



St. Giles' School Health and Safety policy

16th July 2025

Document control

SGS staff lead on policy : SH		Date of next review: Summer 2026
No.	Updates/Changes made in 2025 include:	Page
1	Annex 23 – Safer eating in EYFS	

No.	Updates/Changes made in 2024 include:	Page
1	See changes in red	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 is 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 etc 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 establish a safety committee.
- To ensure a systematic approach to the assessment and control of risks.
- To ensure that employees are competent in the work that they are doing.
- To ensure that employees actively participate in identifying hazards.
- 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 Council's Health and Safety Consultancy 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 these aims.

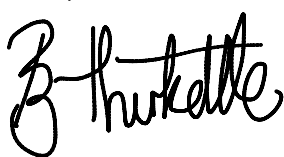
The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Head Teacher are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

This statement and the accompanying organisational arrangements will be reviewed on an annual basis.

This policy statement supplements the Council's Health & Safety Policy.

The above, and other health and safety policies and guidance are available on the Croydon Intranet or by contacting the Health and Safety Consultancy.

Signed:



Dated: 16/07/2025 - Chair of Governing Body

Signed:



Dated: 16/07/2025 - Head Teacher

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

This policy is specific to St Giles School. 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 manage the schools health, safety and welfare responsibilities towards employees, pupils and others by

- Ensuring 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(*).
- Committing resources to fulfil the Health and Safety Policy.
- Ensuring that there is a Health and Safety Plan for each year (*).
- Ensuring risk assessments have been completed for all activities and that suitable and sufficient control measures are in place
- Prioritising actions where resources are required (*).
- Ensuring actions are undertaken.
- Monitoring achievement of plans and extent of compliance with standards (*).
- Monitoring trends in accidents and incidents (*).
- Receiving, and where appropriate, actioning inspection reports.
- Including health and safety on governors' meeting agenda.
- Receiving and where appropriate actioning the minutes of the school's Health and Safety Committee.
- Producing an annual report on health and safety.
- Periodically reviewing the adequacy of health and safety arrangements.

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

Head Teacher

Managing the day-to-day responsibility for all school health, safety and welfare by:

- Ensuring staff are competent to undertake tasks delegated to them (*).
- Identifying staff training needs and to arrange for appropriate training (*).
- Ensuring risk assessments for all activities are undertaken and suitable and sufficient control measures are in place(*).
- Ensuring regular review of working documents and systems, including emergency procedures and first aid provision.
- Ensuring appropriate action is taken on identified significant risks (*).
- Ensuring that there are procedures for serious and imminent danger.
- Investigating accidents and completing the appropriate paper-work (*).
- Consulting staff and safety representatives on health and safety matters.
- Co-operating with and providing necessary facilities for trades' union safety representatives.
- Ensuring the induction of new and transferring staff and volunteers (*).
- Managing the contracts for catering and cleaning and reporting concerns to the Client Officer as appropriate.
- Managing maintenance contracts e.g. for gym or play equipment.
- Ensuring the safe hiring of school premises to third parties.
- Ensuring the competency and management of visiting contractors (*).
- Ensuring the safety of visitors to the school.
- Ensuring regular inspections of the school's premises.
- Submitting inspection reports to governors.
- Chairing the school's health and safety committee (*).
- Passing on health and safety information received to the appropriate people.
- Ensuring all accidents are reported to the Council's Health and safety consultancy
- Participating in Council health and safety audits.

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

Deputy Head Teacher or nominated person

Support the Head Teacher by:

- Deputising for the Head Teacher in his / her absence (*).
- Undertaking risk assessments in conjunction with Heads of Departments (*).
- Undertaking risk assessments for all activities of the school, including those off site.
- Undertaking risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc. (*).
- Reporting to the Head Teacher with the results of the risk assessments.
- Undertaking workplace inspections with the Heads of Departments (*).

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

Heads of Departments or Nominated Person

Assist the Deputy Head Teacher by:

- Undertaking risk assessments of activities both within departments and off site (*).
- Drawing up departmental procedures to manage significant risks (*).
- Arranging staff training and information provision (*).
- Inducting new, transferring and volunteer staff (*).
- Undertaking workplace inspections with the Deputy Head Teacher (*).
- Passing on health and safety information received to appropriate people.
- Acting on reports from above or below the hierarchy.

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

Staff

Are expected:

- To check that classrooms and work areas are safe.
- To check that equipment is safe before use.
- To ensure that 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.
- Give clear instructions and warnings to pupils, based on a risk assessment(s) for activities

Administration Staff or Nominated Person

Are required;

- To manage the front door and security system.
- To dispatch completed accident investigation forms if a paper based system is in use.
- 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, Assistant Caretaker or Nominated Person

Are required;

- 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 appliance testing (*).
- To arrange and manage for contractors to undertake small repair works, ensuring they have a safe system of work and are employing safe practices(*).
- 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 safety committee minutes and follow-up procedures.
- c) checking reports of inspections by the management and ensuring that these are of 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 Education, 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 are identified in the case of hazards.

PART 3: ARRANGEMENTS

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

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Also refer to Council manual, policies and guidance and the Children, Families and Educational 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
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 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

Fire precautions: *Reference the schools fire risk assessment. Also include in this paragraph details of the location of fire-fighting equipment, details of maintenance, who summons the Fire Brigade, necessity for keeping staircases and escape routes clear and fire exits unblocked and unlocked.*

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in *risk assessment folder* and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

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

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

EMERGENCY PROCEDURES

Emergency Evacuation Procedures: *Include in this paragraph details of fire drills, who is responsible, frequency, routine in case of bomb threats if different.*

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in emergency evacuation plan and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details 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 fire-fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Fire Wardens have been made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.
- **Details of service isolation points** (i.e. gas, water, electricity) are shown on the layout situated by the fire panel
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Caretaker and School Business Manager for consultation.

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 Caretaker and a record kept in the Fire log book. Regular testing of fire alarms will occur weekly on Tuesday mornings between 08:15 to 09:15.

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

A fire alarm maintenance contract is in place with Integrated Maintenance Services Ltd (telephone number 07894 272592) and the system tested every six months by them.

Smoke and heat detectors are tested on a quarterly basis by Integrated Maintenance Services Ltd (telephone number 07894 272592).

INSPECTION OF FIRE FIGHTING EQUIPMENT

Integrated Maintenance Services Ltd (telephone number 07894 272592) undertakes an annual maintenance service of all fire-fighting equipment

Caretaker carries out weekly checks that all fire-fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Integrated Maintenance Services Ltd (telephone number 07894 272592).

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by Caretaker and annually by Integrated Maintenance Services Ltd (telephone number 07894 272592).

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

The 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

First Aid: *Include in this paragraph location of boxes, who is responsible for keeping them supplied. Names of trained first-aiders, appointed persons.*

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Hall	DT room
Sensory Corridor	Hygiene Room 3 (in corridor outside)
Reception	Swimming Pool
Secondary Corridor (outside Hawking class)	

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

The following staff are available to provide first aid:



St Giles School First aiders 2024/25

Emergency Paediatric First Aid at 2-19 YEARS – no staff or visitors work with AED/Difibrillator

Member of Staff	Class	Extension	Member of staff	Class	Extension
Andrea Bailey	Hawking	148	Louise Harris	Whole school	
Margaret Booker	Admin	129	Lynda Sheed	Christy	147
Elaine Burgess	Whole school		Tracey Jenner	Silver	130
Suzy Clarke	Dalzell	140	Janitha Kumara	Dalzell	140
Vanessa Clarke	Blue	145	Jenny Lewis	Pink	145
Lily Darsley	Simmonds	123	Dawn Mann	Orange	139
Hazel Earl	Family Liaison	168	Hayley Mitchell	Blue	154
Adrienne Finney	Nursery	170	Louise Moles	Pink	145
Melody Fletcher	Gold	128	Clare Ronceray	Kahlo	159
Catherin Walsh	Orange	139	Joanne Ruff	Kahlo	159
			Joanne Scarse	Dalzell	140
			Tanya Taylor	Purple	138
			Meena Gavarana	Orange	139
			Ewa Wilhelm	Keller	151
			Laura West	Simmonds	123

First Aid at Work- Adults

Csaba Besze	Site	Walkie talkie channel 2
Sarah Gray	Pupil Care	169
Terri Kirkland	Site	Walkie talkie channel 2

Outdoor First Aid SCQF Level 6

Jo Tulloch	Green	153
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Paediatric First Aiders at Work Under 5's – but can do all ages including adult if low risk injuries

Member of staff	Class	Extension
Shamini Cohen	Nursery	170
Maureen Goodwin	Orange	139
Chantelle Jones	Simmonds	123
Dawn McFarland	Nursery	170
Nikki Priddie	Gold	128
Margaret Sullivan	Blue	154
Sarah Williams	Nurse	170

First Aid at Work Pupils & Adults

Joni Campbell	Admin	127
Misfir Gamdi	Blue	154

The Head Teacher will ensure that First Aiders have a current certificate, refresher training is provided when required and that new persons are trained should first aiders leave.

Minibus drivers or Caretaker will check that any 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 must also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

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

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

Records: All first aid treatments are recorded and kept in the pupil's medical records in the Nursing Department.

Administration of medicines

All medication will be administered to pupils in accordance with the Department for Education and Skills (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 contacting parents and keeping addresses and telephone numbers up to date and who investigates accidents.*

In accordance with the Council Accident/Incident Reporting Procedure all council run schools must report:

- accidents
- incidents
- dangerous occurrences
- near misses
- physical abuse
- verbal abuse

by using the Council's online reporting system. To access the database, please use the link below:

<https://croydon.info-exchange.com/council>

Once the accident/incident has been logged with the relevant information, an automated email will be sent to the managers email address which has been supplied in the report (this is normally the Head Teacher or their nominated person) informing them of the incident and to complete the managers review.

The managers review form is to be completed once the accident/incident has been investigated and identifies any control measures or remedial steps taken to avoid similar instances recurring. Any documentation including witness statements and photographs can be uploaded to the report.

Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

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

In the event of a fatality, specified injury, dangerous occurrence or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of more than 7 days (including weekends and holidays)

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone. The Council's Health and Safety Consultancy will report any incidents reportable under the Reporting of Incidents, Disease and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive

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% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space

Dangerous occurrences include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person;
- electrical incidents causing fire or explosion
- failure of pressure systems (specified circumstances and parameters)

There are 27 categories of dangerous occurrences that are relevant to most workplaces.

Further guidance on these 27 categories are available on the HSE website.

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 and the length of time they expect to be lone working.
- 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 etc.
- 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 estimated time of return. (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 the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

There is a St Giles School Health and Safety Committee that meets termly and consists of staff across various teams within the school (education, site, management, personal care and administration).

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

Communication of Information

The Health and Safety Law poster is displayed with the relevant information in the reception 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 School Business Manager who is responsible for coordinating health and safety training needs and for including details in the training and development plan.

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

The Head Teacher will be responsible for assessing the effectiveness of 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 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 PAT (portable appliance testing) 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 shall be inspected at least every 14 months.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, 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 (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) 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 are the School Business Manager and Caretaker.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- 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, will 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 to 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 Caretaker and School Business Manager.

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 Schools Asbestos Management plan, will be followed.

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager who will contact the Councils Asbestos Surveyor.

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

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by School Business Manager following guidance on Croydon Council Consultancy.

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 School Business Manager's Office

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

Risk assessments will be reviewed every two years 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 School Business Manager and shared with the individuals 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 relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc.

APPENDIX 13

OFFSITE VISITS

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 EVC.

The following visits must also be approved by the Children, Families and Education 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 use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out.

Basic Principles

- The desk and computer/laptop should be adjusted so the person can adopt a “neutral” posture – ankles, knees, hips and elbows at about 90 degree angles and hands in alignment with wrists
- A monitor or laptop riser and separate keyboard and mouse should be used and sit about an arm’s length from the screen (depending on individual eye conditions etc)
- keying and holding the mouse should be light and hands and arms rested when not keying

Ideally, DSE work should be a mix of screen and non-screen-based work to prevent fatigue. Where this is not possible, breaks must be introduced with a recommended frequency of a five to ten minutes break in every 60 minutes work at a computer.

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

The DSE policy and guidance can be provided by the Health and Safety Consultancy.

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and for use by identified parents / guardians when bringing children to school or collecting them. Gates are kept shut between 09:30 to 2:45.

The children's and parent's access shall be kept clear of vehicles.

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.

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the School Business Manager following council guidance

The lettings policy details any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting and public entertainment license.

APPENDIX 18

CONTRACTORS

All contractors must report to the receptionist 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 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 the undertaking checks on and 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 well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

The school promotes the use of its EAP service (Health Assured) to staff requiring advice.

The school's mental health first aiders are:

Nicole Todd – Head of Lower School
Samantha Nessling – Assistant Head
Sarah Kilpatrick – Head of Middle School
Fiona Bell – Deputy Headteacher
Sarah Williams – Nursery lead
Sarah Gray – Director of PCSA's
Louise Harris – TA Level 4

Staff are able to speak to their department head, Deputy Head Teacher or the Head Teacher if they have individual concerns.

Performance management appraisal meetings by Line Managers with staff.

APPENDIX 21

LEGIONELLA

Written Scheme of Control

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

The Caretaker is responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

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

A contract is held with Guardian to monitor water hygiene and complete legionella risk assessments. Legionella risk assessments will be regularly reviewed.

APPENDIX 22

VIOLENCE TO STAFF

The school follows Croydon Council's guidelines on managing violence and aggression.

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 councils "violence to staff form".

Appendix 23: Guidance on first aid supervision when pupils are eating and drinking – Safer Eating and Drinking

This guidance is taken from the EYFS statutory framework for group and school based providers - 14th July 2025 – effective from 01 September 2025.

Safer eating

Whilst children are eating there should always be a member of staff in the room with a valid paediatric first aid certificate for a full course consistent with the criteria set out in Annex A – EYFS document.

Before a child is admitted to the setting the provider must obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information must be shared by the provider with all staff involved in the preparing and handling of food. At each mealtime and snack time providers must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.

Providers must have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and intolerances. This information must be kept up to date by the provider and shared with all staff. Providers should refer to the British Society for Allergy and Clinical Immunology (BSACI) allergy action plan. Providers must ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods which is sometimes called complementary feeding or weaning. Providers should refer to the NHS advice on food allergies: Food allergy - NHS (www.nhs.uk) and treatment of anaphylaxis: Anaphylaxis - NHS (www.nhs.uk).

Providers must have ongoing discussions with parents and/or carers about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with. Assumptions must not be made based on age. Providers must prepare food in a suitable way for each child's individual developmental needs, working with parents and/or carers to help children move on to the next stage at a pace right for the child. The NHS has some advice providers should refer to: Weaning - Start for Life - NHS (www.nhs.uk).

Providers must prepare food in a way to prevent choking. This guidance on food safety for young children: Food safety - Help for early years providers - GOV.UK (education.gov.uk) includes advice on food and drink to avoid, how to reduce the risk of choking and links to other useful resources for early years providers.

Babies and young children should be seated safely in a highchair or appropriately sized low chair while eating. Where possible there should be a designated eating space where distractions are minimised.

Children must always be within sight and hearing of a member of staff whilst eating. Choking can be completely silent, therefore, it is important for providers to be alert to when a child may be starting to choke. Where possible, providers should sit facing children whilst they eat, so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.

When a child experiences a choking incident that requires intervention, providers should record details of where and how the child choked and ensure parents and/or carers are made aware. The records should be reviewed periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking. Appropriate action should be taken to address any identified concerns.