

Coopers Lane Primary School



Health and Safety Policy

Author/ Checked:	D Monkhouse/ A Mehmet	Date: September 2018
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A Coopers Lane Learner...



Statement of Intent

The Governors of Coopers Lane School recognize and accept their responsibility in providing a safe and healthy environment for the staff employed in the School, for the children attending the School and for other users of it. This also includes those employed to undertake other activities on behalf of the school.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974, Regulations, Approved Codes of Practice, Guidance, etc made under this legislation as well as the Instructions, Guidance and Codes of Practice issued by the Local Authority. To this end, the Governors have designated the Headteacher as having strategic oversight of the School's Health and Safety Organisation and Arrangements on its behalf whilst each member is expected to reinforce the Governing Body's message on Health and Safety. The Governing Body, nonetheless, recognises it has a corporate responsibility towards the School, its staff, pupils and for others coming on to the premises.

This is achieved by:

- assessing and controlling risk as part of the day-to-day management of school activity;
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently;
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities and;
- Periodic review of the Health & Safety Policy as school activities and the associated risks change.

All personnel employed within the school have a legal obligation and duty of care to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- reporting any incident that has led, or could have led, to damage or injury to the School Business Manager;
- Assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

Health & Safety Statement of Intent

Endorsed by the Governing Body on

- Signed: _____ **Head teacher**
- Signed: _____ **Chair of Governors**

Introduction

This document outlines the framework and procedures for an active policy of Health and Safety at Coopers Lane School.

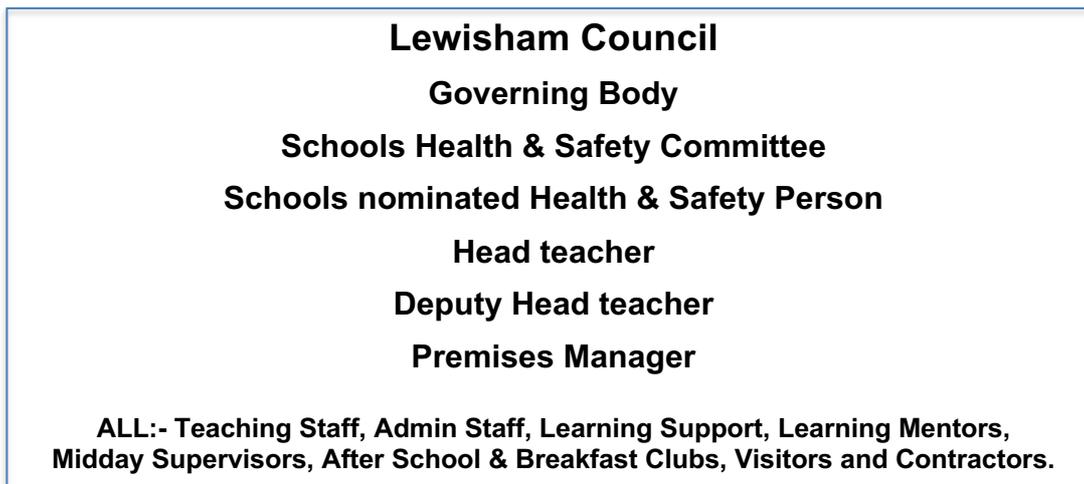
Some specific and more detailed information supporting document, are available from the school office. All staff should familiarise themselves with the content of this policy and the accompanying guidelines and procedures. All new staff should participate in the Induction programme to Coopers Lane School as this contains sessions on Health and Safety. This information is a part of the Coopers Lane School policy document. All staff should use every opportunity to involve pupils in, and raise awareness of good Health and Safety practices.

Aims and Objectives

The aims and objectives of the Health & Safety Policy are to:

- Promote high standards of safety, health and welfare in compliance with The Health and Safety at Work etc. Act. 1974, other statutory instruments and approved codes of practice;
- ensure that places and methods of work are safe and healthy through related safety procedures referenced in this document and other procedures that are adopted from time to time as appropriate to changing circumstances;
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards;
- provide adequate relevant training, instruction, supervision and information to all employees in order that they may work in safety as is reasonable and practicable;
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare;
- all personnel are responsible for the raising of awareness with regards to aspects of safety;
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety;
- Ensure that full and effective consultation on all matters is offered between school Union Health & Safety Representatives and Representatives of Employee Safety.

COOPERS LANE SCHOOL'S HEALTH AND SAFETY ORGANISATIONAL CHART



Responsibilities of individuals within the School are as follows:

Governing Body

As Coopers Lane School is a Community maintained school the responsibility for health & safety lies with the employer who is the local authority. The Governing Body is responsible for providing strategic management of the school and regularly monitoring the health and safety arrangements that are in place. The Governors must ensure that:

- Lewisham Councils Children & Young Peoples Directorate's Health, Safety and Welfare Policy is implemented and monitored within the School;
- the main elements for managing health and safety in the school e.g. inspections, risk assessment and monitoring, are incorporated into the school's management arrangements and procedures;
- the school includes health and safety issues and obligations in its development plan;
- all health and safety policies are implemented and prioritised;
- A designated Governor is appointed to represent the Governing Body for health and safety matters alongside the Head teacher or the schools nominated Health and Safety Representative(s);
- the Governing Body receives regular reports from the Head teacher and/or the Health and Safety Representative(s) on any health and safety matters and discuss and act upon any recommendations;
- All activities under delegated budgets are carried out in a safe manner, including equipment maintenance/repairs, small jobbing repairs, handling/transportation of dangerous/harmful articles and substances.

Head Teacher Responsibilities

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The Head teacher, (or in his absence, the Deputy Head teacher) is responsible for the day-to-day implementation of the Health & Safety Policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements. The Head teacher shall:

- be the focal point, or officially delegate responsibility to someone from senior management, for day-to-day references on safety and give advice or indicate sources of advice;
- co-ordinate the implementation of the approved safety procedures throughout the school; includes all LA updates and recommendations;
- maintain contact with outside agencies offering expert advice on health and safety;
- report all known hazards to senior management or where applicable the Premises Manager;
- stop any unsafe practises or the use of dangerous plant, tools, equipment, machinery, etc. until reviewed/rectified and made safe;
- make recommendations to the senior management or the Premises Manager with regard to faulty plant, tools, equipment, machinery, etc. for additions, repairs and/or replacement of any faulty/hazardous items;
- notify the local authority of any hazardous building defects or statutory maintenance related issues e.g. damaged roof or faulty boiler;
- organise regular inspections of school premises for health and safety purposes and ensure that any potentially hazardous situations are reported;
- ensure all accidents are reported centrally, to Lewisham Council and when necessary to the Health & Safety Executive;
- regularly review First Aid provision in the School;
- review the Emergency Procedures regularly and make recommendations for improvement to the procedures where necessary;
- work closely with the Governing Body to ensure all aspects of Health and Safety Policy are reviewed regularly and amended/improved where necessary.

Union Health and Safety Representative(s)

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The Healthy and Safety at Work etc. Act 1974 states provision is made for the appointment of Union Health & Safety Representatives. It is the function of the Health & Safety Representatives to make such proposals as they see fit with regard to ways of achieving improvements in health and safety. The school has a Premises Manager who will oversee aspects of health and safety within their remit alongside appointed voluntary Health and Safety Representatives – possibly one from the teaching staff and one from the non-teaching staff.

The functions of the Union Health and Safety Representatives are:

- to report potential hazards and to take remedial action if competent to do so;
- to examine causes of any accidents that occur in the workplace and suggest remedial action;
- to ensure than any such accidents are reported using the appropriate form;
- to investigate any complaints relating to health, safety and welfare at work;
- to consult with Lewisham Council with regards to the above and other queries affecting health and safety in the workplace;
- to be offered involvement in the inspection process of the school premises;
- to be offered to attend meetings of Health and Safety Committees;
- to disseminate information to their union members keeping them up-to-date with any new health and safety initiatives;
- to raise health and safety issues at Staff Meetings;
- to monitor that written risk assessments are readily available to staff and to monitor compliance;
- to provide information, instruction, training and supervision to enable employees to avoid hazardous situations and contribute positively to their own health and safety in the workplace;

The Premises Manager

The Premises Manager is line managed by the Head Teacher and is responsible for the implementation and operation of the school's health & safety policy with regards to the fabric of the building and all statutory maintenance checks. The Premises Manager is responsible for making recommendations to the Head Teacher regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others. The Premises Manager is also responsible for fire safety including coordinating half termly fire drills, weekly call point tests, escape routes, maintenance of system, checking of fire safety equipment and elimination of potential fire risks.

All Employees and Pupils

The safety arrangements set out below are for the information, guidance and compliance of all

personnel in the School. Under The Health and Safety at Work etc. Act. 1974 and a number of current Regulations and approved codes of practises, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything reasonably practicable to prevent injury to individuals and themselves. This will be achieved by complying with arrangements and procedures developed arising from risk assessments.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe systems of work that apply to their own work and to report hazards discovered by them to their Headteacher, nominated Health & Safety deputy or Premises Manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

The safety of pupils in classrooms is the responsibility of Class Teachers and Teaching Assistants. All staff are expected to:

- Supervise pupils and know the emergency evacuation and first aid procedures;
- Be aware of the relevant management safety measures adopted in their own designated teaching areas and to comply with them;
- Give clear instructions and warning when applicable;
- Highlight safety issues to their senior management, nominated Health and Safety Person and the Premises Manager.

Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring the educational visits and school trips risk assessments are both suitable and sufficient. They will ensure all the risks have been identified and suitable control measures implemented.

Teachers will send their risk assessments to the EVC for checking prior to the visit happening at least four weeks before the date of the visit.

The EVC will attend training and refreshers at regular intervals.

TABA – ‘There and Back Again Policy’ require notification to the LA, for overnight, overseas or high risk activity trips, refer to [TABA Policy](#) in full.

First Aid Staff

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

Responding promptly to all requests for assistance

- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.
- Undertaking regular refresher training
- Looking after first aid equipment and ensuring that containers are re-stocked when necessary.

Fire Marshals

Fire Marshalls will undertake fire marshal training.

Their role may include:

- Sweeping of dedicated areas
- Assisting those on the premises to leave the building
- Closing doors and windows (if safe to do so)
- Ensuring fire exits are kept clear, firefighting equipment is visible, signage is adequate and good housekeeping is maintained.
- Reporting to the Fire Controller
- Liaising with the Fire Brigade

Health & Safety Committee/ Team

The Health and Safety Committee/ Team will be comprised of the Head Teacher (Deputy Head Teacher), Premises Manager, the nominated Health & Safety Person and Union Health & Safety Representatives and will meet as deemed necessary. They will also meet together or individually with the nominated H&S Governor as required to monitor and review H&S matters, procedures and policies.

Under section 2(7) of the Health and Safety at Work etc. Act 1974, the Safety Committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health, safety and wellbeing at work of the employees, pupils and visitors.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Governing Body on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
- examination of health & safety audit and inspection reports on a similar basis;
- consideration of reports and factual information provided by inspectors of the enforcing authority;
- consideration of reports that Union Health & Safety representatives may submit;
- assistance in risk assessment and the development of school safety procedures and safe systems of work;
- monitoring the effectiveness of safety procedures and safe systems of work;
- monitoring the effectiveness of employee safety training;
- monitoring the adequacy of health and safety communication and publicity in the school.

Contractors

It is the responsibility of contractors and their employees to read and comply with the School's Health and Safety Policy. Where contractors are employed they must be vetted for suitability of the task and meet the relevant criteria. Refer to the [Managing Contractors Policy and permits to work](#)

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All Contractors must be presented with the schools Asbestos Register prior to commencing any intrusive works so that they are forewarned of any asbestos that may have been identified. For more information see the Managing Contractors Procedure.

Planning/Implementation & Training

Staff Information and induction

- Staff will be given a copy of the Health & Safety policy & procedures and asked to sign to say they have read and understood their delegated roles and responsibilities. All staff will have an induction training in September inset or sooner if required.
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- Changes or new procedures will be given to all employees as relevant and their signature obtained for the information log;
- Key health & safety information will also be included in the staff handbook;
- New employees will be given a site tour and information at induction.

Staff Training & Competencies – training levels.

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organised as required:

General legislation requires information, instruction, supervision and training but does not always set out a specific course.

- **Head Teacher/Deputy Head** – preferably 1 day IOSH Managing Safely Course. At least awareness in risk assessment training.
- **Premises Manager** – preferably 1 day IOSH Working Safely. At least awareness in working at height, fire, manual handling, COSHH AND MANAGING CONTRACTORS
- **Educational visits co-ordinator** – EVC training
- **First aiders** – 3-day Full First Aid at Work, 1-day Emergency First Aid, 2-day Paediatric First Aid & 1-day Emergency Paediatric First Aid (All HSE & Ofsted approved) and refresher as required.
- This is a statutory requirement.
- **Governors** – Safety Awareness briefing and / or LA training as required.

Staff Consultation

- Staff will be consulted and asked for their input on the Health & Safety policy by SLT.
- Health and safety will be a standing agenda item for staff meetings;
- A formalized annual review of the policy will be undertaken and staff asked for their input;
- Staff will be encouraged to report any H&S concerns by contacting the school nominated Health & Safety Person or the Premises Manager;
- Copies of up to date H&S manual and copies of all risk assessments and policies will be kept electronically on the Google Drive and hard copies in the school office for review by staff whenever required.

Health and safety information for pupils, visitors and contractors.

- Information for pupils will be given at assemblies and in certain lessons as required;

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- Information for parents will be provided on the school website & through letters and newsletters;
- Information for visitors will be given verbally with the visitor's badge.
- Information for contractors will be provided using relevant documentation by the relevant person at the time of agreeing works, verbally and with visitor's badges. All checks will be completed before work and access to site are permitted.

Supervision of Pupils

The Head teacher is responsible for:

- the internal organisation, management and control of the school and to deploy and manage the teaching and non-teaching staff
- ensuring appropriate behaviour at all times during the school day (including mid-day break) when pupils are present on the school premises and whenever pupils are engaged in authorised school activities – whether on the school premises or elsewhere;
- Maintaining a reasonable system of supervision for all pupils who are on any part of the school premises or for whom the school has accepted responsibility; with senior management, checking that these scheduled duties are carried out.

Parents will be made aware of supervision procedures and policies when their child enters the school and all the relevant information is available on the school booklet. Any changes in policy and procedures will be altered accordingly with parents informed through regular School Newsletters, Governors' Report etc.

Health & Safety Arrangements

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Coopers Lane School.

Defective Tools and Equipment

- All defective tools or equipment must be reported immediately to the Premises Manager or the nominated Health & Safety Person;
- The equipment concerned must be immediately withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until it has been inspected and repaired.

Emergency Evacuation

Information of evacuation procedures at in school events will be given at the start of each event. In the event of an emergency evacuation of the staff, pupils and visitors from the school, the procedures detailed in the business continuity plan will be followed.

Means of Access/Egress

Always use designated walkways and routes of access. Do not use short cuts; they can result in serious accidents. Cars and pedestrians will be kept separate.

Lifts

Lifts are provided for use and are routinely maintained. Inspections and reports are held by the premises manager.

Good Housekeeping

Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

Electrical Equipment

Hard wire electrical testing is carried out by an approved contractor every 5 years as per the statutory guidelines. The Premises Manager has been designated to take responsibility for this.

All portable or moveable electrical equipment has a British Standard Kite Mark and is tested annually (Portable Appliance Testing - PAT) by a competent person. Any items failing the test are disposed or repaired immediately.

Staff must report any issues with electrical equipment immediately to the premises manager.

Use of Harmful or Hazardous Substances – COSHH

Section 6 of The Health and Safety at Work etc. Act 1974 requires manufactures or suppliers to make safety sheets available on the substances they supply. Potentially hazardous substances are also required to carry some of the information on their labels, including the appropriate danger, its symbol and the appropriate risk and safety phases.

The Premises Manager is the schools trained competent COSHH Assessor. No hazardous chemicals are allowed onto the school premises without the Premises Managers permission or unless a COSHH assessment has been completed.

For more information please see the [Harmful Substances COSHH Procedure](#)

Manual Handling of Loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person. The schools nominated Manual Handling of Loads risk assessor is the Premises Manager.

For more information see the [Manual Handling Procedure](#)

Legionella – Water Management

The school will instruct a competent person to undertake a legionella (water) risk assessment on behalf of the school. Findings from the risk assessment will be documented and any significant issues or recommendations arising will be addressed according to priority. All taps must be labelled denoting if it is drinking water or not.

For more information see the [Legionella – Water Management Procedure.](#)

Working at Height

Working at height is defined as any activity where a person is at risk of falling. This includes working at ground level, above or below.

All activities that require working at height must be risk assessed prior to the activity by a competent person.

Staff are not permitted to work at height unless they have attended a minimum of working at height awareness training.

For more information see the [Working at Height policy](#).

Premises Inspections

The premises manager shall undertake routine inspections to ensure the safety, operational and functional aspects of the building elements, including glazing and equipment.

Waste Disposal

Waste will be placed in the appropriate bins within the building, and removed each day by the Premises team, to the designated storage areas.

Hazardous waste such as computer equipment, fluorescent light bulbs, old fridges etc. have to be registered in the Hazardous Waste log which is maintained by the Premises Manager and collection organized by approved contractors. The collection certificates are also kept in this file and must tie in with the log. It is responsibility of the Premises Manager to keep the log and paperwork up to date for inspection when required.

Medical waste (such as wipes used to clean up body fluids and needles) need to be disposed of in the medical waste bin which is kept in the medical room. This waste is collected monthly by a specialist contractor who will provide a certificate of collection.

Asbestos Management

The Premises Manager has been designated responsibility for making regular inspections areas known to contain asbestos. They will check for signs of physical disturbance and organise annual inspections by an approved contractor. In the event of suspected disturbance, the Premises Manager will immediately bring this to the attention of the nominated Health & Safety Person and the Head Teacher who will take responsibility for deciding the next steps. This will involve;

- Physically restricting access to the area including making a door air tight by sealing with tape;
- Notifying Lewisham Council's Estates Management Unit and LBL Schools H&S Advisor;
- All involved to be provided with an area to remove potentially contaminated clothing for disposal as hazardous waste;
- Possible evacuation and closure of the school whilst an emergency call-out is arranged by an approved contractor;
- On confirmation of asbestos release the school will complete a RIDDOR for the HSE.

No intrusive work can take place without consulting the asbestos register prior to commencing work and adhering to Lewisham Council's Estates Management Unit's Asbestos Interim Management Policy.

For further information refer to the [Asbestos Management Procedure](#) kept in the Main School Office.

Smoking

Smoking is not permitted on the school premises.

Use of Nicotine Containing Products

The term “electronic cigarette” is a generic term many, but not all, are in the form of thin white tubes that look like cigarettes. Some electronic cigarettes contain nicotine, some do not. Some produce a white odourless vapour others produce no vapour at all. They do not burn tobacco and do not create smoke (products of combustion).

Use of products that resemble cigarettes or which could be confused with them, including ‘electronic’ cigarettes and the licensed medicine called the Nicorette® Inhalator, is not allowed anywhere within the perimeter of the school, this includes all external places.

This applies at all times - in and out of school time and for events.

Consumption of Food

Food is to be consumed only in recognised staff rooms, dining areas or designated areas.

First Aid

The school has an Appointed Person, co-ordinates all school first aid requirements. There are suitable members of staff who are qualified as First Aiders at the school who are on call during working hours and extended services. It is also recommended that all staff have some basic First Aid knowledge. A list of first aiders can be found in all classrooms, school office and staffroom.

Regulations require that First Aid materials are readily accessible. The First Aid Boxes will contain at least the minimum permitted contents in accordance with the Regulation and additional items identified by risk assessment.

The school will provide applicable First Aid provision for all groups that regularly attend the site.

IT IS RECOMMENDED THAT CREAMS AND OTHER ANTISEPTICS ARE NOT USED.

Disposable plastic gloves should also be stored near First Aid Boxes. First Aid Boxes should be available for school trips/visits or for groups taking part in outdoor activities.

All Early Years trips and outings including local parks will be accompanied by a Paediatric First Aider. There will be at least 1 member of staff trained in Paediatric First Aid on site at all times when under 6's are on school site.

For more information see the [First Aid Policy and Procedures](#)

Accident/incident Reporting

Any accident or injuries that are considered to be dangerous and near-miss is to be reported to senior management by the person or persons involved in the accident, and entered in the Accident Report Book (either the Pupil's Accident Book or the Staff Accident Book). Accident books are held in the School Office. The Head teacher is to ensure that the Governing Body is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation.

Lewisham Councils accident form – CS2, must be fully and accurately completed and, where possible, detailed statements from witnesses should be taken. All staff must know that the CS2 is available from

the school office.

Accident/incident reporting can now be entered onto Lewisham Councils CS3 database by the schools nominated person/s.

In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 in cases of death or major injuries, the school must notify the HSE without delay, most easily by reporting online. Cases of over-seven day absence due to an accident/incident at school must be notified within fifteen days of the incident, using the appropriate online form.

For more information see the [First Aid Policy and Procedures](#).

Data Protection

All data held or used by the school will be used in accordance with the latest legal requirements under law, for details please refer to our [Data Protection Policy](#).

After school clubs and activities

All after school clubs should adhere to the accident reporting and first aid procedures. Accidents should be recorded in the accident book.

Communicable and Infectious Diseases Reporting

The information on communicable diseases and the reporting requirements is kept in the school office. Guidelines from the Health Protection Agency on Incubation Period, Communicability and suggested Exclusion Criteria for Communicable Diseases are followed. Any suspected infectious disease should be reported to **the** Headteacher and SBM who will telephone the parent to come and collect the child.

Pregnant or venerable members of staff will be informed by SBM if any pupil presents with a Communicable or infectious disease and advised to seek guidance from a medical professional .

Administration of Medicine

School staff are only allowed to administer medication prescribed for a specific child by the child's doctor with parental permission. Parents are required to fill in a form requesting staff to give medication during school time. Staff will be trained as the need arises in cases of long term or unusual medication.

For more information see the [Supporting Pupils with Medical Needs Policy](#)

Inclusion

The school recognises its statutory obligations with regard to inclusion, the school's SEND Policy applies. The SENCO are responsible for planning and assessment for SEN pupils, and making reasonable adjustments in respect of access under DDA, where access is required. The SENCO is responsible for ensuring that staff are suitably informed and trained to be able to support include pupils safely and effectively.

Visitors

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. All visitors (in particular regular visitors, such as parents who assist in the school) must observe the health and safety arrangements applicable to them. The member of staff they are assisting must make this information available to them;

- All visitors must report to the school office on arrival and register at the inventory system. They will be issued with an identification badge which they must wear whilst on school premises and handed back in to the office when they sign themselves out on the inventory system. All Visitors will be made aware of the evacuation procedure by the Administration team on arrival.

- Unless otherwise agreed all visitors must be supervised while on site.
- An information sheet for supply teachers, classroom assistants, students and volunteers will be provided, outlining the procedures of the school.

Work Experience

Work Experience Students are inducted in line with the school's induction policy.

Violence and Aggression

Staff are entitled to carry out their work without threat of verbal abuse or physical violence. Any displays of aggression to our staff by a parent, carer, or child will be taken seriously and will be investigated fully, to establish the appropriate action to take. Violence or abuse of any description will not be tolerated.

For more information see the schools [Managing Violence and Aggression Procedures](#).

New, Expectant and Working Mothers

On notification of pregnancy, return to work after giving birth or continued breast feeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

Please see Pregnant and New Mother's guidance.

Home Visits

Home visits will be undertaken by staff occasionally or when new pupils are due to join the school. A letter will be sent to the parents/carers prior to any visit with expectations clearly set out including health and safety.

A risk assessment will be undertaken prior to any visit and if the risks are rated too high then alternative arrangements will be made. For more information see the schools [Home Visits Policy](#).

Driving for Work

Driving for work and the transportation of pupils is not permitted in private, unauthorised vehicles. Public transport or licensed and approved vehicles and drivers are used.

Lone Working

People who work alone without interaction with other workers e.g. people who work in the building outside normal school/office hours (e.g. teachers/office staff working late, premises Manager), remote working and staff who work off site doing home visits are vulnerable and extra safety measures may be required. All lone working activities must be risk assessed with reasonable management control measures introduced.

For more information see the [Lone Working Policy](#).

Workstation (DSE) Assessments

All staff that use a computer for a significant part of their working day or are designated as a computer user must complete a workstation (DSE) self-assessment if competent to do so. Where necessary the schools DSE trained assessor will complete an assessment for a designated user e.g. if staff not competent to do so.

For more information see the [Workstation \(DSE\) Assessments Procedure](#).

Boiler and Boiler Room

Access to the boiler rooms is restricted to premises and authorised contractors. Boilers are checked and serviced annually by a competent Gas Safe engineer.

Visual inspections will be undertaken daily by the premises staff.

Appropriate emergency response procedures are in place, as detailed in schools Business Continuity Plan.

There will not be any flammable or combustible materials stored in the boiler rooms.

Gas

All gas appliances (boilers, kitchen equipment etc) will be annually maintained and serviced by a Gas Safe Registered Engineer. The Premises Officer will be responsible for ensuring regular services and maintenance issues are undertaken. Any defects or faults will be reported to the Head Teacher.

Premises and Senior Leaders are aware of the emergency procedures to deal with gas incidents and that they know the locations of emergency controls

Main gas isolation switches are situated in the boiler house outside the school office and KS1 near the school House.

Hot Works

Any process where it is necessary to ensure that fires or injury are prevented during and after any 'Hot Work', which includes welding and cutting, brazing, use of blow lamps, soldering equipment, bitumen boilers and any other equipment which produces heat, sparks or naked flames must have a permit procedure in place.

A permit-to-work system for hot work ensures that hot work does not start until a supervising person has granted formal permission.

See Hot Works Permit to Work Procedure & Form

Personal Protective Equipment (PPE)

Managers will assess, on the basis of the risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required, it shall be appropriately selected and provided.

A record of PPE issued will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.

Staff are responsible for ensuring that they use PPE where it is provided.

Procurement of Staff, Goods & Services

The school will, when buying goods or services will always keep in mind the following: -

Food:

- bought is within date
- is of good quality
- is stored correctly avoiding cross contamination
- is in a clearly labelled container if necessary
- is prepared according to the manufacturer's recommendations

Receipts should be kept and submitted in accordance with the financial procedures.

Equipment or supplies for the school

- Will order from a reputable supplier, preferably one that is known or has been recommended
- Ensure supplies/equipment are fit for purpose
- Adhere to British Standards and Kitemarks
- Ordering procedures are followed as detailed in the Financial Procedures Policy
- Equipment is set up according to the manufacturer's instructions.
- Regular safety checks should be made (for example PAT testing)

Services: - Agency Staff

When hiring contracted staff from agencies we ensure that we have: -

- Agreed in advance terms and conditions, for the service being offered
- Ensure that the agency has made the appropriate checks on the potential employee (e.g. references, DBS clearances, right to work in the UK)

We will also consider

- Best value – which does not necessarily mean going for the lowest quote but deciding on the quality of the product or service as well as the range of goods or services available
- Reliability and reputation of the company
- Responsiveness & efficiency of the company
- Compatibility with school ethos and culture

Glazing

Broken glass will be cleared and made safe by Premises Officer. A contractor will be appointed to repair as necessary.

Replacement glass should be laminated, toughened glass or material that conforms to EN12600 – European Standard.

When replacement glass is needed – consideration will be given to the area, activity, pupil age, how high and any additional controls that may be needed.

It is the duty of all staff to report any glazing issue so that it can be rectified, initially made safe and then replaced.

Noise

Coopers Lane School will need to undertake a noise risk assessment if any of the following apply:

Is the noise intrusive - like a busy street, a vacuum cleaner or a crowded restaurant - for most of the working day?

Do you have to raise your voices to carry out a normal conversation when about 2 m apart for at least part of the day?

Do you use noisy powered tools or machinery for more than half an hour each day?

Are there noises due to impacts such as hammering, pneumatic impact tools etc

Noise can also be a safety hazard at work, interfering with communication and making warnings harder to hear.

Bank Runs

Arrangements will be reviewed with the Head teacher from time- to- time, so that the day, time, route, etc. Are varied as much as possible, and money banked frequently. The member of staff involved will report to the Head teacher when they have returned from the bank.

Severe Weather Procedures and Snow Closure

In the event of severe weather making the building and /or the journey to and from school hazardous, or likely to be excessively delayed, then the Head teacher will initiate the Emergency Closure procedures, and as set out in the Business Continuity Plan.

Staff and parents will be informed by text message or information will be available on the school website that the school is shut and also when it will re-open. The Head teacher will have liaised with members of the Management Team and kept the Chair of Governors and the Local Authority informed of developments.

Stress Management

The Head teacher will ensure that the risks from work related stress are being effectively managed and controlled throughout the school. Senior management will demonstrate clear commitment to stress management and will be briefed as to their legal duties. The Governing Body will manage the stress implications for the Head teacher.

For more information see the [Stress Management Policy](#).

Security

The school will have in place adequate management measures to prevent unwanted and unlawful entry to the school so far as is reasonably practicable. A security risk assessment will highlight any practical control measures that the school may adopt to safeguard pupils, staff and school assets. All visitors and contractors must sign in at the reception desk, obtain an ID pass which must be worn at all times when on site.

For more information see the [Security Policy and Lockdown Policy](#).

CCTV

The school follows the information Commissioner's 'CCTV Code of Practice 'and complies with the Data Protection Act.

Off site Visits and Activities

Educational opportunities off of school premises are extremely important for all the pupils at Coopers Lane School:

All personnel that arrange or actively participate in school visits or out-of-school activities must comply with Lewisham Councils 'There and back Again' document. The school will appoint an Educational Visits Coordinator (EVC) who will be either the Head teacher or a senior manager. They will be responsible for ensuring the process for arranging off site visits or activities are in place prior to the event.

For more information see [The Educational Visits and Activities Policy](#).

Outdoor Play Equipment/Playground

Outdoor play equipment is checked annually along with PE equipment. The Premises Manager is responsible for undertaking additional regular visual checks. The risk assessment is reviewed annually.

Staff on duty are responsible for ensuring the pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision.

All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Head teacher.

Physical Education

All P.E. Equipment will be formally inspected and undergo maintenance from a competent contractor on an annual basis.

All staff managing any PE activity must visually inspect any equipment and physically remove, if possible, or restrict use if suspect of being faulty or damaged.

All PE activities, whether indoors or outside, must be risk assessed prior to the activity taking place identifying practical management control measures.

For more information see the [PE Policy](#).

Breakfast and After School Tea Club

Breakfast Club and After School Tea Club are part of the school and the contents of this policy apply. The before and after school clubs should adhere to the accident reporting and first aid procedures. (See Risk Assessment)

Mini Coopers-Toddler Group

The Pre-school are part of the school and the contents of this policy apply. (See Risk Assessment)

Catering

Our school meal service is provided by the contractors Chartwells and catering staff receive procedures and guidance from Chartwells. The service and contract is monitored on behalf of schools by Lewisham C&YP's Student and Pupil Support Unit. This monitoring includes food sampling, hygiene, storage, preparation, use of equipment, sanitation, pest control and cleaning. A report following the monitoring is received by the Head teacher and circulated to appropriate staff (e.g.: mid-day supervisors) for action.

Cleaning

Our school cleaning service is provided by contractor Chequers and cleaning staff receive procedures and guidance from the contractor. The service and contract is monitored on behalf of the school by the Premises Manager. This monitoring includes regular walk through and site inspection with the line and area manager of the Chequers cleaning team.

Where staff or children in school undertake cleaning on a voluntary basis (e.g. clearing up after an art activity or a messy lesson) they will only use substances which are non-toxic. (Further guidance is available in the COSH manual stored by the Premises Manager) Surfaces, especially the floor, will not be left wet or slippery and appropriate signage must be used. Surfaces, especially the floor, will not be left wet or slippery and appropriate signage must be used to indicate a potential hazard.

Risk Assessment

Risk assessments (RA's) will be completed by those trained in the risk assessment process. Risk assessments will be carried out once and then reviewed annually unless the process identifies regular review or occasion to review earlier arises. RA's (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that

procedures are not working.

Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with procedures and ensure that personnel under their management are fully conversant with those procedures.

See Risk Guidance.

Parent Teacher Association (PTA)

Risk assessments for all PTA events must be completed before the event takes place.

Information Technology – IT

The overall responsibility for the use of IT rests with the senior management of the school. The Head, in consultation with staff:

- determines the ways IT should support, enrich and extend the curriculum;
- decides the provision and allocation of resources;
- decides ways in which developments can be assessed, and records maintained;
- ensures that IT is used in a way to achieve the aims and objectives of the school;
- ensures that there is an IT procedure, and identifies an IT coordinator.

Staff are not permitted to view inappropriate websites whilst using school IT equipment.

The school will endeavour to restrict pupils accessing unsuitable internet websites.

For more information see the [E Safety Policy](#).

Fire Prevention

As the person delegated with day-to-day running of the school the Headteacher is deemed as the “Responsible Person” under current fire safety legislation. The main duties of the Responsible Person in relation to fire safety are:

- to ensure an annual fire risk assessment is completed by a competent person;
- identifying the provision of adequate training for those appointed as Evacuation Marshals and fire extinguisher training where necessary;
- arrangements for any necessary contacts with external emergency services;
- provision of adequate emergency escape facilities and;
- ensure that those who visit the site that require assistance during emergency evacuation have a Personal Emergency Evacuation Plan. These are individualized plans for adults and / or pupils who

would have difficulties following the fire evacuation procedures due to mobility issue or visual or auditory issues.

An emergency plan to evacuate the site must be created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan.

Fire evacuation drills must be completed once a term and the results recorded in the Fire Log e.g. time to evacuate, call point activated and any issues highlighted. This may need to be more frequent if there are changes to the site e.g. change of assembly point due to planned construction work.

All staff should receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities during emergency evacuation.

For more information please see: [The Fire Procedure.](#)

Equalities

Schools cannot unlawfully discriminate against staff or pupils because of their sex, race, disability, religion or belief or sexual orientation.

The Head teacher is responsible for ensuring that all staff are aware of their responsibilities and are given appropriate training and support; and for taking appropriate action in any cases of unlawful discrimination.

All staff are expected to:

- promote an inclusive and collaborative ethos in their classroom;
- deal with any prejudice-related incidents that may occur;
- plan and deliver curricula and lessons that reflect Equalities principles.

For more information see the [Equalities Policy.](#)

Health & Safety Reviewing & Monitoring

The Head teacher or the nominated Health & Safety Person will annually monitor the risk assessment process checking that a number of assessments have been completed.

A health & safety inspection of the school premises will be completed. The ideal attendees will be the Head teacher, or senior manager, the nominated Health & Safety Person, the Designated Health & Safety Governor and an invite extended to the Union Health & Safety Representatives. Visual inspections will be undertaken by the premises team on a daily basis. More formal inspections will be undertaken at least termly.

The Governing Body will complete Lewisham Councils Self-Monitoring Checklist submitting the completed report to the authority's Schools Health & Safety Advisor.

The Head will also assess accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This should then be reported at a Governing Body meeting.

The Head will annually monitor the H&S 'policy' – (this document) to ensure that it is still relevant and workable. All employees will be informed of any changes made through staff briefings, the staff handbook, memos and meetings as deemed most suitable.

Lewisham Council will complete regular Health & Safety Audits of the schools documents compiling a

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report of their findings and making recommendations for improvement. The audit will be completed in conjunction with a site inspection.

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