states that when children are travelling in a vehicle, they must wear a seat belt and booster cushion until they attain 135 cm. in height, or their 12th birthday, (whichever comes first) and must use a restraint appropriate to their height and weight. Children over 135 cm. in height, or aged 12 or more, must use a seat belt.

All teachers driving a mini bus must hold an appropriate license and have appropriate insurance.

Cross reference with Lone Worker Policy (this is on the admin network; please ask the office staff for a hard copy or for an electronic copy).

6. Selecting and controlling contractors

Repairs and Maintenance

In most cases, contractors for minor repairs and maintenance works in the school will be approved and appointed via the RBC Property Services contract via their helpdesk and given an A-number to track the progress of the works.

In the event the school has to source and appoint a different contractor, the School Business Manager will provide a specification of the work, source at least 3 comparative quotes and request Risk Assessments and Method Statements for the works before approving a contractor to start work.

All contractors must report to the office where they will be asked to sign the visitors' book and wear an identification badge. DBS checks will be carried out on arrival to determine whether the contractor will need to be escorted whilst on the school property. Contractors will be shown and given instruction on the school's fire procedures, asbestos register and procedures, access and any other relevant local procedures. The caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. Staff will be consulted about matters which affect their health, safety and welfare.

Major/ project Building/construction work on school grounds

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project. For the purpose of any building or construction work, the school will adhere to the requirements as set out in the HSE regulations on CDM and following the LA's Corporate Codes of Practice – document No. CORP 002 Construction, Design and Maintenance (March 2019) and CORP 024: Contractors (March 2017).

<https://www.hse.gov.uk/pubns/indg411.pdf>

Unless urgent, major repairs and building work will be scheduled outside of school term when pupils and majority of staff are not on site. The School Business Manager will consult with RBC Property Services and Education Assets Unit will be notified of any scheduled building works prior to commencement and seek their involvement at an early planning stage.



A Client (the Council or the school) must make suitable arrangements for managing the Project. Arrangements should include:

- Assembling the project team, appointing designers (or principal designer) and contractors (including principal contractor if needed) consulting with RBC Property Services and Education Assets Unit.
- Ensuring that the roles, functions and responsibilities of the project team are clear e.g. specification;
- Ensuring sufficient resources and time are allocated for each stage of the project from start to finish;
- Ensuring effective communication and co-operation between the project team;
- Taking reasonable step to ensure that principle designers and principle contractors fulfil their duties (such as by progress meetings or written updates);
- Ensuring that the health & safety performance of designers and controls is maintained;
- Ensuring that workers are provided with suitable welfare facilities during the project.
- The school 'the Client' will take ownership by providing a 'clients brief' of the above arrangements.
- Appointing the right individuals or companies to complete a project is fundamental to its success. If a client does not appoint a principal designer or principal contractor when one is required then the client must carry out their duties.
- A principal designer must be appointed as early as possible in the design process.
- A principal contractor should be appointed early enough in the pre-construction phase to help the client draw up a construction phase plan.
- Anyone responsible for appointing designers (including principal designers) or contractors (including principal contractors) must ensure that they have the necessary skills, knowledge and experience before they are appointed.
- The client has the main duty for providing pre-construction information and it must be provided as soon as possible to each designer (including the principal designer) and each contractor (including a principal contractor).
- The client must ensure that a construction phase plan that outlines health & safety arrangements, site rules and specific measures for any work that is high risk, is prepared before the work begins.
- The client must ensure that a principal designer prepares a health and safety file for projects that involve more than one contractor.

These arrangements will be primarily led by the School Business Manager. The head teacher will be updated and informed on the overall plan and schedule of works and updated as frequently as needed to maintain overall H&S responsibility for the school.

Notifying the Health and Safety Executive

A construction project is notifiable to the HSE when it is scheduled:

- To last longer than 30 working days and have more than 20 workers simultaneously working at any point on the project; or
- Exceeds 500 person days.

If a project that was not notifiable subsequently changes its scope to fit into the above criteria then the client must notify the HSE as soon as possible.

It should be noted that the requirements of CDM 2015 apply whether or not the project is notifiable to the HSE.

7. First-Aid and supporting pupils' medical needs

Care plans for individual children are in place, kept in their confidential folders and in class SEND files. The Inclusion Manager draws up care plans with the parents, child (if appropriate) and medical professionals and will alert teaching and non-teaching staff to them. The Inclusion Manager will brief new teachers each September (or during the year if required).



Epipens are kept in a safe and secure place, within easy reach of the child, in the classroom areas. Each one is named and children with specific allergies are identified using photographs. The school admin officer regularly checks that epipens are up to date and reminds parents when these need to be renewed.

Inhalers are also kept in classrooms (in the child's drawer although spacers, because of their size, may need to be stored separately).

Currently there is a diabetic child in school who needs regular insulin injections. His medication and equipment is kept in a locked wall mounted medical cabinet in his classroom and must be moved on his transition to the next year group.

All other medication is kept in the office in a locked medical cabinet.

The parents of all pupils who keep medication in school give their written consent via a medical form provided by office staff.

Whenever medication is given, the dose, date and by whom is by the person who administers the medication – normally the office staff, or Inclusion Manager in the case of diabetic children.

If an accident does happen, resulting in an injury to a child, first aid will be given. Members of the support staff have a paediatric first aid certificate.

First aid waist bags are to be worn on playground duty by the lunchtime controllers or in the outdoor first aid hut.

First aid boxes are kept on site and these only contain approved materials replenished by the office staff.

Incidents involving injury (of adults or pupils) are recorded on accident forms as supplied by the LA, and we inform parents. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files

Recording and reporting accidents to staff, pupils and visitors - including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Staff receive training annually on medical conditions which are relevant to their current cohort of pupils (e.g. epilepsy, anaphylactic shock, diabetes, muscular dystrophy).

See First Aid regulations leaflet and injuries and disease leaflet

www.reading.gov.uk/business/healthandsafety/adviceleaflets/

See Thameside Medical Conditions Policy (Thameside website; for a hard copy please ask a member of the office staff)

8. Maintaining the estate- planned preventative maintenance (PPM) or reactive maintenance

The school is required to maintain the school estate to make sure it is safe, warm and dry for all users.

Poor or irregular maintenance of school buildings can result in:

- adverse effects on the provision of education
- closure of your buildings
- invalidation of your insurance
- poor value for money
- unnecessary expenditure to rectify problems which could have been avoided
- shorter building life
- risks to the health, safety and welfare of your building users



- legal claims
- non-compliance with regulations

You can reduce these risks by having an effective maintenance regime.

Maintenance types

Maintenance of land and buildings is often categorised as either planned preventative maintenance (PPM) or reactive maintenance.

You should consider the balance between PPM and reactive maintenance. It is recognised good practice to allocate PPM and reactive maintenance budgets in the region of a 70:30 ratio (CIPFA).

Planned preventative maintenance (PPM)

PPM includes works or activities that are undertaken:

- before something fails
- to prevent or stop building condition or equipment breakdowns
- to fulfil a legal duty

Reactive maintenance

Reactive maintenance covers works or activities that are not planned or cyclical. They will be undertaken because of:

- unexpected failure of a component
- vandalism
- accidental damage

Urgent health and safety works are also considered reactive maintenance.

The school last had a condition survey undertaken in February 2020. The report was published in August 2020 and the school will write a planned preventative maintenance (PPM) plan to help prioritise the works that are required to keep the school operational.

What is a condition survey

Condition relates to the physical condition of buildings in the estate. This is determined by undertaking condition surveys.

Condition surveys are normally:

- non-intrusive surveys, carried out by suitably qualified professionals
- cover 5-year planning periods for the purpose of strategic estate management

Why you need a condition survey

Condition surveys will help you to:

- identify what work is needed to maintain the estate
- consider how much works might cost
- prioritise work within available funds
- understand if the nature of the buildings change



This information will help you prepare a maintenance programme, which reflects potential future capital investment.

What's included

The condition survey should identify specific building condition issues, deficiencies and maintenance requirements, including, but not limited to:

- structural
- roofs
- building fabric
- windows and doors
- mechanical and electrical
- asbestos
- utilities
- sewage and drainage
- fire safety and security
- site layout

It should also provide an estimated cost for repair or replacement. The Health & Safety Governor will contribute to the preparation of the PPM 5 year plan and assist with presentation to the governing board for approval. It will be reviewed bi-annually by governors or as often as required if conditions change.

For full details visit: www.gov.uk/guidance/good-estate-management-for-schools

9. School Security

All staff and students must be able to work in a safe and secure environment. Whilst education establishments continue to be amongst the safest places, the school is aware of potential threats of, and impact arising from, security related issues, such as vandalism, arson, cyber-attack, a serious incident involving a weapon or terrorist attacks.

The school's security policy:

- reflects the balance between maintaining an open and welcoming environment for learners, parents and the wider community and protecting them from harm;
- creates a culture in which staff and students recognise and understand the need to be more vigilant about their own and the safety and security of others;
- demonstrate an understanding of the issues that could impact on the school and wider community

Plans and supporting procedures should:

- be based on a realistic assessment of the threats relevant to the school e.g. fire and lockdown/intruder procedures;
- demonstrate that there is a shared and common understanding about how to respond to identified threats e.g fire and lockdown drills termly;
- be very clear about what is expected from the staff, students and the local community should an incident occur e.g. the school as clear written procedures on what to do in the event of fire or lockdown scenario and training is provided.
- draw on experience and expertise provided by the local authority, police and others, such as local neighbourhood forums.



In the caretaker's absence, the school business manager can ensure the security of the building. Alternatively the out of hours security and key holding contractor (Provide SESS Ltd) can provide unlock and lock up facilities at additional charge.

Provide SESS Ltd (security & key holding company) is employed to respond to out of hours alarm calls and will contact named contacts (HT, SBM & Caretaker in the event of an emergency).

The school site is kept secure during the school day and during out of hours. The children's entrance (Harley Road) is locked at 9.00 and re-opened at 3.15pm. The Elliott's Way gate is locked and opened at the same time. The caretaker will lock the infant and the foundation stage gate on his way back into school. Visitors can only enter the school through the main reception, where they are met by the school secretary.

All adult visitors, who arrive in normal school hours, sign the visitors' book in the reception area, and to wear identification badge at all times whilst on the school premises. When it is relevant to do so, DBS details will be checked for professionals who will be working with or alongside children. Visitors with DBS valid checks will wear a Thameside lanyard. Those without DBS will wear a red lanyard to alert staff around the site that they are not DBS trained and should not be areas of the school unsupervised with children.

Staff should challenge adults to enter the teaching areas if they are not wearing a school visitor's badge.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they raise the alarm immediately by contacting the school office or School Business Manager.

Further details of School Security is found here:

www.gov.uk/government/publications/school-and-college-security/school-and-college-security

10. Dogs or Animals on site

Possible scenarios include:

- Dogs being brought to the school gate/door by parents/carers taking children to or meeting them from school.
- Disabled staff bringing a guide or assistance dog to work.
- Dogs being brought into school for planned educational purposes.
- Dogs being exercised by the public on school land.
- Dogs straying on to school land.

Advantages of dogs in educational settings

We acknowledge that in school, children can benefit educationally and emotionally, increase their understanding of responsibility and develop empathy and nurturing skills through contact with a dog. The value of schemes such as 'Pets as Therapy' is widely accepted as a powerful aid to the stimulation of and communication with children especially those of primary school age. Studies have shown that the presence of companion animals can improve the well-being of children and lower their levels of anxiety simply by making the environment happier, more enjoyable and less forbidding.

Disadvantages of dogs in or near school building

However, the school also acknowledges that some families choose not to have dogs or other pets and we must respect their right to hold this view. We also recognise that bringing dogs on to the school premises could pose a health and safety risk to our pupils and others on site and it can be unsettling to some children if dogs are close by as they arrive and leave school.

There are added risks of dog fouling, dogs biting and dogs showing unpredictable or even aggressive behaviour. We recognise that even well-behaved dogs can behave uncharacteristically when placed in an unfamiliar, busy, noisy and crowded school environment and that this can leave to misbehaviour by even the best-trained pet. Children, too, can behave unpredictably when in the presence of dogs, especially if they are not used to being with them or indeed are actually frightened of them.



There is also the risk that contact with animals can result in infestation by parasites and infection including gastro-intestinal or fungal infections. This is particularly a risk for pregnant women or persons with a weakened immune system. There are also both adults and children who have an allergic reaction to the proximity of certain types of animal, including dogs.

View of the RSPCA

We are mindful of the fact that the RSPCA is opposed to the use of animals in education if distress or suffering is or is likely to be caused to the animal. They believe that children and young people can be taught about animals without keeping pets in the classroom, and therefore strongly discourages the keeping of animals in schools. Their literature states that schools can be noisy and frightening places for some animals and it is very difficult to look after any animal's needs properly in a classroom environment.

The governors are insistent that the policy and code of conduct must be strictly adhered to at all times.

Policy

The governing body requires all staff, parents and visitors whose dogs accompany them on site to adhere to this policy.

- **No dogs are permitted on the school premises at any time** unless on an official organised visit approved by the head teacher.
- No dogs are allowed inside any school building unless they are assistance dogs or are from an officially recognised organisation such as Guide Dogs for the Blind, PAT (Pets as Therapy) dogs, Dogs' Trust workshops etc on an educational visit or as part of a timetabled lesson.
- All approved visiting dogs must be on a lead or harness that keeps the dog reasonably close to the adult who is in control of them.
- Visiting dogs must not be left unsupervised on the school premises at any time and must not be left in the sole care of a child under the age of 16.
- If a dog is going to be in school for educational purposes, staff must know in advance and parents must be informed by letter and/or online.
- If any staff, parents or child object to an animal's presence then, as far as possible, arrangements must be made to ensure the animal is kept away from them.
- If there is a member of staff or regular visitor who is reliant on a guide dog or dog assistance in any way, that animal must be allowed to accompany the staff member at all times.

There are signs around the perimeter of the site. Reminders will be sent out in newsletters and text messages to parents/carers.

Advice to those bringing dogs to drop and pickup children at school

It is recognised that dogs are an important part of family life for many in the school community, and as such are often included in day-to-day activities such as walking children to and from school. However, others may find the presence of dogs in the playground and school grounds stressful, even frightening particularly with younger children, and even well-behaved dogs can behave unpredictably when placed in a busy, noisy and crowded environment.

Family dogs

- **Dogs must be kept away from all the school gates** so that children have a choice of whether or not to come into direct contact with dogs.
- No dog may be left tied up and unattended on the school site at any time.
- Parents are discouraged from leaving dogs unattended around the school premises which includes dogs being tied up to the school fencing directly outside the school which could concern some children walking along the footpath.
- Members of the public may not walk or exercise their dogs on school land. If an offender persists after an initial warning, then the school should approach the local authority dog warden or the police.



Stray dogs/animals on school grounds

If there is a stray dog or other animal in the school grounds we will contact our local Council dog warden or the RSPCA for advice and they will come and remove the dog/animal from the schools grounds. Children should be kept indoors until the dog has been safely removed.

Dogs/Other animals being brought in the school as an educational activity for pupils

Schools may wish from time to time to bring a dog or other animals into the school as part an educational activity. This could include activities such as therapy dogs, Guide Dogs for the Blind and Dogs Trust Workshops, such as staying safe around dogs. We have also arranged for reindeer to come in to school near to the Christmas Holidays through an organised charity.

Please note:

- A risk assessment is completed prior to the visit.
- The dog is from a recognised organisation that can show evidence of the dog's nature and temperament;
- The organisation has public liability insurance;
- All necessary arrangements have been put in place prior to the visit, as agreed with the organisation bringing in the dog. This should take into consideration size, breed of dog, age group and numbers of children;
- Consideration taken of any allergic reactions to dogs that pupils or staff may have;
- Pupils have been informed of the appropriate behaviour around dogs, prior to the visit. This should be done in the conjunction with the organisation bringing in the dog and guidance taken from them;
- Good hygiene and hand washing procedures in place for pupils.

11. Occupational health services and work-related stress

The school takes the welfare and wellbeing of staff very seriously. The rationale for this is that:

- a) A good work life balance is central to staff effectiveness and satisfaction, and pupil learning.
- b) Work life balance is about helping staff combine work with their personal interests and commitments.
- c) The governing body has a statutory responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees.

A healthy work life balance is necessary in order to:

- a) attract and retain high quality staff
- b) maintain the school's effectiveness by keeping staff absenteeism and turnover low.
- c) maintain a motivated workforce, with high morale.
- d) maintain team work, staff development and cooperation by effectively distributing leadership.

The school send out an annual wellbeing survey to all staff to gain feedback in to personal wellbeing at work. The results are shared with the Head teacher and the Deputy Head teacher to suggest general and specific improvement to work areas. The school also promotes the teacher support network and its support helpline Tel: 08000 562561 and the Employee Assistance Programme (EAP).

An occupational health referral is will be suggested to a member of staff who is has significant time off work due to either a short or long term medical reason. The aim of Occupational health seeks to promote and maintain the health and well-being of employees, with the goal being to ensure a positive relationship between an employee's work and health. This may include considering reasonable adjustments to help a member of staff maintain a better balance of time at work.



The school will also take guidance from Occupational Health in respect of work related stress and refer to the HSE – Stress at work website: www.hse.gov.uk/stress/ for more information to prevent and manage stress at work.

12. Violence to staff

The school takes action to prevent staff being at risk of violence. Staff work in teams and do not see angry parents alone. Parents have to come in through the main office and request an interview and interviews will take place in the HT or DH office where they can be supervised.

See Violence at work leaflet www.hse.gov.uk/pUbns/indg69.pdf

13. Pupil Restraint

Some staff in the school have been trained to restrain pupils in ways which are safe for both the staff and the pupils themselves. These methods are known as Team Teach methods. The school does not yet have a restraint policy and so staff should keep the safety of all pupils in mind at all times and ask for help from senior staff if reasonable restraint is needed. No restraint will be applied in any case unless the child is at risk or danger of hurting themselves or another person. If a restraint is necessary it will be proportionate and time limited. All incidents including those where restraint has been given to a child will be fully recorded and dealt with in accordance with the school's safeguarding procedure. The named DSL in the school should be notified immediately and will lead with following procedures.

14. Fire safety, including testing of alarms and evacuation procedures

The school has a fire risk assessment in place.

The school has clear fire evacuation diagrams that are displayed throughout the school. These procedures are tested at least 3 times during the academic year and every time there is a practise, a report is made which records the time taken and any difficulties or delays. Procedures can then be adapted as necessary.

Fire call points are checked and recorded on a weekly basis and emergency lighting checked on a monthly basis and recorded by the caretaker in accordance with the guidance detailed within the Corporate Fire & Fire Prevention Code of Practice 012.

Maintenance Arrangements

- a. Fire alarms - contract with PEL via RBC
- b. Fixed wiring tests – 5 year periodic testing; records kept on site
- c. Portable electrical equipment – PAT testing annually; records kept on site
- d. Water management – legionella – monthly testing overseen by SMS x2 yearly. An annual risk assessment is undertaken by SMS.
- e. PE equipment – annual inspection by Universal Services
- f. Play Equipment – annual inspection by RBC
- g. Gas appliances – annual service through RBC
- h. Boilers – annual service through RBC

Contractor servicing by RBC is done through careful liaison between the School Business Manager and the Caretaker.



15. Playground

The safety of pupils and staff on the playground is paramount.

The playground during break and lunchtimes should be supervised at all times. Rotas for playground duty at break time will be drawn up by phase leaders. Break times must end promptly with the whistle blown and children walking to their lines. Teachers should be waiting to collect their children. Children should not be made to wait but should be taken in to school in an orderly fashion, accompanied by an adult as soon as the line has formed.

If staff on duty (teaching or support (including lunchtime), spot a danger on the playground, then the whistle should be blown and the children must be brought in. This might be because of an intruder, a bomb or terrorist threat, a dog, etc. The Head teacher should be informed and the police or other responsible body called.

The teachers should open the doors immediately to let the children in, see them in, and then make sure that the doors are securely locked – so the children are kept safe inside.

- a) Identify the danger.
- b) Inform staff/ police.
- c) Bring children in.
- d) Make the building secure.

16. Control of hazardous substances (COSHH)

Chemicals such as cleaning materials should not be stored in the classrooms.

Chemicals are stored in the Lower Y6 (locked) cupboard, in the caretaker store next to the kitchen (locked) and new cleaner's store, access through new staffroom.

The caretaker has a list of chemicals used in school and those used by the Cleaning contractor. COSHH risk assessments obtained from Reading Borough Council are held on site. If an accident occurs relating to the use of the chemical the COSHH RA must go to A&E so medical staff are aware of what chemical they are dealing with.

17. Dealing with parents who may be unfit through drink and drugs

Please cross reference with Thameside Policy and Guidelines for Drug Education located on the school website.

18. Manual Handling

All staff are advised that before undertaking any manual handling task they ask themselves. CAN I MOVE THE OBJECTS WHERE I NEED TO SAFELY AND WITHOUT RISKS TO HEALTH? Where staff feel the answer is no, or they are unsure, they have been advised to obtain assistance. Staff will then ask themselves the above question again taking into account the assistance obtained e.g. a second person or making use of a trolley.

A risk assessment is place for regular manual handling tasks undertaken; including movement of stationary, raw materials etc have been listed to indicate what this involves.

The practice for setting out PE equipment is displayed near the equipment and the practice for setting out/putting away dining chairs/tables is displayed in the hall.

Training on equipment for PE will be undertaken as part of induction on entry to school by either the PE leader or the school caretaker.

The caretaker will also train lunchtime support staff on the correct way for putting out the tables.



19. General Risk Assessment for Caretaker's duties and working at heights

The school has a risk assessment in place for all tasks and activities that the Caretaker is responsible for doing. This includes using machinery and manual tools.

Only the Caretaker is required to work at heights and may be asked by school staff to help put up displays in classrooms. Only staff who have working at heights training should climb a ladder whilst on the school site.

The care taker will only climb heights when he has another person on site to assist. He should not climb a ladder when he is Lone Working.

20. Display Screen Equipment

Any member of staff who is a regular user of display screen equipment has completed the DSE questionnaire/risk assessment.

21. Review and Consultation arrangements with employees

The governing body has a named governor with responsibility for premises/ health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governors will carry out Health and Safety walkabouts termly and report findings to the Headteacher.

The Headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Headteacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

22. Emergency Planning Contacts

The school have adopted the RBC Rainbow Contingency Plan. In the event of a whole school evacuation staff and children will be taken to another safe school in the local area. A copy of this is in the Headteacher and School Business Manager's office.

The school have an emergency grab bag with key contact information, emergency and first aid equipment. All contact information is listed in the emergency grab bag. Pupil and staff electronic data and communications systems are accessible remotely from any location.

23. Related Policies

Curriculum subject policies – health and safety issues in relation to each of the subjects is outlined.

Lettings policy

Policy and Guidelines for Drug Education

Medical conditions policy

Offsite visits policy

Lone worker policy



24. Source Material

Reading Borough Council 'Guidance of writing a safety policy'

NAHT model policy

Various School Dog Policies

Reviewed HW and RH 9/16 with advice from RBC Health and Safety Officer

HSE website