



# GEARIES PRIMARY SCHOOL

Co-Head Teachers: Mrs A Dias and Mr D Lea

## Health, Safety and Welfare Policy

Review period:	Annually
Date of last review:	March 2026

Signed by:	Alex and Dan	Adam Ainley
	Co-Head Teachers	Chair, Board of Governors
Date:	05/03/26	05/03/26

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## INTRODUCTION

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. The contents of this policy derive directly from legislative requirements and/or established best practice.

It is to be read in conjunction with the Corporate Health, Safety and Welfare Policy of the London Borough of Redbridge. A copy of the Corporate Health, Safety and Welfare policy statement (January 2024) is displayed in the Staff Room together with a copy of the schools Health, Safety & Welfare policy.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all employees.

The success of this Policy depends on the active support of all employees to achieve its objectives.

The School recognises the need for a well-defined policy setting out the standards it aims to achieve for protecting the health, safety and welfare of staff, pupils and others.

This Health, Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities for key staff.

Gearies Primary School will ensure that it has access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by having a service level agreement with LBR's Corporate Health, Safety & Welfare Team.

## 1 POLICY STATEMENT

This School will provide a safe and healthy working and learning environment for staff, pupils and visitors, this will be achieved by implementing the health and safety objectives detailed in this Policy.

This School attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This school will provide for its employees whilst working on the premises or elsewhere:-

- Safe machinery and equipment,
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Information, instruction, training and supervision to enable employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all, and are without risk to health & safety
- Adequate welfare facilities

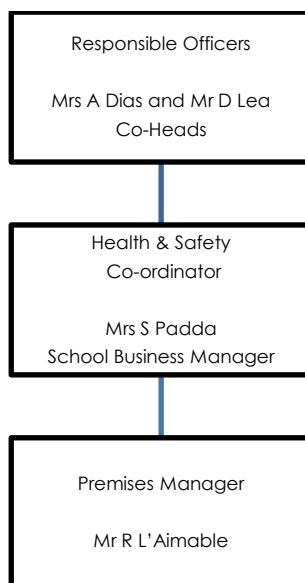
Although the prime responsibility for health and safety under the Health and Safety at Work Act lies with the School, as the employer, high standards of health, safety and welfare can only be achieved with the full co-operation and awareness of all staff.

### 1.1 Professional Advice

Gearies Primary School will employ professionally qualified Health & Safety advisors who are available to assist the School in the fulfilment of its responsibilities by providing advice and guidance on matters of health and safety.

## 2 ORGANISATION AND RESPONSIBILITIES

Health and Safety within the school is the responsibility of all staff. These responsibilities are outlined in sections 2.1 – 2.16. Key health and safety roles that have been designated to individual staff are outlined below.



### 2.1 Board of Governors

The employer for maintained schools is the Local Authority (LA) who therefore have overall responsibility for health and safety compliance. Their responsibilities cannot be devolved. The LA must provide oversight and monitoring and therefore these schools are required to provide details of all incidents and near misses to the Corporate Health, Safety & Welfare team.

Specifically, the Board of Governors should ensure:

- There are satisfactory arrangements in place to implement the school's Health, Safety and Welfare Policy;
- There are adequate arrangements for managing activities where there is no Council procedure;
- That it considers the health and safety implications of its decisions;
- Sufficient resources are allocated to ensure that health & safety can be successfully managed;
- That suitable standards of health & safety are achieved and maintained within the school by monitoring the School's health and safety performance on an annual basis.
- That the School's Health & Safety Policy and procedures are annually reviewed to ensure their suitability.

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## 2.2 Co-Head Teachers

The Co-Head Teachers are responsible for:

- Complying with the health & safety decisions of the Corporate Director of People;
- Ensuring the school has a Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Establishing and maintaining systems within the School to ensure that health & safety is effectively managed;
- Appointing a Health & Safety Co-ordinator for the School.
- Ensuring sufficient resources are allocated to enable health and safety to be successfully managed;
- Ensuring that the Health, Safety and Welfare Policy is brought to the attention of all staff;
- Ensuring other health and safety information is communicated to relevant staff;
- Ensuring that accidents are investigated and reported using the established procedures;
- Ensuring that Trade Union Safety Representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them. Where a Safety Representative has not been appointed by the union, ensuring that adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- Ensuring that all inspection reports are dealt with in an appropriate manner
- Ensuring that training needs are identified and met;
- Ensuring that assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- Ensuring new employees receive appropriate health, safety and welfare information, instruction and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- Ensuring that fire precautions and procedures are implemented (including fire drills);
- Ensuring liaison is carried out with contractors;
- Ensuring appropriate arrangements are made with regard to lettings, where appropriate;
- Ensuring that Health and safety performance is monitored as specified in paragraph 3.25;

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## 2.3 School Health and Safety Co-ordinator

Health and Safety Co-ordinators are responsible for:

- Establishing arrangements for dealing with health and safety matters such as:
  - Dissemination of health and safety information to all staff;
  - First aid;
  - Emergency evacuation procedures;
  - Ensuring health and safety matters raised by staff are dealt with;
  - Maintaining a central file of health & safety information relevant to the school;
  - Accident reporting
  - Ensuring accidents are investigated
- Ensuring that bi-annual health and safety inspections of the School are carried out.
- Ensuring that assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- Ensuring appropriate arrangements are made with regard to lettings, where appropriate;
- Ensuring liaison is carried out with contractors;
- Ensuring that training needs are identified and met;
- Ensuring the implementation of the Safety Policy is monitored;
- Co-ordinating all aspects of Health, Safety and Welfare Policy and practice;
- Keeping up to date with any separate guidance issued with regards to pandemics.

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## 2.4 Line Managers

Line Managers are responsible for implementing the Health, Safety and Welfare Policy within their area of control. In particular, they will need to ensure that:

- Appropriate health & safety information is available within the Department/Section;
- Appropriate Health & Safety safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the Department/Section are reported; the causes are investigated and an accident report form is completed;
- Health and safety training needs of staff within the Department/Section are identified and met, or reported to Co-Head Teachers or Health & Safety Co-ordinator
- Staff are aware of the fire procedures;
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;

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## 2.5 Subject/Phase Leaders

Subject/Phase Leaders will need to ensure that:-

- New employees receive appropriate health and safety information, instruction and training.
- Records are maintained of the area's health & safety activities

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## 2.6 Class Teachers

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by the class teacher.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Carry out classroom daily checks
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc, are used when necessary;
- Make recommendations on health, safety and welfare matters to the Health & Safety Co-ordinator, Premises Manager or Co-Head Teachers.
- Identify risks associated in the classroom and ensure risk assessments are in place and communicated to all relevant staff.

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## 2.7 Technical Staff

Technical staff are responsible for ensuring health and safety within the practical areas in the Departments in which they work.

In particular, Technicians are responsible for:

- Undertaking regular workplace inspections of their area to identify hazards and ensure good housekeeping.
- Undertaking regular equipment inspections, keeping equipment in good working order and keeping relevant inspection/maintenance records.

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## 2.8 Premises Manager/Caretakers

The Premises Manager and Caretakers are responsible for ensuring the health and safety of the site, in particular:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the monthly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking SMARTLOG or the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the school to identify hazards;
- Liaising with hirers to ensure that they are aware of evacuation procedures and routes, first aid provision, hazard and accident reporting procedures.
- Keeping up to date with any pandemic specific guidance issued with regards to handling cleaning/waste.

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## 2.9 Office Manager

The Office Manager is responsible for ensuring the health, safety and welfare of the School office and staff.

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## 2.10 Asbestos Duty Holder(s)

The Control of Asbestos Regulations places a duty on the 'Asbestos Duty Holder' to manage any asbestos or asbestos containing materials located within the premises.

The Asbestos Duty Holder is generally the person who has clear responsibility for the maintenance or repair of the premises eg Co-Head Teachers and Premises Manager.

The Asbestos Duty Holders are Mrs A Dias and Mr D Lea as Co-Head Teachers.

Each school has an Asbestos Register that identifies whether asbestos or asbestos containing materials are present within the premises including the location, the type of asbestos and its condition.

The Asbestos Register is located in the Caretaker's Office.

In addition, there is an Asbestos Information Poster, which outlines the processes to be followed prior to work commencing on the premises; and also, what to do if any suspected asbestos material is damaged in any way. This poster should be displayed in an area occupied by personnel who have cause to access the asbestos log and/or deal with contractors, e.g. caretaker's office or main school office.

The Asbestos Information Poster is displayed in the Caretaker's office and the school's reception area.

It is the responsibility of the Asbestos Duty Holder to ensure that **anyone**, contractors or staff, who intend to work on the fabric of the building, read the Asbestos Information poster and consult the Asbestos Register prior to commencing work to ensure where they will be working is free from asbestos and asbestos containing materials, and that they sign the register to demonstrate they have consulted and understood it.

If, during the task, further work needs to be carried out at a different location, the Asbestos Register must be consulted again and be resigned and dated.

***Note: It is a legal requirement for the duty holder(s) to have asbestos awareness refresher training at regular intervals.***

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## 2.11 Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and that the visit leader completes a suitable and sufficient risk assessment.

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## 2.12 COSHH Co-ordinator

The COSHH Co-ordinator is responsible for ensuring that data sheets for all hazardous materials are available and that all such materials are entered on the COSHH register and all such materials are retained in secure storage.

- Staff should consider whether the hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
- Suitable & sufficient COSHH assessments are completed for all the hazardous substances used on site;
- No new hazardous substance is used by the school's employees or students until a suitable & sufficient COSHH assessment has been completed;
- The Borough's COSHH Do's and Don'ts poster is displayed in all locations where hazardous substances are stored and/or used regularly;

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### 2.13 Fire Wardens

Fire wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire alarm they are responsible for:
  - Ensuring the safe evacuation of everyone in their area(s) of responsibility
  - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building.
  - Where possible, closing windows and doors as each room is checked
  - Reporting to the Incident Control Officer to inform them that everyone has safely evacuated the building, or to report any problems;
  - Ensuring that nobody re-enters the building until the Incident Control Officer has stated it is safe to do so;
- Ensuring they are available, after the evacuation, to attend a debrief meeting to discuss the evacuation, identify any problems and share information.
- Monitoring to ensure that fire routes and exits in their area are kept clear at all times.

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### 2.14 First Aiders

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;
- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate;
- Keeping up to date with any separate guidance issued with regards to pandemics.

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### 2.15 All Employees

Although prime responsibility for health and safety rests with the Co-Head Teachers, all employees also

have an individual responsibility. Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare.
- Report any incidents or near misses they are involved in to the H&S Co-ordinator, Premises Manager or member of the SLT.
- Be aware of the school's formal hazard reporting systems (see Section 3.7);
- Be aware of any separate guidance issued with regards to pandemics.

In addition, female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out to ensure the safety of the mother and unborn child.

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## 2.16 Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations, recognised trade unions can appoint Safety Representatives who will, if necessary, take up matters on behalf of employees. The names of workplace representatives will normally be found on the "Health and Safety Law – What you need to know" poster displayed in a convenient location on the premises. The training of Safety Representatives is the responsibility of the appropriate trade union. The School will provide its Safety Representatives with reasonable time off to undertake any training necessary and to undertake their duties.

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## 3 GENERAL ARRANGEMENTS FOR THE IMPLEMENTATION OF THIS POLICY

### 3.1 Accident/Incident Reporting & Investigation

An accident is an unplanned event that results in injury or damage.

A near miss is an unplanned event that does not result in injury or damage but had the potential to do so.

All work related incidents (except for minor injuries) should be reported online via <https://sheasure.net/lbr/Portal/lbrSksjhvoiawr/Index>.

Due to potential additional reporting requirements, please ensure that the online form is completed as soon as possible, and no later than **7** days after the incident. Where appropriate, accidents may also be investigated by LBR Health and Safety staff, LBR Insurance or the Health and Safety Executive (HSE).

The "Reporting Accidents & Incidents" poster which briefly outlines the reporting requirements is displayed in the Staff Room and First Aid Room.

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### 3.2 Asbestos Management

The Control of Asbestos Regulations places a duty on the "Asbestos Duty Holder" to manage any asbestos

or asbestos containing materials located within the premises. The Asbestos Duty Holders are identified in Point 2.10 above.

Control and safety management systems must include the following:

- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- Ensuring that only appropriately accredited and competent contractors work on site and wherever any work may involve disturbing the fabric of the building, the contractor must be made aware of the contents of the asbestos survey / register before they commence work.
- Contractors must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant asbestos related information is held on site in a secure location and warning notices are displayed on site if relevant;
- Ensuring that the Asbestos Information Poster is displayed at the reception point.
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming that they have had access to the information contained in the register and that their risk assessments and method statements reflect fully this knowledge of the potential risks;
- Advising LBR Property Services Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

The duty caretaker must always obtain a signature from persons carrying out the work, confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

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### 3.3 Communicable Diseases

Due to the age and number of children present in schools it is not uncommon for them to contract a variety of communicable diseases.

The UK Health Security Agency (UKHSA) have produced a document "Guidance on infection control in schools and other childcare settings". This document provides guidance on the prevention and spread of communicable diseases, and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document. A copy of the document is located in the First Aid Room and should be read in conjunction with our Infection Control document.

Pandemics:- separate, disease specific, information will be made available and shared as necessary.

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### 3.4 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations an employer has a duty to consult with employees or their appointed representatives on matters of health and safety.

Employees will be consulted on the following:

- The introduction of any measure which may substantially affect their health and safety at work;

- Arrangements for getting competent people to help them comply with health and safety laws;
- Information on risks arising from their work, measures to reduce or get rid of those risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training and the health and safety consequences of introducing new technology;

The school will consult with staff, as often as necessary, in the following ways:

- Team meetings
- Staff briefings
- Staff meetings
- MyDrive
- School's staff blog

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### 3.5 Control of Contractors

This School recognises its responsibilities in relation to the use of contractors. In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities. (The client in these circumstances is the Co-Head Teachers/school, or where schools have bought into SMADS, the local authority).

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree a safe method of working for the contracted work and the preventative and protective steps that will apply when work is in progress. A risk assessment must be carried out to identify and address any potential hazards. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

The School will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the school.

All contractors should report to the school office on arrival. During school holidays, contractors should report to the Premises Manager or Duty Caretaker.

**The Premises Manager or Duty Caretaker is responsible for ensuring that all contractors on site are aware of the asbestos register, fire safety and emergency evacuation procedures and any other relevant information as part of a formalised induction process**

Contractors in turn should notify the Duty Caretaker of any hazards arising from their activities, which may affect the occupants of the School.

The Catering and Cleaning staff are responsible for the safety of the kitchen & cleaning areas and must notify the Co-Head Teachers of any hazards.

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### 3.6 Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) Regulations impose duties on employers to protect employees who may be exposed to substances hazardous to health at work, and others who may be affected by such work.

COSHH regulations cover chemicals, products containing chemicals, fumes, dusts, vapours, mists, gases, and biological agents (bacteria, fungi and viruses). If there is a hazard symbol displayed on the packaging then the contents are classed as a hazardous substance. COSHH also covers asphyxiating gases, biological agents that cause diseases such as Leptospirosis or Legionnaires Disease; and biological agents used in laboratories.

COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations.

Staff using/ordering new resources depicting any of the following symbols must obtain a COSHH assessment from the school's COSHH Co-ordinator.

#### **New International symbols**



**The COSHH Co-ordinator is Mr Rudy L'Aimable, Premises Manager.**

This School will ensure that COSHH assessments will be carried out on all hazardous substances prior to use. The COSHH assessment, which provides information on specific hazards, first aid measures, personal protective equipment etc will be reviewed as appropriate, or every five years, whichever is the sooner.

A copy of the "COSHH Do's and Don'ts" poster should be displayed wherever hazardous substances are used or stored, including the cleaners' cupboards.

Further information on COSHH can be obtained from the COSHH Manual which is located in the Caretaker's office.

### **3.7 Reporting Defects/hazards**

Defects and hazards should be reported via the hazard reporting book which is located in the marked drawer in the Staff Room or via the SMARTLOG online reporting system. Examples of items to be reported are, but not limited to, the following:

- Blocked toilets, sinks or basins
- Ventilation, heating and cooling issues
- Lights and electrical matters

- Building repairs (cracked plaster, damaged wall or windows)
- Building security issues or concerns
- Portage (moving equipment or furniture)
- Cleaning

Hazards should be made safe where possible eg labelled, removed from service, or covered with a chair and reported verbally to the Premises Manager, H&S Co-ordinator or to the office so that immediate action can be taken.

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### 3.8 Display Screen Equipment

The Display Screen Equipment (DSE) Regulations require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the regulations, however, employers still have general duties under other health and safety at work legislation.

‘Users’, as defined by the Regulations, can be identified by completing the DSE User questionnaire.

Where users are identified, the following must be ensured:

- Workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards spectacles if they are required for DSE use; and
- Health and safety training and information is provided.

Completed user forms and DSE assessment checklists are located in the Premises Manager’s office.

#### Glasses for DSE work

When a DSE User requests an eye test, a copy of the Eyesight Test form should be completed and taken along to the appointment.

Further information can be found on the HSE website: [www.hse.gov.uk/msd/dse](http://www.hse.gov.uk/msd/dse)

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### 3.9 Driving

Under the Health and Safety at Work Act employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who may be required to drive as part of their duties. They may be required to drive either their own private vehicle or an LBR vehicle, e.g. minibus (see section 3.24).

This School will ensure that the guidance provided in the LBR Driver’s Safety Policy and Handbook is adhered to. A copy of the Driver’s Handbook is located on MyDrive.

Staff may only drive pupils in their own vehicles if written permission has been obtained from their parent/guardian and providing that their licence, MOT, Tax and Insurance are valid for such an activity.

Where collected, copies of the permission slips are located in the Health & Safety Co-ordinators office.

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### 3.10 Electricity at Work

The Electricity at Work Regulations set out specific requirements on electrical safety. These regulations place a duty on employers to ensure that electrical systems are designed, constructed, used and maintained so as to prevent danger. 'Systems' includes all apparatus as well as the mains supply.

All portable electrical appliances should be visually checked before use. Attention should be paid to the condition of power cables and of their connections as these can easily be damaged which may introduce a hazard.

Equipment used and moved regularly such as vacuum cleaners, irons, kettles, extension leads etc should be subject to a detailed inspection and test by a competent person periodically. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Subject to the agreement of the Co-Head Teachers, it is acceptable for parents involved in Parents' Association activities to use "domestic type equipment" eg kettles, CD players.

Portable Appliance Testing will be carried out by a competent contractor and records maintained and held by the Health & Safety Co-ordinator.

Fixed electrical installations should be inspected by a competent person at least every five years. This was last carried out in the school in in 2023 and in the Children's Centre in 2021. Records are maintained and held by the Health & Safety Co-ordinator.

Staff and pupils may not bring their own personal electrical appliances into the School unless they have had their earth-bond and insulation checked by a competent person.

#### 3.10.1 Advice and guidance on the hazards associated with photocopiers

Although this type of equipment does not present any inherent risk if used in accordance with the manufacturer's instructions, certain areas should be considered. These are:

- the equipment
- the location and environment
- the consumable extras

Photocopiers should not be moved about as part of their normal work or whilst still connected to the supply. The major hazards which arise from them are:

- damaged plugs or ineffective cord grips
- tripping over trailing mains flex
- multi-way plug-in adaptors
- burns from contact with hot interior section
- sprains/strains from manual handling

It is **not recommended** that members of staff attempt any form of maintenance on the photocopier other than those expressly described in the manufacturer's instructions. Even when performing these simple tasks, it should be remembered that certain sections of the photocopier become very hot and caution is advised before touching any part of the interior mechanism.

To avoid light disturbance, where possible, the photocopier should be used with the lid down.

Where photocopiers are used for long periods to produce volumes of collated copies or large runs then they should be sited away from workers, visitors etc in well ventilated rooms. Good ventilation is important. Exhaust vents should be kept free of obstruction and should face away from users desks/workstations. Copiers MUST be serviced regularly.

Consumable extras are those items of a photocopier that are replaced by the operator as opposed to tasks requiring an engineer. In general this will cover the toner and copy paper. There are certain precautions that should be followed when changing the toner:

- toner is not harmful but may stain clothing – care should be taken not to allow toner onto clothing
- operators should not eat whilst changing the toner and should wash their hands afterwards
- small quantities of toner may be disposed of as normal waste, though it is advisable to seal it in a bag to contain the fine powder
- any operator who suffers from any respiratory complaint should take care to avoid inhaling any of the powder

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### 3.11 Educational Visits

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees and others (pupils) who may be affected by work activities. This includes all educational visits, whether local, national or international.

In order to safely manage educational visits the School follows the guidance provided in the LBR Education & Inclusion's document "Requirements for Educational Visits" using the online educational visits software package "Evolve" as applicable.

In accordance with this guidance this School has appointed an Educational Visits Co-ordinator, and developed a school Educational Visits Policy based on the DFE and LBR guidance.

**The Educational Visits Co-ordinator (EVC) is Mrs A Dias, Co-Head.**

The school Educational Visits Policy is available on MyDrive.

No educational visit will be allowed to proceed unless an educational visits risk assessment has been completed and the visit has the approval of the Co-Head Teachers and (for adventurous activities, residential visits and international visits) the local authority.

1. Year group co-ordinator/Phase Leader asks permission for an outing from the Educational Visits co-ordinator and Co-Head Teachers.
2. Draft information notice to parents drawn up by the visit lead.
3. Notice contains:
  - date and time
  - aims of visit
  - venue
  - cost to parents
  - deadlines for payment
  - lunch arrangements

- permission slip
  - summary of itinerary
  - adult/child ratio
4. Year group co-ordinator/Phase Leader confirms details to parents.
  5. Risk assessment document completed for trip by the visit lead/year group co-ordinator. This identifies arrangements for:
    - preliminary trip
    - identifying and dealing with medical emergencies
    - reducing risks
    - identifying medical care arrangements for children with special medical conditions
    - the requirements of SEND children
    - telephone points at venue
    - toilets at venue
    - first aid on trip
    - venue contributions to itinerary
    - all staff participating and parent helpers attending
    - grouping of children
    - necessary actions to take to prepare children and adults
    - insurance
    - contingency arrangements
  6. First aid arrangements
    - First aid kit supplied
    - First-aider identified for trip (must hold a full and current First aid certificate)
  7. Children with special medical conditions should accompany members of staff in sub groups with any associated medication. Children in key stage 2 will be allowed to carry their own asthma pumps and creams on trips in specially provided bags.
  8. In emergencies the teacher in charge is instructed to phone the school for instructions and to inform the emergency services if appropriate. The school has a Business Continuity Plan for dealing with disasters.
  9. Transport is usually by tube and/or bus. On occasions a coach fitted with seat belts is used
  10. The adult/child ratio is determined by risk assessment for each visit.
  11. Where parent helpers are asked to accompany the class they must be briefed beforehand, usually on the morning of the trip, with details of their responsibilities and the itinerary. All parent helpers are chosen by the staff for their reliability and trustworthiness. An appropriate gender mix within the adult helpers is attempted and desirable, but not always possible. Parent helpers will not be left alone to supervise pupils.
  12. Once at the venue it is normal for the class to split up into sub-groups to explore the site, unless a guided tour or demonstration is planned, or the site poses a high level of risk for sub-groups. In these circumstances the class stays together.

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### 3.12 Fire Safety

The Regulatory Reform (Fire Safety) Order places a duty on employers to conduct a fire risk assessment

and take reasonable steps to reduce the risk from fire.

Each school should have a “Responsible Person” who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a Fire Risk Assessment and ensuring that any significant findings identified are acted upon, preparing an, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPs) for staff or pupils with impaired mobility/cognitive ability.

**The Responsible Persons for this School are Mrs A Dias and Mr D Lea.**

The competent people for fire safety are as follows:

- Calling the Fire Brigade is the responsibility of a member of the office Team
- Liaising with the fire brigade is the responsibility of Mrs Dias and/or Mr Lea or the most senior staff member on duty.
- Collecting class registers, staff and visitor lists is the responsibility of the office team
- Fire wardens are Mrs A Dias, Mr D Lea, Mrs S Padda, Mrs R Sonegra, Mrs J Heys, Mrs C Walsh, Mrs S Kalaidzi, Mr B Bhatti, Mr R L’Aimable, Mrs S Deol, Mrs T Dobson, Ms Silcott, Mrs S Fan, designated Year 5 and Year 6 teachers
- Organising fire drills is the responsibility of Mrs A Dias and Mr D Lea.
- Organising fire safety training is the responsibility of Mrs S Padda.
- Periodic inspections of the fire alarm, emergency lighting are carried out by a SMADS/PROBS contractor.
- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by the Caretaking Team
- Annual inspection of the fire extinguisher and fire-fighting equipment is carried out by an external contractor organised by Mrs S Padda.

The current fire risk assessment, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs), if applicable, and fire safety folder are located  
In the Health & Safety Co-ordinator’s office.

**The Emergency Evacuation Plan is at section 4 of this document.**

Fire Action Notices are displayed throughout the premises advising the actions to be taken on discovering a fire/on hearing the alarm.

Fire drills are conducted on a termly basis and a record of the time taken to evacuate the premises and any comments arising should be reported to the Board of Governors.

It is the responsibility of Mrs S Padda to ensure that the fire risk assessment, Emergency Evacuation Plan and PEEPS are undertaken and reviewed as necessary, and keeping the contents of the fire safety folder up to date.

Mr L’Aimable is responsible for ensuring the “Blue Dot Fire Instruction” notices are appropriately displayed.

All staff have a duty to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective or damaged fire fighting equipment, such as fire extinguishers.

Any fire that occurs within the premises, however minor, must be reported to the Co-Head Teachers and to the Corporate Health, Safety & Welfare Team using the LBR incident reporting system  
<https://uk.sheasure.net/lbr/Portal/lbrSksjhvoiawr/Index>.

Fire Instruction Notice PS 1234 is displayed near all fire alarm call points.  
Fire Instruction Notice PS 0699 is displayed in all communal areas and offices.

Each term, the school will engage in a fire drill in order to practice implementing these plans. Fire drills will be unannounced and scheduled at different times of the school day. The results of fire drills will be recorded in the school's Fire Records, and also reported to the Board of Governors each term. On activation of the fire alarm, all instances must be regarded as genuine and not false alarms.

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### 3.13 First Aid

The Health and Safety (First-Aid) Regulations set out a duty of care on employers to provide adequate and appropriate first aid provision for employees.

Staff nominated to administer first aid will attend one of the following courses: first aid at work, emergency first aid, or paediatric first aid (*whichever is deemed most appropriate*).

A first aid assessment of needs has been undertaken by Mrs S Padda using a First Aid Needs Assessment Form. A copy of the completed form is located in the Health & Safety Co-ordinator's office.

The Health and Safety (First-Aid) Regulations do not oblige employers to provide first aid for members of the public. However, LBR Service areas that provide a service for others, including schools, should include the public, pupils and others on their premises when making their assessment of first aid needs.

It is usually necessary to ensure that there is at least one first aider available at all times, taking into consideration staff absence, holidays, lunch breaks, before and after hours, etc.

The nominated persons with first aid responsibilities for this School are:

NAME	QUALIFICATION	PRIMARY 1 <sup>ST</sup> AID ROLE
Helen Silcott		Welfare Assistant
Taylor Dobson	Paediatric (Insulin trained)	Welfare Assistant
Rudy L'aimable	First aid at Work	Premises Manager
Nishu Rana	First aid at Work	Caretaker
Karl Molloy	First aid at Work	Caretaker
Nafisa Haider	Emergency First Aid at Work (insulin trained)	Midday Assistant
Sukhvinder Deol	Paediatric	Midday Assistant
Rita Patel	Paediatric	Practitioner
Nazzmun Nehar	Emergency First Aid at Work	Practitioner
Kristyna Sekaninova	Paediatric	Practitioner
Coral Barnes	Paediatric	Practitioner
Conor Miggan	Paediatric	Practitioner
Taba Khokhar	Paediatric	Practitioner
Parmjit Solanki	Paediatric	Practitioner
Manijah Faez	Paediatric	Practitioner
Gurmeet Gill	Paediatric	Practitioner
Syeda Khan	Emergency First Aid at Work	Practitioner
Papia Parvin	Paediatric	Practitioner
Sunita Ahgun	Emergency First Aid at Work	Practitioner
Shanta Ranavaya	Emergency First Aid at Work	Practitioner
Grace Monk	Emergency First Aid at Work	Practitioner
Upeksha Hathurusinghe	Emergency First Aid at Work	Practitioner
Sandra Nyantakyi	Emergency First Aid at Work	Practitioner
Demi Idowu	Emergency First Aid at Work	Practitioner
Bilkis Begum	Emergency First Aid at Work	Practitioner
Mehnaz Khan		Practitioner
Laura Smith	Emergency First Aid at Work	SEND Manager
Dan Lea	Paediatric	Co-Head Teacher
Hannah Holmes		Teacher
Jo Mason	Paediatric	Teacher
Riki Cross	Paediatric	Instructor

The First Aid boxes are sited in the First Aid Room, Nursery unit and Caretakers office.

The persons responsible for maintaining the First Aid boxes are the Welfare Assistants and Nursery practitioners. Notices are displayed throughout the premises advising of the locations of first aid boxes and the names of first aiders. Any accidents requiring first aid must be recorded and where relevant reported to the Health & Safety Co-ordinator.

Further information can be found here regarding first aid in schools:

<https://www.gov.uk/government/publications/first-aid-in-schools>

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### 3.14 Gas Safety

Under the Gas Safety (Installation and Use) Regulations any work on gas systems and appliances should only be carried out by Gas Safe registered engineers.

Mrs Padda, Health & Safety Co-ordinator is responsible for ensuring that gas appliances are regularly serviced by competent persons. Records are maintained by Mrs Padda and are held in the Health & Safety Co-ordinator's office.

If you smell gas:

<b>DON'Ts</b>	<b>DOs</b>
DO NOT use any naked flames/other ignition sources	Open doors and windows
DO NOT switch on or off the lights or any portable switch appliance switch	Contact the gas board
	Shut off the gas
	Evacuate the premises, if appropriate

Any gas matters within the school, must be reported to the Health and Safety Co-ordinator, Premises Manager and the Corporate Facilities Management Team on (0208 708 3528). The responsible person/nominated person must contact the Gas supply/ company immediately.

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### 3.15 Health & Wellbeing of Staff

The Health and Safety at Work Act establishes a duty for employers to ensure the health, safety and welfare of employees, whilst at work. This includes not only their physical health, but also their mental health and wellbeing. The Management of Health and Safety at Work Regulations 1999 require a general risk assessment of all risks in the workplace, and this will include the risk to staff from stress.

The HSE defines stress as *“the adverse effect people have to excessive pressure or other types of demand placed on them”*.

This School recognises that stress per se is not an illness, but can result in stress related illness such as anxiety or depression. Accordingly a risk assessment has been undertaken to identify the main potential stressors and the control measures required in order to reduce the risks to staff.

Where necessary, the School can refer employees to Occupational Health.

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### 3.16 Information, Instruction and Training

The Health & Safety at Work Act establishes the duty of the employer to supply employees with such information, instruction, training and supervision as necessary to ensure their health and safety at work.

This school is committed to providing all staff with the appropriate information, instruction, training and supervision (so far as is reasonably practicable) to enable them to undertake their duties safely and without risk to themselves or others.

Training will be provided to all new employees appropriate to their role. Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept by Mrs S Padda. Induction training records are kept by Mrs A Dias and Mr D Lea.

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### 3.17 Legionella

The Control of Substances Hazardous to Health Regulations relates to the risk from hazardous microorganisms, including Legionella. Under these Regulations, risk assessments and the adoption of appropriate control measures are required to be put in place.

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures. The Legionella Risk Assessment has been undertaken by PH Water Technologies and is located in the Health & Safety Co-ordinator's office and on the SMARTLOG system.

All water systems are subject to monitoring, inspection and testing at regular intervals by a competent person. The written records of the risk assessments, monitoring, inspection and testing, in the form of logbook or register, should be maintained and should be retained for at least 5 years.

Regular monitoring, inspection and testing will be carried out by a suitably competent contractor. Records will be maintained by Mrs S Padda and held in the Health & Safety Co-ordinator's office and on the SMARTLOG system. Any queries regarding Legionella risk management should be referred to the Health & Safety Co-ordinator who will consult with the Premises Manager and the LBR Legionella team as necessary.

Further information can be found on HSE website [www.hse.gov.uk/legionnaires](http://www.hse.gov.uk/legionnaires)

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### 3.18 Letting of the School Premises

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and welfare of their employees at work, and others who are not employees but use their premises.

The Act also requires that when parts of the building are used by other organisations that there is "co-operation and co-ordination" between the two parties for the purposes of health and safety.

This School will ensure that the appropriate health and safety information is passed to the hirer, using the "Roles and Responsibilities" checklist. Mrs S Padda is responsible for providing the hirer with appropriate health and safety information. The Duty Caretaker will ensure they sign a copy of the lettings Roles and Responsibilities checklist. Completed checklists are located in the Health & Safety Co-ordinator's office.

Where the hirer is undertaking activities that require personal qualification or proficiency (for example martial arts), the school will check to ensure competence of the instructor prior to the letting being agreed.

Lettings are organised by Mrs S Padda. Lettings documents are located in the Health & Safety Co-ordinators office.

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### 3.19 Local Exhaust Ventilation

This section is not applicable to Gearies Primary School.

Further information: Local exhaust ventilation systems (LEV), LEV Guidance Sheet 200 – COSHH Essentials, INDG408 - Clearing the air - guide to buying and using LEV, INDG409 - Time to clear the air - A workers' pocket guide to LEV.

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### 3.20 Lifting Operations and Lifting Equipment (LOLER)

LOLER applies to any item of lifting equipment including new or existing equipment, second-hand or leased equipment and the accessories used for lifting.

- Lifting equipment is work equipment designed and used for lifting and lowering loads; such as cranes, lifts, and hoist; and includes its attachments used for anchoring, fixing or supporting it.
- Accessories for lifting are work equipment for attaching loads to machinery for lifting, such as chains, ropes, slings, hooks, shackles and eyebolts.
- Load includes a person (lifts in schools)

Generally, the Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organized and performed by competent people; and
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

All lifting equipment should be clearly marked to indicate the safe working load. Where the safe working load is affected by the configuration of the equipment, then the equipment must be marked to indicate its safe working load in each configuration. Accessories for lifting, such as slings, must also be marked with their safe working load.

It is the responsibility of Mrs Padda, H&S Co-ordinator, to ensure

- all lifting equipment and accessories are marked with the safe working load
- that staff receive training and refresher training as appropriate and to ensure that records of staff training are maintained
- that all lifting equipment and accessories are thoroughly examined by a competent person, at appropriate intervals

Lifting operations must be properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or a specific risk assessment as appropriate.

It is the responsibility of Mr L'Aimable to assess plan and supervise all lifting operation to ensure they are undertaken safely.

Staff must not use lifting equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and from their line manager.

All lifting equipment should undergo a thorough examination by a competent person before it is first put into use, unless the equipment has an EC declaration of conformity made not more than 12 months before the equipment is put into service or it is accompanied by physical evidence of its last thorough examination.

Ongoing thorough examination must also be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is

required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

All defects of lifting equipment or lifting accessories must be reported to the Health & Safety Co-ordinator and/or the Premises Manager and the equipment taken out of use until the defect is rectified.

The following documentation should be kept:

- An EC Declaration of conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:
  - Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.
  - Before first use, examination reports of lifting accessories should be kept for a minimum two years after the report was made.
  - Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later.

Records of servicing/maintenance are held in the H&S Co-ordinator's office.

Further information and guidance on LOLER can be found in the following documents:

- ["Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998"](#) HSE INDG 290.
- ["Thorough examination of lifting equipment – a simple guide for employers"](#) HSE INDG 422.

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### 3.21 Lone Working

The Health and Safety at Work Act places a duty on employers to ensure the health, safety and welfare of employees. The Management of Health and Safety at Work Regulations require employers to make a suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work. This will include the risks to staff from lone working.

Lone workers have been defined by the HSE as 'those who work by themselves without close or direct supervision'. Lone workers are found in a wide range of situations, and can be divided into those who work at fixed schools (where only one person is on site, where people work separately from others, or where people are working out of normal working hours), and those who are mobile workers, working away from their main working base.

This School will ensure that all lone working activities are identified, and the risks from such lone working activities are assessed and control measures identified and implemented to minimize the risk to the health and safety of staff.

It is the responsibility of Mrs Padda to identify all lone working activities within the school and ensure that a suitable risk assessment is undertaken for each. The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with Mrs Padda.

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them to work alone safely and to be able to summon help and assistance if required.

It is the responsibility of Mrs Padda to ensure lone workers have received adequate lone working information and training, and for keeping training/briefing records.

It is the responsibility of all staff to follow the defined lone working procedures and safe systems of work, and to report immediately any problems or concerns to their line manager.

Further guidance is available in the HSE document Working alone (INDG73).

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### 3.22 Manual Handling

The Manual Handling Operations Regulations apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

**Avoid** the need for manual handling, so far as is reasonably practicable;

**Assess** the risk of injury from any hazardous manual handling that can't be avoided; and **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Mr L'Aimable will be responsible for carrying out risk assessments for all manual handling activities, which constitute a significant risk of injury to staff and to update and review as necessary. Mrs Padda will carry out risk assessments in relation to the moving and handling of pupils.

The risk assessment will be recorded using the appropriate manual handling assessment form, completed copies of which are located in the Health & Safety Co-ordinator's office.

Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

Training records will be maintained by Mrs Padda, Health & Safety Co-ordinator and held on the SMARTLog system.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) *Manual handling- Manual Handling Operations Regulations 1992 - L23 (Fourth edition) Published 2016.*

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### 3.23 Medicines

In general, medicines must not be brought into school. However, if a pupil has a medical condition that requires regular medication during the school day or medicine in the event of an emergency, then arrangements for administration must be made between the School and the pupil's parent/guardian.

These arrangements must be in the form of an agreed care plan.

A list of pupils with medical conditions and their care plans can be found in the First Aid room. Prescribed medicines are usually stored in the First Aid room.

Protocols for pupils with serious medical conditions should be available in the First Aid room and relevant classrooms and should be clearly marked with the pupil's name and include an up to date photograph.

The Confidential Class Information Sheet should be seen, read and signed by supply teachers to alert them to any pupils where there is a safeguarding/health issue.

All staff involved in the administering of medicines should be appropriately trained, e.g. epi-pen training.

See the 'Policy for supporting pupils at school with medical conditions' document for more detailed information.

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### **3.24 Minibuses**

This section is not applicable to Gearies Primary School.

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### **3.25 Monitoring – Audits & Inspections**

In order to ensure health and safety arrangements are working and that risk control measures are effective and are being maintained, it is necessary to monitor the health and safety performance of the school. Monitoring also ensures that lessons are learnt from any incidents, accidents or causes of ill health.

This School will carry out the following monitoring:

- Daily, weekly, monthly and termly checks of the site by the Premises Manager/Caretaker. A written record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of the school or by external contractors, as appropriate, including access equipment, fire extinguishers, portable electrical appliances, PE equipment, climbing frames etc; written records must be kept
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;
- Review of accident statistics by the Board of Governors to identify causes of accidents; and
- Reviewing audit reports detailing the performance of the School's health & safety management systems.

The above is not an exhaustive list.

This School will also carry out a formal inspection at least twice a year using an inspection checklist. The LBR Health and Safety team may periodically undertake themed inspections of the school.

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### 3.26 New & Expectant Mothers

The Management of Health & Safety at Work Regulations place a duty on employers to undertake a suitable and sufficient assessment of the risks to the health and safety of their employees, to which they are exposed whilst at work in order to identify the measures that need to be taken to comply with health and safety legislation.

In addition, the Regulations identify two groups of workers (new and expectant mothers and young persons) for whom a specific risk assessment must be undertaken, or an existing risk assessment must be reviewed in order to identify any additional control measures that may need to be taken.

A “new or expectant mother” is taken to mean an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding.

When a member of staff notifies the School in writing that she is any of the above, then a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.

Further advice can be found at <https://www.hse.gov.uk/mothers/worker/index.htm> *HSE Pregnant workers and new mothers: your health and safety.*

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### 3.27 Noise and Vibration at Work

The Control of Noise at Work Regulations and the Control of Vibration at Work Regulations are in place to ensure that workers are protected from:-

- excessive noise at their workplace which could cause them to lose their hearing and/or suffer from tinnitus.
- Excessive vibration from hand-arm vibration (HAV) – vibration transmitted from work processes into workers’ hands and arms caused by operating hand-held power tools

Regular and frequent exposure to any type of noise or vibration can lead to permanent health effects. Occasional exposure is unlikely to cause ill-health.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive. However, where the risks remain high, this should be discussed with the Health & Safety Co-ordinator to determine if the task should proceed.

As a general rule in this School noise will be considered to be a hazard if:

- Staff have to raise their voices to carry out a normal conversation when about 2m apart for at least part of the day
- Staff use noisy powered tools or machinery for more than half an hour each day
- Staff are exposed to high levels of noise for a significant part of their working day.

Where noise is perceived to be a risk to staff the School will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;

- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

Further information and advice can be found on the HSE website:-

<http://www.hse.gov.uk/noise> and [www.hse.gov.uk/vibration/hav/index.htm](http://www.hse.gov.uk/vibration/hav/index.htm)

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### 3.28 Personal Protective Equipment (PPE)

The Personal Protective Equipment Regulations 1992 are designed to protect people from risks to their health.

The Personal Protective Equipment should be properly assessed before use to ensure it is suitable and be maintained and stored properly. Employees should be provided with instructions and training on how to use it safely and supervised to ensure the equipment is being used correctly.

PPE is defined in the Regulations as “all equipment (including clothing protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to his health or safety”, e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

All Personal Protective Equipment should be identified through risk assessment, but only if the control measures cannot be reduced by other means.

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### 3.29 Playground / Play Equipment

The Health and Safety at Work Act requires employers to ensure, not only the health, safety and welfare of employees, but also others who may be affected (i.e. pupils).

The Provision of Work Equipment Regulations requires all work equipment to be suitable for purpose, maintained in a safe working order, and regularly inspected to ensure it remains so. Although playground equipment would not strictly be regarded as work equipment, this school recognises that it has a duty of care to all pupils and this includes ensuring the equipment provided for their use is suitable, maintained in a safe working order, and regularly inspected to ensure it remains so.

The playground and all playground equipment is visually checked on a daily basis and a monthly inspection is also undertaken. A maintenance log will be maintained reflecting a visual inspection for defects and necessary action indicated. The caretaking team will normally conduct this inspection.

Daily visual inspections will be necessary before the start of the day if there has been a frost or it is expected that ice has formed. The ice or frost should then be removed before use.

**The responsible person for maintaining the playground and playground equipment is Mr L’Aimable, Premises Manager together with the Caretaking team.**

During playtime and lunch breaks the playground equipment will be under the supervision of staff on duty at the time. Associated rules:

- children will not play on the climbing frames before or after school
- a child wearing jewellery will not be allowed to use any climbing equipment outside
- children must wear plimsolls or low heeled shoes at all times when using the climbing frames

If the climbing frames are wet, following rain, snow or frost, children are not allowed to use them. Following wet weather, it is the responsibility of the staff on duty to make sure they have been wiped dry before allowing any child to use them.

Accidents directly associated with the climbing frames are to be recorded in the first aid book using the sticker system, in order to monitor the effectiveness of preventative measures and to aid risk assessment.

### Children wearing jewellery

Jewellery is considered to be any form of adornment to the body, which is not clothing. This includes all kinds of earrings (studs and “sticks”) and bangles. Children will not wear any form of jewellery to school, in order to maintain their health and safety. This rule is communicated to parents/carers in the school prospectus and is included in the Home School Agreement that they are invited to sign on a child’s admission to school.

If a parent chooses to send a child into school regularly with jewellery on, their choice must be challenged by the class teacher and reminded of their signed agreement not to do this.

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### 3.30 Ponds

This section is not applicable to Gearies Primary School.

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### 3.31 Risk Assessment

The Management of Health and Safety at Work Regulations 1999 (MHSWR) require employers to make suitable and sufficient assessment of the risks to health and safety of employees to which they are exposed whilst at work, and any others who may be affected by their undertaking.

The purpose of risk assessment is to ensure that all significant and foreseeable risks are identified arising from either the School’s activities, the working environment or outside influences to enable the school to implement suitable control measures to manage the risk and to develop further risk reduction programmes where required.

Risk assessments must be recorded and reviewed at least annually; sooner if there have been significant changes in the matters to which they relate. Risk assessments must be signed and dated, and then seen by all staff.

The responsibility for carrying out risk assessments lies with the following staff:

Assessment type	Responsible Person
Educational visits	Visit Lead
Classroom activities/teacher lead activities	Teaching staff
Manual handling	Premises Manager

Working at height	Premises Manager
Others	H&S Co-ordinator

Copies of risk assessments are located in the Health & Safety Co-ordinator's office and on the school blog. Educational visits risk assessments are held by the Educational Visits Co-ordinator.

Employees' have a duty to co-operate with their employer when they are conducting risk assessments and for co-operating with them in implementing any remedial action or control measures to reduce the risk.

Staff involvement and consultation will be ensured during the risk assessment process.

Note: the Regulations stipulate that a specific risk assessment must be undertaken for New and Expectant Mothers, Young Persons (under 18 years of age). Statutory risk assessments are also required for COSHH, DSE, Personal Protective Equipment & Manual Handling.

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### 3.32 Safety, Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 places duty on employers to use and maintain appropriate health and safety signs, in order to make persons aware of risks, where the risk to health and safety cannot be avoided or adequately controlled by other means.

This School will ensure that where the requirement for the posting of a safety sign has been identified, such signs are posted at suitable locations, conform to the relevant standards and are adequately maintained.

It is the responsibility of the Premises Manager to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable. Staff should report missing or damaged safety signs to the Caretaker/ Premises Manager/ Health & Safety Coordinator.

Further information on safety signs and signals can be found on HSE website [www.hse.gov.uk](http://www.hse.gov.uk): [HSE leaflet L64: Safety Signs and Signals](#).

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### 3.33 Security

Specific responsibility for school security is not set down in legislation. However, school security is related to health and safety, therefore whoever has responsibility for health and safety should consider what security measures are necessary to ensure, as far as reasonably practicable, the safety of the staff and pupils.

The Health and Safety co-ordinator within the school may assume the responsibilities for school security. Alternatively, schools may wish to appoint a school security co-ordinator who will develop a knowledge and understanding of security issues within the premises.

The two principal aspects of security in an education setting are the security of school premises both during school hours and out of school hours and secondly the personal safety of staff and pupils.

There are a number of methods for enhancing security. Knowledge of previous incidents and seeking advice from relevant internal and external agencies will be considered when determining the most appropriate security measures to implement.

Examples of security measures:

- Controlled entry system at gates and school entrances
- CCTV
- Fencing around perimeter
- Intruder alarm system
- Visitor signing in system and visitor badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security

Internal/ External Agencies:

- LBR – health and safety advisors, property services etc
- Police – in particular, Crime Prevention and School Officers
- Fire and Rescue Services – in particular, Fire Safety Officers

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### 3.34 Smoking

The Smokefree Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free. As a result this is a strictly no smoking school.

The Regulations require the displaying of “no-smoking” signs in all smokefree premises and vehicles.

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### 3.35 Slips and Trips

The Health & Safety at Work Act requires employers to provide a place of work that is maintained in a safe condition and means of access and egress that is safe and without risk.

This school recognises that good housekeeping is essential for preventing slip and trip accidents. Accordingly, the Caretaking Team will carry out the following to ensure good housekeeping:

- Formal recorded workplace inspections - monthly
- Informal checks of communal areas – daily

All staff are responsible for undertaking informal daily checks of their own work areas.

Where action is identified during workplace inspections but cannot be implemented immediately, interim measures will be taken and an action plan produced to outline when the action will be implemented, who will be responsible for ensuring it is implemented and the estimated completion date.

Copies of the action plan and formal workplace inspection records will be kept by the Health & Safety Co-ordinator.

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### 3.36 Swimming Pool

This section is not applicable to Gearies Primary School.

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### 3.37 Traffic Management

The Workplace (Health, Safety and Welfare) Regulations require that workplaces are organised to ensure that vehicles and pedestrians can move around safely. This includes organisation of traffic routes to enable pedestrians and vehicles to circulate safely.

A risk assessment of traffic management within the school grounds and immediate vicinity has been carried out.

The following key issues were considered when carrying out the traffic management risk assessment:

- By law, pedestrians or vehicles must be able to use a traffic route without causing danger to the health or safety of people working near it;
- Roadways and footpaths should be separate whenever possible;
- Protection for people who work near vehicle routes;
- By law, traffic routes must also keep vehicle routes far enough away from doors or gates that pedestrians use, or from pedestrian routes that lead on to them, so the safety of pedestrians is not threatened;
- As far as possible, parked vehicles are kept out of the flow of traffic and people;
- Drivers are notified of designated parking areas on entering the site;
- As far as possible, avoid reversing. When this is unavoidable make sure effective systems are in place to control it;
- As far as possible schedule vehicle movements to prevent overcrowding, of site and surrounding roads;
- Where signposts are used, they should be constructed to Highway Code Standards; and
- Make sure any signs are kept clean and visible.

A copy of the traffic management risk assessment is located in the Health & Safety Co-ordinators office and on the school blog. Further information on workplace transport is available from [www.hse.gov.uk/workplacetransport/](http://www.hse.gov.uk/workplacetransport/)

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### 3.38 Violence/Personal Safety of Staff

Everyone has a duty to behave in an acceptable and appropriate manner. Employees have a right to work in an environment that is safe and secure. The school has a mandatory requirement to report all cases of physical assault using the appropriate report procedures. See the section 3.1 of this policy for further information.

The Management of Health and Safety at Work Regulations requires employers to consider and assess the risks to employees, including the risk of reasonably foreseeable violence. Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally in circumstances relating to their work.

Verbal or physical abuse of staff within this school will not be tolerated. A risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations. A copy

of the current risk assessment is located on the school blog.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression, and how to avoid or minimise potential violent or aggressive situations.

All acts of physical or verbal abuse must be reported using the appropriate report procedures. As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

### **Personal Safety**

Advice and training can be sought from the Co-Head Teachers.

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### **3.39 Waste including Waste Electrical & Electronic Equipment (WEEE) Regs**

All waste generated by this School will be disposed of responsibly.

General waste will be disposed of in the 1100 litre bins. Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations. This may be via the Corporate Facilities Management Team (SMADs) or through a specialist licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Members of staff must not take waste in their own private vehicles or in any LBR vehicle unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

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### **3.40 Work Equipment**

The Provision and Use of Work Equipment Regulations (PUWER) apply to all types of work equipment. The Regulations generally apply to any equipment that is used by an employee at work, for example hammers, knives, ladders, drilling machines, circular saws, photocopiers, lifting equipment (including lifts) and motor vehicles.

In general terms the Regulations require that equipment provided for use at work be:

- Suitable for the intended use;
- Safe for use;
- Maintained in a safe condition;
- Inspected;
- Used only by people who have received adequate information instruction and training;
- Inspected
- Accompanied by suitable safety measures, e.g. guards, markings, warnings

In addition to PUWER, the Management of Health and Safety at Work Regulations require employers to carry out suitable and sufficient risk assessment of the risks to which employees are exposed to at work including work equipment.

The School will ensure that risk assessments are in place for specific pieces of equipment and effective measures taken to control the hazards associated with the use of equipment.

This School requires all employees and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.).

All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified. Defects in relation to tools should be reported to the Caretaking Team via the hazard reporting book or SMARTLOG online reporting system. Defects in relation to office equipment should be reported to the school office.

Equipment provided must only be used for its intended purpose. Staff must not use work equipment unless they have received appropriate training and must use the equipment in an appropriate manner, according to the information received in training and instructions from their line manager. Students using the work equipment must be supervised at all times.

It is the responsibility of line managers to arrange staff training and to ensure that records of staff training are maintained. Copies of training dates/certificates should be given to the Health & Safety Co-ordinator.

All work equipment, where the failure of said item could result in a significant risk of injury, are to be subject to at least an annual maintenance/inspection by a competent person/organization. Where legislation imposes specific duties to undertake inspections at set frequencies these will be carried out in accordance with the Regulations. The written records of the inspection and maintenance, should be maintained and be available for examination.

This school only permits designated staff to undertake modifications to equipment. They are:-

Premises Manager – tools and equipment within own capability  
ICT Technician – IT equipment within own capability

Staff and pupils may not use their own personal electrical appliances in School unless they have had their earth-bond and insulation checked by a competent person. The Health & Safety Co-ordinator/Premises Manager can advise on how to have equipment checked.

When work equipment has reached the end of its working life or is no longer required it must be written-off in the asset register and then disposed of safely. Under no circumstances may equipment be sold or passed-on to a third party.

Further information is available from “Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22”.

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### **3.41 Work Experience and Young Persons**

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees.

Work experience may be defined as a placement on an employer’s premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience.

Students who are under the age of 18, taking part in work experience/placements, are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations require employers to specifically take account of young persons when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to ‘young persons’ must be carried out before

their employment or work placement period begins.

Mrs Padda, as the Work Experience Placements co-ordinator, will be responsible for reviewing risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

All young people and students on work experience will be provided with appropriate information, instruction, training and supervision. Students will be given a copy of the risk assessment before placement begins. The induction given will be recorded using the Work Experience Induction Checklist.

Completed checklists are located in Mrs Padda's office.

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### 3.42 Working at Height

The Work at Height Regulations requires that, "every employer shall take suitable and sufficient action to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury'.

Under the Management of Health and Safety at Work Regulations the Employer has duties to undertake risk assessments including the duty to identify, assess and control risks on their premises.

This school will assess the risks from working at height and make plans to either avoid the work at height, or to do the work more safely.

The Premises Manager will be responsible for carrying out the risk assessment for each activity involving significant risk whilst working at height and maintaining the records.

Where work at height cannot be avoided, suitable and appropriate work equipment will be provided. It will be inspected, tested and maintained on a regular basis by a competent person and records will be kept.

An annual inspection of equipment used to work at height will be carried out by the Premises Manager.

This school has a Ladder Checklist to record the inspection and maintenance of ladders and/or other access equipment. The checklists are located in the office of the Caretaking Team and will be maintained by them.

Staff using the equipment should carry out visual checks prior to every use. They must follow defined work procedures and safe systems of work whilst working at height. Any faulty equipment should be taken out of use immediately and the appropriate manager should be informed.

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment. Further information can be found on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk).

Advice for teachers and classroom assistants is available in the HSE document 'Keeping safe when working at height'. A copy of this is available to read in the both the Staff Room and PPA Room.

The HSE has useful information at <https://www.hse.gov.uk/work-at-height/ladders/index.htm>

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### 3.43 Workplace (Health, Safety & Welfare)

Employers have a general duty under the Health and Safety at Work Act to ensure the health, safety and

welfare of their employees at work, and others who are not employees but use their premises.

The Workplace (Health, Safety and Welfare) Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace and to ensure adequate welfare facilities are provided for people at work.

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

This School will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonable practicable. In order to monitor this, a regular workplace inspection will be undertaken by the Health & Safety Co-ordinator or Premises Manager using a workplace H&S Inspection checklist. Records will be kept in the H&S Co-ordinator's office.

Staff should report any building or equipment defects or hazards via the Hazard Reporting Book located in the marked drawer in the Staff Room or via the SMARTLOG online reporting system. Urgent issues should be reported to the school office who will contact the Caretaking Team via the walkie-talkie system.

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#### 4 ACCESS TO POLICY STATEMENT

A copy of this policy is to be made available to all employees and others.

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#### 5 NAMES OF KEY STAFF

Designation	Name	Telephone Number
Governor for H&S		Via school
Co-Headteachers	Mrs A Dias / Mr D Lea	020 8550 1803
Assistant Heads	Miss Fan / Mr Khan	020 8550 1803
Health & Safety Co-ordinator	Mrs S Padda	020 8550 1803
COSHH Co-ordinator	Mr R L'Aimable	020 8550 1803
Educational Visits Co-ordinator	Mrs Dias	020 8550 1803
Premises Manager	Mr R L'Aimable	07592 706214
Caretakers	Mr N Rana / Mr K Molloy	07592 706214
Caretakers (casual)	Mrs S Deol	07592 706214



