

HEALTH AND SAFETY POLICY

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of London Christian Learning Centre

Legislation: The Health and Safety at Work Act 1974: Sections 2(3), 3 and 4:
<http://www.legislation.gov.uk/ukpga/1974/37/section/3>

Risk Assessments: The Management of Health and Safety at Work Regulations 1999: SI 1999/3242. The 1999 regulations impose a duty on employers to produce a risk assessment.
<http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

GENERAL GUIDELINES

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the Governing Body and Principal/Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties where appropriate

RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body is responsible for ensuring health and safety management systems are in place and effective.

A Health & Safety Governor **Minerva Suba** has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing Body will receive regular reports from the Head Teacher/Principal or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing Body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

The Governing Body as the employer provides access to competent H&S advice via Health and Safety Team as required by the Health and Safety at Work Act 1974]

RESPONSIBILITIES OF THE HEAD TEACHER/PRINCIPAL

Overall responsibility for the day to day management of health and safety in accordance with the Trustees/Governing Body's health and safety policy and procedures rests with the Head Teacher/Principal.

The Head Teacher/Principal has responsibility for:

- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing Body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher/Principal may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Headteacher/Principal to **Rev Timothy Bolus**.

Within departments this task is further delegated to the **Relevant Head of each Learning Centre**

RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY

Heads of Learning Centre will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head [individual with delegated authority] of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

RESPONSIBILITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;

- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.
- Be aware of the practical guidelines for working at height within the school. (See separate appendix).

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

RESPONSIBILITIES OF ALL EMPLOYEES

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Co-operate with the Principal and others in meeting statutory requirements; not interfere with or misuse anything provided in the interests of health, safety and welfare;
- Comply with the school's health and safety policy and procedures, and safe working practices applicable to their posts at all times; where in doubt they must seek immediate clarification from the Principal;
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the Head Teacher/Principal
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons, ensuring that tools and equipment are in good condition and report any defects to the Head Teacher/Principal
- **Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher/Principal**

RESPONSIBILITIES OF PUPILS

All pupils are expected, within their expertise and ability, to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- Use and not willfully misuse, neglect or interfere with things provided safety purposes.

N.B. Pupils will be made aware of these responsibilities through direct instruction, notices and the school handbook.

SMOKING

London Christian Learning Centre operates a no smoking policy

Policy Adopted by Governors on: 20 March 2017

Policy Last Reviewed on: 20 March 2017

Policy Due for Review on: March 2018

OTHER RELATED PROCEDURES AND POLICIES

- Appendix 1 - Risk Assessments
- Appendix 2 - Statutory Tests
- Appendix 3 - Offsite visits
- Appendix 4 - Health and Safety Monitoring and Inspections
- Appendix 5 - Fire Evacuation and other Emergency Arrangements
- Appendix 6 - Fire Prevention, Testing of Equipment
- Appendix 7 - First Aid and Medication
- Appendix 8 - Accident Reporting Procedures
- Appendix 9 - Health and Safety Information and Training
- Appendix 10 - Personal Safety / Lone Working
- Appendix 11 - Premises and Work Equipment
- Appendix 12 - Flammable and Hazardous Substances
- Appendix 13 - Moving and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Minibuses
- Appendix 19 - Transport
- Appendix 20 - Work Experience
- Appendix 21 - Farm Visits
- Appendix 22 - Residential Visits

Appendix 1

GENERAL RISK ASSESSMENTS

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by **Mayline Armstrong** following guidance approved by the **Head Teacher/Principal, Rev Ida Bolus**.

Risk assessments are available for all staff to view and are held centrally in school office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

INDIVIDUAL RISK ASSESSMENTS

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by **Minerva Suba**. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the **Head Teacher/Principal, Rev Ida Bolus** of any medical conditions (including pregnancy) which may impact upon their work.

CURRICULUM ACTIVITIES

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department/subject teachers as detailed below.

- Design and Technology
- Practical Science
- Art & Design
- Physical Education

These assessments should be incorporated within the scheme of work, lesson plan etc.

In order to assess the risks adequately, the following information should be collected

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

Appendix 2

STATUTORY TESTS

Statutory tests must be carried out on all the following. Further details are under each relevant appendix:

- Fire Extinguishers (*Appendix 5*)
- Fire Alarm (*Appendix 6*)
- Fixed Electrical Wiring Installation (*Appendix 11*)
- Emergency Lighting Inspection and Test (*Appendix 11*)
- Portable Appliance Testing (PAT) (*Appendix 11*)
- Playground and gym equipment (*Appendix 11*)

Appendix 3

OFFSITE VISITS

Risk assessments for offsite visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator, **Minerva Suba** who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to person with delegated authority for approval, **Rev Ida Bolus**.

Appendix 4

HEALTH AND SAFETY RISK ASSESSMENTS

A general inspection of the site will be conducted on a termly basis and be undertaken/coordinated by **Minerva Suba**.

The person(s) undertaking inspection will complete a report in writing and submit this to the **Head Teacher/Principal, Rev Ida Bolus**. Responsibility for following up items detailed in the safety inspection report will rest with **Myla Castro**.

A named **Governor, Myla Castro**, will undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Governing Body meetings.

Appendix 5

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The **Head Teacher/Principal, Rev Ida Bolus** is responsible for ensuring the school's fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

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

Emergency contact and key holder details are maintained by **Rev Timothy Bolus**.

Fire Drills

Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment.
- Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Appendix 6

INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT

Aileen Sarmiento is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in main office.

Fire Alarm System

Fire alarm call points will be tested weekly in rotation. This test will occur on Tuesday mornings.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer **Telecom Alarms on 0800 808 7711.**

A fire alarm maintenance contract is in place with Telecom Alarms and the system tested 6 monthly by them.

Fire Fighting Equipment

Weekly in-house checks are made to ensure that all fire-fighting equipment remains available for use and operational.

London Fire Protection undertakes an annual maintenance service of all fire-fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **London Fire Protection on 0208 506 2360.**

Emergency Lighting Systems

These systems will be checked for operation monthly in house undertaken by **Marcjan Palad**

Means of Escape

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

Appendix 7

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extracurricular activities)

Trained To Emergency Aid Level (6 hr.):

An Marie Pangilinan / date of training / Learning Centre A
Chief Velasquez / date of training / Learning Centre B and C

Trained To EYFS Standard (Paediatric First Aid, 12 hr.):

Nikki Garcia /date of training / Preschool
Richelda Ramos / date of Training / Preschool
Robee Anne Regala / date of training / Learning to Read

First aid qualifications remain valid for 3 years. Mayline Armstrong will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

First Aid Boxes Are Located At The Following Points:

Each Learning Centre has a First Aid box on top on their filing cabinet.

Richelda Ramos / Preschool; Robee Regala / LTR; An Marie Pangilinan / LCA and Rev Ida Bolus / LCA&B are responsible for regularly checking (termly) that the contents of first aid boxes including travel kits are complete and replenished as necessary.

Transport to Hospital

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents/carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 0845 4647) and, in the case of pupil with the parents/carers.

The school nurse is **Maricor Balinbin**.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document '[Supporting pupils at school with medical conditions](#)'.

No member of staff will administer any medication unless a request form has been completed by the parent/carer.

Richelda Ramos (Preschool); Robee Regala (LTR); An Marie Pangilinan (LCA) and Daphne Bolus (LCA & B) are responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering.

Records of administration will be kept by **Mayline Armstrong**

All non-emergency medication kept in school are securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location] with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in indicated storage (cabinet) for each learning centre, and clearly labelled.

Health Care Plans

Parents/carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year/when child enrolls/on diagnosis being communicated to the school and will be reviewed annually by **Myla Castro**.

All staff are made aware of any relevant health care needs and copies of health care plans are available school office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Appendix 8

ACCIDENT REPORTING PROCEDURES

Accidents to Employees

All employee accidents, no matter how minor, must be reported to the **Head Teacher/Principal, Rev Ida Bolus** who will make a report to the Governing Body

Accidents to Pupils and Other Non-Employees (Members of Public/Visitors to Site etc.)

A local accident book at **school Reception** is used to record all minor incidents to pupils and non-employees. More significant incidents as detailed below must also reported to the **Head Teacher/Principal, Rev Ida Bolus** who will make a report to the Governing Body

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises/equipment defects.

All major incidents will be reported to the **Head Teacher/Principal, Rev Ida Bolus** who will make a report to the Governing Body.

Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the **Governing Body** as necessary.

The **Head Teacher/Principal, Rev Ida Bolus** will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)/RIDDOR

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the **Head Teacher/Principal, Rev Ida Bolus** and Governing Body

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the Head Teacher/Principal, Rev Ida Bolus and Governing Body

Appendix 9

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The following School health and safety annual committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Florence Olufeso

Myla Castro

Minerva Suba

Josephine Dizon

Communication of Information

The Health and Safety Law poster is displayed in school reception.

The **Governing Body** as the employer provides access to competent H&S advice via **Rev Ida Bolus** as required by the Health and Safety at Work Act 1974

Health and Safety Training

All employees will be provided with:

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

Training records will be kept in staff filing cabinet.

Mayline Armstrong is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The **Head Teacher/Principal, Rev Ida Bolus** will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the **Head Teacher's/Principal, Rev Ida Bolus'** attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Appendix 10

PERSONAL SAFETY/LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

Staff will report any such incidents to the **Head Teacher/Principal, Rev Ida Bolus**. The school will work in partnership with the police where inappropriate behaviour/individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone Working

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

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

Staff working outside of normal school hours must obtain permission of **Head Teacher/Principal, Rev Ida Bolus** and sign in and out of the school premises

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

School Staff Responding To Call Outs

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Nominated Keyholders are Rev Ida Bolus and Rev Timothy Bolus

Appendix 11

PREMISES AND WORK EQUIPMENT

All staff are required to report to **Robee Anne Regala** any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Rev Ida Bolus is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Planned Maintenance/Inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in main office.

Curriculum Areas

Learning Centre Supervisors are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to **Marcjan Palad**.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted half termly by **Rev Timothy Bolus**

Marcjan Palad is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

A fixed electrical installation test (fixed wire test) will be conducted by on a 5 year cycle inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period.

Emergency Lighting Inspection and Test

A flick test will be conducted monthly by **Marcjan Palad**

A full discharge test will be conducted annually by **Marcjan Palad**

External Play Equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and **Robee Regala** will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by **Chief Velasquez**

Water Coolers

The school uses filtered water machines which are sanitised and maintained every 6 months by Capital Water Servcies.

Appendix 12

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **“Control of Substances Hazardous to Health Regulations 2002”** (COSHH Regulations).

Within curriculum areas (in particular science and DT) **Chief Velasquez** is responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person responsible for substances hazardous to health is the **Headteacher, Rev Ida Bolus**

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of children and all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, Headteacher, **Rev Ida Bolus** is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and from builders, decorators, flooring specialists, etc.*).

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Head Teacher/Principal, Rev Ida Bolus shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are logged

Appendix 13

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

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

All manual handling activities which present a significant risk to the health and safety of staff will be reported to **Minerva Suba / Myla Castro** and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques).

All moving and handling of pupils has been risk assessed and recorded by **Mayline Armstrong** and assessed competent member of staff, **Minerva Suba / Myla Castro**.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

Appendix 14

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to **school reception** where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and any other related information.

Headteacher, Rev Ida Bolus is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls/risk assessments are in place and working effectively.

Appendix 15

WORKING AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff that use ladders/stepladders using the following guidance: <http://www.hse.gov.uk/pubns/indg455.pdf>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. maintenance staff, drama, ICT technician etc.

The school's nominated person responsible for work at height is **Rev Timothy Bolus**

The nominated person(s) shall ensure:

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

Appendix 16

DISPLAY SCREEN EQUIPMENT (DSE)

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

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

Appendix 17

VEHICLES ON SITE

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

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

Vehicle access control to the school must be arranged with **Rev Timothy Bolus or Mr Harold Ashley**

Shared use of parking is managed by **LESC Ltd.**

Appendix 18

SCHOOL VAN

Rev Timothy Bolus maintains a list of nominated drivers who have received training in order to drive the school van and conducts an annual check of their driving licence.

All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory.

Rev Timothy Bolus is responsible for undertaking regular checks on the school van and ensuring that it is road worthy and legal

Appendix 19

TRANSPORT

The group leader should consider

- Passenger safety
- Type of journey
- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision

Supervision on visits

The level of supervision necessary should be considered as part of the risk assessment

- Level of supervision on coaches
- Safety when crossing roads
- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport
- Responsibility for checking seat belts
- Travel sickness pills should only be taken when previous authorisation has been received from the parents.

Use of cars

- the car should be roadworthy
- the driver has the appropriate licence
- the driver has the appropriate insurance
- drivers ensure pupils wear seat belts
- Parents or any other adults should never be in a position where they are left alone in a car with a child and a central dropping off place is arranged.
- Booster seats are used where necessary (see the following information)

Rules concerning the use of seat belts and booster seats:

Children over three and up to 1.35 metres in height (approx. 4ft 5ins) or the age of 12, whichever they reach first, must use what the government calls the "correct child restraint" ("booster seat").

There are three exemptions where a child in this category does not have to use a child restraint, but must use the adult belt instead: in a taxi if travelling a short distance because of an "unexpected necessity" or if there are two occupied child booster seats in the rear which prevent a third being fitted.

A child of three or over may travel unrestrained in the rear seat of a vehicle if seat belts are not available.

Children over 1.35 metres, or who are 12 or 13 years old, must wear an adult seat belt in the front and rear seat "if available".

Passengers 14 and over must also wear seat belts in the front, (and back seats, if available). They are deemed as adult passengers, so it is therefore their legal responsibility - not the driver's - to comply with the law.

Appendix 20

WORK EXPERIENCE

Secondary level only

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities. **Sam Ikhinmwin and Robbi Ikhinmwin** are responsible for managing and co-ordinating such activities, hereafter the placement organiser.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

- The placement organiser will assist and guide the young person undertaking the work placement at all times.
- It is the responsibility of the placement organiser to take responsibility for the young person's health and safety.
- All students should be briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The placement organiser should arrange an interview prior to the placement to discuss conduct at work, procedures, timings and health and safety issues.
- An escorted walk of the emergency fire evacuation procedures including the locations of the nearest exits and the assembly point should be undertaken
- Information on the accident reporting system and location of First Aider should be given.
- A disclaimer form should be signed by the young person following this briefing.
- Regular checks should be made to ensure that the young person is able to cope with the hours of work required.
- If at any time the individual is concerned about any issue they should feel free to voice that immediately to their placement organiser.

- Any incidents involving students on work placement activities should be reported to the placement organiser at the earliest possible opportunity.

Appendix 21

FARM VISITS

Farms can be very dangerous places even for the people working on them.

Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections.

The farm should be well managed and have a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and clean grounds and public spaces.

Pupils should not;

- Place their faces against the animals or put their hands in their mouths after feeding animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps
- Ride on tractors or other machines
- Play in the farm area

Appendix 22

RESIDENTIAL OR OFF SITE VISITS

Staff ratio should be at least 1 member of staff for every 10 pupils.

- The group should ideally have adjoining rooms with Supervisors' quarters next to the pupils rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance;
- There must be at least one teacher from each sex for mixed groups
- There must be separate male and female sleeping/bathroom facilities for pupils and adults
- The immediate accommodation should be exclusively for the groups use
- There should be appropriate and safe heating and ventilation
- The whole group should be aware of the lay out of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors
- All staff employed at the centre should be checked on their suitability for working with young people
- Locks on doors should work in the groups rooms but appropriate access should be available to Supervisors at all times
- There should be drying facilities
- There should be adequate space for storing clothes, luggage, equipment
- There should be adequate lighting
- There should be provision for children with special needs and for those who fall sick
- Balconies should be stable, windows secure, electrical connections safe
- Where possible pupils should not be lodged on ground floor rooms
- The fire alarm must be audible throughout the whole accommodation
- There should be recreational facilities for the group
- There should be an appropriate number of supervisors on duty during the night
- As soon as possible after arrival a fire drill should take place