



St. Giles' School Health & Safety policy

9th July 2024

Document control

SGS staff lead on policy : SH		Date of next review: Summer 2025
No.	Updates/Changes made in 2024 include:	Page
1	Red updates	Various

St Giles School

Health and Safety Policy

Part 1: Statement of Intent

The Governors and Head Teacher of St Giles School recognise and accept their responsibility for ensuring, so far as reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Head Teacher's prime objective is to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work Act 1974 and associated legislation.

In particular, the Governors and Head Teacher aim:

- To operate within the structure and framework laid down by Croydon Council.
- To ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare.
- To establish an effective safety management structure and arrangements to implement requirements.
- To ensure a systematic approach to the assessment and control of risks.
- To ensure that employees actively participate in identifying hazards.
- To ensure that employees are competent in the work that they are doing
- To minimise hazards entering the school.
- To ensure the competence and management of contractors on school premises.
- To monitor work practices and regularly review safety management systems.

The Governors and Head teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Corporate Health and Safety Consultants as required.

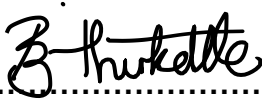
Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve this.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Head Teacher will establish and maintain a school safety committee for this purpose. This policy will be brought to the attention of, and/or issued to all members of staff.

This statement and the accompanying organisation and arrangements will be reviews on an annual basis.

This policy statement supplements:

- Croydon Council's general policy statement of intent;
- The People Department Health and Safety Policy.

Signed:  (Chair of Governing Body)

Date: 02/07/24

Signed:  (Head Teacher)

Date: 02/07/24

To be reviewed: Summer 2025

Part 2: Organisational Responsibilities for Health and Safety

As the employer, Croydon Council has overall responsibility for Health and Safety in Community, Special and Voluntary Controlled Schools.

Overall Approach

At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Head Teacher and the Governing Body. To fulfil these responsibilities, the Head Teacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Head Teacher once tasks have been completed. The Head Teacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Body or the Council on matters that need taking forward.

Roles and Responsibilities

The following health and safety responsibilities are in addition to the normal day-to day duties associated with individual jobs:

Governing Body and Head Teacher

- To ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school (*).
- To commit resources to fulfil the Health and Safety Policy.
- To ensure that there is a Health and Safety Plan for each year (*).
- To prioritise actions where resources are required (*).
- To ensure actions are undertaken.
- To monitor achievement of plans and extents of compliance with standards (*).
- To monitor trends in accidents and incidents (*).
- To receive and where appropriate, action inspection reports.
- To include health and safety on governors' meeting agenda.
- To receive and where appropriate action the minutes of the schools' Health and Safety Committee.
- To produce an annual report on health and safety.
- To periodically review the adequacy of health and safety arrangements.

(* Training needs: Role of Governors, Management of Health and Safety and Principles of Risk Assessment)

Head Teacher

- To ensure staff are competent to undertake tasks delegated to them (*).
- To identify staff training needs and to arrange for appropriate training (*).
- To ensure risk assessments are undertaken (*).
- To ensure appropriate action is taken on identified significant risks (*).
- To ensure that there are procedures for serious and imminent danger.
- To investigate accidents and complete the appropriate paper-work (*).

- To consult staff and safety representatives on health and safety matters.
- To co-operate with and provide necessary facilities for trade's union safety representatives.
- To ensure the induction of new and transferring staff and volunteers (*).
- To manage the contracts for catering and cleaning contractors and report concerns to the Client Officer as appropriate.
- To manage maintenance contracts e.g. for PE equipment.
- To ensure safe hiring of school premises to third parties.
- To ensure the competency and management of visiting contractors (*).
- To ensure the safety of visitors to the school's premises.
- To ensure regular inspections of the school premises.
- To submit inspection reports to governors.
- To Chair the school's health and safety committee (*).
- To pass on health and safety information received to the appropriate people.
- To participate in Council safety audits.

(*Training needs: Management of Health and Safety, Management of Contractors, Role of a Health and Safety Committee, Principles of Risk Assessment, Accident Investigation)

School Business Manager/Deputy Headteacher

- To deputise for the Head Teacher in his / her absence (*).
- To undertake risk assessments in conjunction with Heads of Departments (*).
- To undertake risk assessments for all activities of school, including those off site.
- To undertake risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary etc. (*).
- To report to the Head Teacher with the results of the risk assessments.
- To undertake workplace inspections with the Heads of Departments (*).
- **Review the classroom and non-classroom-based risk assessment checklists weekly and act accordingly.**

(*Training needs: As for Head Teachers, but in addition Risk Assessment and Workplace Inspections)

Heads of Departments or Nominated Person/Site Manager

- To assist the School Business Manager to undertake risk assessments of activities both within departments and off site (*).
- To draw up departmental procedures to manage significant risks (*).
- To arrange or staff training and information (*).
- To induct new staff and volunteers (*).
- To undertake workplace inspections with the Deputy Head Teacher (*).
- To pass health and safety information received to appropriate people.
- To act on reports from above or below the hierarchy.
 - **To complete the classroom health and safety checklist daily and hand this into the SBM at the end of each week.**

(*Training needs: Health and Safety Management, Risk Assessments and Workplace Inspections)

Staff

- To check that classrooms and work areas are safe.
- To check that equipment is safe before use.
- To ensure safety procedures are followed.
- To ensure that appropriate protective equipment is available and used , when needed.
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate.
- To bring problems to the relevant manager's attention.
- To report all accidents and incidents.
- **To complete the classroom health and safety checklist daily and hand this into the SBM at the end of each week.**

School Administration Staff or Nominated Person

- To manage the front door and security system
- To dispatch completed accident investigation forms.
- To administer first aid, if appropriate (*).
- To ensure first aid equipment is up-to-date and available.
- To monitor unwell children

(* Training needs: First Aid)

Caretaker, Site Manager or nominated person

- To monitor condition of any asbestos in the school and report problems.
- To test the fire alarm each week.
- To ensure all signage (e.g. fire escape routes, trip hazards etc.) is appropriate and maintained.
- To monitor the school's cleaners to ensure they work safely (*).
- To organise or undertake portable electrical testing (*).
- To arrange and manage for contractors to undertake small repair works (*).
- To report hazards.
- To maintain health and safety records e.g. records on fire alarm servicing etc.

(*Training needs: Asbestos Awareness, Safe Use of Chemicals, PAT testing, Managing Contractors)

Monitoring

Consideration of health, safety and welfare matters will form an item on the agenda of each meeting of the Governing Body. In addition, the Governing Body will monitor

and evaluate the effective working of the system within the school by the following means:

- a) monitoring accident/incident reports. The Head Teacher will report all accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) checking **Health and Safety** committee minutes and follow-up procedures.
- c) checking reports of inspections by the management and ensuring that these are high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- d) receiving reports from the Head Teacher on:
 - complaints and hazard reports from staff and visitors
 - visits from HSE Inspectors
 - new Council guidance and Code of Practice and methods of implementation
 - any Safety Audit arranged by the Council or commissioned from consultants
 - any guidance or advice from the Department for Children, Schools and Families (DCSF), HSE or other organisations concerned with health and safety in educational establishments
 - staff training
- e) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action is identified in the case of hazards.

Part 3: Arrangements

(Refer to the health and safety manual, guidance and procedures as appropriate)

Appendix 1	-	Fire evacuation and other emergency arrangements
Appendix 2	-	Inspection and maintenance of emergency equipment
Appendix 3	-	First aid and medication
Appendix 4	-	Accident reporting procedures
Appendix 5	-	Lone working
Appendix 6	-	Health and safety information and training
Appendix 7	-	Work equipment
Appendix 8	-	Flammable and hazardous substances
Appendix 9	-	Moving and Handling
Appendix 10	-	Health and safety monitoring and inspections
Appendix 11	-	Asbestos
Appendix 12	-	Risk assessments
Appendix 13	-	Offsite visits
Appendix 14	-	Work at height
Appendix 15	-	Display screen equipment
Appendix 16	-	Vehicles
Appendix 17	-	Lettings

Appendix 18	-	Contractors
Appendix 19	-	Minibuses
Appendix 20	-	Stress
Appendix 21	-	Legionella
Appendix 22	-	Violence to staff
Appendix 23	-	Managing risk during COVID-19 Pandemic Period

Detailed information is given in the Council manual, policies and guidance and the People Departmental Health and Safety guidance which cover many other risk areas, codes of practice and guidance notes.

Appendix 1: Fire Evacuation and Other Emergency Arrangements

[Fire precautions: Also include in this paragraph details of the location of firefighting equipment, details of maintenance,](#)

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in the 'Red Fire Box' situated below the fire panel and reviewed on an annual basis.

Fire Instructions

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

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

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

There is the necessity for keeping staircases and escape routes clear and fire exits unblocked and unlocked.

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the School Emergency Evacuation Plan and a summary posted throughout the school. These procedures will be reviewed at least annually.

Emergency contact and key holders are maintained by the School Business Manager.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Fire Log book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.
- Ensure the alarm is raised **before** attempting to tackle.
- All staff have received Fire Safety Training.

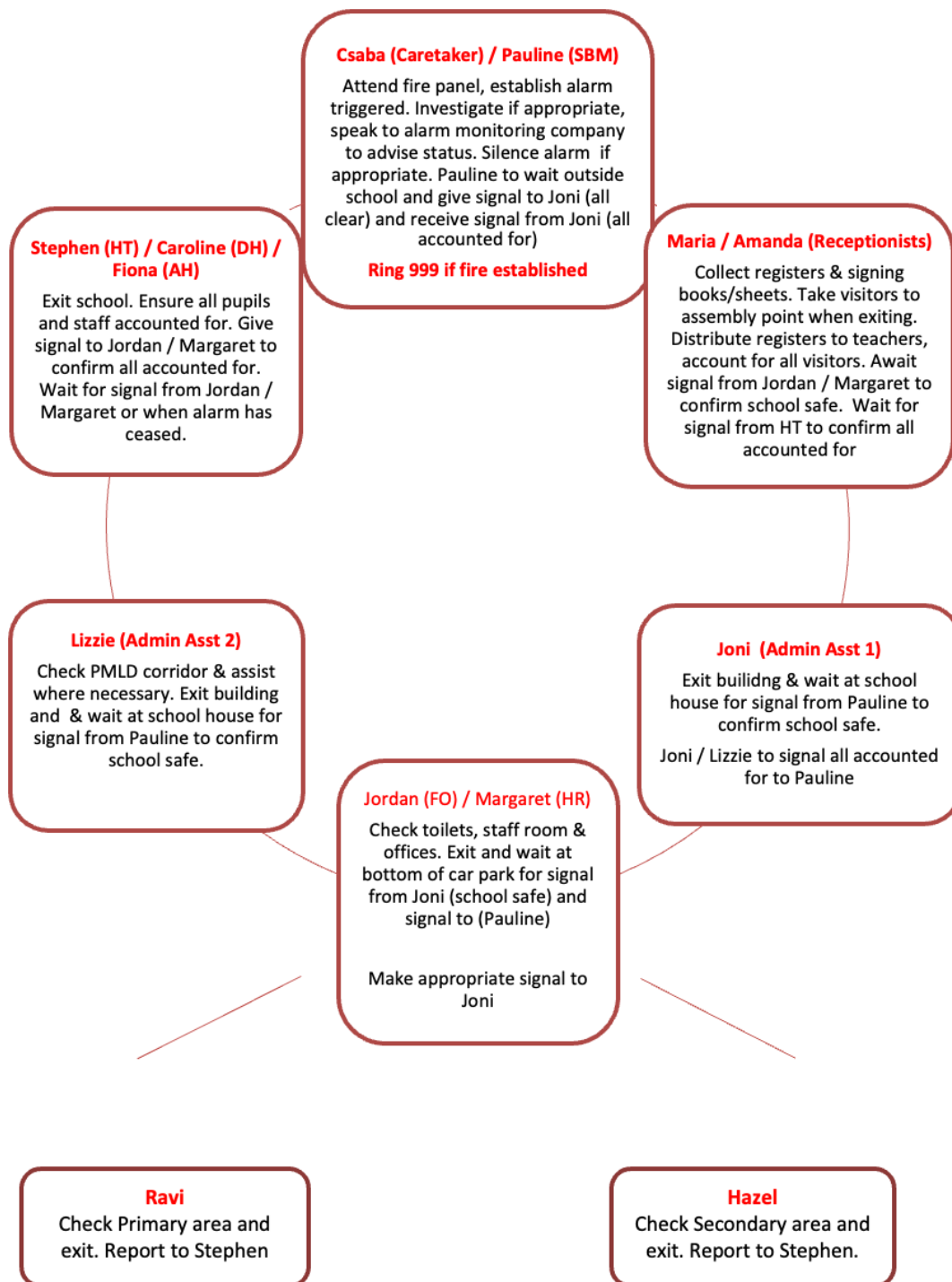
- Details of service isolations points (e.g. gas, water, electricity) are shown in the folder in the red fire box under the Fire panel.
- Material safety data sheets for chemicals and flammable substances are kept by the School Business Manager and Caretaker for consultation. Copies are kept in the folder in the red fire box under the Fire panel



St Giles School

Fire Wardens

						
Maria Barlett Receptionist	Fiona Bell Assistant HT	Csaba Besze Caretaker	Margaret Booker HR Officer	Amanda Burke Receptionist	Joni Campbell Office Administrator	Pauline D'Mello-Maplesden School Business Manager
						
Lizzie Dixon Administrator	Hazel Earl Family Support Worker	Jordan Franco Finance Administrator	Stephen Hehir HeadTeacher	Terri Kirkland Assistant Caretaker / Cleaner	Ravi Patel IT Technician	Donna Brown Kitchen Staff



Appendix 2: Inspection / Maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by the School Caretaker and a record kept in the Fire Log book. Regular testing of fire alarms will occur on Tuesday's at 08:15 a.m.

Any defects on the system will be reported immediately to the School Business Manager on Ext. 124.

A fire alarm maintenance contract is in place with JPRO Ltd on 01732 356242 and the system is tested every six months by them.

Smoke and heat detectors are tested on a six monthly basis by JPRO Ltd (as above).

Inspection of Fire Fighting Equipment

JPRO Ltd undertakes an annual maintenance service of all firefighting equipment (fire extinguishers, fire blankets)

The School Caretaker carries out weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering.

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

Emergency Lighting Systems

This system will be checked monthly by the School Caretaker and annually by JPRO Ltd.

Test records are located in the Fire Log book.

Means of Escape

The School Caretaker carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

Appendix 3: First Aid and Medication

Emergency Paediatric First Aid at Work with AED			
2-19years – no staff, visitors etc			
Member of Staff	Class	Ext. Number	Renewal Date
Andrea Bailey	Hawking	147	03/09/2025
Margaret Booker	Admin	129	03/09/2025
Elaine Burgess	Whole School		03/09/2025
Suzy Clarke	Dalzell T	140	03/09/2025
Vannessa Clarke	Nursery	170	03/09/2025
Lily Darsley	Dalzell S	123	03/09/2025
Hazel Earl	Family Liaison	168	03/09/2025
Adrienne Finney	Pink	154	03/09/2025
Melodie Fletcher	Wonder	146	03/09/2025
Meena Gavarsana	Orange	139	03/09/2025
Cassandra Gibbs	Green	153	03/09/2025
Louise Harris	Blue	145	03/09/2025
Joanne Henry	Dalzell T	140	03/09/2025
Tracey Jenner	Silver	130	03/09/2025
Janitha Kumara Wadu	Dalzell T	140	03/09/2025
Jenny Lewis	Pink	145	03/09/2025
Dawn Mann	Green	153	03/09/2025
Hayley Mitchell	Gold	128	03/09/2025
Louise Moles	Kahlo	159	03/09/2025
Tara Neave	Christy	148	03/09/2025
Clare Ronceray	Kahlo	159	03/09/2025
Joanne Ruff	Silver	130	03/09/2025
Joanne Scarse	Dalzell T	140	03/09/2025
Tanya Taylor	Purple	138	03/09/2025
Lynda Sheead	Christy	148	03/09/2025
Catherine Walsh	Orange	139	03/09/2025
Laura West	Dalzell S	123	03/09/2025
Ewa Wilhelm	Keller	151	03/09/2025

Paediatric First Aid at Work			
Under 5's – but can do all ages inc adult if low risk injuries			
Member of Staff	Class	Ext. Number	Renewal Date
Shamini Cohen	Sky Blue	173	13/01/2026
Maureen Goodwin	Orange	139	07/07/2025
Chantelle Jones	Purple	138	13/01/2026
Dawn McFarland	Nursery	170	05/05/2026
Nikki Priddie	Gold	128	08/02/2026
Margaret Sullivan	Blue	154	13/01/2026
Sarah Williams	Nursery	170	25/09/2024

First Aid at Work (Pupil & Adults)			
Joni Campbell	Admin	127	22/11/2026
Misfir Gandhi	Blue	159	22/11/2026

First Aid at Work (Adults)			
Csaba Besze	Site	07960 431281 / Walkie Talkie	25/01/2025
Lizzie Dixon	Admin	158	31/01/2027
Sarah Gray	Pupil Care	169	28/09/2026
Terri Kirkland	Site	07534 673702 / Walkie Talkie	16/05/2025

Outdoor First Aid SCQF Level 6			
Jo Tulloch	Green	153	31/07/2025

First Aid Boxes

Are located at the following points:

Hall	Keller Class
Hawking Class	PMLD Corridor
FTT Room	Hygiene Room 3 (in corridor outside)
Art Room	Reception

The **Director of Personal Care and Support** is responsible for regularly checking//**organising the checking of** the contents of the first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The Head Teacher will ensure that First Aiders have a current certificate and that new persons are trained should First Aiders leave.

The School Caretaker will check that any school vehicles are properly equipped with first aid boxes before they are used.

Transport to Hospital

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

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

School Nursing staff should be contacted in Ext 225 in the event of a medical emergency.

Records

All first aid treatments are recorded and kept in the pupil's medical records in the Nursing Department. First aid records are kept by the Head Teacher.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfES document 'Managing Medicines in Schools and Early Years Settings' and Council guidance.

See module 14 of the Health and Safety Manual.

Appendix 4: Accident Reporting Procedures

[Accidents: Include in this paragraph arrangements for contact parents and keeping addresses and telephone numbers up to date and who investigates accidents.](#)

In accordance with the Council's Accident / Incident Reporting procedure employees must report:

- Accidents, dangerous occurrences and near misses on the standard Council Incident and Dangerous Occurrence Report form.
- Violent incidents and verbal abuse on the standard Council Violent Incident Report form.

Copies of these forms are available in the literature racks **in the main staff room.**

The Head Teacher/**Director of Personal Care and Support** will countersign the Council report form before the original is sent to the Health and Safety Consultancy. A copy should also be kept at the establishment.

School accident forms will be monitored for trends and a report made to the Governors as necessary.

The Head Teacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment fittings etc. must be reported and attended to as soon as possible.

In the event of a fatality, specified injury or incident resulting in:

- Pupils or other non-employees being taken to hospital
- Employee absence, as a result of a work related accident, for periods of more than three days (including weekends and holidays).

Specified injuries include:

- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10% or the whole body's total surface area or causes significant damage to the eyes, respiratory system or vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any injury arising from working in an enclosed space

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone.

Appendix 5: Lone Working

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

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

Where lone working cannot be avoided staff should:

- Obtain the Head Teachers / senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone.

- A buddy system should be in place for lone workers.
- When working off site (e.g. when visiting homes), notify a colleague of their whereabouts and the time of their arrival and likely time that they will return to school. It is good practice to obtain background information about the child / family being visited and if the premises are unfamiliar take a colleague.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they have felt 'uncomfortable'. Good communication between colleagues, in terms of personal safety is essential.

Appendix 6: Health and Safety Information and Training

Consultation and Communication of Information

Consultation

There is a St Giles Health and Safety Committee that meets termly and consists of staff from all educational departments.

The Resources Committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. The teaching Trade Unions appointed representative on the staff is Mehreen Begg and the appointed Support staff Trade Union points of contact is Louise Moles and Wendy Mullander.

Communication of Information

The Health and Safety Law poster is displayed in the Administration Corridor.

The Corporate Health and Safety Consultancy provide competent health and safety advice for community, special and VC schools.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the School Business Manager.

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

Employees will be provided with:

- induction training in the requirements of 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 etc.)
- refresher training where required

Training records are held by the School Business Manager who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid and moving and handling) is undertaken within the prescribed time limits.

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

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

Appendix 7: Work Equipment

[Electrical Safety Arrangements: Include in this paragraph the arrangements and who is responsible for ensuring electrical equipment is checked and tested.](#)

All staff are required to report to the School Business Manager / Caretaker any problems found with plant/equipment, damaged electrical apparatus or wiring, including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to portable appliances testing (PAT) conducted by the Caretaker every 18 months.

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

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

External Play Equipment

The external play equipment will only be used when supervised. Such equipment will be inspected by Universal Services Ltd.

Curriculum

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

The School Business Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

Any local exhaust ventilation (LEV) provided will be inspected at least every 14 months.

Appendix 8: Flammable and Hazardous Substances

Within curriculum areas (in particular DT and Art) the Heads of Department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications are in place.

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

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the School Business Manager.

They shall ensure:

- an inventory of all hazardous substance used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

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

Appendix 9: Moving and Handling

Manual Handling of Loads

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, should be reported to / identified by the Head Teacher.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided by employees who must follow the instruction given when carrying out the task.

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

Appendix 10: Health and Safety Monitoring and Inspection

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

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the trade union safety representative(s) if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Head Teacher.

Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher.

A named Governor will be involved / undertake inspections on an annual basis and report back to the Resources sub-committee and Full Governing Body meetings.

Appendix 11: Asbestos

The Council Asbestos Policy, should be followed.

The asbestos register is held in the Finance Office and will be made available to all staff and visiting contractors prior to **any** work commencing in the fabric of the building or fixed equipment. Contractors are asked to sign to confirm that they have read the asbestos register before commencing work.

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

Under no circumstance must staff drill or affix anything to wall without first obtaining approval from the Head Teacher.

Any damage to material known or suspected to contain asbestos should be reported to the School Business Manager who will contact the Council's Asbestos Manager.

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

Appendix 12: Risk Assessments

General Risk Assessments

The school risk assessments will be co-ordinated by the School Business Manager.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances.

All workplace activities, teaching and non-teaching e.g. caretaking, premises and one off activities have been assessed by the School Business Manager and approved by the Head Teacher.

These risk assessments are available for all staff to view and are held centrally in the Finance Office.

Specific risk assessments relating to individual persons e.g. staff member of young person / pupil are held on that person's file.

Risk assessments will be reviewed annually or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the individual's Line Manager using the generic risk assessment provided by the Council.

It is the responsibility of staff to inform their Line Manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Departments and subject teachers using relevant Health and Safety Codes of Practice for DT, Art and Rebound Therapy etc.

Appendix 13: Offsite Visits

Offsite visits will be organised following guidance contained in the Council's Offsite Visits Manual.

The school's Educational Visits Co-ordinator (EVC) is the Deputy Head Teacher.

All offsite visit activities must be risk assessed using relevant Council forms, these assessments are monitored and reviewed by the Head Teacher or the Deputy Head Teacher (EVC).

The following visits must be approved by the CYPL Director:

- visit countries abroad – including exchange visits.
- visit UK destinations for more than 24 hours.
- take part in a visit involving a special risk regardless of duration or destination.

Appendix 14: Work at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Head Teacher shall ensure:

- all work at height is properly planned and organised.
- the use of access equipment is restricted to authorised users.
- all those involved in work at height are trained and competent to do so.
- the risks from working at height are assessed and appropriate equipment selected.
- a register of access equipment is maintained and that ladders are checked termly.
- all access equipment is inspected and maintained.
- the risks from fragile surfaces is properly controlled.

Appendix 15: Display Screen Equipment (DSE)

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

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

See Health and Safety Manual for DSE policy.

Appendix 16: Vehicles On Site

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

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

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Logistical management of Local Authority Transport is managed by the Deputy Head Teacher.

Appendix 17: Lettings and Shared Use of Premises

Lettings are managed by the School Business Manager following Council guidance.

Appendix 18: Contractors

[Detail how contractors are selected who staff should report concerns to etc.](#)

All contractors must report the reception area where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions.

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

Appendix 19: Minibuses

The School Caretaker is responsible for undertaking checks on the operation of minibuses following guidance contained in the Health and Safety Manual module 20.

Appendix 20: Stress

The school and Governing Body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

Appendix 21: Legionella

The school complies with advice on the potential risks from legionella as identified in the Council policy and Health and Safety Manual.

The School Caretaker will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Water temperature checks are undertaken on a monthly basis by Aquatide Ltd. A contract is held with Aquatide to monitor water hygiene and complete legionella risk assessments.

The School Caretaker will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

Swimming pool water is tested each month by J Best Analytics.

Appendix 22: Violence to Staff

The school follows Croydon Council's guidelines 'Permissible Forms of Positive Handling Strategies with Children' which can be found on LGFL.

Training shall be arranged by the school on this subject as and when required.

Individual pupil risk assessments will be completed and shared with staff where necessary.

Violent incidents will be reported using the Council's 'violence to staff form'.

Appendix 23: Managing risk during COVID-19 Pandemic Period

Key Points

- Risk assessment procedures to ensure the health and safety of children and staff who are in school during the COVID-19 pandemic period.
- The school's existing policies and procedures for securing the health and safety of staff and pupils will continue during this period, including those concerned with risk assessment and addressing hazards in the workplace.
- Risk assessments will be shared with staff as appropriate, including those that do not normally work at the setting.
- Appropriate Personal Protective Equipment for staff, is available and training has been given.

- School leaders have discussed with staff the procedures to be followed to reduce the risk of catching or transmitting the virus. Frequent reminders and updates will be given.
- Where there is a suspected or confirmed case of COVID-19, the procedures identified in risk assessment and based on Government guidelines will be followed.
- Staff and children with symptoms identified as possible COVID 19 symptoms should stay at home. The school will arrange for them to be registered for a test. If they are not able to be tested, they will stay self-isolate for a minimum of 7 days.
- Household members will self-isolate for a minimum of 14 days. Staff and families of pupils who have had COVID 19 symptoms must have permission from the Headteacher before they are able to return to school.
- If a member of staff or a child becomes unwell on site with a new, continuous cough or a high temperature they should be sent home immediately.
- The school has procedures in place to clean and disinfect regularly touched objects and surfaces more often than usual using their standard cleaning products/equipment.

Specific Issues

Emergency Procedures

1. **Fire Evacuation** – All staff and children, especially those that do not usually attend that location, are made aware of the fire evacuation procedures for the premises, including any changes that have been made as a result of the current situation.
2. **First Aid** – There is adequate first aid cover for both staff and children. Where usual first aiders are absent through illness or self-isolation, other qualified staff will be designated to cover where this is the case. In the event of first aiders not being available, the school would need to close.
3. **Risk Assessment** – Health and safety risk assessments have been reviewed and updated to take account of new working practices introduced as a result of the current situation.
4. **Accident & Incident Reporting** – All accidents and incidents continue to be recorded and reported using existing reporting channels
5. **Staff Support** – Staff are aware of, and have access to, employee/mental health support through Health Assured.

Statutory Safety Inspections – The school notes that the Health & Safety Executive (HSE) has advised that Statutory safety inspection regimes will not be relaxed. The school will continue to organise these regimes, undertaking them when required or specified