

Harrow Lodge Primary School



HEALTH & SAFETY POLICY

REVIEWED:	Spring 2024
APPROVED (L&M):	Summer 2024
EFFECTIVE PERIOD:	Summer 2024 – Summer 2025
DUE FOR REVIEW:	Spring 2025
RESPONSIBLE PERSON:	Ms M Haynes

SIGNED BY CHAIR OF GOVERNORS

A handwritten signature in black ink, appearing to read 'P. Quinn', with a horizontal line underneath.

1. Statement of Intent

Harrow Lodge's statement of general policy is:

- to provide adequate control of the health and safety risks arising out of our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals

2. Responsibility

2.1 Overall and final responsibility for health and safety is that of:

Partnership Learning Multi Academy Trust

2.2 Day-to-day responsibility for ensuring the policy is put into practice is delegated to:

Maria Haynes – School Business Manager
David Welch - Caretaker

2.3 To ensure health and safety standards are maintained/improved, the following people have responsibilities in the following areas:

Name	Role	Responsibility
Partnership Learning Trust	Employer	The employer is ultimate control of the school. They will: <ul style="list-style-type: none">• Inaugurate robust approaches to health and safety, with clear policies that focus on the real risks, and encourage sensible risk management• Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the school's activities• Make sure employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice.• Check that the control measures have been implemented and remain appropriate and effective
	The Governing Body	<ul style="list-style-type: none">• Take reasonable steps to make sure that the school is following the employer's policy and procedures e.g.

		<p>through regular discussion at governor/board meetings.</p> <ul style="list-style-type: none"> • Promote a sensible approach to health and safety, making use of competent health and safety advice when required • Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate • Ensure adequate resources for health and safety are available.
Lynette Searle	Head Teacher	<p>The Head Teacher is responsible for the day to day running of the school. They will</p> <ul style="list-style-type: none"> • Inform employees about the real and significant risks in the school and the precautions they need to take to manage them • Ensure staff receive adequate training to enable them to carry out their responsibilities • Ensure adequate resources for health and safety are available. • Promote a positive, open health and safety culture in school • Report to Governors/board on key health and safety issues • Ensure that all staff co-operate with the policy • Devise and implement safety procedures • Ensure that risk assessments are reviewed on an annual basis
Maria Haynes	Senior Management	<p>Senior Management within the school will support the Head Teacher in their role. They will:</p> <ul style="list-style-type: none"> • Manage and monitor purchasing and contracting procedures to ensure risks are effectively managed • Ensure any contractors on site are competent in health and safety matters • Advise contractors of site specific risks and oversee their activities on site • Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working • Ensure staff and visitors are aware of the onsite procedures and the precautions to follow • Ensure accident and incident reporting and carry out investigations into accidents and produce reports/statements for any civil or criminal action which may arise • Ensure risk assessments are accurate, suitable and reviewed annually or before if there is a change • Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved • Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of

		<p>hazards, the use of hazardous substances and manual handling</p> <ul style="list-style-type: none"> • Provide a good example, guidance and support to staff on health and safety issues • Carry out a health and safety induction for all staff and keep records of that induction • Keep up to date with new developments in Health and Safety issues for schools • Carry out a weekly test of the fire alarm and other fire safety checks as required
David Welch	Caretaker	<p>The Site Manager/Caretaker is responsible for day to day maintenance and other buildings/grounds issues. They will:</p> <ul style="list-style-type: none"> • Ensure that any work that has health and safety implications is prioritised • Report any concerns regarding unresolved hazards in school to the senior management team immediately • Ensure that all work under their control is undertaken in a safe manner • Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas • Carry out a weekly test of the fire alarm and other fire safety checks as required • Fully co-operate with health and safety arrangements during larger building projects
All employees	Employees	<ul style="list-style-type: none"> • Read the Health and Safety Policy • Comply with the School's health and safety arrangements • Cooperate with managers and co-ordinators on health and safety matters • Take reasonable care of their own and other people's health and safety • Leave the classroom/playground/office in a safe condition • Follow safety instructions when using equipment • Supervise pupils and advise them on how to use equipment safely • Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff • Follow the accident/incident reporting procedure • Contribute to and highlight any gaps in the school's risk assessments
Pupils	Pupils	<ul style="list-style-type: none"> • Follow safety and hygiene rules intended to protect the health and safety of themselves and others • Follow safety instructions of teaching and support staff, especially in an emergency
Barking & Dagenham Health &	Health and Safety Advice	<ul style="list-style-type: none"> • Provide advice and guidance to help schools fulfil their health and safety responsibilities

3. Coordination of Health and Safety Management

3.1 An action plan is in place which includes:

- Building services maintenance/servicing regime
- Review of risk assessments and safe systems of work
- Actions against gaps in health, safety and wellbeing management

This assists the school in coordinating the current management systems and ensure continuous improvement.

3.2 The health, safety and wellbeing action plan is taken to the Leadership & Management committee meeting for monitoring.

4. Accident, Incident and Investigations (RIDDOR Reporting)

4.1 Any accident or injury should be reported via the accident/incident report form and past to the relevant manager/head teacher to consider what could be done to prevent further occurrences.

4.2 All contractors must ensure that accidents/incidents involving their personnel are reported to the schools using the accident/incident report form.

4.3 The Trust will ensure that where RIDDOR applies, accidents/incidents are reported to the Health and Safety Executive. Please follow the links below for information on RIDDOR reporting requirements:

- <http://www.hse.gov.uk/riddor/>
- <http://www.hse.gov.uk/pubns/edis1.pdf>

5. First Aid

5.1 The school has the following First Aiders:

Paediatric First Aiders– 6
Playground First Aiders – 18
Qualified First Aiders – 5
Basic Educational Setting - 20

5.2 Every room is equipped with a wall mounted first aid box

6. Educational Visits

All off-site trips will be subject to risk assessment.

The Outdoor Education Advisers' Panel offers more specific advice and the website, 'Outdoor Education Advisers' Panel - advice, support and monitoring of visits and outdoor learning' provides the school with details of local authority outdoor education advisers.

7. Electrical Testing

- Hard wiring is tested by a competent contractor every 5 years
- All items of portable electrical equipment in school are inspected and checked annually
- See also the building maintenance plan.

8. Asbestos

- All staff have been made aware of the location of any asbestos in school
- All contractors must sign to say they have seen the register before starting work on site

9. Fire Safety and Emergency Evacuation

- A fire risk assessment has been undertaken and will be reviewed annually (or before if there is a change)
- An Emergency Evacuation Plan has been developed and communicated to all relevant persons on the school premises.
- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term by the Head Teacher and School Business Manager.
- Evacuation times and any issues which arise are reported to the Trust and the Governors
- Fire extinguishers are checked annually
- Personal Emergency Evacuation Plans are in place as required

10. Lifts and Hoists

- Lifting equipment used to lift people is inspected on an annual basis

11. Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Caretaker (with appropriate support from senior managers) will complete a COSHH assessment for all hazardous substances used on site

12. Food Technology

- Cooking equipment including ovens and hobs will only be used if fire precautions and appropriate risk assessments are in place
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned
- Close supervision will be appropriate for riskier parts of the cooking process, i.e. taking food in or out of hot ovens

13. Administration of Medicines

- Medication is only administered to pupils when the parental consent form has been completed
- The medicine will be administered by one nominated member of staff for each pupil and appropriate records kept
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a cupboard in the school medical room with has access control installed on the door
- The only exceptions to this are asthma medication and 'epipens' (following discussion with parents) which may be kept in appropriate locations, out of the reach of other pupils, as appropriate.

14. Display Screen Equipment

- For employees with 'desk based jobs' the procedure for carrying out workstation self-assessments on an annual basis will be followed
- For employees provided with portable devices (e.g. laptops, tablets) staff will be issued guidance on their use.

15. Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.
- Risk assessments and safe systems of work are in place.

16. Playground Equipment and Supervision

- Playground equipment and its use is supervised during all breaks during the school day
- If the equipment is used during lesson time supervision is again maintained
- A decision is made, recorded and enforced if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day
- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment
- See also the building maintenance plan for servicing/maintenance details of equipment used

17. Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school; school visits and the running of the school building and grounds
- They are all available on the school central server for staff to inspect and refer to as necessary and hard copies are available in a folder kept in the staff room.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments

- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place)
- Procedures for new and expecting members of staff will be followed, including carrying out a Risk Assessment if not already considered in existing risk assessments

18. Slips, Trips and Falls

- The potential for slips, trips and falls in school has been risk assessed and appropriate controls have been put in place
- This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

19. Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the Head Teacher is informed immediately and this information contributes to any decision to close the school

20. Stress at Work

- Proactive – Stress Risk Assessments are used to identify how levels of stress (caused by work) amongst employees can be reduced
- Reactive – individuals who are identified to be suffering from excessive levels of stress (caused by work or personal issues) are supported in accordance with the school's health and wellbeing procedures and, if necessary, by accessing the Occupational Health and/or the Employee Assistance Programme

21. Supervision of Pupils

- Sensible, safe behaviour will be promoted to pupils by all members of staff
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt with within the school rules
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times

22. Training

- Health and Safety Training needs are assessed as part of individual's annual review
- Training needs are also being identified as part of a risk assessment process

23. Working at Height

- Working at heights risk assessments have been completed for the school
- Appropriate record keeping and safe systems of work are kept in the working at heights file.
- All site/caretaking staff who undertake working at heights have been on an appropriate training course.
- Teaching and other staff who assist in putting up displays in school have been given appropriate in-house training and advised that they must:

- Use appropriate access equipment - step ladders, kick stools etc.
- Wear flat shoes whilst putting up displays
- Not climb on furniture to put up displays

24. Mechanical Equipment and Plant (consider kitchen equipment also)

- Equipment is purchased via reputable supplier (consider safest equipment available)
- Risk assessment in place to include training of users on safe use and isolation from power supply when cleaning.
- Maintenance programme in place (as per manufacturers guidelines)
- Fault reporting procedure

Maintenance and Inspection Matrix

Plant/Equipment/Service	Maintenance/ Inspection type	Frequency	Scheduled for (month)	Current Contractor/ in-house	Responsible person (task performance or contract management)
Air Conditioning	Maintenance	Annually	January	Charlesons Building Services	Marc Auden
Asbestos Monitoring	Check	Variable	n/a	In-house	Caretaker
Gas Boilers	Maintenance	Annually	August	Charlesons Building Services	Marc Auden
	Inspection	Annually	August	Charlesons Building Services	Marc Auden
Clinical waste disposal	Waste collection & disposal	Fortnightly	n/a	PHS Washrooms 0292 080 9090	Caretaker/School Business Manger
D&T plant room/equipment	Safe condition	Weekly	Weekly	In-house	Caretaker
	Maintenance	Annually	August	Charlesons Building Services	Marc Auden
Electrical (mains wiring)	Inspection	5 Yearly	July 2023	Campion Electrics 020 8529 7712	Caretaker/School Business Manger
Electrical (PAT)	Inspection	Annually	July	Salus Test Services Ltd 020 8279 0358	Caretaker/School Business Manger
Entrance Barrier/gates	Inspection	Variable	January	Platinum Security 0845 8386931	As per contract
Extraction systems (dust)	Inspection	Annually	July	Catering Services Canteen	LBH Catering Services 01708 434343
Extraction Systems (heat processes)	Inspection	Annually	July	Catering Services Canteen	LBH Catering Services 01708 434343
Extraction Systems (Kitchens)	Maintenance	Quarterly	July	Catering Services Canteen	LBH Catering Services 01708 434343
Emergency Lighting	Visual check	Weekly	n/a	In-house	Caretaker
	Test	Monthly	n/a	Campion Electrics 020 8529 7712	Caretaker

	Inspection/battery test	Yearly	January	Campion Electrics 020 8529 7712	Caretaker/School Business Manger
Fire Alarm , detectors and door release (including independent door release devices)	Test	Weekly – all points	n/a	In-house	Caretaker/School Business Manger
	Inspection	Monthly	n/a	In-house	Caretaker
	Maintenance	Annually	December	Fisk Fire Maintenance Ltd 01245 244399	Caretaker/School Business Manger
Fire Extinguishers	Inspection	Annually	February	Firemark Ltd Angela Bartlett	Caretaker/School Business Manager
Heating System	Maintenance	Annually	August	Charlesons Building Services	Marc Auden
Intruder Alarm	Maintenance	Annually		Access & Lock Ltd 020 8597 1800	Caretaker/School Business Manager
Ladders/step ladders	Inspection	Annually	October half tem	Caretaker	n/a
Lightning conductors	Inspection	Annually	August	PTSG 01977 668771	Caretaker/School Business Manager
PE equipment (including recreational posts)	Inspection	Annually	August	Playdowns 01474 607 622	Caretaker/School Business Manager
		Termly	n/a	Site Manager	Caretaker/School Business Manager
Play Equipment	Inspection	Termly	n/a	Caretaker	Caretaker/School Business Manager
	Visual check	Weekly		Caretaker	Caretaker
	Inspection	Annually	March	Playdowns 01474 607 622	Caretaker
Shutter door systems in Canteen	Inspection	Annually	August	County Shutters Paul Jacobs 01268 570865	Caretaker/School Business Manger

Trees	Inspection	Annually	June	Essex Tree Care 07443 948879	Caretaker/School Business Manager
Water Systems (descaling) Water Systems (infrequent use) Water Systems (hot & cold)	Maintenance Flushing Inspection/Maintenance/ Sampling	TBC Weekly Weekly Annually	n/a n/a June	Primec Ltd 01787 478350	Caretaker Caretaker/School Business Manger
Water Systems (temperature)	Test	Monthly	n/a	Primec Ltd 01787 478350	Caretaker

Monitoring of health & safety performance

A termly report is provided to the Governing body which includes the following monitoring data:

- Number of accidents;
- Number of near-miss reports;
- Number of incidences of work-related ill health;
- Number of hazards reported/rectified;
- Outcomes from fire drills.

Each year the following are also reported:

- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Number of risk assessments identified as being required;
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis.