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Reach For The Stars

Health and Safety Policy

Our Motto

Reach For The Stars

Our Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support **Articles 2, 12, 15, 19, 24, 27, 28, 29, 31** of the United Nations Convention on the Rights of a Child.

- **Articles 2/12:** We respect the right to be listened to and listen to others.
- **Articles 19/24:** We respect the right to feel safe at school and help others feel safe.
- **Article 28:** We respect the right to learn and let others enjoy their learning.
- **Articles 15/31:** We respect the right to join in and be part of a team.
- **Article 29:** We respect the right to develop our potential and to do it with a growth mindset.
- **Article 27:** We respect the right to look after our own and others property

Our Values

★ **S**triving **T**eamwork **A**ll Included **R**esponsibility **S**uccess
★

★ Striving

Our aim is that we are a school that:

- **uses our Growth Mind-set (learning from mistakes and always willing to have a go)**
- **never gives up and always find ways of improving**
- **enjoys challenges and aims high**

★ Teamwork

Our aim is that we are a school that:

- **encourages and supports each other to be the best we can be**
- **learns from each other**
- **listens to and respects each other's ideas**

★ All Included

Our aim is that we are a school that:

- **has high expectations of everyone**
- **encourages everyone to take an active part in learning and life of our school**
- **nurtures and celebrates what makes each and every one of us unique.**

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★ **Responsibility**

Our aim is that we are a school that:

- **takes ownership of the choices we make**
- **takes ownership/charge of our own learning**
- **looks after each other and our school**

★ **Success**

Our aim is that we are a school that:

- **provides an education that encompasses academic, creative, social, emotional, physical and cultural development.**
- **celebrates our efforts and achievements**

Equal Opportunities and the Single Equality Scheme

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

This policy supports the school in addressing Article 24: of the UN Convention on the Rights of the Child.

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Detailed information on Arrangements can be obtained from TH Corporate Health and Safety and from stuart.mcgregor@towerhamlets.gov.uk .

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Moving and Handling
- Appendix 13 - Asbestos
- Appendix 14 - Contractors
- Appendix 15 - Display Screen Equipment
- Appendix 16 - Vehicles
- Appendix 17 - Stress
- Appendix 18 - Legionella
- Appendix 19 - Work Experience

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HEALTH AND SAFETY AT WORK ACT.1974 POLICY STATEMENT

Health and Safety Policies have 3 main parts:

1. Statement of Health and Safety Policy

Successful health and safety management starts with sustained commitment and interest from the top of the school. This commitment is the basis of the Statement of Health and Safety Policy.

This statement should set or confirm the health and safety 'culture' of school. It is an opportunity for the Governing Body and the Headteacher to influence the attitudes and behaviour of staff and pupils and create a positive health and safety 'culture'. This statement can be any set of words that suits, an example is shown in Section 1.

2. Organisation and Responsibilities

The organisation part of the policy is basically the existing personnel structure. Health and safety is a management function and the responsibilities go hand in hand with other management functions. The school's actual organisation should be detailed; some responsibilities of Headteachers may be delegated to teachers or other specialists. What should be made clear is what is expected of staff and what they should do if they cannot fulfill these expectations, ie. to whom to report the problem. If something is identified as not being satisfactory, it is dealt with or passed up the organisation for a decision to be made, with specialist help being obtained if necessary.

3. Arrangements

This final part of the Policy are the arrangements for achieving the intentions set out in the Statement of Health and Safety Policy. These are basically the measures for controlling risks and complying with health and safety legislation. The Management of Health and Safety at Work Regulations 1999 specifically require that schools assess the risks from their activities and implement arrangements to control them and to comply with health and safety legislation. The significant findings of these risk assessments must be recorded.

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To reduce duplication and simplify documentation the arrangements section of the model policy refers to model risks assessments which are attached.

PART 1: Statement of Health and Safety Policy

The Governing Body is committed to:

- the provision of safe and healthy conditions for pupils, staff, visitors and contractors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of staff, pupils, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The risk control arrangements are set out in the risk assessments which are recorded separately.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

This policy statement supplements

- LBTH's Corporate Health and Safety Policy
- CSF Health and Safety Policy, Organisation and Arrangements Statement



Mike Tyler, Chair of Governors



Remi Atoyebi, Headteacher

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Date 20th July 2018

Date: 20th July 2018

PART 2: Organisation and Responsibilities

Overall and final responsibility for health and safety is that of the Governing Body.

Day to day responsibility for health and safety is delegated to the Headteacher

Governing Body

Are specifically responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Governors' meetings;
- a Governor is given specific responsibility for health and safety;

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- the Governor with specific health and safety responsibilities and the Headteacher receive health and safety management training;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply;
- the Director of Education and Cultural Services is informed of any situation of concern where appropriate health and safety standards cannot be implemented.

Headteacher

The Headteacher is responsible to the Governing Body for ensuring that:

- the health and safety policy is implemented on day to day basis;
- risk assessments are carried out and measures are implemented to control the significant risks and comply with health and safety legislation;
- the significant findings of the risk assessments are recorded;
- health and safety standards are monitored informally on a day to day basis and formally monitored three times a year, keeping records of the findings and any actions required;
- staff are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems with implementing and maintaining appropriate health and safety standards are reported to the Governing Body along with details of significant injuries to staff, pupils and visitors;
- specialist help and assistance is obtained where necessary.

PART ONE

- 1 To ensure that those responsibilities as stated in the Policy Statement are fulfilled.

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- 2 To be available to the local H&S Contacts to discuss and seek to resolve health and safety problems.
- 3 To judge whether the steps which need to be taken to remove potential hazards are “reasonably practicable” and lie within his executive authority and as appropriate, take action.
- 4 To report to the governors those instances where their normal executive authority does not allow them to remove or reduce any hazard or where they have doubts as to the practicability of a proposed solution.
- 5 To take note of health and safety bulletins and safety instructions issued from time to time (by the Education Officer) and to arrange for their circulation.
- 6 To be readily available to accredited Safety Representatives and to co-operate with them in carrying out Health & Safety inspections at the workplace.
- 7 To receive written reports from Safety Representatives following an inspection of the work place and to reply in writing to the points raised (copy to governors).

PART TWO

The Headteachers managerial responsibilities can be broken down into elements some of which have H&S facts attached.

1 TIME

Time must be found for the following:-

- 1-Staff instruction including agenda items at staff meetings.
- 2-Induction of new Staff
- 3-Fire Practices
- 4-Food Hygiene
- 5-Toilet Inspection

2 MONEY

Some resources need to be allocated for:-

- 1-First Aid equipment (replenishing)
- 2-Staff training (first aid & refreshers)
- 3-Repair of equipment

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3 EQUIPMENT

All the school's equipment must be:

- 1-Sound and safe (if not then locked away or condemned)
- 2-Appropriate to the age group using it (i.e. craft knives)

4 SPACE

The Headteacher is responsible for ensuring that the areas allocated are safe environments and appropriate for the planned activity.

1-Areas with safety defects should be partitioned off, locked, or not used at all.

2-Areas with safety defects should be reported by

- a) Notify Premises Manager
- b) Enter into repairs folder and log on HelpDesk,
- a) Advise other users i.e. clubs,
- d) If appropriate inform governors.

5 STAFF

The Headteacher is charged with the responsibility of:-

- 1-Ensuring all staff are aware of the Health & Safety policy and practice
- 2-Pointing out staffs own liability under H&S at Work Act 1974
- 3-Ensuring a safe working environment (as far as is possible)
- 4-ALL INSET courses and training considers these aspects of H&S that relate.

6 CHILDREN

The Headteacher sets the standard of behaviour required of the children attending the school.

1-The children (and their parents) should be aware of the rules which seek to ensure their safety.

2-The Headteacher is in "Loco Parentis" and therefore has a legal responsibility to act as would a responsible parent.

Parents' wishes should be adhered to (particularly in the collection of children at the end of the session)

7 ADMINISTRATION

All the required administrative duties relating to Health & Safety should be complied with and given high priority.

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All Staff

Are responsible for:

- taking reasonable care for their own health and safety and that of others who are affected by their activities;
- where appropriate, exercising effective supervision of pupils so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy and the measures detailed in the risk assessments;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

Pupils

Pupil are expected:

- to exercise personal responsibility for their own health and safety and that of others;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the school and in particular the instructions of staff.

THE RESPONSIBILITY OF LOCAL HEALTH & SAFETY CONTACTS

Under the guidance of their Key Health & Safety Manager.

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- 1 To advise on the prevention of accidents.
- 2 To receive comments from the staff on potential hazards within that Contacts normal area of responsibility and to take steps to remove or reduce the hazard so far as is reasonably practicable.
- 3 To report to the H&S Manager those instances where their normal executive authority does not allow them to remove or reduce the hazard or where there are doubts as to the practicability of the solution.
- 4 To ensure that all accidents occurring within their area or responsibility are reported and recorded in accordance with instructions and to establish whenever possible, if so directed by the Key Manager, the facts of any accident (if appropriate by site visits) before site evidence is removed, when practicable to ensure that such evidence is not moved.
- 5 To ensure that periodic but regular inspection of plant & equipment is carried out and that appropriate records are maintained.
- 6 To inspect periodically, sites and places of work where staff are working to ensure that safe practices and methods of work are being followed and that adequate and appropriate tools is being used in conjunction with Safety Representatives.
- 7 As far as is reasonably practicable, to ensure that staff are informed of health hazards safety procedures, relevant regulations and are otherwise provided with appropriate safety literature.
- 8 Advising on the use of protective clothing, footwear and equipment and ensuring that this is properly maintained and renewed when necessary.
- 9 To ensure that new employees are given every assistance to perform their duties in a safe manner.

The Key Health & Safety Manager of the School is:

NAME	Remi Atoyebi
TITLE	Headteacher
OFFICIAL ADDRESS	Osmani School, Vallance Road, London E1 5AD
TELEPHONE	0207 247-8909

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The person designated to act in Key Manager's absence is:

NAME Runa Begum
TITLE School Business Manager (**SBM**)

The local Health & Safety contact is:

NAME: Mr Stuart Neill/Sam Williams
TITLE School Premises Manager (**SPM**)

Under the regulations on Safety Representative which became operative on 1.10.1978 recognised Trade Unions can appoint safety representatives. Representatives must make themselves aware of their duties.

Health and Safety Representatives and Consultation

The named Persons below have been appointed as the employee health and safety representative and will be consulted during the preparation and review of the school's health and safety procedures. Facilities and time off from normal duties will be provided so that they can carry out the functions of a health and safety representative as detailed in the Safety Representatives and Safety Committee Regulations.

Health and safety is a standing item on the agenda of all employees and full governors' meetingsThe safety Representatives are:

NAME REPRESENTED	UNION	STAFF
Penny Seymour	NUT	Teachers
Runa Begum	GMB	Support staff

The designated Fire Officer/s required by the School are:

OFFICER Remi Atoyebi
DEPUTY Penny Seymour

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PART 3: Arrangements

Statutory Notices

The following statutory notices are displayed in the Staffroom and main office;

- 'Health and Safety Law' poster.
- Employers Liability insurance Certificate

Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures;
- first aid and injury reporting arrangements;
- any other relevant emergency procedure.

Risk Assessment Procedures

Risk assessments shall be recorded on the attached form.

Risk assessments will be reviewed every year or when circumstances change.

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COMMUNICATIONS

- 1 All staff should be aware of the communication channels regarding health and safety matters. These are clearly stated in the H&S Policy Document and the appendices retained in the Office and Staff Room.
- 2 The Key Manager and H&S contacts will make sure that advice is circulated throughout the establishment as appropriate. A central codified list of Health & Safety information will be maintained by the Key Manager.
- 3 Any member of staff who becomes aware of a potential safety hazard should report the situation to the Head Teacher immediately. Both the staff member and Head will take steps to remove or reduce the hazard and/or report this to the School Premises Manager if unable to remedy. Other users must be notified of the hazard.
- 4 When workmen are working and when vehicles are entering the premises and any member of staff notices an unsafe situation the facts should be reported to the Head or deputising staff and together they will:-
 - I Take steps to ensure that all persons are kept well away from the area until the danger is removed or:
 - li Bring it to the attention of the senior representative of the Contractor on site if the danger is imminent.
5. New members of staff must be fully briefed on health and safety arrangements by the Head Teacher and given a copy of this policy document, which they must read and sign confirming they understand their responsibility.

ACCIDENT/INJURIES/INCIDENTS

- 1 An official "Incidents and Injuries" report form must be used to report all accidents (and near misses) whether or not they result in absence from work and whether or not the person(s) involved is (are) employees. Any incident of a hazardous nature must be reported.

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- 2 The L.A's "Pupils Incidents and Injuries" report must be used to report all accidents/injuries to children. These are reported to Governors meetings.
- 3 Additionally details of accidents/incidents should be recorded in the Accident Book and School Diary, by the person concerned, the first aider, appropriate local H&S Contact, but most likely by the Head Teacher.
- 4 When a serious accident occurs, it is important that the site is left untouched until advice is obtained from the Safety Unit. The Key Manager or Safety Contact will ring the unit for assistance. Union Safety Representatives also have the right to inspect the site of an accident to one of their member.
- 5 Copies of all forms must be sent to those parties indicated on the report pads and additionally one copy must be retained in the School (the school copy must be kept in a secure place at present locked in a locker in the headteacher's office).

FIRST AID

- 1) First Aid boxes are located in the ground floor corridor and Nursery.
- 2) All dinner supervisors and teaching assistants who work in the playground during playtimes have first aid belts and one day basic first aid training; they can treat minor cuts and bruises in the playground.
- 3) All members of staff are responsible for administering to cuts and bruises, grazes, and bangs. (Treatment of these must be recorded).
- 4) All bumps to the head or head injuries must be reported to the headteacher or senior member of staff on duty and a letter given to the child for parents. If it is serious, parents should be called in to school.
- 5) Qualified First Aiders will treat more serious Injuries.

Qualified First Aiders

Denise Thurbon, Thofur Ali and Kousar Uddin. **(They get refresher training every three years)**

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One Day First Aid Training

All TAs and Playleaders have the one day First Aid training every three years.

The Admin Officer, Kausar Uddin will periodically checks first aid supplies and will re-order as appropriate.

FIRE PRECAUTIONS

FIRE DRILLS & FIRE EMERGENCIES

See fire evacuation Procedure (regularly updated) given to every member of staff in September, reminders at first staff meeting each term.

Includes section on precautions to be taken if/when the fire alarms are not working.

- a) **Frequency:** Every term
 - b) **Procedure:** To operate alarm as arranged with Headteacher
 - c) **Fire Exits:** From main building/ From Gym
 - d) **Muster Point:** Infant Playground
 - e) **Alarms:** Oscillating tone sounds/voice announcements
 - f) **Fire Notices:** Displayed in rooms, halls, toilets
 - g) Children, staff and all visitors must evacuate the school quietly.
- 2 In the event of an evacuation - no member of staff or child shall re-enter the building without the permission of the senior staff member present.
When the police or the Fire Brigade are present, permission can only be granted by the Officer in Charge.

FIRE PRECAUTION RULES

OBSTRUCTION

Entrances and exits should be kept clear and unobstructed and stacked chairs and bookshelves should not be placed near exits.

DISPLAY

- 1 - Plastic materials should not be used for display materials
- 2 – Displays should be securely attached to display board as close to surface as possible
- 3 – Great care should be taken when using paper and flimsy material for display

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- 4 – Nothing should be hung from or near a light
- 5 – Ceiling should not be used for display
- 6 – There should be no display material
 - a – within ½ metre of exit door
 - b – within 300mm of services (fire alarm call points, heating vents, radiators).
 - c – AT ALL above high risk equipment (e.g. cookers) or within 600mm either side.

CORRIDORS

- 1 Approximately every three (3) metres of display material should be separated by a space of approximately one (1) metre.
- 2 There should be no display material
 - a) on or above doors

HALLS

No display material

- b) above entrances or exits
- c) within one metre of either side of entrances or exits

STAFF

- a) School policy requires that there should be a designated Fire Officer and Deputy Fire Officer who are responsible for all matters of fire safety.
- b) Staff should be familiar with the positioning of fire alarms and hoses and with the various types of extinguishers (a display chart explaining that various types should be available)
- c) The Fire Officer and Headteacher should ensure that fire equipment is maintained and serviced according to the manufacturers' recommendations and in line with policy.

Note: It is incumbent on the School to provide training in fire safety.

BOMB SCARES

The staff will verbally communicate the warning throughout the school. An alarm will not be sounded.

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LOCAL HEALTH & SAFETY CONTACTS

1 - The Headteacher shall be responsible for the correct use and safety of all electrical equipment. Electrical equipment will be tested annually in accordance with H&S legislation.

All staff have collective responsibility to report to the appropriate Local Contact or Key Manager any faulty electrical apparatus or furniture of any kind anywhere in the school, which shall then be taken out of use until repaired or replaced. The SPM is to make appropriate arrangements.

The SPM will keep a log book. Requests for repairs are to be made to the G4S Helpdesk via email/call and the SPM. This will be recorded in the SPM's log book kept in the office.

Safety Procedures

1 – A formal routine inspection will be carried out by the SBM and the SPM at the beginning of term.

2 - All accidents, 'near misses' and dangerous situations should be reported to the Headteacher, Accident Forms for children and adults should be completed when necessary.

The First Aid base is the ground floor corridor and office, first aid kits and charts are available in the first aid boxes in the photocopy room and nursery.

3- Existing members of staff and others using premises shall be given a copy of this policy. Health & Safety matters will be a regular item on the agenda of staff meetings. (both staff meetings and governors) where any change in policy will be made known.

4- Parents, visitors and contractors should report to the Reception or a staff member when entering the premises during opening hours. (authorised visitors will be given a visitors sticker/badge and be asked to sign in) All unauthorised persons must be challenged.

5– Parents addresses and places of work for use in emergency are retained in the office, these are updated regularly.

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RULES FOR STAFF

- 1 All staff must wear their ID badges when in the school premises.
- 2 Activities should never be left unsupervised. In an emergency, a child should be sent to fetch the Head or Deputy and children must conform to established standards of behaviour.
- 3 If faced with a difficult parent ask him/her to see the Headteacher. If they refuse, send someone to fetch the Headteacher.
- 4 Children are not allowed to use the staple gun or guillotine/paper cutters. Care must be taken to ensure no child is near when these tools are being used.
- 5 Craft tools, solvents and fixatives must not be left unattended or where they may be misused.
- 6 Broken glass should be wrapped in paper and labelled before being put in waste bins.
- 7 Television sets and pianos or other heavy equipment must not be moved by children.
- 8 Children should not plug in or adjust electrical apparatus.
- 9 Staff supervising the playground should be there promptly and should not leave without a substitute taking over the area, unless all children are taken inside with them.
- 10 All entry and exit doors **MUST** be kept shut at all times.
- 11 The playground gates must be kept closed. The main gate should be kept shut electronically during the school hours.
- 12 At home time, staff must ensure that children who are met stay on the premises until collected, that children going home on their own do so promptly. Children who are not collected by 3.30 must be brought to the office.
- 13 All electrical equipment must be checked and approved by DOBAS Electrical Division (Green Sticker approval).
- 14 Staff must position themselves to supervise adequately.
- 15 Children must not be allowed to fight. This includes "Kung Fu" or so called "toy fights". Anti-social behaviour must be challenged.
- 16 During sports activity involving bats. Staff must ensure that no-one (except batsman) enters the defined batting area.
- 17 Children must not climb on chairs or tables, or sit on stacked chairs.
- 18 Children must not carry cups or glasses (full or empty) or play games while eating.
- 19 Staff must not have hot drinks along the corridors and in the in the classroom when children are in the building.
- 20 If the fire alarm sounds after school has finished and the children have left, all staff **MUST** still evacuate the building.

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RULES FOR CHILDREN

- 1 Walk without touching, pushing or crowding other children.
- 2 Walk in rooms, corridors, stairs and halls.
- 3 No sweets or drink to be brought to school without permission
- 4 Children should be encouraged to practice good personal hygiene (washing hands and using toilets)

SAFETY AUDIT

This should be carried out by the SBM (or safety representative) with PM at the beginning of each term.

External Playground

Asphalt
Gates
Walls
Railings
Wire Netting
Dangerous plants and trees

Outside Building

Gymnastics equipment/climbing frames
Breather and waste pipes
Roof
Manhole Covers
Gulleys

Internal

Doors-ball catches-bolts and door closers

All Rooms

Floor-covering

Hall

Toilets-cistern lids-paper holders-towel holders

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Toilets

Sinks (are they clear)
Chairs-seats
Electronic points and plugs
Window-ease of opening (ventilation)
Heating
Storage of cleaning materials
Safe storage of apparatus
Furniture and stacked chairs
Obstruction of exits
Fire Drill notices

Staff Toilets

Sinks (are they clear)
Lavatory Basins
Toilet roll Holders
Seats
Cistern Lids
Towels

Hall & Corridors

Windows, Floor Covering, Fire Doors, Alarms, Hoses
Obstruction
Cupboards (4' height fixed to wall)
Doors

General

Doors-ball-catches-bolts-door closers
Lights
Floor Covering
Toilets-cistern-lids-paper holders-sinks (are they clear)
Towel Holders
Chairs-seats
Electronic points and plugs
Windows-ease of opening (ventilation)
Heating
Storage of cleaning materials
Safe storage of apparatus
Furniture (stacked chairs)
Obstruction of exits
Fire Drill notices

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OSMANI SCHOOL – HEALTH & SAFETY AT WORK

Some reminders-

'It shall be the duty of every employee while at work

- a) to take responsible care for the health and safety of her/himself and of other persons who may be affected by his acts or omissions at work and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with'.

Section 7 of the Act

PLEASE MAKE SURE THAT YOU HAVE READ THE SCHOOL HEALTH AND SAFETY POLICY - THERE IS A COPY IN THE STAFFROOM.

Any teacher or helper noting any hazard - please report with details to the head. Anything that is broken or damaged please inform Stuart – there are forms for this purpose in the staff room or available from Thofur.

FIRE

- 1 Teachers/helpers must familiarise themselves with the instructions pinned on the walls of their classrooms. In the event of a fire or during a fire drill children must evacuate the building quietly
- 2 Fire wardens will check floors and come down nearest staircase after the children closing doors behind them.
- 3 Fire Extinguishers are located at key points throughout the school. All adults must familiarise themselves with their whereabouts and read the instructions for their use.
- 4 Fire doors must be kept closed at all times.
- 5 All fire exits must be kept clear.
- 6 Corridors must be kept clear at all times. Sand trays, unwanted furniture etc. are not to be placed across corridors.
- 7 Do not put up displays (combustible materials) in any of the stairwells.
- 8 The building must be evacuated at all times once the fire alarm sounds.

THERE IS A NO SMOKING RULE THROUGHOUT THE SCHOOL

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CONTRACTORS AND GARDENERS

1. The School Premises Manager will ensure that any contractor/gardener complies with the Health & Safety Regulations and the schools agreed 'contractor code of practice'.
2. Particular attention to be given to see that tools are not left unattended especially when there are children in the building.

ELECTRICAL

- 1 All plugs to be taken out of socket when appliance is not in use.
- 2 Electrical sockets are not to be covered by paper or display materials.
- 3 Extended leads to be covered by chairs and taped to the floor to prevent tripping.
- 4 Mobiles or other decorations must not be suspended from light fittings.
- 5 Plugs must not be fitted by staff of school. Any request for a plug to be fitted must be made to Stuart (School Premises Manager) who will organise it.
- 6 All electrical equipment is tested annually but everyone should carry out a visual check before using any electrical equipment. Any equipment with any visual fault should be clearly labelled, taken out of use and reported to SPM/HT.

GENERAL SAFETY

- 1 No child to work in an unsupervised room.
- 2 Sun blinds are not to be adjusted by children.
- 3 No child may leave the building without first obtaining permission from the head teacher. In the head teacher's absence permission can be obtained from the deputy. This applies to every situation. Children leaving school for an appointment must be collected by parent or other adult representative who must "sign out" in the office.
- 4 No child goes to the boiler yard for any reason.
- 5 Children do not go shopping for teachers in or outside school hours.
- 6 No child is to be given a key and told to lock her/himself in a stockroom or classroom for any reason.
- 7 No child is to remain in a classroom or anywhere in school during dinner hour or playtime without supervision.
- 8 Upstairs classes are to be supervised very carefully as the stairs can be dangerous. No class is to be on the staircase without the teacher actually accompanying them.
- 9 All classes are to be taken to the relevant playground at playtime etc. No class is to be left to just - go. KS2 classes must be accompanied

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- down the stairs at home time.
- 10 PE apparatus is to be put up or taken down with the teacher actually present.
 - 11 Teachers on playground duty MUST be in playground FIRST.
 - 12 It is everyone's responsibility to challenge unknown adults seen on or entering the school premises. Visitors allowed on the premises will be given a 'visitors' pass, after they have signed in.
 - 13 Hand bags and valuables must be locked away – if you do not have a locker please tell Charlotte.

HYGIENE

- 1 Pets to be kept in steel cages (not wooden) - cleaned daily and waste not to be emptied in wastepaper bins. Any waste must be taken by a helper to dustbins. Pet food must be stored in a sealed container.
- 2 Pasta's/lentils etc. for collage work must be kept in sealed containers.
- 3 Soap to be available in classrooms and cloakrooms.
- 4 Any towel in need of replacement/flooding in toilet etc. please inform Stuart (School Premises Manager). If he is not available leave a written note in his book in the office.

FURNITURE

- 1 Television/large furniture must not be moved by children.
- 2 Chairs must never be stacked more than 8 high. Tables must not be stacked more than four high.

FIRST AID

There are 3 qualified 'first aiders' - Denise Thurbon, Thofur Ali and Kousar Uddin.

All TAs have the one day first aid training certificate.

- 1 All accidents (however small) must be recorded in the school accident book – kept in first aid box along the ground floor corridor.

a) Name b) class c) nature of accident will be written.

The head teacher or member of SLT must be informed of all head injuries and other accidents which are considered to be serious.

2. All accidents to staff however minor must be reported to the head teacher. In her absence it must be reported to the deputy and recorded in the Local Authority accident log in the office.

- 2 During classroom hours, children needing minor first aid are to be dealt with by a helper. In emergencies call a member of SLT or a qualified first aider.

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3 Serious accidents and near misses to all staff and children will be reported to the Education Department, Mulberry Place in writing - in accordance with Health and Safety legislation.

MEDICINES

1 It is the policy of the school to discourage parents from sending medicines to school.

2 If medicines have to be taken during the school day, parents must see the head and discuss the matter with her. Such medicines will be given by the Home School Liaison Officer (**HSLO**), Admin Officer or a member of SLT. **(They must be medicines prescribed by the GP or hospital-medicines not prescribed will not be administered by the school)**

3 Paracetamol etc: travel sickness pills, must not be given to children by teachers.

4 Asthma inhalers must be labelled and will be kept for emergencies in the office, where they are instantly available.

There is an abridged version of this policy in the staff handbook.

Monitoring of policy

This policy will be monitored in conjunction with G4S by the Headteacher.

Evaluation of policy

This policy will be evaluated through termly reports to the Governing Body. This evaluation will also inform school priorities.

APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by the business manager following guidance from Corporate Health and Safety, and are approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally on the “T” drive under “Risk Assessments”.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person’s file and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by subject/class teachers using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use, lesson plans etc.

All LA schools have a subscription to CLEAPSS and in science and DT their publications¹ can be used as sources of model risk assessment.

Other sources of model risk assessments:

[National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>]

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

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[Safe Practice in Physical Education and School Sport' Association of PE
'afPE' <http://www.afpe.org.uk/>

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APPENDIX 2

OFFSITE VISITS

All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Children Schools and families Outdoor Education Policy. Stuart.mcgregor@towerhamlets.gov.uk is your contact for any Outdoor Education Visits concerns, and all matters relating to the Evolve system.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

Evolve can be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Penny Seymour, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the head teacher.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Business Manager.

The person(s) undertaking such inspections will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager.

A named governor will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in the Grid for learning.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The council have completed fire risk assessments in schools and other CSF establishments. All establishments should have an up to date suitable and sufficient risk assessment. The head teacher is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented. The fire risk assessment is located in the head teacher's office and reviewed on an annual basis, or after any building change and incident of fire, or concerns with fire safety.

Fire Instructions

These documents are made available to all staff in their classrooms and included in the establishments' induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by premises manager and updated upon review.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

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- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should familiarise themselves with the type and location of portable fire fighting equipment and read instructions on its correct use.
- **Details of service isolation points** (i.e. gas, water, electricity) can be obtained from the premises manager.
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Premises Manager as appropriate, for consultation.

APPENDIX 5

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the premises manager and a record kept in the fire log book.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer, BDS Security, 0845 300 6560 (G4S helpdesk).

A fire alarm maintenance contract is in place with BDS Security and the system tested annually by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

G4S employ a contractor to undertake an annual maintenance service of all fire fighting equipment.

Weekly, the premises manager checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the premises manager or G4S, 0845 300 6560.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the premises manager recorded as monthly flick tests in the fire log and annually by G4S.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

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

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APPENDIX 6

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Photocopier Room, Ground Floor Corridor and Nursery.

The admin assistant is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL (18 hr) :

Denise Thurbon, Thofur Ali & Kousar Uddin

TRAINED TO EMERGENCY AID LEVEL (6 hr):

All Teaching Assistants

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

Thofur Ali

Kousar Uddin

Denise Thurbon

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital: If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with LBTH guidance.

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Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ["2014 Medicine and Supporting Pupils at School with Medical Conditions "](#)

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by the admin assistant.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in the fridge or the storage compartments in the office with access strictly controlled.

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the storage compartments in the office and clearly labelled.

Individual Health Care Plans

Individual Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc)

These plans are reviewed annually by the Head Teacher and Inclusion Manager and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LBTH Council forms. (AIR-Accident and Incident Report forms)

This form will need to be obtained/completed online in the main office.

- A local accident book located in the ground floor corridor and/or gym entrance area is used to record all minor incidents to pupils, any more significant incidents must also be reported to London Borough of Tower Hamlets.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Coordinator 020 7364 4193 Mobile 07985 297 797. The health and safety team will report these to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur, by sending the AIR form. The quickest way of doing this is by completing the AIR form and emailing it to stuart.mcgregor@towerhamlets.gov.uk

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;

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- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

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APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The full governing body meets termly to discuss health, safety and welfare

issues affecting staff, pupils or visitors. Action points from meetings are

brought forward for review by school management

The teaching Trade Unions appointed Safety Representative on the staff is/are Charlotte Hurley/Penny Seymour.

Communication of Information

Detailed information on how to comply with LBTH health and safety policy is located in the main office and staffroom.

The Health and Safety Law poster is displayed in the main office and staffroom.

The Children Schools and Families Health and Safety Coordinator, Tel: 020 7364 4193 Mob: 07985 297 797 will provide competent health and safety advice.

Health and Safety Training

Health and safety induction training will be provided and documented for all

new employees by the head teacher.

The Head teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

induction training in the requirements of this policy;

update training in response to any significant change;

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training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
refresher training where required.

Training records are held by the Assistant Head Teacher who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

LONE WORKING

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

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

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.(Refer to Guidance on staff intranet corporate health and safety or contact stuart.mcgregor@towerhamlets.gov.uk)
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by London Borough of Tower Hamlets. Records of such monitoring will be kept in / by the Head Teacher.

The Business Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Any equipment that would be restricted to those users who are authorised / have received specific training will be labelled accordingly.

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

Curriculum areas

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by the LA (BATS) team, 020 7364 7584.

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

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and the Premises Manager will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Gym Fix.

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FLAMMABLE AND HAZARDOUS SUBSTANCES

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

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

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is G4S.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials. Remember the safety data sheets are not your risk assessments for that chemical but information only
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved Suppliers, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 12

LIFTING AND HANDLING

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

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

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

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

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

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ASBESTOS

The London Borough of Tower Hamlets asbestos policy will be followed.

The asbestos register is held in the Premises Manager's office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officers are employed/contracted by G4S, refresher training is required 3 yearly.

The Headteacher shall ensure:

- The asbestos log is maintained and that any changes are notified to the asset management team.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advise sought from the asset management team before any undertaking of work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager who will contact the LA for advice

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Manager.

APPENDIX 14

CONTRACTORS

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

All contractors must report to school office / reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects directly the governing body would be considered the 'client' and therefore has additional statutory obligations.

These are managed by the Business Manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses London Borough of Tower Hamlets registered contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations. Where non

² CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed. In such instances it is recommended that an agent be used to work on the schools behalf.

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registered contractors are used the Business **Manager will undertake appropriate competency checks prior to engaging a contractor.**

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

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APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc should have an assessment.

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

To take the assessment go to www.screen-technology.co.uk/sos/ the username is Tower Hamlets and password Vt6PCgaS

Please note these are case sensitive and a space between the Tower and Hamlets.

Advice on the use of DSE is available from Corporate Health and Safety

APPENDIX 16

VEHICLES ON SITE

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

The access from the road shall be kept clear for emergency vehicles.

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

Visitor vehicles may only be parked via prior agreement with the Head Teacher or Business Manager. Drivers must ensure they park within the designated parking bays

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Tower Hamlets Council management standards.

The school participates in certain wellbeing programmes such as the Brad Wray coaching /mentoring sessions.

Some of the systems in place for responding to concerns include Performance Management, Peer coaching/mentoring, Head Teachers “open door” policy, Phase Manager and Head of Phase for each phase.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the schools legionella water risk assessment and water log records.

A water risk assessment of the school has been completed by G4S and the Premises Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book. The Premises Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by named company.

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

WORK EXPERIENCE

The school has a separate work experience policy which is regularly reviewed and updated the Assistant Head Teacher is responsible for managing and co-ordinating work related learning within the school following guidance contained in the Council guidelines for work experience and in accordance with the Quality Standard for Work Experience³.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks, the LA's 'preferred' suppliers Tower Hamlets Education Business Partnership should be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

3