



## **HEALTH AND SAFETY POLICY Whole school and EYFS**

### **Statement of intent**

Parsons Green Prep Preparatory School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and those visiting the school premises.

This policy statement and the accompanying organisation and arrangements will be reviewed on an ongoing basis.

### **ORGANISATION**

#### **Health and safety committee**

Proprietor  
Headteacher  
Health and safety advisor  
School administrator (consultation)

#### **Responsibilities of the health and safety committee**

The health and safety committee is responsible for the implementation of this policy.

#### **Responsibilities of the proprietor Eridge House Ltd**

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

Mrs Lucinda Waring, proprietor, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feed back health and safety issues and identified actions on behalf of Eridge House Ltd.

The proprietor will receive reports 3 times per year from the headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

#### **Responsibilities of the headteacher**

Overall responsibility for the day to day management of health and safety in accordance with the Health and Safety at Work Act (1974), Safeguarding Children Policy and related policies covering the safety and welfare of children, staff and visitors, rests with the headteacher.



The headteacher has responsibility for:

- Cooperating with the proprietor to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing delegated inspections and risk assessments and implementing required actions.
- Reporting to the proprietor on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the proprietor any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and any trade union Representatives they seek to consult.

Whilst overall responsibility for health and safety cannot be delegated the headteacher may choose to delegate certain tasks to other members of staff. The task of overseeing health and safety on the site has been delegated by the head to the health and safety advisor.

### **Responsibilities of other staff holding posts of special responsibility**

The health and safety advisor will:

- Apply the school's health and safety policy across the school and those sites visited by members of the school.
- Monitor general advice on health and safety matters given by the Local Authority and other relevant bodies and advise on its application to the school.
- Ensure staff are aware of and follow relevant published health and safety guidance in accordance with the school's policy and coordinate arrangements for the design and implementation of safe working practices within the school.
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the health and safety team.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff.
- Take appropriate action on health, safety and welfare issues referred to them, informing the headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report/record these inspections (see Appendix 6).
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring are promptly reported and investigated.



### **Responsibilities of staff towards pupils and others in their care**

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

- Exercise effective supervision over all those for whom they are responsible, including pupils.
- Be aware of and implement safe working practices and set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
- Provide written job instructions, warning notices and signs as appropriate.
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process.
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
- Provide the opportunity for discussion of health and safety arrangements.
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
- Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. when any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the headteacher or health and safety advisor.

### **Responsibilities of employees**

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

All employees have a responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Cooperate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to the health and safety advisor.
- Ensure that they only use equipment or machinery that they are competent with/have



been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Ensure that offices and other shared spaces are kept tidy.
- Ensure that personal bags and mobile phones are locked securely in the storage areas provided and notified to them.
- 

### Responsibilities of Pupils

All pupils are expected, within their capability (which will be age appropriate), to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe all the safety rules of the school and in particular the instructions of the staff in the event of an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. the senior leadership team will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the Parent Handbook.

### Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

### Lettings

The health and safety team must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head knows of any hazard associated with the above, she/he should take action to make hirers aware of it.
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness.
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment.
- Notices regarding emergency procedures should be prominently displayed.
- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly.
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

<b>This Policy will be reviewed annually</b>		
Reviewed: November 2013	By: Angela Foulds, Serena Abbott	Checked against compliance regulations and appendices added.
Reviewed: November 2014	By: Angela Foulds	
Reviewed: August 2015	By Celine Lemerle	Permission slips for trips changed. Playground equipment supervision updated. Paediatric first aider name



<p>Reviewed: 1 August 2016</p>	<p>By: Celine Lemerle Checked by Lucinda Waring</p>	<p>change</p> <ul style="list-style-type: none"> <li>- School business manager name deleted.</li> <li>- Teachers to complete a risk assessment for their classroom at the beginning of each academic year.</li> <li>- Teachers to email risk assessment prior to school visits to H&amp;S advisor</li> <li>- ROSPA playground inspection carried out annually.</li> <li>“The establishment visit risk assessment includes appropriate emergency procedures in case of a major incident” deleted</li> <li>-Kitchen door operative hours</li> <li>- whistle is hanging up by the front gate.</li> <li>Appendix 7.1 Lockdown risk assessment added</li> <li>TWO Epipens needed</li> <li>- Depending on the nature of the work, contractors will be asked to provide risk assessments.</li> <li>- “helping smokers to quit” deleted</li> <li>- “At drop-offs and pick-ups, parents/carers with pet animals will not be allowed in the school grounds.” added</li> </ul>
<p>Reviewed: 1 August 2017</p>	<p>By: Celine Lemerle</p>	<p>Location of additional first aid box, offsite visits section deleted and added onto the Educational visits policy, pregnant staff and returning mothers section added, access of trip switch in the hall, new guidelines for DSE users, work at height recommendations, manual handling instructions, risk assessment on legionella, mobiles phones for children walking home alone.</p>
<p>Next review: 1 August 2018</p>		

## ARRANGEMENTS

- Appendix 1 - Health and Safety Information and Training
- Appendix 1.1 - Health and Safety Basic Training
- Appendix 2.1 - Risk Assessments:  
Curriculum Specific Risk Assessments
- Appendix.2.2 - Supervision
- Appendix 3 - Outdoor Play Equipment
- Appendix 4 - Drama and Public Performances
- Appendix 5 - Offsite visits
- Appendix 6 - Health and Safety Monitoring and Inspections
- Appendix 7 - School Security
- Appendix 8 - Violence to staff
- Appendix 9 - Fire Evacuation and other Emergency Arrangements
- Appendix 10 - Inspection/Maintenance of Emergency Equipment
- Appendix 11 - First Aid and Medication  
Food Allergies  
Sun Protection
- Appendix 12 - Accident Reporting Procedures for Staff and Visitors, and Health and Safety Emergencies, Procedure and contacts  
Health and Safety emergencies - Procedures and contacts
- Appendix 13 - Accident Reporting, Health and Safety Emergencies, Procedures and contacts for Pupils
- Appendix 14 - Viruses and Communicable Diseases  
Bloodborne Viruses  
Communicable Diseases
- Appendix 15 - Personal Safety/Lone Working
- Appendix 15.5 - Pregnant staff and returning mothers
- Appendix 16 - Display Screen Assessment  
Lifting and Handling  
Personal Emergency Evacuation Plan
- Appendix 17 - Maintenance of Premises and Managing contractors  
Selection Criteria for new contractors  
Onsite Vehicle Movements  
Snow and Ice Clearance  
Slips, trips and falls
- Appendix 18 - Premises Work Equipment and Safe working with electricity and Gas
- Appendix 19 - Flammable and Hazardous Substances (COSHH)
- Appendix 20 - Asbestos
- Appendix 21 - Work at Height
- Appendix 22 - Lettings/Shared Use of Premises
- Appendix 23 - Minibuses
- Appendix 24 - Legionella and Water Quality
- Appendix 25 - Food Hygiene and Hot Lunches
- Appendix 26 - Mobile Phone Safety
- Appendix 27 - No Smoking Policy
- Appendix 28 - Handling and Keeping Animals
- Appendix 29 - Blind Cord and Chain Risk Assessment
- Appendix 30 - Hire of Bouncy Castles



Appendix 31 - Finger Trapping

**APPENDIX 1**

**HEALTH AND SAFETY INFORMATION and TRAINING**

**Consultation**

Promoting a culture of health and safety within the school is the responsibility of the proprietor and the headteacher and all members of the school community will be consulted to address any issues or concerns they wish to raise.

Any concerns raised by any parents will, in the first instance, be directed to the health and safety advisor. If they cannot immediately deal with the concern, this will be raised at the health and safety meeting with the headteacher unless it is a matter of urgency in which case it should be reported to the headteacher immediately.

Staff concerns should again be raised with the health and safety advisor or raised at the weekly staff meetings with the headteacher and their line managers.

The school recognises that staff may call upon a trade union representative to represent their interests and the school will actively engage with them to address any health and safety concerns.

**Communication of information**

The health and safety law poster is displayed in the staff room and contains details of contacts for any health and safety concerns.

**Health and safety Training**

All employees will be provided with:

- Induction training in line with the requirements and their responsibilities under this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities (e.g. use of hazardous substances, work at height, use of EpiPens, inhalers etc.).

Teachers will receive classroom and in school activity risk assessment training.

Training records will be kept in the staff files and on the school database by the school administrator. The headteacher is responsible for coordinating health and safety training needs and for including details in their continuing professional development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The headteacher will also be responsible for assessing the effectiveness of training received and will report to the proprietor who will make their assessment of the effectiveness of the health and safety culture within the school.

Each member of staff should keep the headteacher apprised of any change in duties and their need for further training. No member of staff should undertake any duty if they have not received the relevant health and safety training and guidance.



**APPENDIX 1.1**

**HEALTH AND SAFETY BASIC TRAINING**

KEY POINTS TO NOTE	PLEASE TICK TO SHOW THAT YOU HAVE READ
Health and safety committee members are: proprietor, headteacher, health and safety advisor, school administrator.	
The health and safety poster is displayed in the staff room.	
All staff are responsible for monitoring their own activities and implementing safe working practices.	
When any member of staff considers that corrective action is necessary, they should refer the problem to the headteacher or to the health and safety advisor. Concerns will always be raised at the weekly staff meeting.	
Teachers must risk assess any activities to be undertaken by children at the venue and inform the health and safety advisor of any risk they identify. At the beginning of each academic year, teachers will be asked to complete a specific risk assessment for their classroom.	
Consideration needs to be given to weather conditions. Outdoor play equipment should not be used during wet and icy conditions.	
Staff need to ensure that it is safe when joining in sport with children.	
Hot drinks without a lid should not be taken in the playground or in the school building (except the staff room) when children are present.	
It is the responsibility of employees to ensure that all personal bags and mobile phones are locked securely in the storage areas provided.	
No child should be released to any adult who is not known to staff. In any doubt, staff should contact parents at the school office by telephone and confirm the identity of the adult collecting the child.	
Staff are asked to politely challenge any person not displaying identification and direct them to the school office.	
The main office is fitted with a panic button.	
The fire alarms are tested every Friday afternoon.	
<p><b>Intruder who is armed or otherwise poses a safety hazard when school gates are opened.</b></p> <ul style="list-style-type: none"> <li>• Alert all staff members by blowing the whistle (3 sharp blows). The whistle is hung up at the back of the front gate.</li> <li>• The school office will immediately close the glass doors and front entrance door to prevent further access of the building.</li> <li>• The Health and Safety advisor will inform the Headteacher of the situation while the Head of Admissions will call the</li> </ul>	





<p>Police to report the incident. Give the operator all the information regarding location of the intruder, a physical and clothing description and the weapon involved if possible. Advise the operator what we are doing to ensure the safety of the children and other staff members. Remain on the line until the operator advises you to hang up.</p> <ul style="list-style-type: none"> <li>• The headteacher will alert all key stage coordinators and the school administrator will alert peripatetic and specialist teachers by saying 'code red.'</li> <li>• Key stage coordinators will then inform their key stages by saying 'code red.'</li> <li>• Teachers will close their classroom door, draw classroom blinds and ask children to sit under their desks out of sight. Teachers and pupils will remain in the classroom and wait for instructions.</li> <li>•</li> </ul>	
<b>TRIPS</b>	
The trip leader will complete a preliminary visit to familiarise themselves with the layout and surroundings which may have an impact on the visit.	
After the completion of the preliminary visit, the trip leader will complete a risk assessment which will be emailed to the H&S advisor for review.	
The trip leader and health and safety advisor will ensure that there is the correct ratio of adults to children.	
The trip leader will carry the trip folder with them at all times, which contains the necessary emergency contacts.	

**APPENDIX 2.1**

**RISK ASSESSMENTS**

**General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the health and safety advisor and are approved by the headteacher.

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

**Individual risk assessments**

Specific assessments relating to staff member(s) or pupil(s) are undertaken and held centrally by the health and safety advisor. Such risk assessments will be reviewed on a regular basis.



It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

### **School trips risk assessments**

A term in advance, staff complete the educational visits booking form, which is submitted to the headteacher for approval.

Staff receive training in risk assessments for educational visits. Risk assessments should be completed for all visits and offsite locations. This will include an initial visit by the health and safety advisor to the premises to identify any hazards. Repeat trip destinations, e.g. museums, should be risk assessed but a repeat inspection is not necessary. The health and safety advisor should call before a repeat trip to confirm no alterations have been made to the premises that will present a risk.

Teachers must risk assess any activities to be undertaken by the pupils at the venue and inform the health and safety advisor of any risks they identify (see particularly Handling and Keeping Animals for any farm visit).

Due to the complex nature of offsite visits, conventional 'risk assessment' as a standalone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account.

### **Curriculum activities**

Risk assessments for curriculum activities will be carried out by the curriculum coordinator/head of curriculum. Planned activities from lesson plans will be risk assessed using the relevant model codes of practice. For reference the following publications are available:

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE
- National Society for Education in Art and Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>
- Safe Practice in Physical Education and School Sport' Association of PE 'afPE'  
<http://www.afpe.org.uk/>

See individual curriculum risk assessments for DT, Science and PE.

## **APPENDIX 2.2**

### **Supervision**

At Parsons Green Prep School we ensure a high staff-to-child ratio. The level of supervision needs to be appropriate to the children involved in the activity. This could vary depending on:

- . Age
- . Gender
- . Behaviour
- . Abilities within a group
- . Nature and duration of activities



- . Competence and experience of staff involved
- . Requirements of location, accommodation or organisation based
- . Any special medical needs
- . Specialist equipment needed

**Supervision in EYFS**

For children in Reception classes, where the majority of children are five or over within the school year, the staffing ration is 1:30 provided that a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children. Such a person may be an overseas qualified teacher or an ‘instructor.’

At break and lunchtime, the school undertakes a risk assessment to assess the level of supervision that is required taking account of the particular needs and vulnerabilities of children in the EYFS. The safety of the children is always the first priority and the relevant members of staff are always in the vicinity and readily available if needed.

In EYFS, staff complete risk assessments for trips to determine staff-to-child ratio. However, the minimum requirement at Parsons Green Prep is:

Year Group	Amount of Adults	Amount of Children
Reception	1	5

In EYFS, there is at least one member of staff who has a current paediatric first aid certificate on the premises at all times when children are present, and accompany children to outings.

**Supervision in KS1 and KS2**

At Parsons Green Prep, in Year 1 to Year 6, we have a high staff-to-child ratio. At all times there must be at least one member of staff for every 30 children. During break time and lunchtime duty, the number and type of staff (teachers or teaching assistants) should be determined after a risk assessment.

In KS1 and KS2, staff complete risk assessments for trips to local sites to determine staff-to-child ratio. However, the minimum requirement at Parsons Green Prep is:

Year Group	Amount of Adults	Amount of Children
Year 1	1	6
Year 2	1	6
Year 3	1	6
Year 4	1	10-15
Year 5	1	10-15
Year 6	1	10-15

**APPENDIX 3**

**Outdoor play equipment**





Opportunities for balancing, climbing, hanging and swinging will probably be planned both within the physical education curriculum and during play breaks outside. Children are encouraged to climb and balance independently and to be aware of the level of their own abilities. Adults to offer encouragement whilst being aware of their safety.

## **SAFE USE OF EQUIPMENT**

### **Supervision**

Children must be supervised at all times whilst using outdoor play equipment. The school will ensure there is the appropriate number of people required to supervise play areas (this should take into account observation points, line of sight, etc.). Staff are assigned a designated area in the playground to supervise.

Supervising staff should be familiar with the equipment, the rules for use and of the ability of the children.

### **General guidelines**

- The pupils should be educated about the use of climbing equipment.
- Staff/supervisors on duty must ensure that outdoor play equipment is visible and can be appropriately supervised when in use.
- Staff/supervisors on duty have a responsibility to make daily checks for defects, report them as appropriate and remove any items that pose an immediate health and safety risk.
- Consideration should be given to a rota for use, taking into consideration the age and number of children using it at any one time and the appropriate number of supervisory staff.
- Staff/supervisors have a responsibility to ensure appropriate behaviour policy.
- Consideration needs to be given to weather conditions. Outdoor play equipment should not be used during wet or icy conditions.
- Where equipment becomes hazardous when wet, it should be kept out of use in wet weather and for an appropriate length of time afterwards to allow the equipment to be sufficiently dry.
- Apparatus must only be used at appropriate times when supervised. Parents need to be informed that the apparatus is for school-aged children only and not to be used before and after school.
- Parent and student volunteers must never be left in charge of the playground.
- Staff outdoors must always be aware of the safety of the children in their care, be vigilant at all times and never leave the playground for any reason unless another member of staff has taken over responsibility.
- At the end of the session, the playground should be scanned carefully to ensure that no child has been left outside unsupervised.
- Hot drinks should not be taken into the playground.
- Water should be provided for all children on hot days.
- If a child is injured and he/she cannot be treated outside then he/she should be handed to a member of staff indoors as quickly as possible for treatment so that supervision of the outdoor area is not interrupted. In the event that there are several members of staff



in the playground, it would be safe for one of those adults to administer first aid to the child. Details of the accident must be written up as soon as possible in the playground accident/incident book. The child's parent must be informed of the accident and treatment given.

- If it is necessary for an adult to put toys away whilst children are still in the playground, there must always be at least one other member of staff supervising the remaining children.
- Encourage children to always look when jumping off apparatus; also encourage children to leave space between themselves and the child in front when climbing up/down apparatus.
- Whenever children carry equipment they should be taught how to do it and adults should be aware of the risks involved and minimise them to ensure safety.

### **Clothing/footwear**

Suitable clothing should be worn. Hazards can arise from: unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from: slippery soles, open-toed and sling back sandals, heels and untied laces, etc.

Children should be dressed appropriately depending on the weather and should always wear sunhats and sun cream or lotion in the summer (see Sun Protection).

### **Zoning of activities**

Consideration should be given to the range of activities occurring within the playground area;

- Ball games/chasing games should be sited away from the climbing area.
- In a Reception garden, wheeled toys in particular, should be used away from the climbing area.

### **PLAY EQUIPMENT STANDARDS**

All **new** outdoor play equipment must be designed, constructed, installed and maintained in accordance with European standards BS EN 1176 and BS EN 1177.

The company responsible for the installation of the new playground (Schoolscapes Ltd.) are BS EN iso9001:2008 and iso 14001:2004 accredited and supply ROSPA playground safety inspection service to ensure that it conforms to all standards required for EU and UK play safety.

These European standards are not retrospective or a legal requirement but represent good practice in the event of an accident claim. Play equipment which was considered safe under BS 5696 will still be safe under the new standards.

The health and safety advisor carrying out annual inspection and maintenance will advise whether any alterations need to be made. A new risk assessment will be carried out by ROSPA at the beginning of the academic year.

Scrambling and climbing elements will not exceed 3 metres. For children below 5 years old, height will be a maximum of 1.6 metres.



Height should not be the dominant feature on any item of equipment. Interest, challenge and enjoyment should be achieved without the need for height itself.

Structures will be spaced clear of each other to prevent one activity interfering with another. They must also be clear of walls, fences etc.

Suppliers of new equipment must supply information relating to surfacing requirements, intended age range, risk assessment, installation instructions, servicing and maintenance instructions.

### PLAYGROUND SURFACES

The school has not currently installed an impact safety surface in the playground. Although impact absorbing surfaces cannot prevent accidents they may reduce the level of injury. The school is currently considering the implementation of such a surface.

The playground is currently surfaced with an 'easigrass' carpet. This surface should be;

- Kept clear of leaves - Premises Support will clear leaves every morning.
- All staff should report any tears to the Health and Safety advisor should they appear in the carpet.
- The surface should be maintained by qualified technicians under an annual maintenance contract.

### INSPECTION AND MAINTENANCE

For new equipment a post-installation inspection must be arranged.

BS EN 1176 recommends that all outdoor play equipment be inspected and maintained on a regular basis. Such inspection and maintenance is at 3 levels.

**Level 1 checks** – daily/pre-use checks by health and safety advisor (these are not formally recorded).

The Health and Safety Advisor will be concentrating on the following points:

- no evidence of obvious wear/damage
- area safe from health hazards, e.g. needles, glass, faeces etc.
- surfaces - no cuts, tears, wear or unstuck areas
- all fastening tightly secured
- no broken chains, stretched links or loose or twisted shackles
- uprights unbroken and firm in the ground

Where any defects/hazards are identified appropriate steps are taken to prevent use until problems have been satisfactorily resolved.

### Level 2 checks – termly inspection in-house

A more thorough check of the equipment is conducted termly (see below) and these records kept on site.



**OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST**

AREA INSPECTED..... DATE INSPECTED.....

INSPECTED BY..... SIGNATURE.....

ITEMS OF EQUIPMENT CHECKED	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

FEATURE	CHECK FOR	SATISFACTORY			COMMENTS/ACTIONS NEEDED
		Y	N	N/A	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS/HAND RAILS/SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				



FOUNDATIONS	Cracked, loose in ground exposed				
<b>OTHER ITEMS SPECIFIC TO YOUR SCHOOL</b>					

## APPENDIX 4

### DRAMA and PUBLIC PERFORMANCES

#### INTRODUCTION

The purpose of this section is to provide information relevant to drama and public performances.

This should ensure, so far as is reasonably practicable, that whenever and wherever these activities take place everything possible is done to ensure the safety of pupils, staff and audiences.

The information applies to all dramatic activities on any site. In this context 'site' may include potential venues other than a school or centre, e.g. a church carol service.

The headteacher appoints one member of staff to take charge of the drama and theatre equipment. The person appointed must familiarise themselves with the equipment provided, rooms or area(s) used and the likely risks involved. This will include being aware of their own, and others, limitations and knowledge. They seek assistance of others more knowledgeable or experienced when they encounter the unfamiliar.

Risk assessment procedures should be used prior to any new activities undertaken. Previous assessments are checked regularly.

Before any lesson or rehearsal a member of staff should:

- View the studio/theatre/classroom and carry out safety checks. Flooring (check for drawing pins, nails, screws, loose carpets, surface (slippery) make sure correct footwear is used by the pupils. Where possible ask pupils to remove daily footwear (shoes); trainers or plimsolls or other footwear appropriate to the surface should be worn (fashion boots/shoes should be removed as these could be dangerous to others as well as themselves).
- Suitable clothing should be worn for all active drama lessons.
- Check equipment intended for use, particularly portable electrical appliances (plugs, loose wires, check batteries are inserted correctly and make regular checks for possible leakages).
- There is a trip switch located backstage to disconnect power. It has a padlock with a 000 code which needs to be removed before any performances in case of an emergency.





- Check light switches, lighting and wall sockets in rooms on a regular basis and report breakage's or damaged items to whoever is identified within the health and safety arrangements.
- Be aware who is using equipment in lessons (including props), their whereabouts and store safely.
- Know when to use particular facilities and equipment and keep a regular check on items that are to be used by teachers and pupils. If 'pushing back' the tables and chairs in the classroom to allow more space, be careful to stack chairs properly and remind pupils to avoid sharp corners on tables. Never allow pupils to stand on tables and chairs unsupervised. Purpose-built drama blocks/staging should be used in the appropriate manner - avoid dangerous stacking. Teachers must make a judgement on the types of activity appropriate to the working available.
- Identify possible hazards.  
These can be routine, e.g. securing trip hazards such as loose wires, and careful handling of materials to prepare props, e.g. bending wires. If the activity is well managed and the pupils concerned are carefully supervised, the element of risk will be minimised.
- Look at cause and effect, e.g. a large class size may adversely affect the safety of the people in the room/studio/theatre/school hall/stage area) and it may be difficult to supervise each working area. Bags, shoes, coats, money valuables (coins), keys (especially those on chains in pockets) should be stored away from the working areas; if possible avoid their use as props.  
Sharp items, pins, school ties, prominent jewellery, and large buckled belts should be removed before the lesson.
- Be well aware and familiar with ALL pupils with medical conditions (most commonly those at risk from epilepsy, diabetes, asthma and allergies). All drama teachers and those engaged in theatre performances should make sure that they are well informed of the procedures to be taken should medical attention be required.

It is important to note that some pupils, particularly during school productions, may be allergic to make-up, artificial fibres, soaps, detergents, food (nuts), rubber, balloons, glue, paint etc. Particular attention should be taken when making masks.

If needed, a general letter home may be sent informing parents of forthcoming productions and seeking information on any further unknown medical information that the school may not have.

In case of emergency staff will be aware of:

- Evacuation procedures in case of fire or other emergency.
- Know the location, and how to use appropriate firefighting equipment.
- Know the location, telephone number and identity of the person trained in emergency first aid.



## APPENDIX 5

### OFFSITE VISITS

See Educational Visits Policy – Whole school and EYFS

## APPENDIX 6

### HEALTH AND SAFETY MONITORING AND INSPECTION

A visual general inspection of the site will be conducted weekly and is undertaken by the health and safety advisor.

Teachers will be responsible for monitoring their own classrooms in addition to the weekly visual inspection and immediately bring to the attention of the health and safety advisor any risk or hazard.

The health and safety advisor will attend a weekly meeting with the headteacher, raising any health and safety concerns. The headteacher will complete a report in writing once a term and submit this to the proprietor. Responsibility for following up items detailed in the safety inspection report will rest with the headteacher and health and safety advisor, and ultimately the proprietor under their employer obligations.

The Headteacher will monitor the implementation of the school's health and safety management systems on an annual basis and report to the Proprietor that adequate monitoring and inspection is in place.

## APPENDIX 7

### SCHOOL SECURITY

The importance of ensuring the security of premises with regard to both people and property cannot be stressed enough. Good security allows both staff and pupils to feel safe and confident in their surroundings.

The school ensures that pupils are safe on the school site by monitoring visitors or volunteers or those using the school premises during school time.

#### Perimeter wall and fencing

The boundary of the school is clearly defined and consistent around the entire perimeter. Fencing and walls are kept in good condition and are inspected by the health and safety advisor. Perimeter wall is set at a height of above 1.8m to restrict view from outside the premises.

#### Gates

The school has two lockable perimeter gates together with a secure fire access gate which are set within the perimeter wall. Gates are always locked when the school is not in use and the gates are closed during the school day to prohibit unauthorised access. The main school gate



is open to visitors outside of school drop-off and pick-up times by use of a video entry phone system.

When gates are open at drop-off and pick-up time, they are manned by two members of staff. One member of staff will welcome or dismiss children and the other member of staff will ensure that children do not leave the premises unescorted. Children will only be released to a parent or an adult authorised by the parent. No child will be released to any adult who is not known to the staff. Staff in any doubt should contact the parent at the main office by telephone and confirm the identity of the adult collecting the child.

The kitchen door leading to the playground is locked at all times except during morning and lunchtime playtimes. Outside playtime hours no one will be able to enter the building by the playground door.

### **CCTV**

Cameras are sited on the front gate and around the school site. A monitor is viewed from the school main office and recordings are held for 2 months. A 'CCTV in operation' warning is displayed on the front gate. A weekly check is made that the recording apparatus is fully functional and for any unauthorised access when the school is closed by the school administrator. Any issues with the equipment or unauthorised access are immediately reported to the headteacher, who may refer the matter to the police.

### **Main school office**

The main office is manned continuously throughout the school day. Main office staff will have identified any visitor to the premises at the main gate by use of video entry phone. They then have full view of anyone entering the school premises by CCTV and through the main office window.

Visitors then enter into a secure lobby area. Further access is obtained through electronic doors operated by office staff. Staff may enter with a PIN-secured electronic keypad. Staff may not give this PIN code to anyone outside the staff body. Key codes on security doors are changed annually.

### **Electronic access doors**

Doors with electronic locks fitted fail in the open position and open automatically upon:

- operation of the fire alarm system
- loss of electrical power
- operation of an adjacent override
- loss of power/fault with the fire alarm system

Doors are checked daily.

### **Procedures for dealing with visitors**

All visitors, including contractors (see Appendix 17), sign in and are asked to produce evidence of their identity – where appropriate. The school has an identity badge system. All staff, peripatetic staff and regular volunteers wear identity badges to enable staff and pupils to identify persons that are authorised to be onsite. Staff are instructed to politely challenge any person not displaying identification and direct them to the main office. Pupils are encouraged



to inform staff of any suspicious people they have seen. Infrequent visitors must be met at the main office by the member of staff who has arranged the visit where they should be signed in to the visitor's book and given a visitor sticker. All visitor badges and stickers should be removed before the visitor has signed out of the visitor book and left the premises.

**Procedure: intruder who may pose a safety hazard:**

- Ask a colleague to observe your approach to the intruder.  
Politely greet intruder, identify yourself and ask purpose of the visit to the setting.
- Explain that all visitors must report to the supervisor/manager and ask the individual to wait outside whilst the supervisor/manager is contacted.
- Depending on the circumstances and the demeanour of the intruder, the supervisor/manager will make every effort to call the police to report the incident.
- If the intruder appears agitated, irrational or refuses to leave the building in a peaceful manner, we will endeavour to calm the person by talking in a low, calm, reassuring voice whilst also trying to gain the attention of another staff member to call the police.
- If police are called and the individual leaves or attempts to leave prior to the police arriving, do not attempt to physically detain or restrain the person.
- Contact the police to inform the responding officers that the individual has left the building, the direction and means of transport.
- If the individual stays until the police arrive, inform the officers what has happened that led to the individual being with you so they can establish probable cause for arrest for trespassing. Also verbally ask the subject not to return to the school whilst still in the presence of the police.
- Review security immediately.
- Log incident and actions as soon as possible.

**Procedure: Intruder who is armed or otherwise poses a safety hazard when school gates are opened.**

- Alert all staff members by blowing the whistle (3 sharp blows). The whistle is hung up at the back of the front gate.
- The school office will immediately close the glass doors and front entrance door to prevent further access to the building as well as pressing the panic button in the office.
- An office member will inform the headteacher of the situation while another office member calls the police to report the incident. When on the phone to the operator, all information should be given regarding location of the intruder, a physical description and the weapon involved if possible. Advise the operator what we are doing to ensure the safety of the children and other staff members. Remain on the line until the operator advises you to hang up.
- The headteacher will alert all key stage coordinators and the school administrator will alert peripatetic and specialist teachers by saying 'code red.'
- Key stage coordinators will then inform their key stages by saying 'code red.'
- Teachers will close their classroom door, draw classroom blinds and ask children to sit under their desks out of sight. Teachers and pupils will remain in the classroom and wait for instructions.

**If the intruder is already in the building:**

- When confronting with the intruder a staff member should take another staff member with him/her. Ask a third member who is not involved to contact the police. Determine



who will initiate contact with the intruder and who will be the backup person. Both staff members should break off contact and leave when it is safe to do so.

- Attempt to direct the intruder to the door/or away from areas occupied by the children. Use casual conversation or body language to calmly direct the situation. If the intruder refuses to cooperate, do not escalate the situation.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon.
- Back away slowly and leave the area.
- Both of your hands should be up with your palms facing the intruder while slowly backing away. Remain calm and do not attempt to disarm the person.
- Once the police officers arrive provide them with the following information:-
  - location of intruder
  - description of intruder
  - any known weapons
  - any statements made by the intruder
- Be prepared to keep media, parents and other community members out of the setting. The police will secure the building.
- All other staff members and official visitors should remain in their designated area/room with the children unless otherwise directed by the police, reassuring and engaging the children as appropriate.
- In any event there will be a thorough investigation of the incident, and a report will be made by all staff involved.

**APPENDIX 7.1**

**RISK ASSESSMENT FOR LOCKDOWN May 2016**

<i>Activity/ite m or hazardous action</i>	<i>Hazard</i>	<i>Person s affecte d</i>	<i>Risk leve l</i>	<i>Action required</i>	<i>Date achieve d</i>	<i>Wh o by?</i>	<i>New risk leve l</i>
Partial Lockdown	This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school.	ALL	Med	All outside activity to cease immediately, pupils and staff return to building. (need to be a means of communicating the alert to duty staff at break times or morning club) Whistle • All staff and pupils remain in building and external doors and windows locked • Free movement may be permitted within	May 2016	CL	Med



	It may also be as a result of a warning being received regarding the risk of air pollution, etc.			the building dependent upon circumstances			
Full Lockdown	This signifies an immediate threat to the school and may be an escalation of a partial lockdown			All pupils return to base (classroom, tutor room or other agreed location eg sports/assembly/dining hall) External doors locked. Classroom doors closed* but not locked Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner) Where staff have access to an internal e-mail system then they could access their account and await further instruction. Office to call 999 immediately when possible.			

\*No classroom doors will have the possibility to be locked as this will present a greater risk for pupils to lock themselves in the classroom if classroom key cannot be found.



## APPENDIX 8

### VIOLENCE TO STAFF

Parsons Green Prep will not tolerate violence and aggression towards its staff.

Parsons Green Prep will take all reasonable steps to ensure that violence to its staff is eliminated, or the risk of harm minimised in situations where it cannot be eliminated.

The proprietor, headteacher and the senior management are obliged to see that arrangements are made within the school to ensure practical measures are in place to deal with violence.

The Health and Safety Executive has defined violence at work as:

"Any incident, in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his/her employment".

### RESPONSIBILITIES

The headteacher has a responsibility to identify whether or not there is a problem of potential violence in the school. No member of staff should be asked to carry out duties that would place them in danger of violence.

Staff members have a duty not to knowingly carry out any activity that would put them at risk of violence. Any violent act towards a member of staff should be reported to the headteacher or, if time is of the essence, directly to the police.

It is acknowledged with the security procedures of the building in place (see Appendix 7) the risk of unauthorised entry of the public is minimised leading to any act of violence.

Should any potential meeting with a parent be contentious, staff will not meet with that parent alone but will be accompanied by their line manager. The potential area of contention should be fully discussed with their line manager before the meeting takes place. If additional guidance is required, the line manager will bring it to the attention of the headteacher. Where any meeting leads to an aggressive response from a parent, the meeting should be halted and rearranged at a time after a "cooling off" period and reported direct to the headteacher.

The headteacher may, on discussion with the proprietor and in some cases the school's solicitor, institute a formal warning to bar any aggressor from the school site stating clearly that aggression will not be tolerated towards staff.

Staff receive training in conflict management.

Violence towards staff by pupils (see Behavioural Policy).

### ALARM SYSTEMS

In a worst case scenario, with an aggressive, unauthorised entry, the main office is fitted with a panic alarm that is monitored by a 24-hour alarm company that will immediately call the police.



## **REPORTING**

(See Accident/incident reporting for further guidance)

All injuries and violent incidents to staff should be reported as soon as practicable after an incident by the headteacher to the proprietor and the police. Certain incidents may also be reportable to the HSE.

The circumstances of an incident should be investigated at the earliest opportunity. Where remedial or protective action is required, then this should be carried out without delay.

## **APPENDIX 9**

### **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

Staff have full awareness of evacuation procedures and their role within the process and keep this updated at all times. Staff will tell pupils to remain calm, leave their possessions and make their way out quietly as well as supporting those with personal emergency evacuation plans. Designated fire marshals should check their areas for full evacuation and ask pupils to leave the building in an orderly manner. All staff are familiar with the location of the assembly point. The headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. The fire risk assessment is located in the school's fire folder/log book and will be reviewed by the health and safety advisor and the school administrator and will be raised as a standing item at the health and safety committee termly meetings.

For further information cross reference Fire Evacuation and Emergency Procedures.

## **APPENDIX 10**

### **INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT**

The health and safety advisor and school administrator are responsible for ensuring that the school's fire log is kept up to date and that the following inspection/maintenance is undertaken and recorded in the fire log book/folder located in the school's main office.

#### **Fire alarm system**

Fire alarm call points are tested weekly in rotation. This test will occur on Friday afternoons after the children have been dismissed. Any defects on the system will be reported immediately to the health and safety advisor and the alarm contractor (currently ADT). A fire alarm maintenance contract is in place with ADT and the system tested quarterly by them.

#### **Firefighting equipment**

Weekly in-house checks make sure that all firefighting equipment is available for use and operational and look for any evidence of tampering as part of the health and safety weekly inspection by the health and safety advisor. ADT undertakes an annual maintenance service of all firefighting equipment.





Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to ADT.

### **Emergency lighting system**

These systems will be checked for operation monthly in-house and every 6 months a full discharge test and certification of the system will be undertaken by ADT.

### **Means of escape**

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

## **APPENDIX 11**

### **FIRST AID AND MEDICATION**

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

#### **Trained to basic first aid level:**

All staff annually. Further training is organised every two years using Educare for key staff.

#### **Trained to EYFS standard (paediatric first aid):**

Key stage leaders

Teaching assistants

PE teachers

H&S Advisor

The list of qualified first aiders is displayed in the school office and classrooms

Emergency first aid at work (adults) training completed by Head of First aid and Health and Safety Advisor

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

#### **First aid box location:**

The staff room, kitchen, playground (P.E. shed) and in both disabled washrooms (ground floor and first floor), the hall and the art room.

The first aid coordinator responsible for regularly checking (weekly) that the contents of first aid boxes including travel kits are complete and replenished as necessary.

For further reference see complete First Aid Policy.

## **APPENDIX 11.1**

### **FOOD ALLERGIES**

On instruction by a parent to the school that there is a requirement the steps below should be followed:



The parent/carer will inform the health and safety advisor of the allergy/intolerance, who will then put this on the school's database and inform all members of staff who have care of the pupil. The health and safety advisor will also inform the school catering contractor.

Discussions may need to take place between the health and safety advisor and the parent/carer to discuss restricted menus and agreement reached covering the following:

- The menu and what the pupil can eat and any back-up information from the parent that is required.
- Procedure to follow depending on the seriousness of the allergy/intolerance and whether or not the pupil will require additional support from a member of the school staff.
- The process for providing an up to-date photograph of the pupil annually.
- Responsibilities of each party for catering provision throughout the school day.

If required, parents will supply the school with two EpiPens which will be named and kept securely in the main office with the health and safety advisor. The health and safety advisor will advise staff trained in the use of EpiPens of the need to be vigilant. The health and safety advisor regularly checks that the EpiPen remains in date and ensures that this accompanies any trip leader on any offsite visit the pupil may be involved in.

A photograph of the pupil will be displayed in a prominent place within the kitchen, school main office, staff room, first aid room and school dining hall. The photograph is to be updated to be consistent with the child's likeness. **Photographs of pupils who require EpiPens should be mounted on red card.**

All staff involved in serving school lunches are made aware of the details of the pupils with allergies in the school. Any temporary staff will be advised of any pupils with food allergies as soon as they commence work at the school.

All parents are advised that any snacks and packed lunches sent into the school are to be nut-free and the health and safety advisor together with all staff will check food products supplied by parents. Specific care should be taken when a parent provides a birthday cake but they do not normally send food products in to school. The school is a nut-free environment.

Any change to the pupil's diet due to changes to the allergy should be communicated in writing, along with any additional GP information/letters, to the health and safety advisor by the parent/school as soon as possible after the change has taken place.

## APPENDIX 11.2 SUN PROTECTION

### Education

- All pupils will be educated on staying safe in the sun once per year. This may form part of an assembly at the start of the summer term.



- Parents/carers will be sent a letter setting out the school’s procedure for the application of sun cream and appropriate clothing for the summer months at school, e.g. the use of the school sun hat.

**Protection**

**Shade:**

- When the sun is strong we will encourage pupils to sit/play in the shade where it is available.
- Staff will make use of the playground equipment for shade.
- Gazebos are provided offsite for sports day.

**Clothing:**

- When outside in sunny weather, children are required to wear the school sun hat with a wide brim.

**Sunscreen:**

- Sunscreen use will be encouraged on days when the sun is strong during summer at lunch breaks, during PE lessons, on school trips and playtime in the morning.

**APPENDIX 12**

**ACCIDENT REPORTING PROCEDURES FOR STAFF and VISITORS AND HEALTH and SAFETY EMERGENCIES, PROCEDURES AND CONTACTS**

There is a duty to report accidents, incidents and dangerous occurrences which occur on school premises or which arise from work carried out on behalf of the school. This responsibility extends to incidents involving contractors, visitors and other members of the public as well as to staff.

**DEFINITIONS**

**ACCIDENT** An incident where a member of staff, contractor or visitor on to the school premises is injured and/or there is damage to equipment, property or premises.

**NEAR MISS** An event that while not causing harm had the potential to cause injury or ill health.

**DANGEROUS** A serious incident with the potential to cause injury to a OCCURANCE person and/or damage to equipment, property and premises which must be reported to the HSE.

**VIOLENT INCIDENT** Where any adult on school premises is abused, threatened or assaulted (this can include verbal abuse or threats as well as physical attacks).



## REPORTING PROCEDURE

There are three levels of reporting for the school:

- a) Locally within the school.
- b) To the proprietor.
- c) To the Health and Safety Executive (HSE) who are the enforcing authority for health and safety matters.

## REPORTING LOCALLY

As soon as possible after an incident, the details should be reported to the school's nominated person. (e.g. health and safety advisor and/or headteacher).

Minor incidents, i.e. those resulting in no/insignificant injury **AND** having no potential for more significant injury. i.e. requiring no or only nominal first aid treatment etc. should be recorded in the school's own accident book and kept on site.

All other injuries and violent incidents will be reported to the proprietor (see below). Certain incidents may also be reportable to the HSE.

## REPORTING TO THE PROPRIETOR

The headteacher will make the proprietor aware of any incident involving a member of staff, contractor or visitor at least termly in a health and safety report. Dangerous occurrences and violent incidents should be reported to the proprietor immediately.

## REPORTING TO THE HSE

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report serious incidents to the HSE.

The responsibility for reporting such incidents is delegated to the headteacher.

From 12 September 2011 statutory reporting to the HSE moved to a predominantly online system at <http://www.hse.gov.uk/riddor/report.htm>

## When to report to the HSE

- **Fatalities**
- **Major injuries** (as defined in RIDDOR), including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours.

Fatal and major injuries should be reported **immediately** by telephone to the HSE's Incident Contact Centre **0845 3009923**. Do not wait until you have carried out a thorough investigation before you report it.

**The following incidents should be notified to the HSE as soon as practicable via their online reporting system** at <http://www.hse.gov.uk/riddor/report.htm>

- **Over-seven-day injuries** where a member of staff or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. Such incidents must be reported within 15 days of the accident.

Where a member of staff has been injured as a result of a notifiable accident or dangerous occurrence which is a cause of their death within one year of the date of the



incident, the HSE will be informed in writing as soon as this is known. Although such cases are likely to be rare, the headteacher will take reasonable steps to keep informed of the progress of any seriously injured member of staff or former member of staff.

- Some **work-related diseases**.
- **Dangerous occurrences** – e.g. explosion or fire causing suspension of normal work for over 24 hours, accidental release of any substance which may damage health, unintended collapse of any building or structure under construction.
- **Injuries to members of the public, including pupils** where they are taken from the scene of an accident to hospital for treatment **and** the accident arose in connection with 'work activities'.

The essential test here is whether the accident was caused by factors such as the condition, design or maintenance of the premises or equipment (e.g. slippery flooring, poorly maintained play equipment, trailing cable etc.) or as a result of inadequate arrangements for supervision of an activity (e.g. inadequate supervisory levels on a field trip).

### **Sporting injuries**

Sporting activities have a residual risk and injuries within PE arising from the 'normal' contact nature of a sport are not automatically reportable under RIDDOR.

Examples of reportable incidents would include:

The condition of the premises or sports equipment being a factor in the incident, for example slips and fractures because a member of staff had used the wrong polish and left the sports hall floor too slippery for sports or failings in the organisation and management of an event.

### **ACCIDENT RECORDS**

The school **must** maintain local accident records. This will include a local 'minor' accident book and completed HCC/HSE forms which could be stored either as hard copies or electronically.

Accident records will be retained for at least 3 years after the date of the accident, if the person is above 18 years old. If the person who had the accident is under the age of 18 then accident records will be kept until they are 21.

### **ACCIDENT INVESTIGATION**

It is a legal requirement for employers to monitor and review their health and safety arrangements, accident investigations form an essential part of this process.

All accidents will be investigated at the earliest opportunity to determine what (if any) action is needed to prevent a recurrence. The level of investigation will be proportionate to the severity of the incident. It is the potential consequence and likelihood of the incident recurring that should determine the level of investigation, not simply the injury suffered on this occasion. For example, a scaffold collapse may not have caused an injury but had the potential to cause major or fatal injury.



When making the decision, the headteacher must also consider the potential for learning lessons. For example, if the school has had a number of similar adverse events, it may be worth investigating, even if each single event is not worth investigating in isolation.

The investigation findings will form the basis of an action plan to prevent the incident from recurring, improving your overall management of risk and identifying areas of risk assessments that may need to be reviewed.

## APPENDIX 13

### ACCIDENT REPORTING, HEALTH and SAFETY EMERGENCIES PROCEDURES AND CONTACTS FOR PUPILS

#### Recording of injuries treated

All **non-reportable** accidents treated with first aid should be entered in the Accident Record book kept in the classrooms and main school foyer, especially those involving blood or head injuries.

#### **The following information needs to be recorded:**

- About the person filling in the report:
  1. name
  2. position
  3. signature
  4. date of report
- About the person who had the accident:
  1. name
  2. class
- About the accident:
  1. date and time of accident
  2. where it happened
  3. how did it happen and why
  4. details of injury suffered and treatment given
  5. whether the parents been informed. (The parent's signature should be obtained on the accident form at pick-up time whenever possible)
  6. if necessary, the parent(s) should be telephoned and informed of the accident, e.g. when the pupil is to be collected by a nanny whose English is poor or if the pupil is to go home with another family on a 'play date'. In the case of a head injury, parents should always be informed immediately and a Head Injury information sheet sent home with the pupil

In the event of an accident or other occurrence (e.g. an epileptic fit) a designated paediatric first aider will be contacted to deal with the situation. This person will be responsible for recommending that an ambulance is called, if the need for one is not obvious.



### **Notifiable accidents**

All serious accidents and injuries will be entered in the accident book by the first member of staff at the scene of the accident and the health and safety advisor notified. Completed accident forms will be given to the health and safety advisor by the end of the school day. Reportable major injuries (see list below) should be reported to RIDDOR within 5 school days. All referrals to RIDDOR should be notified to the headteacher who will inform the proprietor immediately.

### **Reportable major injuries**

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or causing loss of consciousness, arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

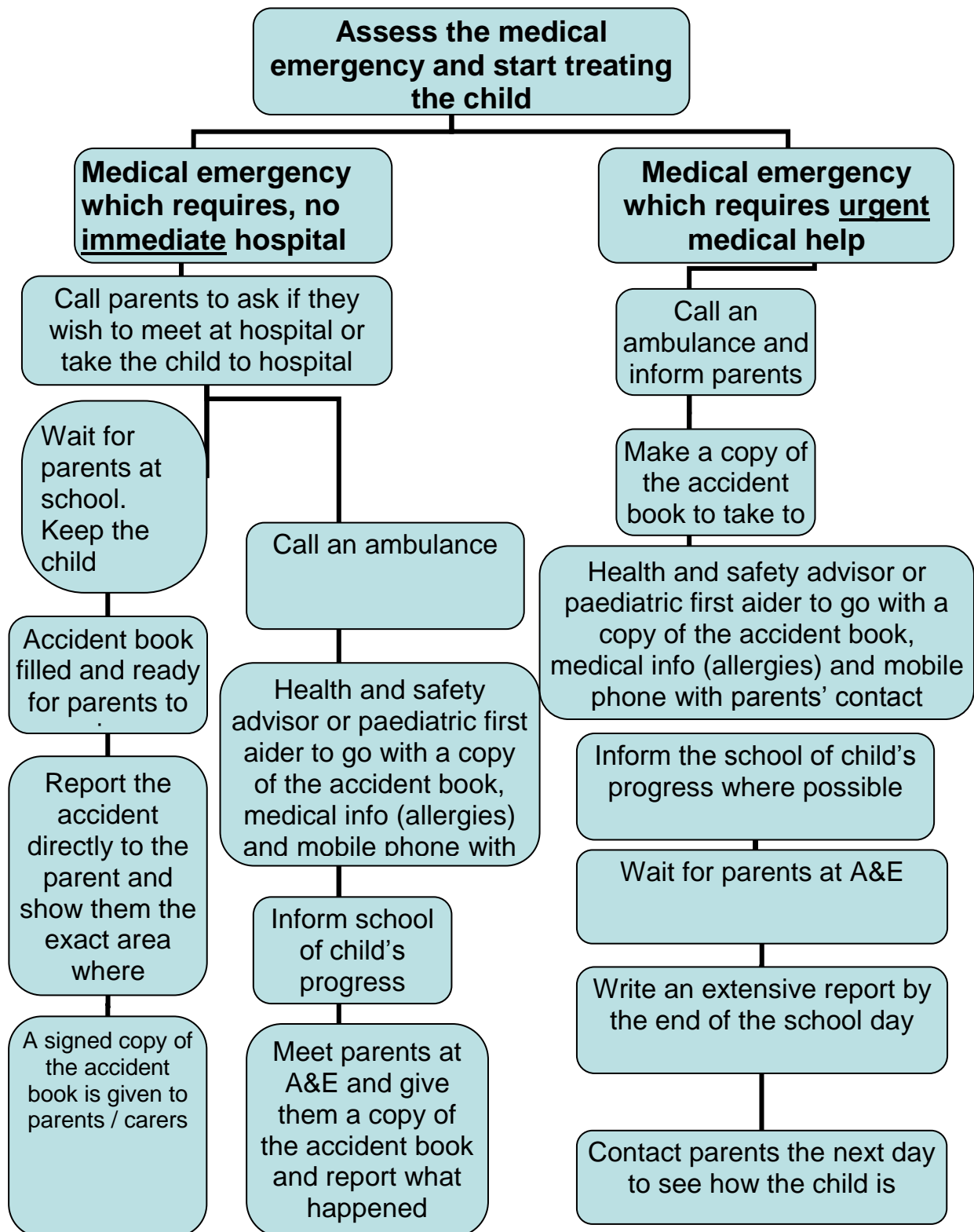
### **Records**

The headteacher, working with the health and safety advisor, is required to keep records. Accident records will be retained for at least 3 years after the date of the accident, if the person is above 18 years old. If the person who had the accident is under the age of 18 then accident records have to be kept until they are 21. E.g. a year 2 child aged 7 has an accident in 2011 which is significant in outcome and thus is reported to HCC. A copy of the accident form and related investigation must be kept until the child is 21 (i.e. 2025 in this case).

The information required to be kept for injuries and dangerous occurrences is:

- The date and time of injury or dangerous occurrence.
- The name and nature of the injured pupil.
- The place where the incident occurred and brief details of what happened.
- The date the incident was first reported and the way it was reported, i.e. telephone or written notification.

### **Accident procedures which may require hospital treatment:**







## Appendix 14.1 Bloodborne Viruses

The headteacher and the health and safety advisor will be responsible for ensuring that appropriate personal, protective equipment (PPE), e.g. disposable gloves and aprons, are available for staff to use at all times.

## APPENDIX 14

### VIRUSES AND COMMUNICABLE DISEASES

#### First Aid involving external bleeding

In any situation requiring first aid the 'Universal Precautions' (avoiding contact with bodily fluids, by means of the wearing of nonporous articles such as medical gloves) must always be followed during treatment of bleeding wounds to reduce the risk of transmitting bloodborne infections such as hepatitis and HIV.

This approach assumes that all blood products and bodily fluids are potentially infectious, thus the following procedures should always be applied:

- Always cover any open wounds on your own hands with a waterproof adhesive dressing.
- Disposable gloves (unpowdered latex or vinyl) to be worn when dealing with bleeding/cleaning up bodily fluids.

General first aid facilities are provided, including portable first aid kits for offsite activities.

Normal first aid procedures should be followed which may include firm pressure maintained over the wound for 5 to 10 minutes with a sufficient pad of clean, absorbent material. If a surgical dressing is not immediately available, a folded paper towel or clean handkerchief may be used. When bleeding has stopped, blood should be washed off surrounding skin and hair with copious amounts of soapy water without disturbing the wound.

Dressings, disposable gloves, etc should be disposed of safely. The school provides secure sanitary bins in the disabled washrooms.

#### Action to be taken after direct contact with blood/bodily fluid

If direct contact with another person's blood or other body fluids occurs the area should be washed as soon as possible with soap and water.

If contact is made with the lips, mouth, tongue, eyes or broken skin, these should be washed out thoroughly with clean cold tap water. Where running water is unavailable saline is provided to wash out the eyes.

The hands should be washed using soap, water and dried using paper towels.

If a cut or puncture wound is sustained (e.g. a bite) the wound should be squeezed to encourage bleeding, washed with soap and water and covered with a waterproof dressing.



Any incident in which another's blood may have entered a person's bloodstream through a cut or abrasion or by splashing in the mouth or eyes should be reported to their doctor.

### **Cleaning and washing**

All spillages of blood, faeces and vomit should be cleared up as quickly as possible, wearing suitable PPE. When spillages do occur, cover immediately with 'Sanitaire' powder which will absorb the spillage. The powder should be cleaned up and the area cleaned using a product suitable for the affected surface which combines both detergent and disinfectant (and use in accordance with the authorised cleaning products in school).

Mops will **never** be used for cleaning up blood and bodily fluid spillages - use disposable paper towels.

Separate cloths and mops are used for general cleaning of kitchens, classrooms and toilets etc.

### **Food Handling**

See Food Hygiene (Appendix 25)

### **Waste Disposal**

All bodily fluid waste disposal will be placed in the secure sanitary bins which will be removed regularly by an external contractor.

Non-contaminated waste should be discarded into a bin liner or dustbin and disposed of in the usual manner.

### **Accident Reporting**

See Appendix 12 and 13

## **APPENDIX 14.2**

### **Communicable Diseases**

If a member of staff has any concerns about a pupil's health while they are in school they should contact the parents with a view to sending them home. Many illnesses are infectious before a diagnosis can be made.

The health and safety advisor will communicate specific details for exclusion periods for diseases for members of staff as soon as a communicable disease has been notified. Staff should remain vigilant for any symptoms that have been advised to them.

The Health Protection Agency (HPA) provides details on recommended exclusion periods for the more common communicable diseases and the health and safety advisor will keep apprised of these exclusion periods.

Certain diseases must be formally notified to the Local Authorities Health Protection Unit. Below is a list of notifiable diseases. The statutory responsibility for notifying the diseases lies with doctors.

- Acute encephalitis



- Acute meningitis
- Acute poliomyelitis
- Acute infectious hepatitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease and scarlet fever
- Legionnaires' Disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

### **Good Hand Hygiene**

Pupils are actively encouraged to wash their hands thoroughly as it is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting.

Hot water and antibacterial liquid soap are used and hands are dried using disposable paper towels.

### **Management of Diarrhoea and Vomiting**

In the case of an outbreak of vomiting and diarrhoea the school will immediately contact the Local Authority HPU and local Environmental Health Department (EHD) and follow any specific advice on controlling the outbreak.

The school will instruct parents and staff that they should not return to the site for 48 hours from last episode of diarrhoea or vomiting. Enhanced cleaning of the environment and equipment is put in place and all toys, school equipment etc should be cleaned with antibacterial spray/Milton cleaning fluid.



**APPENDIX 15**

**PERSONAL SAFETY/LONE WORKING**

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff (see Appendix 8).

**Lone working**

A lone worker is an individual who spends some or all of their working hours working alone. Parsons Green Prep recognises that there may be an increased risk to the health and safety of its employees while working alone and without immediate access to another person for assistance. This policy sets out our approach in both identifying these risks and adequately managing them. Any questions regarding its operation should be addressed to **the headteacher**. All lone workers are expected to cooperate fully with instructions given by the headteacher. They are also expected to follow the school's safe systems of work and any associated procedures.

**The risk assessment process**

Assessing the risks of working alone is to establish whether the work can be done safely by an unaccompanied person and that arrangements have been made to ensure that an individual is not exposed to greater risks than normal when working alone.

All risk assessments should be reviewed at regular intervals - every two years - or whenever there is any reason to believe that the existing assessment is no longer valid. A record should be made of each review carried out.

Activity/ item or hazardous action	Hazard	Persons affected	Risk level	Action required	Date achieved	New risk level
Risk of violence	All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence	Lone worker	Low	Whenever possible staff must try not to arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one	Ongoing	Low



				member of staff on site for the duration of the meeting.		
Lone worker not feeling safe	Have a panic alarm with you	Lone worker	High	Panic alarm installed in the school office	Spring term 2014	Med
Lone worker unaware of intrusion in the premises	Make sure the lone worker can monitor anyone coming in or out of the building	Lone worker	High	CCTV installed at the rear and front of the building.	Spring term 2013	Med
Working in an unsecured environment	Make sure the lone worker in the building feels safe	Lone worker	High	Ensure that lighting is working and on at the front of the building	Ongoing	Med
<b>Activity/item or hazardous action</b>	<b>Hazard</b>	<b>Persons affected</b>	<b>Risk level</b>	<b>Action required</b>	<b>Date achieved</b>	<b>New risk level</b>
Leaving the building when dark	Make sure that the lone worker in the building feels safe	Lone worker	High	Ensure lone worker leaves the building at different hours during the school holiday times in the winter months between 3 and 4.15 pm, and arrives at different hours in the morning to ensure hours are covered throughout the day.	Ongoing	Med



Leaving the building on your own after hours	Make sure the lone worker in the building feels safe	Lone worker	High	Keep your mobile telephone accessible and with you at all times.	Ongoing	Med
Leaving the building on your own after hours	Make sure the lone worker in the building feels safe	Lone worker	High	Where possible arrange for another member of staff to leave with you	Ongoing	Med
Leaving the building on your own after hours	Make sure the lone worker in the building feels safe	Lone worker	High	Call the designated member of staff (headteacher) before you leave the building and after you leave the building to ensure you have left the building safely. If the designated person has not heard back within 4 minutes they will call your mobile, if there is no answer they will call the police.	November 2011	Med
<b>Activity/item or hazardous action</b>	<b>Hazard</b>	<b>Persons affected</b>	<b>Risk level</b>	<b>Action required</b>	<b>Date achieved</b>	<b>Activity/item or hazardous action</b>
In the event of fire	Making sure the lone worker has access to emergency warning devices to raise the alarm in event of emergency e.g. fire alarm.	Lone worker	Med	Lone worker should be familiar with emergency procedures	Ongoing	Low
In the event of fire	School should know the exact numbers of people inside the	Lone worker	Med	Sign in and off the site	Ongoing	Low



	school at all times					
In the event of an injury	Be unsure of location of first aid kits	Lone worker	Low	First aid kits can be found in the staffroom, kitchen, bathroom and playground.	Ongoing	Low
In the event of a more serious injury	No access to immediate help	Lone worker	Med	School phone should be available in the room for lone worker to call for help.	Ongoing	Low
Medical fitness	Medical info should be kept up to date.	CL	Med	Medical record checked regularly	Ongoing	Low
Welfare facilities	Unsuitable working environment	CL	Low	Adequate heating, lighting, access to drinking water and toilets must be guaranteed.	Ongoing	Low

**School staff responding to call-outs after hours**

The school has in place a keyholder service who will attend the premises out of school hours should the security alarms be triggered. The keyholder service will secure the building, negating the need for staff to be called out after hours.

Appendix 15.5

Pregnant staff and returning mothers

The school takes the health and safety of pregnant and returning new mothers very seriously.

Pregnant staff are advised to:

- Refrain from strenuous activity
- Take regular breaks
- Avoid chemicals, both scientific and for the purpose of cleaning
- Endeavour to maintain good working conditions such as a reasonable temperature and positive posture; and
- Under NO circumstances work alone

A risk assessment for pregnant staff and returning mothers is carried out.

**APPENDIX 16**

**DISPLAY SCREEN ASSESSMENT**

**Definition of a Display Screen Equipment (DSE) user**

The DSE regulations apply only to those staff who fall within the definition of a user, i.e. one who habitually uses DSE as a significant part of their normal work. Significant is taken to be continuous/near continuous spells of an hour at a time. They do not apply to employees who work only occasionally on computing equipment.

It is important that the headteacher identifies which staff are covered by this definition. At Parsons Green Prep this includes admin staff and headteacher.



### **Hazards associated with DSE**

Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g. upper limb aches and pains caused by poor posture)
- Back ache
- Fatigue and stress
- Temporary eye strain

Poor work design and a lack of awareness in the correct way of adjusting a chair or equipment can result in discomfort and can cause or aggravate such conditions.

Staff are encouraged to adopt a safe system of work by following simple precautions:

- Arrange the work area to enable safe practices to be carried out.
- Make sure that all furniture and equipment is functioning correctly and that the chair provides adequate support, especially for the lumbar region of the back.
- Adjust furniture and equipment so as to ensure maximum comfort when working.
- Make sure that:
  - eyes are in line with the top of the screen
  - forearms and knees are at 90 degrees from the edge of the desk
  - feet are squarely on the ground
- Take opportunities to vary activities and take regular breaks when working with DSE.
- Report any symptoms of discomfort or ill health that you believe may be related to the use of DSE.

White boards should also be used for short intervals.

### **Eyetest**

Under the DSE regulations, staff identified as DSE users are entitled to an eyesight test, every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). The headteacher should ensure that DSE users are aware of this entitlement.

### **Laptop use**

There is an increasing number of laptop users within the school and their use in prolonged situations also conform to the main DSE Regulations. However, their design compromises such as smaller keyboards, joint keyboard and screen etc. can mean that users adopt poor postures and are often less comfortable than at a standard desktop machine for prolonged use.

Consideration is given as to where and how laptops are utilised. Where these are intended to be used for prolonged spells a separate keyboard and mouse should be used and the laptop raised in height to enable the user to achieve the correct posture.

## **APPENDIX 16.3**

### **Lifting and Handling**

Staff should ensure that 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 health and safety advisor and where such activities cannot be avoided a risk assessment will be conducted to ensure that such risks are adequately controlled. A copy of this assessment will be provided to the member of staff, who must follow the instruction given when carrying out the task.

Manual handling should be minimal, but if attempted:

- Bend the knees and ensure the bulk of the lift is not taken by the back
- DO NOT try to lift overly heavy items and seek assistance from staff if necessary
- Before commencing a manual handling task walk the route you plan to take, ensuring that it is clear and that the destination area is available and appropriate.
- Pupils should not be asked to complete manual handling tasks.

### **Paediatric Moving and Handling**

All staff who move and handle pupils receive 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).

### **APPENDIX 16.4**

#### **Personal Emergency Evacuation Plan (PEEP)**

This school positively promotes inclusion and will take all reasonable steps to ensure that children/young people or staff who might be classed as SEND are not discriminated against or treated less favourably than others.

The school will work in partnership with the disabled person, their representatives (where necessary), and other interested parties to ensure that policy and procedures are created in the best interest of the individual. The school will endeavour to make reasonable adjustments in equipment or learning support in order to maximise educational opportunities. It will also identify any additional arrangements which need to be in place for activities which take place away from the premises. Progress and compliance with this plan will be monitored and reviewed by the headteacher.

To ensure the safety of all persons in an emergency situation, the school will create Personal Emergency Evacuation Plans (PEEPs) where a need has been identified. The school will update its risk assessments (see Appendix 2) and PEEPs either on an annual basis, where the health and safety needs of the individual change, after an incident or where there are changes within the establishment that may affect the individual. Where changes need to be made they will be discussed with all affected parties.

The roles and responsibilities of staff and the senior management team, with regard to supporting those needs, will be identified from those discussions and will also be based on the results of risk assessments. These will all be recorded and reviewed either annually or where there is a change in circumstance.

In order to support an individual with complex health needs appropriate members of the senior management team and staff will receive training and training updates.

The school's management team will ensure that this plan is aligned with all other relevant policies and procedures.



## APPENDIX 17

### MAINTENANCE OF PREMISES and MANAGING CONTRACTORS

The school has in place procedures for maintenance of the premises. The Health and Safety Advisor will, as part of their weekly inspection, bring to the attention of the headteacher any remedial works that are required in their weekly meeting unless the maintenance is of an urgent nature. The school employs a premises support person to carry out daily routine maintenance, e.g. clearing the outdoor surfaces of leaves and fallen branches. Maintenance works that are beyond the scope of the premises support person are remedied by qualified contractors already known to the school or, if a new contractor is required, by using the selection criteria below (full details of school contractors are held in the main school office).

Depending on the nature of the work, 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.

#### Appendix 17.1

##### Selection criteria for new contractors

- Every effort will be made to select a qualified contractor that can be personally recommended by a member of the school community.
- If a personal recommendation cannot be secured, the health and safety advisor in association with the school administrator will look for background checks and reviews that are available from previous clients.
- The health and safety advisor and the school administrator will ensure the contractor has adequate insurance cover including public liability insurance.
- Every effort, unless in the case of essential maintenance that cannot be scheduled when pupils are not on the premises, will be timetabled for after school, weekends and school holidays.
- Regular contractors attending the school premises on a frequent basis will be asked if they are willing to undertake an enhanced DBS check; e.g. the school plumber who often has to be working within school hours. If a DBS search for a frequent contractor has not been secured, the contractor will not be left unsupervised while pupils are on the school premises.
- Large building projects will be put out to tender and the school will ensure that a qualified site manager/building surveyor works with the school in overseeing any large building project.

#### APPENDIX 17.2

##### On-site vehicle movements

There is no parking on-site at the school. Contractor vehicles are parked outside on the road. If there is a necessity for contractor vehicles to be on-site during school time, the area is securely cordoned off from the pupils. It is desirable that contractors come outside of school hours.



## **APPENDIX 17.3**

### **Snow and ice clearance**

The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.

The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that "arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes.....".

It is a popular misconception that an occupier cannot be held liable for failing to clear snow/ice, but can be held liable once an attempt at clearance has been made and then someone is injured. The true position is that an occupier can be held liable for 'failing to act reasonably' in order to prevent accidents.

The headteacher is responsible for ensuring that the means of access to the school is safe for both staff, pupils and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgement and prioritise de-icing and salting of key access routes.

All reasonable efforts are made to ensure that the school remains open as normal.

### **Risk assessment**

If the school remains open during snowfall, the headteacher and the health and safety advisor will ensure that a risk assessment is in place which covers the hazards associated with snow and ice on their premises.

- The premises support person will be asked to attend the premises to clear a path 1 metre wide from the site entrance to the main building entrance. Pathways leading to slopes and steps en route should be regarded as a priority.
- Rock salt for de-icing is held on the school premises.
- Treat cleared paths with salt/grit to maintain a clear pathway, especially where temperatures remain below freezing.
- As time permits, other pathways to entrances and between buildings should be cleared and gritted.
- Appropriate checks to be made to ensure continued safety.
- Identify any particularly dangerous areas which require extra care and should be checked/treated more frequently, e.g. steps, slopes, gullies which may be hidden etc.
- Consider the needs of any visitors with particular needs (elderly, disabled etc.)

Where the headteacher or health and safety advisor has concerns over the safety of certain external pathways, circulation routes, playgrounds etc, it may be appropriate for affected areas to be taken out of use. If this is the case this must be marked clearly using signs/cones/tape to ensure that everyone is made aware.

If playgrounds remain in use, supervision levels may need to be increased.



All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

### **Routes to school during severe weather**

The headteacher will also consider how such weather may affect the operation of the school, e.g. transport difficulties in getting to school and the availability of staff. The headteacher will need to ensure that adequate staff to pupil ratios can be maintained to open the school safely.

## **APPENDIX 17.3**

### **Slips, trips and falls**

The school premises is a varied and often complex site incorporating a wide variety of areas where slips and trips are a risk (external paths, corridors, kitchens and dining areas etc.).

### **Risk assessment**

The health and safety advisor takes the following control measures to effectively control slip and trip risks:

- Identify the hazards (use accident records, talk to staff, observe people moving around the premises).
- Decide who may be harmed (staff members, visitors, pupils, cleaners, catering staff etc.) and how.
- Consider the risks and decide if precautions already being taken are enough or if more needs to be done.
- Record the findings.
- Review the assessment regularly and revise if necessary.
- Outside areas (entrances, defined walkways etc.) are level, free from holes and obstructions and controls in place to reduce slips due to ice, leaves etc.
- Classrooms and hallways kept free from obstructions, trip hazards and slip hazards.
- Control of slip and trip risks on stairs - good handrails at right level, easily visible nosings on steps, steps of equal height and length.
- Slips reduced/prevented at building entrances through effective canopies to stop rain entering buildings, adequate barrier matting to soak up water from shoe soles and no water is found on floors beyond mats.
- Stop access to wet floors.
- Good spillage control systems, especially in the kitchen, staff room and teaching rooms.
- Effective cleaning regimes that are properly carried out by staff/ contractors.
- Fit for purpose, anti-slip floors in new builds and refurbished premises in areas prone to water and oils (toilets, entrances to buildings, kitchens etc.)

### **Cleaning**

People often slip on floors that have been left wet after cleaning. On a smooth surface even a tiny amount of water can present a real slip problem, e.g. a smooth floor left wet after mopping. Warning signs and cones don't keep people out of an area and are often ignored.

### **Advice to staff**

#### **All staff**

- Take responsibility



- Small spills on smooth floors are a slip hazard - don't just leave it, clean it up to leave floor dry.
- Report flooring problems straight away to the right person
  - e.g. leaks, spills, food debris, bad lighting, obstacles in walkways, uneven flooring and potholes.
  - Put out cones/barriers on visible hazards
- Wear the right shoes
  - You are less likely to have a slip or trip accident if you wear sensible shoes.
- Use designated walkways, don't use shortcuts
- Don't block walkways
- Store bags and work equipment safely
- Avoid trailing wires
- Encourage pupils to follow same procedures

#### **Kitchen staff**

- Prevent contamination from getting onto the floor
  - Avoid clearing food waste from the work surface onto the floor.
  - Before moving trays and baskets, shake off drips or leave to drain.
- Clean up spills straight away
  - For small spills spot clean with self-absorbent paper.
- Stop people from walking on smooth wet floors
  - Dry the floor after cleaning to reduce drying time.
  - Barrier off or close off the wet area.
- Wear the right shoes
  - The right non-slip footwear can significantly lower the risk of slips in kitchens.

#### **APPENDIX 18**

### **PREMISES WORK EQUIPMENT AND SAFE WORKING WITH ELECTRICITY AND GAS**

#### **Statutory inspections**

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the health and safety advisor.

The health and safety advisor in association with the school administrator is responsible for identifying all plant and equipment on the school premises and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment is restricted to those users who are authorised/have received specific training.

All staff are required to report to the health and safety advisor 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**

Subject curriculum leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the health and safety advisor.

All portable items of electrical equipment are subject to formal inspection and testing (Portable Appliance Testing (PAT)) annually. Hall lights, PA and cabling are tested annually. The health and safety advisor is responsible for ensuring that the equipment is readily available for testing.

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

A fixed electrical installation test (fixed wire test) will be carried out on a five-year cycle.

### **Gas safety**

The boiler and plant room are maintained and inspected annually by a CORGI-registered plumber. Any member of staff who has any concerns regarding a possible gas leak will inform the main school office immediately so that TRANSCO can be informed.

### **Disabled lift**

The disabled lift is not regularly in use but will be made available for any disabled person's requirements. The lift is inspected and maintained by a qualified contractor annually.

### **Lightning conductor**

The school has lightning conductors installed on the flat roof of the school hall and this is inspected and maintained annually.

## **APPENDIX 19**

### **FLAMMABLE AND HAZARDOUS SUBSTANCES (COSHH)**

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

### **Curriculum COSHH**

For any issues arising with COSHH relating to specific curriculum areas, e.g. Science or DT, the Curriculum Leader will note carefully on their risk assessment (see specific risk assessment for curriculum areas).

### **General COSHH**

Where persons may be affected by their use on site, the health and safety advisor is responsible for ensuring that COSHH assessments are available from contractors (this applies



to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc). Contractors will be responsible for the safe removal of any hazardous waste.

### **Biological waste**

Any bodily fluid waste is safely secured in the sanitary bins in the disabled washrooms and removed by a contractor.

### **Local Authority Duty of Care Certificate**

The health and safety advisor in association with the school administrator will declare that no hazardous waste will be discarded in the general refuse collection in the Duty of Care certificate.

## **APPENDIX 20**

### **ASBESTOS**

The school has undertaken a full survey of the premises and no risk has been identified in connection with asbestos.

## **APPENDIX 21**

### **WORK AT HEIGHT**

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

When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto chairs, not stand on surfaces such as tables or chairs, not allow pupils to work at height and not pursue the task without seeking assistance. Anything above 2 metres will be carried out by qualified external contractors and the Premises Support person must not attempt anything above this height.

The school keeps a harness for working at height which is available to contractors, e.g. window cleaners, and is inspected annually.

## **APPENDIX 22**

### **LETTINGS/SHARED USE OF PREMISES**



At present, the school has a policy of no subletting of the premises. Should the school hall be hired for a single function, authorised keyholding staff will be on-site for the duration of the function and will make all guests aware of the procedures in an emergency.

## **APPENDIX 23**

### **MINIBUSES**

The school does not own any minibuses. See Off-site Visits (Appendix 5) for procedure for hire of minibus contractors.

## **APPENDIX 24**

### **LEGIONELLA AND WATER QUALITY**

The school has no standing tanks of water and all water supplies are mains fed. No areas have been identified with any water that is left to stand or toilets that would remain unflushed and sinks that are not in regular use. The school has no showers on-site. A risk assessment has been drawn up and is regularly subjected to reassessment by the school contractor.

#### **Air Conditioning system**

The school has an air conditioning system for the Mac suite. A maintenance and inspection is carried out annually and an assessment for any legionella risk is conducted as part of this test.

#### **Drinking fountains**

Drinking fountains are available throughout the school for pupils and are maintained quarterly by an external contractor.

## **APPENDIX 25**

### **FOOD HYGIENE AND HOT LUNCHES**

See school lunch policy.

## **APPENDIX 26**

### **MOBILE PHONE SAFETY**

Pupils do not bring mobile phones into school. Staff guidance on use of mobile phones will be referenced in the Safeguarding Policy and Staff Induction Handbook. However, pupils walking home alone are permitted to bring a mobile phone to school as long as it is handed in to the school office upon arrival.





## APPENDIX 27

### NO SMOKING POLICY

Parsons Green Prep School regards itself as a health-promoting organisation. It recognises that its staff acts as role models for pupils in all aspects of school life, including health promotion. In light of the evidence that second-hand smoke causes damage to health this policy has been implemented to:

- protect the staff, children and young people and visitors from the effects of tobacco smoke
- acknowledge the educational role of the organisation in discouraging children and young people from starting to smoke
- helping smokers to quit

Smoking is not allowed anywhere on the premises – buildings and grounds.

Staff are recognised `role models` and as such are required not to smoke in sight of the pupils. This will include outside the school gates, visits/school trips etc. and include teaching and non-teaching staff.

#### Visitors

The No Smoking policy applies to all visitors to the school (including suppliers, supply or temporary staff and contractors).

#### Parents and carers

Parents and carers are informed that Parsons Green Prep has a no smoking policy and must refrain from smoking on the school grounds.

#### Communicating the policy

The following arrangements have been made for informing people of the policy's existence:

- Staff will be informed of the No Smoking policy at recruitment.
- Clearly worded signs are sited to inform visitors that the premises is Non Smoking.
- Staff members will inform visitors of the policy when necessary.

#### Staff who are smokers

Staff who smoke must use authorised offsite breaks to smoke and this must be out of sight of pupils, parents and the school premises. Staff must wash their hands before returning to the classroom. Any member of staff who returns to the school premises smelling strongly of cigarette smoke will be referred to their line manager. The school will actively support any of its members of staff who would like to give up smoking.

## APPENDIX 28

### HANDLING AND KEEPING ANIMALS

The school currently does not keep any mammals but the following procedure should be adopted for any offsite visits particularly visits to farms and petting zoos.



If animals will be handled, the most important issue is the maintenance of good hygiene. When handling animals:

- Do not consume food or drink.
- Cover any open cuts or abrasions on the exposed skin of hands and arms with waterproof adhesive dressings.
- Wash your hands with soap and water before and directly after handling animals.
- Keep animals away from the face.

Careful handling of small mammals and other animals is most important; the animals should be restrained sufficiently so that they cannot damage themselves or the handler.

Gloves should not normally be worn unless it is known that an animal for one reason or another is likely to bite or scratch. In this situation a pair of rubber gloves which does not particularly reduce dexterity is a sensible precaution.

Handling small animals should always be carried out over a table or trough filled with a soft material such as sand/sawdust.

### **Physical injuries**

There is always the danger of bites and scratches and staff should check that any animals kept/brought in are docile, friendly and gentle in the presence of children.

Small fingers poked towards the mouths of normally non-aggressive animals may be interpreted as an offering of food and obligingly bitten.

### **Diseases, parasites and allergies**

The likelihood of diseases being passed on from pet animals is low. However, allergic reactions to mammals, birds and a few other animals cannot be discounted. These might result from handling the animals or just from being near them and be detected by the development of skin rashes, irritation to the eyes and nose or breathing difficulties.

Hand washing soon after handling animals will help. Staff should watch for the development of allergic reactions in pupils who come into contact with the animals.

Pupils known to have allergic reactions to specific animals must, of course, have restricted access to those that may trigger a response. In most cases, an allergic reaction will subside once the animal and the affected person are kept apart; in extreme cases seek medical advice.

Salmonella bacteria may be carried by reptiles; good hygiene is again required, especially if aquatic reptiles, such as terrapins, are kept. Good general hygiene and hand washing are essential for risk reduction.

Pupils under five should not have contact with such reptiles or the environment in which the reptiles live or exercise.



## **BRINGING PETS AND OTHER ANIMALS INTO SCHOOL**

In addition to the general guidance given above it is important that suitable arrangements are made in advance for the wellbeing of animals for the short time they are to be on the premises.

When a variety of animals will be together, consider carefully the possibility of unwanted interactions. Animals must be housed properly and separately whilst on the premises; any containers used to transport them must be appropriate and retain the animal securely.

At drop-offs and pick-ups, parents/carers with pet animals will not be allowed in the school grounds.

## **ANIMAL SUPPLIERS**

The majority of animals available through reputable suppliers present no hazards that good hygiene procedures cannot address.

In order for there to be minimal risk to humans of diseases being transmitted from animals kept in schools, it is important that animals are obtained from accredited or high-quality sources. Unless these are known to have originated from a reliable source, it will not be possible to be confident that they are disease-free.

## **ANIMAL HEALTH**

If animals are not kept in scrupulously clean conditions, or come into contact with other animals from dubious sources, it will no longer be possible to guarantee that the animals will remain in a disease-free condition.

Holiday times, particularly in primary schools, can obviously create real difficulties.

It is preferable that the animals remain at school and suitable arrangements made for their normal feeding, watering and cleaning. If, however, this is impossible and animals have to be taken out of school during the holidays, they should not be sent home with pupils or other people unless all of the following considerations can be satisfied.

- It can be guaranteed that the animals will be looked after as well as usual.
- Whoever is caring for the animals must have all the necessary information, equipment, food, skills, etc.
- Parents must have been informed and given their consent.
- Steps will be taken to ensure that the school's animals will not be able to come into contact with pet animals (cats, dogs, rodents or other mammals).
- That small mammals cannot come into contact with wild rodents (mice, rats, etc) while off the school premises.

## **CLEANING AND HYGIENE**

This is clearly important, both for the health of the animals and for those people looking after them. Hands should be washed before and, of course, after cleaning cages, tanks etc. Rubber or plastic gloves should preferably be worn.

After removing soiled litter material, cages should be scrubbed with hot water and liquid detergent.



### SOILED LITTER DISPOSAL

Soiled litter should ideally be sealed in strong plastic bags and placed with other waste in dustbins.

### UNSUITABLE ANIMALS

It goes without saying that certain animals present unacceptable risks and should not be brought into school.

Wild birds and mammals taken, even if legally, from the 'wild' should not be brought into schools directly as they may be harbouring diseases or parasites transmissible to humans.

## APPENDIX 29

### BLIND CORD AND CHAIN RISK

The health and safety advisor will identify and document the presence of any looped cord or chained window or door blinds on any premises where pupils may be present. These cords can include those at the side of a blind for opening and closing AND those which are located horizontally along the bottom of the blind for stability (e.g. on vertical blinds). They will ensure that the hazard of blind cords is identified as part of the risk assessment which must be in place for the premises or service. Once the risk has been assessed, the headteacher must ensure that adequate control measures are implemented and maintained as a matter of urgency.

#### Control Measures

Where a risk assessment has taken place, control measures are implemented in line with the level of risk identified (often control measures will include practical, simple precautions).

#### Elimination

The headteacher will consider the removal of these blinds in situations where the risk assessment identifies the **level of risk is high and it cannot be controlled by any other method**. Blinds will be replaced with those which do not have looped cords or chains.

#### Control Measures which may be appropriate may include:

- Ensuring that cords or chains are stowed out of reach so they are not causing a strangulation hazard.
- The use of safety devices such as cord cleats, cord/chain tidies and chain break connectors.
- Where loops cannot be stowed away safely they will be cut to ensure that the loop is removed.
- Furniture (e.g. chairs) will be repositioned to ensure they cannot be used to access looped cords, or where pupils can become accidentally entangled.
- A regular checking regime is in place for all blinds which have looped cords or chains to ensure that they remain in a safe condition.



- Where new furniture is introduced, or decoration and room layouts have changed, a risk assessment will be reviewed and updated as appropriate.

### **New blinds**

When choosing new blinds for classrooms, the health and safety advisor will select a blind which does not contain cords or has concealed cords. This will also meet the CEN standard EN13120 or is endorsed by the British Blind and Shutter Association.

## **APPENDIX 30**

### **HIRE OF BOUNCY CASTLES**

The school does not own and retain any inflatables on the school premises. Occasionally, the Friends of Parsons Green Prep hires a bouncy castle for use in the school fair. In this event, they will ensure that it is a reputable firm and supply their Public Liability Insurance document to the school. The school administrator will also inform the school's own insurers of the date of the event and that a bouncy castle will be on-site. The headteacher will ensure that adequate levels of adult supervision and restricted numbers of pupils on the equipment are maintained in accordance with the contractor's guidance. All requirements, restrictions and guidance by the contractor must be adhered to.

## **APPENDIX 31**

### **FINGER TRAPPING**

Early Years pupils are particularly susceptible to such injuries and whilst all doors in schools may potentially pose a risk, classroom doors, toilet entrance and cubicle doors represent the highest risk of finger trapping accidents.

To minimise finger trapping injuries from the hinge side of doors, finger guarding devices are fitted on all Early Years classroom doors.

The overhead door closers necessary for fire regulations should be set to close slowly.

### **Other possible control measures**

The following measures are also considered to help prevent finger trapping incidents:

- Reduce or remove the need for pupils to gather near the doors.
- Ensure that essential equipment is not positioned adjacent to or immediately behind doors, e.g. a paper towel dispenser.
- Increase awareness of staff and pupils to potential risks.
- Prevent uncontrolled access to vulnerable doors.

For both new and existing devices the health and safety advisor ensures there is a brief visual inspection to check the condition of any protective devices fitted.