



## **Stillness Junior School**

### **Health and Safety Policy**

Date of Policy:	November 2019	Approved by:
Renewal Date:	November 2020	Resources Committee

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## **Aims and Objectives of Health and Safety at Stillness Junior School**

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected
- We will provide such systems, procedures, information, training, supervision and resources as is necessary to achieve these aims.

We acknowledge our legal duty to ensure the health, safety, welfare and environmental well-being of our staff and others who may be affected by our activities, including all pupils, visitors, contractors and those using our facilities, or taking part in school-sponsored activities. This Policy Statement acts as a preface to more detailed arrangements and delegated responsibilities governing key safety topics and is reviewed annually.

Environmental impact is assessed as part of our general management strategy and steps are taken to minimise and control waste at procurement, and disposal stages. We take steps to minimise our 'Carbon footprint' and encourage recycling / sustainability. We apply and promote a 'Good neighbour' policy with regard to all our activities.

All staff are expected to read, embrace and fully apply the values specified within this policy and to perform their roles accordingly.

### **Summary of Organisation, Arrangements and Responsibilities**

The London Borough of Lewisham has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Body. The Governing Body delegates operational matters and day-to-day tasks to the Headteacher and staff members. The Head Teacher is responsible for implementing this policy and for delegating school roles accordingly.

Risk control is a line management responsibility and ensuring the highest possible standards of safety and health is considered an integral part of day-to-day tasks.

Steps are taken to ensure that all personnel have sufficient information, training, authority and resources to enable them to carry out their duties safely, specifically including the need to fully engage in, and ensure the integrity of the risk assessment process.

All staff members have a legal duty to ensure their own safety and also that of others to whom they owe a duty of care.

**Signed**

**Signed**

**Head Teacher**

**Chair of Governors**

**Date:**

**Date:**

## 2. Roles & Responsibilities

### Health and Safety Management Team

Health and Safety Manager - Headteacher:	Mitzi Nichol
Staff / Union Health and Safety Rep:	Hazel Demetriou
Premises Manager	Alex Casagrande
Premises Assistant	Steve Nichols

### **In the school, staff with specific responsibilities for Health & Safety are:**

<b>Title</b>	<b>Responsibilities</b>	<b>Name</b>
<b>Head Teacher</b>	Overall responsibility for all Health & Safety issues in school – including providing training and instruction. First point of contact for H&S issues	Mitzi Nichol
<b>Deputy Managers</b>	To carry out Health & Safety duties delegated by Headteacher. H & S Inspections, Annual review of H & S policy and procedures, liaison with Link Governor, Governing body and Headteacher for H & S, day-to-day link to management team for H & S issues in the school. Educational Visits Co-ordinator.	Deputy Head Teacher Alex Casagrande Steve Nichols  Inga Zelve
<b>Lead First Aider &amp; Medications</b>	First port of call for first aid issues and emergencies. Ensures that all first aid training is up to date. Report to Safety Management Team Reporting accident / incidents	Nickole Peterkin
<b>Resource Manager</b>	First Aid Treatment & Supplies. Maintain stock – first aid boxes in classrooms every week. Maintain & stock up First Aid Area	Nickole Peterkin Saskia Simpson
<b>Lead Lunchtime Supervisor</b>	Primary lunchtime First Aider	Nickole Peterkin
<b>Staff</b>	Oversee play areas to ensure safe play Minor First Aid. Reports to Safety Management Team. Maintain register for routine 'Off site visits i.e. Guys Ground (excluding swimming).	All Trained Staff
<b>PE Co-ordinator</b>	Retains registers for swimming. Undertakes risk assessments for PE activities. Instructs pupils on the safe use of apparatus.	Harriet Minihane
<b>Premises Manager</b>	See Premises Duties (Appendix 5)	Alex Casagrande
<b>Health &amp; Safety Link Governor</b>	Support School and Head Teacher on Health & Safety matters	Ed Telford
<b>Staff Representative</b>	Represent staff on all health & safety issues.	Hazel Demetriou
<b>Fire Marshalls</b>	To undertake fire safety duties during evacuations	See Fire Marshall List

## **Aims and Objectives of Health and Safety Management System**

The school will adopt a Health and Safety Management structure to allow monitoring and development of health and safety policy and procedures in line with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school.

The overall aims of the management system are:

- To produce an environment with safe and healthy working conditions which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance whether statutory or advisory
- To provide a clear system of safe working practices and procedures throughout the school including those relating to the provision, maintenance and use of machinery and other apparatus, so that each task is carried out to the required standards and all risks are controlled as far as practicable.
- To ensure the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school -sponsored activities.
- To ensure there are safe arrangements for the handling, storage and transport of articles and substances including vehicles.
- To provide appropriate supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner.
- To provide appropriate supervision, training and instruction so that all staff and pupils are aware of health & safety aspects outside of the school e.g. on school trips, understand and comply with the need for risk assessments.

These organisational arrangements set out below describe the specific roles of individuals to achieve these aims.

### **Governing body**

The governing body, in consultation with the Headteacher, will:

- Make itself familiar with the requirements of the *Health and Safety at Work, etc. Act 1974* and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the *Management of Health and Safety at Work Regulations 1992*.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school by working with the Headteacher to put into place a suitable Health and Safety Management System.
- Ensure that the school management has identified and evaluated all relevant risks and that they have put into place appropriate control measures.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made, which will include monitoring accidents and incidents at the school. To facilitate this objective, a standing agenda item of "Health & Safety" will be on every agenda of the full governing body meetings.
- Ensure that the whole governing body has sufficient awareness of the management of Health and Safety in order to be able to carry out their role adequately. This is done by ensuring all governors attend a health & safety briefing and one or more governor takes responsibility for liaising with the Head Teacher/deputy manager on health & safety management issues.

### **Headteacher**

As well as the general duties which all members of staff have, the Head Teacher has responsibility for putting into place and continually developing a system for the management of Health & Safety of all employees, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Head is required to take all necessary and appropriate action to

ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. The Head Teacher will take all reasonably practicable steps to achieve this end through the deputy head, senior members of staff, teachers and others as appropriate.

To achieve these aims, the Head will:

- Set out the objectives of the school for managing safety.
- Set out the organizational detail of how safety will be managed.
- Set out a procedures whereby Health & Safety Hazards are identified and assessed
- Set out how and by whom procedures for managing all hazards identified by the risk assessment process will be written, where they will be published, how they will be disseminated.
- Set out how all employees will be given information on safety and how they will be consulted about changes and requirement.
- Set out how any trade union Health & Safety representatives will be communicated and consulted with.
- Set out any competencies required by people identified in the arrangements.
- Set out how all employees who have been given identified duties in the arrangements.
- Set out how information on safety will be given to public, visitors and contractors.
- Set out how the system will be monitored and reviewed, including methods for proactive monitoring.
- Set out how advice will be sought on compliance with legal requirement.

To facilitate these aims, a standing agenda item of “Health & Safety” will be during morning briefings on every termly agenda of staff meetings

### **Premises Manager**

As well as the general duties which all members of staff have, the Premises Manager has a key role and responsibility to help put into place and continually developing a system for the management of Health & Safety in the school, particularly on matters relating to buildings, playgrounds, equipment, fire safety, security and maintenance as set out below. The Premises Manager is a member of the Health and Safety Management Team of the School and works in consultation and conjunction with the Health and Safety Management team and the Head Teacher.

The Premises Manager has specific responsibility for monitoring, and developing guidance to working practice and carrying out risk assessments

**See Appendix 5** – Premises Areas of Responsibilities.

The Premises Manager will be involved in the continual monitoring and review of school Health and Safety policy and procedures.

The Premises Manager will be given specific information by the Headteacher on his/her specific health and safety responsibilities, other than those set out in this document. The Headteacher will ensure that necessary training and further information is given as required to allow the Premises Manager to gain the competence to carry out his/her duties.

### **Management & Supervisory Staff**

All supervisory staff (e.g. Year Group Leaders) will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility. In addition to the general duties which all members of staff have, they will be directly responsible to the Head Teacher and Health and Safety Management Team for the implementation and operation of the school's health and safety policy within their relevant departments and areas of

responsibility.

Such staff will be given information by the Headteacher on their specific health and safety responsibilities, other than those set out in this document. The Headteacher will ensure that necessary training and further information is given as required to allow Supervisory and Management staff to gain competence to carry out their duties.

Staff with Management and Supervisory responsibilities will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements. As part of their day-to-day responsibilities they will ensure that:

- Risk assessment has been carried out and is regularly updated for all areas within their supervisory responsibilities.
  - Risk assessments must be reviewed at least on an annual basis or more often if circumstances change or an incident/accident occurs.
  - Supervisory staff may either carry out the risk assessments themselves or delegate this duty to competent staff under their supervision.
- Safe methods of working exist and are implemented throughout their subject area.
  - The procedures to ensure safe working in specific subject areas and for specific activities should be written, and copies made available to the Health & Safety Management team via the school office, and appended to this policy document.
  - To develop procedures, staff should consult with the Management Team as required to receive appropriate guidance.
  - Risk assessment findings should be used to develop and revise procedures of safe working. If new procedures are identified, they should be adopted only after consultation with the Health & Safety Management Team and they must be discussed with all affected staff (e.g. Year Group Leaders meeting). If there are changes in Health and Safety procedures that affect pupils, then pupils are informed (e.g. at assembly or by letter to parents), and the pupils' behaviour supervised and monitored to ensure that the new procedures are adopted effectively.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively. To ensure that this is the case, regular safety inspections should be carried out, accidents or problems monitored and logged and, if necessary positive, corrective action taken promptly to ensure the health and safety of all staff, pupils and others in their area of responsibility.
- Staff, pupils and others under their jurisdiction are instructed in safe working practices, and staff is offered appropriate training as required.
- New employees working under their supervision are given appropriate instruction in safe working practices and written guidelines to Health and Safety including details of risk assessment (that might include this document or extracts from it)
- They report any health and safety concerns promptly to the Health and Safety Management team, this includes non-adherence to safety rules by staff or pupils.

### **All Staff**

All staff upon induction will be advised on the relevant parts of the School Health and Safety policy, including risk assessment procedures. All staff are expected to be familiar with the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to their work.

They should:

- Familiarise themselves with the health and safety aspects of their work, including this safety policy and any and all safety regulations as laid down by the governing body,
- Take reasonable care of their own health and safety and any other persons who may be

affected by their acts or omissions at work and to avoid conduct which would put them or anyone else at risk

- As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- Take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.

In particular all members of staff will:

- Participate in risk assessments in their areas of work and help develop safe working practices, for example by suggesting ways of reducing risks.
- Attend appropriate training sessions, as advised by the Health & Safety Management Team and/or line manager
- Comply with procedures for safe working practice and help to ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- Report any defects in the premises plant, equipment and facilities which they observe promptly to their line manager, or Health and Safety Management Team.
- Report any non-compliance with safety rules to their line manager.

### **3. Organisational Information**

#### **Legal Requirements**

The Head Teacher and Health and Safety Management Team will use the appropriate service and the London Borough of Lewisham's safety advisor as the main source of advice in drawing up policy and training staff so that the legal requirements are met.

The Head Teacher will inform the directorate's safety advisor of any visit or discussion with the Health and Safety Executive or London Fire and Emergency Planning Authority. The school will inform the local authority immediately if there is any improvement of enforcement notice (including a LFEPA A13 letter) received from the HSE or LFEPA.

The main Health & Safety legislation pertaining to schools is listed below:

- The Health and Safety at Work etc. Act 1974 determines British health and safety law. The Health and Safety Executive (HSE), with local authorities, enforce this Act.
- The Management of Health and Safety at Work Regulations 1999 – determines the need for the school to undertake risk assessments.
- The Health and Safety (First Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate first aid provision for staff.

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees

- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

### **Information for Pupils / Visitors / Contractors**

The annexe to the school prospectus will set out the main procedures and school rules, with specific reference to our Health and Safety requirements. This section of will be reviewed annually by the governing body.

#### **Pupils**

Health and Safety information for pupils is given as required at assemblies and by their class and subject teachers. Pupils are expected to actively participate in complying with the rules and procedures.

#### **Visitors**

For parents and visitors, a copy of this policy document can be obtained from the school office/website. Significant changes in procedures or developments with an important Health and Safety implication will be communicated to parents in writing.

Information to visitors is given verbally and they are issued with a leaflet. All visitors are expected to sign in and out using the Inventory System.

See **Appendix 3**

#### **Contractors**

Information to contractors is given in writing by the Premises Manager either at the time of agreeing works and/or with the visitor's badge on arrival.

### **Consultation and Communication**

New employees are given health and safety information upon induction, in the form of a copy of this policy document and specific instruction from the appropriate supervisory staff on their particular duties.

It is the responsibility of management and supervisory staff to advise staff of changes in policy and/or procedures and/or developments, which might affect working practice.

In addition, Health and Safety is a standing item on the agenda of staff meetings to allow the dissemination of information and changes of practice and new information as widely and quickly as possible. This meeting is also a suitable place for staff to raise any health and safety

concerns.

School staff (outside the school management team) should appoint or elect a Health and Safety representative to be part of the School Health and Safety Management Team. The representative could, but does not necessarily have to be, a representative of a staff Trade Union branch. The Health and Safety Management Team should meet termly, or more often if required. The Staff Health and Safety Representative has special responsibility for ensuring that the staff views are represented when developing and/or reviewing policy and procedures.

Any Trade Union Safety Representative will be encouraged by the Head teacher to fulfil his/her duties as well as being released for any appropriate training. The Head teacher will also consult regularly with the Safety Representative on Health & Safety matters. He/she will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

**Competency and Training**

Health and Safety training is available from the LEA, external sources and can also be gained in the workplace, for example through INSET days and on-the-job training by a competent person. Additional training may be required for newly appointed staff, staff taking on new duties in particular those with increased responsibility.

Staff who take on duties with particular Health and Safety responsibilities, as outlined in section 2 of this document will, upon discussion with the Health & Safety Management Team, determine what training is required and whether it is carried out in house or by attending appropriate external courses.

Some duties require particular competencies to be demonstrated by training.

<b><u>Staff</u></b>	<b><u>Training Requirement</u></b>
<b>Governors</b>	Safety Awareness briefings and professional qualifications.
<b>Headteacher -</b>	IOSH Managing Safety Course  Head Teacher / Deputy Head Teacher – Health & Safety Responsibilities
<b>School Business Manager or Responsible Person</b>	IOSH Managing Safety Course  Risk Assessment – at least awareness session  Legionella Awareness. Asbestos Awareness  Display Screen Equipment
<b>School Premises Manager</b>	IOSH Managing Safety Course  Risk Assessment, Asbestos Awareness, Asbestos Management.

	Working at Height, Manual Handling, Fire, COSHH, Managing Contractors, Play Equipment, Legionella
<b>First Aiders</b>	Fill First Aid at Work (3 day) Emergency First Aid (1 day) Emergency Paediatric First Aid (1 day) Refresher training as required -This is a statutory requirement.
<b>Premises Assistant</b>	Manual Handling, Asbestos, COSHH and Working at Height, Managing Contractors, Fire Safety including extinguishers awareness training, Legionella
<b>Educational Visits Co-Ordinator</b>	EVC Training (1 day) & refresher when required
<b>Fire Marshals</b>	Fire marshal and fire safety training
<b>School Staff</b>	Working at height, manual handling, accident reporting, fire safety, first aid reporting

### **Review and Monitoring**

The Head Teacher is responsible for reviewing the efficacy of the school's health and safety procedures, including risk assessment. The Head Teacher is expected to provide a short report, annually, to the governing body. The report should contain specific information about the monitoring of health and safety procedure, which will involve auditing a proportion of risk assessments each year, checking that risk assessments have been updated and checking that suitable procedures are in place to manage any risks identified. This report will also be suitable to report statistics on employee training.

On a termly basis, the Head Teacher should report accident and incident statistics to the governing body. This report should contain an assessment of whether there are any trends and an assessment of whether the correct follow-up action has been taken.

The Head Teacher is responsible for, annually, ensuring that this policy document is reviewed to check that it is still relevant and workable. The document should be updated as necessary, for example in light of legislative changes, advice received from the LEA, changes in staffing. The review of this document by the Head should be done in conjunction with the Health and Safety Management Team and the link governor for Health and Safety. The Head Teacher will use advice from internal annual inspections and external inspections (e.g. from the LEA, Fire Brigade, HSE) to update and review the Health and Safety Policy.

Should substantial and important changes occur which render this document unworkable, then the document should be amended as soon as practicable.

### **Risk Assessments**

'Health and Safety is everyone's responsibility'

The key aim of a Health and Safety Policy is to maintain a working environment that is safe and without risk to health. Part of this duty is to assess the possibilities of risk to children and staff. This is not a new or complicated process, on a day to day basis we carry out risk assessments all the time. This is basically common sense, e.g. where and how children should be allowed to play or how children use scissors. We would not consider a new venue for a school journey, for instance, without a preliminary visit to assess whether there are likely to be problems and how these can be management.

Formal risk assessments are required to assess all the activities which take place within the school, and out of school activities and are used as the basis to determine safe working practices and procedures. The purpose of the assessments is to identify beforehand the measures, which need to be taken to comply with safe working practice, to provide a safe working environment, and through doing this to allow the school to meet its legal requirements.

Because of the legal requirement, the risk assessment procedure is formalised so that a record exists, and so that it is clear procedures and practices are designed to be appropriate to manage the foreseeable risks.

What kind of risks do we need to assess? It is a long list of possibilities and, here some of the areas that might be relevant to a risk assessment:

- Are there any likely causes of slips, trips and falls? Is there damaged floor, uneven surfaces, change of levels, likelihood of spills, poor lighting etc.
- What are the access and exit points to building and site? Are there any obstructions, unsafe parking etc.? Is there the possibility of access to unauthorised and/or unsafe areas e.g. ponds, boiler rooms, bins, roads?
- Is there a proper and safe environment – is there poor ventilation, hot to touch pipes etc.?
- Is equipment safe and properly maintained, and is there adequate instruction for its safe use? This includes basic electrical equipment such as computers, as well as specialised equipment such as science equipment and PE equipment.
- Are materials stored appropriately so they cannot fall on a teacher or child?
- Is there clear detail of emergency arrangements present in the classroom (or place the children will be). Are the signs adequate?

Risk assessments should be carried out by those people as identified above in the organisation section. These include the Head Teacher, the Deputy head, team leaders, the Premises Manager and teachers or staff with supervisory and managerial responsibilities. Classroom teachers are normally expected to carry out risk assessments of the activities, which take place in their classrooms.

Risk assessments will be carried out once, and then reviewed annually unless there is occasion to review earlier. Reasons for reviewing earlier may include an accident, an incident, change of personnel, building works or other events which suggest that the current procedures are not working.

Risk assessments should be carried out on the Risk Assessment form (Appendix 2), Electronic copies of the forms are available from the school office, also located on the school's server, as are model assessments, which can help guide staff (**available on the server under Health & Safety**).

For out of school visits, the system for assessing these visits is as set out in the LEA manual

“There and Back Again”, and the guidance in this booklet shall be used. Currently the risk assessment of out-of-school activities are co-ordinated by the Deputy Head, who should be directly involved in any assessment of out of school visits.

Model assessments are available from the Health and Safety Management team, and procedures (best practice) arising from risk assessment should be shared through the school. Queries regarding degree of risk or control measures should be discussed with the Head Teacher. If necessary, outside advice will be sought from the LEA.

Completed risk assessments should be submitted to the Head Teacher/Deputy Head for approval. Signed and dated copies of each Risk Assessment will be kept in the School Office. The school office staff will record the dates for annual review of each individual risk assessment.

The risk assessment process shall be monitored by the Head Teacher annually and reported to the governing body.

See **Appendix 6 – Risk Assessment Methodology**

#### **4. Arrangements**

##### **1. Fire**

The schools Fire Risk Assessment and Fire Procedure will be reviewed annually. Documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The methods detailed in the Fire Procedure may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

**See Appendix 1 Fire Evacuation**

##### **2. Emergencies**

Incidents or any unforeseen occurrence that takes place on or off site (school visit) e.g. floods, death or serious injury, bomb scare or heating failure may result in the school needing to lock down and or close. Dynamic risk assessments may need to be undertaken by the Head Teacher.

**See Emergencies Policy**

### **3. Site Security**

The Head Teacher and Premises Manager will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher will ensure parents and older pupils are fully informed of the security arrangements.

The school undertakes regular routine security checks and reports back to the Governing Body.

The Head Teacher is responsible for the security of the premises during the school day; in her absence the Deputy Head Teacher assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The Premises Manager and Premises Assistant are responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school at the beginning of each year and at dedicated assemblies and new letters.

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area

**The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately if a child goes missing\_**

**See Child Missing On or Off Site Policy**

### **4. Asbestos**

The Premises Manager has been designated responsibility for making regular inspections areas known to contain asbestos. He 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 Head Teacher who will take responsibility for deciding the next steps. This will involve;

- Physically restricting access to the area including making a door airtight 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 Management Policy.

For further information see **Asbestos Management Policy**

#### **5. Confined Spaces**

There are no areas within the school that are deemed as “confined spaces” by the HSE. A **confined space** is a place which is substantially **enclosed** (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the **space** or nearby (e.g. lack of oxygen).

#### **6. Gas**

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Premises Manager will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed.

See **Gas Management Policy**

#### **7. Electricity**

All portable electrical equipment is tested annually and labelled accordingly. Any faults should be reported to the Premises Manager as soon as possible.

Children should not connect and disconnect electrical equipment.

See **Electricity Policy**

#### **8. Boiler Room**

The Premises Manager is responsible for maintaining the boilers and for arranging competent persons to service them. The room is only accessible to authorised persons. It will be kept clear of combustible materials at all times. Firefighting equipment will be easily accessible.

#### **9. 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.

All Contractors must be presented with the school’s **Asbestos Register** (held in the Premises Office) prior to commencing any intrusive works so that they are forewarned of any asbestos that may have been identified.

See **Managing Contractors Policy**.

#### **10. Glazing**

Any windows or glazing that needs to be replaced or repaired in the school will be organised by the Premises Manager. The glass used will be the recommended to the correct standards

See **Glazing Policy**

#### **11. 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.

See **Legionella – Water Management Policy**.

#### **12. Inspections**

Termly Health & Safety inspections are undertaken by the Premises Manager and Head Teacher with findings reported to Governors. An annual inspection is undertaken by the Health & Safety Link Governor and Premises Manager. The H&S consultant will undertake a full inspection twice a year and a report issued.

### **13. Manual Handling**

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.

See **Manual Handling Policy**

### **14. 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.

See **Working at Height Policy**.

### **15. 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 officer), remote working and staff who work off site doing home visits or taking money to the bank are vulnerable and extra safety measures may be required. All lone working activities must be risk assessed with reasonable management control measures introduced.

See **Lone Working Policy**

### **16. Personal Protective Equipment (PPE)**

Any personal protective equipment deemed a control in a risk assessment will be issued free of charge to the user by the school. An inventory of any personal equipment should be held.

See **PPE Policy**

### **17. Display Screen Equipment (DSE)**

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.

See **Workstation (DSE) Policy**

### **18. Hazardous Substances**

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

See **Hazardous Substances Policy**

### **19. Flammable Liquids**

Any flammable liquids are stored away from the school site in a secure area. The area has health and safety warning signage displayed. A risk assessment is in place for the use and storage of any petrol and diesel on the school site.

## **20. Tools & Equipment**

All persons using power or hand tools must be suitably trained in their use. PPE must be provided if the risk assessment for the use of the equipment or task determines it.

- All defective tools or equipment must be reported immediately to the Premises Manager.
- 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.

See **Work Equipment Policy**

## **21. Waste**

The disposal, storage and collection off all waste products is the responsibility of the Premises Manager. Transfer and consignment notes are kept in the Premises Office

See **Waste Policy.**

## **22. Classrooms**

Risk assessments must be carried out for activities, which take place in the classroom, and procedures adopted to minimise risk.

When planning classrooms, teachers should ensure:

- that children can move around the room easily and **safely**.
- Classrooms are well ventilated. (Please report if windows are difficult to open)
- Wear and tear of carpets and furniture should be reported where they present a danger.
- No pets (except fish) should be kept in the classroom.
- Staple guns should not be used by children. Staples should only be removed when no children are near.
- Children are taught the correct way to handle scissors and technology equipment.
- **Children are never left unattended in classrooms, in the halls or during break times.**
- Clocks should be synchronised to avoid children being sent out unsupervised. Please notify the Premises Manager if clocks need new batteries.  
Children are encouraged to **walk** inside the building.

## **23. Curriculum**

### ○ **Science**

The special conditions relating to the use of science equipment are set out in the ASE booklet (see science co-ordinator). It is the responsibility of the supervising teacher to carryout reasonable risk assessments for this subject. Health & Safety risks are recorded on science plans and reviewed accordingly.

### ○ **PE**

PE equipment is checked annually by an independent company – Inspections are arranged by the Premises Manager. Condemned items should no longer be used. PE apparatus should always be checked by the teacher before each gymnastics lesson. Any faults should be reported to the Premises Manager who will log the faults and arrange for repairs.

Notice should be given to all staff members warning of the issue and a sign attached to the apparatus concerned by PE Co-ordinator or notifying teacher.

All apparatus and equipment should be put back securely at the end of each lesson.

## **24. Accident / Incident Reporting**

Any accident or injury 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) 2012 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.

See **Accident / Incident Reporting Policy**

## **25. Safeguarding**

Stillness Junior School is committed to devising and implementing the school's safeguarding policy so that everyone working in the School accepts their responsibilities for safeguarding children, young people and adults at risks from neglect, physical, emotional, and sexual abuse. This means that we have to follow the procedures and policy set out by the school to protect all children, reporting any concern about their welfare to the safeguarding team.

All concerns or disclosures should be reported immediately either via email, a signed written record or in person. It is important that staff do not operate in isolation. If none of the persons named below are on the premises please ring the – M.A.S.H. team on in Lewisham council on 02083146660

We at Stillness Junior School also respect parents, carers and children's right to confidentiality and that information will only be shared in the interests of the safety and protection of the child.

**Designated Safeguarding Staff:**

See **Safeguarding Policy**

## **26. Violence and Aggression**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- ✓ avoid confrontation if possible
- ✓ withdraw from situation
- ✓ arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- ✓ follow measures/ procedures identified in violence and aggression risk assessment
- ✓ contact emergency services, as appropriate.
- ✓ Inform the Head Teacher or SLT if any confrontation has taken place

Stillness Junior School will:

- ✓ have in place procedures for the reporting of incidents
- ✓ offer counselling/ support through Occupational Health
- ✓ debrief individuals following any incident
- ✓ provision of training on how to manage conflict and aggression as required
- ✓ review the violence and assaults risk assessment following any incident.

See **Violence & Aggression Policy**

## **27. Wellbeing**

Stillness Junior School recognises that the mental and physical wellbeing of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the Headteacher any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the Headteacher any personal health or domestic issue which they feel may impact on their role at the school. The Leadership Team are committed to actively manage wellbeing and workloads.

Employees must report to the Headteacher any incidents relating to staff wellbeing such as violence, intimidation, stress or bullying.

See **Wellbeing Policy**

## **28. Child Missing on and off site**

It is possible that a pupil may go missing. This could be a result of them wilfully running away or in a suspicious or worrying circumstances, with a significant risk of them coming to harm. A copy of the procedure to follow is displayed in the Head Teacher, main school office and staff room.

See **Child Missing On and Off Site Policy**

## **29. Minibus**

Stillness Junior School owns a minibus which is parked in the school car park. The minibus is subject to all the statutory checks, license restrictions, insurances and training for individuals delegated with the responsibility of driving it.

See **Minibus Policy**

## **30. Driving for Work**

The school will ensure all driving activities will be risk assessed and that where private vehicles are used for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.

**It is the Schools Policy that staff do not transport pupils in their personal vehicles**

## **31. Traffic on and off site**

The Stillness Site is not open to traffic unless access is granted by the Premises Manager or Headteacher, who have keys. All traffic is then supervised and admitted at times when the school are not at play.

At times when a contractor traffic needs access, a risk assessment will be carried out and planned access agreed with the contractors and the Premises Manager.

The road outside the school poses a serious safety risk to pupils because of double-parking at drop-off and pick-up times. The Premises Manager monitors the situation and places cones on the road if required. Parents are constantly reminded of the risks of inconsiderate parking through newsletters and the school website.

## **32. Main Gate**

The main gate that serves both the Infant and Junior School is access controlled and both schools are able to open it for staff and visitors. Signage is in place directing visitors to the correct school. CCTV covers the gate and is visible to both schools.

During the lunch break, a member of the premises team supervises the gate.

See **Main Gate Risk Assessment**

### **33. Playground & Play Equipment**

Adults supervising around the playground are asked to be vigilant at all times.

Football is forbidden in the morning and at the end of the day when the playground is at its busiest.

Parents are requested to ensure that children do not ride scooters, bicycles, skates etc. into and around the school site.

As the result of the school being unable to provide supervision, in the morning and at the end of the day, parents are reminded that they are not permitted to use any of the playground equipment. They are also reminded that some of the playground equipment is age appropriate and younger siblings should not be accessing it.

#### **Playground Duty**

Adults on duty should ensure that they are in the playground for the duration of the break.

All areas of the playground should be patrolled at break times.

Members of staff rotate to supervise all the zoned areas in the playground. All hazardous play should be stopped immediately.

Children are made aware of the no-play areas at the front of the building, behind the Infants and around the lunchroom in the annexe playground. Also, the entrance into the infant building is forbidden and permission must be obtained.

### **34. Breakfast Clubs**

Stillness Junior School run a breakfast club situated in the dining pod. It is manned by School Staff. There are suitable numbers of trained first aiders and Fire Marshalls. An evacuation procedure is in place and staff are aware of their roles and responsibilities. As food is prepared, staff have received Food Hygiene training.

### **35. After School Clubs**

There is an after school club called London Youth Events (LYE) which is run every evening.

The school also run afterschool curriculum clubs. A risk assessment of each club is undertaken. First aid provision is available during all extended services and all clubs are aware of the Fire Procedure. A register is taken at each club.

### **36. Educational Visits**

Arrangements for the supervision of children on school trips and journeys are contained in the "Guidance for educational visits" document and School Visits Policy

Two members of staff have been trained as Educational Visits Coordinators. 'There and Back Again' is the guidance used to formulate any procedure or policy. A full risk assessment should be done for every school trip and on and off-site activities.

See **Educational Visits Policy**

### **37. Pregnancy**

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

### **38. Volunteers / young workers**

Any work experience placements or volunteers will prior to commencing work, have a health and safety and site induction. A suitable risk assessment will be undertaken, and any appropriate action taken.

### **39. First Aid**

The school Lead First Aider, co-ordinates all school first aid requirements and ensures with the Head Teacher that there are sufficient numbers of staff who are qualified as First Aiders at the school who are on call during the whole school day including extended services.

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. Individual risk assessments will be carried out to identify what first aid provision is required (lone workers, school trips / events etc)

See **First Aid Policy**

### **40. Infectious Diseases**

Where there are clusters of infectious and communicable diseases then these are reported to the local authority on the communicable diseases form. Further details on the requirement for reporting certain categories of infections and dangerous occurrences (including as part of RIDDOR) are detailed in the **Accident and Incident Reporting Policy**

Staff are aware of controls that should be implemented when dealing with infectious diseases. This includes the additional precautions necessary to manage the risks to any vulnerable children.

See **Infectious & Communicable Diseases Policy.**

### **41. Medications**

Children are not allowed to carry any medicines in school apart from asthma pumps and EpiPen's. All medication brought into school must be prescribed and taken to the school office.

If a child is taking a medicine prescribed by a GP or hospital, where a dose is needed during the day, the medicine should be taken to the school office.

Medicines should be clearly labelled with the child's name and the dosage required. A form must be completed, and a member of the office staff agree that a member of staff will administer the medicine during the school day.

#### **Pupils with Specific Medical Needs**

Any child with conditions such as sickle cell anaemia, diabetes, epilepsy or other potentially dangerous health matters will have a specific Health Care Plan drawn up in consultation with the School Nurse and other relevant adults. Records of children with such conditions will be kept in the School Office, and all staff will be made aware of relevant symptoms and their implications.

See **Administering Medication Policy**

### **42. Home Visits**

Home visits will be undertaken by staff occasionally eg attendance and sickness. 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.

#### **43. Contractors**

Where practicable, all contractors used on site will be registered with Safety / Accredited Schemes E.g. Chas

If a contractor that is not registered the school will undertake a thorough assessment of competence.

Before any work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept.

The school will provide all contractors with relevant information regarding the building such as the known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

Before commencement of any contract work, the Premises Manager will complete a contractor induction form with each individual contractor. A Contractor Code of Conduct Form will be completed.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Head Teacher.

If the school is concerned that any works being undertaken appear to be unsafe, they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

**See Management of Contractors Policy**

#### **44. Procurement of Goods and Services**

Stillness Primary 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.

- Single purchases over £100.00 should be added to the asset register by the Premises Manager or IT Manager
- 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 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

**45. School Events (Fetes, Shows, Quiz Night etc)**

When organizing school events (i.e. summer fayre, Christmas concert, international evening etc) the event organizer will be responsible for preparing a short-written assessment of the activities/ attractions that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. The following activities/attractions MUST have an individual written assessment: -

- Bouncy castles
- Stands/Stalls
- Displays involving animals, weapons, flames or special effects

Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered, and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.

Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, asbestos, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

## Appendix 1 Fire Evacuation

**We would be grateful if you would take a couple of minutes to read our fire evacuation procedure below. In the event of a fire please remain with the person you have signed in to see. Your co-operation is appreciated.**

### **Stillness Junior School**

#### **Fire Evacuation Procedure**

#### **FIRE ASSEMBLY POINT FOR WHOLE SCHOOL: Juniors Playground**

Staff below has to check specific buildings to ensure that everyone has left. All rooms to be checked. Regulations state that all windows and doors should be closed if possible.

#### **Fire Marshals**

- Main Hall - Mitzi Nichol - (Hazel Demetriou in her absence)
- Year 5 Building – Patrice Augustus -Brown (Inga Zelve in her absence)
- Year 6 Block – Amy Polglaze (Gennette Thomas in her absence)

#### **Premises Officer to check where fire is located and ensure smooth evacuation**

#### **Procedure to exit school:**

#### **Main Hall**

- All Year 3 to go through (Room A6), through the Infants playground to line up in the Juniors playground
- All Year 4 to go out through (Room A3) and line up in the Juniors playground

#### **Year 5 Building Hall**

- (Room B9) – leave through outer classroom door. Line up in the Juniors playground.
- (Room B8) – leave through outer classroom door. Line up in the Juniors playground.
- Library (Room B10) leave through inner classroom door. Exit through (Room B9) and line up in the Juniors playground.
- Cookery Suite (Room B7) leave through inner classroom door. Exit through (Room B8) and line up in the Juniors playground.
- Music Room 1 (Room B11) and Music Room 2 (Room B12) leave through inner classroom door. Exit through (Room B8) and line up in the Juniors playground into your class.
- Art/Science Room (Room B6) leave through inner classroom door. Exit through (Room B8) and line up in the Juniors playground.
- Inclusion Teaching Room (Room B1) leave through inner classroom door. Exit through (Room B3) and line up in the Juniors playground into your class.
- PE Hall / Changing Rooms - leave through inner classroom door. Exit through (Room B3) and line up in the Juniors playground.
- PPA room (Room B4) & Group Room (Room B5) - leave through inner classroom door. Exit through (Room B3) and line up in the Juniors playground into your class.

- Deputy Heads Office (Room B2) - leave through inner classroom door.

Any other visitors or contractors need to evacuate from the nearest fire exit out into the Junior playground.

Please note that there will be a lot of children walking through one area, but there will be time to evacuate quickly.

Any missing children to be reported to (Office staff) – Kim/Jannette/Saskia **IMMEDIATELY**

### **In case of fire during lower/upper school lunch time**

- All pupils to leave lunchroom, single file through the passage way out of the Main Visitors' Gate and line up across the road by the gate to the kitchens, with lunchtime staff positioning themselves one at the front of the line and one at the rear.
- All pupils in Juniors playground to leave through the passage way out of the Main Visitors' Gate and line up across the road by the gate to the kitchens, with lunchtime staff positioning themselves one at the front of the line and one at the rear.
- All teaching staff to go straight from staffroom out in to the street to receive their pupils. Office staff will provide them with their class cards (to hold up) and their registers outside.

### **In case of fire during playtime**

- All staff on playground duty to assemble at their four fire assembly points (four corners of the white lines). Children will be asked to line up at their nearest point. Lead pupils in single file through passage way out of the main gate and line up across the road, where the teaching staff will be waiting to take the registers. Playground Duty staff to position themselves one at the front of the line and one at the rear.

### **In case of fire during PE Lessons**

- The PE Coach to remain with class at King's Ground / playground and will take register there.
- The PE Coach will collect class registers before PE lessons from office

### **Breakfast Club / After School Club / Extended Club:**

- All pupils to leave lunchroom, single file through passage way out of the main gate and line up across the road by the gate to the kitchens, with staff positioning themselves one at the front of the line and one at the rear.
- All tutors to lead their group out of the main gate and line up across the road by the gate to the kitchens.
- Coaches at King's Ground to remain there with their pupils and take their registers.

A fire marshals box is kept in the office with fire marshal jackets and documentation needed to be taken off site – office staff to take to designated safety location.

Fire Marshals in Year 6 and Year 5 Building keep their jackets with them.

Evacuation of whole site and children relocated to Juniors playground to take 5 minutes – 2.5 – 3 minutes desirable.

Laminated boards with class names to be held up to ensure that classes are in order outside at Brockley Rise / playground.

In case of an evacuation to King's Ground: Children have to be lined up on the designated assembly point; Infants at the front – Juniors at the rear.

If any members of staff take any child out from other classes e.g. to discuss behaviour issues regarding break times etc., please inform relevant class teacher.

**It is your responsibility to ensure that the child is with their class.**

When parents are helping out on site, they need to be informed by the class teacher that they are not allowed to take children away from the school site, but have to line up with the class they are working in at the appropriate assembly point – following the above outlined procedures.

**Note: Individual room fire evacuation plans can be found on each room wall, as well as on the staff server**

## Appendix 2 Risk Assessment Templates

Stillness Junior School					
Topic:			People at Risk:		
Assessment carried out by:		Date:		Date of Review:	

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**

**Signed:**  
**Date:**

**Role:**

**Parents Signature (if applicable)**  
**Date**

## Appendix 4 INCIDENT REPORT FORM

*Incidents including trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.*

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a pupil, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, at this might lead to allegations of collusion.

Date of incident: .....

Day of week: .....

Time: .....

### 1. Member of staff reporting incident

Name: .....

Work address (if different from school address):

.....  
.....  
.....;

Position: .....

### 2. Personal details of person assaulted/verbally abused (if appropriate)

Name: .....

Work address (if different from school address)/home address (if pupil)

.....  
.....  
.....

Job/Position (if member of staff): .....

Class: .....

Age (approx): ..... Sex: .....

### 3. Details of trespasser/assailant(s) (if known)

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.....  
.....

.....  
.....  
.....  
.....  
.....

4. Witness(es) if any

Name: .....

Address: .....

.....  
.....

Age (approx): .....

Sex: .....

Other information

.....  
.....  
.....  
.....

Relationship between member of staff/pupil and trespasser/assailant, if any

.....  
.....  
.....  
.....

5. Details of incident

a) Type of incident (eg if trespass, was the trespasser causing a nuisance or disturbance and how, if assault, give details of any injury suffered, treatment received etc.

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.....  
.....

b) Location of incident (attach sketch if appropriate)

.....  
.....

.....  
.....

c) Other details: describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present

.....  
.....  
.....  
.....

6. Outcome: (eg whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

.....  
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.....  
.....

7. Other information (to be completed as appropriate)

a) Possible contributory factors

.....  
.....  
.....  
.....

b) Is trespasser/assailant known to have been involved in any previous incidents YES/NO

.....  
.....  
.....  
.....

c) Give date and brief details of (b) if known

.....  
.....

.....  
.....

d) Had any measures been taken to try to prevent an incident of this type occurring? If so, what? Could they be improved?

.....  
.....  
.....  
.....

e) If no measures had been taken beforehand, could action now be taken? If so, what?

.....  
.....  
.....  
.....

f) Name and contact details of police officer involved, and incident number or crime reference number, as appropriate

.....  
.....  
.....  
.....

g) Any other relevant information

.....  
.....  
.....  
.....

Signed: .....

Date: .....

Please return as soon as possible to: Headteacher or Deputy

## **Appendix 5 The duties of the Premises Manager**

As well as the general duties which all members of staff have, the Premises Manager has a key role and responsibility to help put into place and continually developing a system for the management of Health & Safety in the school, particularly on matters relating to buildings, playgrounds, equipment, fire safety, security and maintenance as set out below.

The Premises Manager is a member of the Health and Safety Management Team of the School and works in consultation and conjunction with the Health and Safety Management team and the Head Teacher.

The Premises Manager has specific responsibility for monitoring and managing the following including maintenance and inspections and carrying out risk assessments

- Access/Exits including deliveries and car parks
- Asbestos
- Classrooms
- Cleaning
- Control of Substances Hazardous to Health (but not in curriculum areas)
- Emergency Plan
- Electricity (installation and appliances)
- Fire
- Gas
- Grounds maintenance
- Group rooms
- Hallways
- Ladders (working at height)
- Lavatories
- Lighting
- Lone working
- Maintenance programmes
- Main hall
- Manual Handling
- Outdoor area
- Pest management
- Repairs
- Slips, Trips and Falls
- Sports Hall
- Security
- Trespassers
- Ventilation
- Vehicles on site
- Water (legionella)
- Water (drinking)
- Work Equipment

The Premises Manager will be involved in the continual monitoring and review of school Health and Safety policy and procedures.

The Premises Manager will be given specific information by the Headteacher on his specific health and safety responsibilities, other than those set out in this document. The Headteacher will ensure that necessary training and further information is given as required to allow the Premises Manager to gain the competence to carry out his duties.

## **Appendix 6 Risk Assessment Methodology**

Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them. In accordance with our duties under the Management of Health and Safety at Work Regulations, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Purpose of a Risk Assessment is to identify hazards and evaluate any associated risks. This includes areas such as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety
- Site Security
- School Trips
- Critical incidents

The Head Teacher is responsible for ensuring risk assessments are undertaken and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this. All staff are responsible for carrying out a Risk Assessment according to their roles and responsibilities. The Head Teacher is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

### **The Process of Risk Assessment**

What can be risk assessed?

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five-step process:

Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precautions

Step 4: Record your findings and implement them

Step 5: Review your assessment and update if necessary.

**What is a hazard?** A hazard is anything which can cause harm e.g. electricity, chemicals, etc

**What is risk?** Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

**Evaluating the risk** Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice. There are many sources of good practice, for example HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)) CLEAPSS, etc.

So, first, look at what you're already doing think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider:

Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible, in the following order:

- try a less risky option (e.g. switch to using a less hazardous chemical);
- prevent access to the hazard (e.g. by guarding);
- organise work to reduce exposure to the hazard
- (e.g. put barriers between pedestrians and traffic);
- issue personal protective equipment (e.g. clothing, footwear, goggles etc); and
- provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

Involve relevant staff, so that you can be sure that what you propose to do will work in practice.

### **WHAT IS A RISK ASSESSMENT?**

The Health and Safety Executive (HSE) defines a risk assessment as “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”.

The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures. The five-step process is as follows:

Step 1: Identify the hazards Divide your work into manageable categories considering:

- Location
- Activities
- Equipment
- People / Pupils
- Chemical – paint solvents/exhaust fumes
- Biological – bacteria
- Physical – noise/vibration
- Psychological – occupational stress

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/pupils. Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required. If any further actions are required, the name of the person responsible for actioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after our staff. Writing down the results of your risk assessment, and sharing them with the staff, encourages you to do this.

Step 5: Review your assessment and update if necessary.

Risk assessments need to be reviewed and if necessary, updated every year. However, a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

### **DEFINITION OF A HAZARD AND A RISK**

**Hazard:** A hazard is anything that may cause harm such as chemicals, electricity, working from

ladders, an open drawer, etc.

**Risk:** The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### Risk Matrix

Likelihood		Very Likely	Likely	Unlikely	Highly Unlikely
Consequences	Fatality	High	High	High	Medium
	Major Injuries	High	High	Medium	Medium
	Minor Injuries	High	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

### Code of Conduct

Work safely and responsibly and be aware of responsibility for own actions and behaviour.

Avoid any conduct which would lead any reasonable person to question your motivation and intentions.

It is the responsibility of all adults to safeguard and promote the welfare of children and young people.

No tools, materials or substances are to be left lying around unsupervised for any reason or any period of time.

Take a head count and check that your children match up with your club register. Notify the office immediately if a child is not present – the office will then be able to confirm if the child is ill or will look for them.

Never give your personal contact details to children, including your mobile telephone number.

Work and be seen to work, in an open and transparent way.

Never be in contact with children outside school supervision.

Stay within the agreed work area and access routes, including toilets.

Obtain permission if you need to go outside the agreed work area or access routes.

Keep staff informed of where you are and what you are doing.

Never promise confidentiality to a child. Be clear that you may need to tell another adult.

As a rule, do not touch children, report any physical contact and any concerns you believe may be misconstrued.

Report immediately to the Headteacher or Deputy Headteacher if a child shows any signs of being infatuated with you (written, verbal, physical).

Act and dress appropriately – this includes no swearing, no racist, sexist or homophobic comments or comments about a person's abilities or appearance.

### Appendix 3 H&S advice to visitors

## Stillness Junior School Health and Safety Leaflet 2017-2018

Welcome to Stillness Junior School, we hope that you enjoy your time with us. Should you have any questions during your visit then our staff will be more than happy to answer you.

**The information enclosed outlines how we as a school and a community intend to keep our children safe. The policies and guidelines are not intended to alienate but ensure the children are safe at all times**

#### **As a visitor to Stillness Junior School we would ask that you:-**

- Sign in at reception and sign out whenever you leave the building.
- Ensure you wear your visitors badge and that it is clearly visible.
- Do not use your mobile phone when with children.
- Personal photography is not permitted during your visit unless approved by a senior member of staff.
- Always report to the Designated Safeguarding Leads about anything that causes you concerns about a child's safety or your own.
- Never pass on any confidential information without seeking guidance from the Headteacher or Deputy Headteacher.