

Woodlands Academy



Health and Safety Policy

Woodlands is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

Signed by:

Chair of Governors

Date:

Committee with oversight for this policy	Resources Committee
Policy to be approved by	Full Governing Board
Policy last ratified and adopted by Full Governing Body	December 2018
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1. School Health and Safety Policy Statement

School Governors and Headteacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Governors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary
- bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger

In addition to assist in the proper implementation of this policy the Governors and Headteacher will:

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records
- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary

This statement of policy was approved by the Resources Committee at their meeting on 8th October 2018

2. Health and Safety Representatives and Organisation

TITLE

Chair of Governors
Headteacher

NAME

Mrs Shirley Kenworth Wright
Ms Harinder Rana

School Health and Safety Coordinator

Caretaker
Assistant Headteacher Inclusion
HR Officer
Senior HLTA/ Medical Officer
Chairman of Resources Committee

Ms Harinder Rana

Miss Catherine Hasker
Miss Shelley Chamberlain
Mrs Manjit Hamid
Mr Ravi Lamba

Health and Safety and Welfare Advice & Training

Ealing Health and Safety Training – Jane Butcher 020 8825 7681
Schools Health and Safety Advisor – Raj Chowdhury 020 8825 7287
Safer Communities Team 020 8825 5994

Fire Control/Emergency Evacuation

Fire Safety Officer Ealing 020 8555 1200

Nominated Premises Fire/Emergency/ Lockdown Co-ordinator – Ms Harinder Rana
Deputy Fire/Emergency/ Lockdown – Caretaker

Reporting and Recording of Accidents etc

Persons nominated for the documentation of accidents, diseases, dangerous occurrences, and incidents of violence - Ms Harinder Rana

Health and safety (First-aid) regulations 1981

Lead Certificated First Aider – Mrs Manjit Hamid
Paediatric First Aiders – Mrs Cheryl Gostelow, Mrs Belita Southino Barret, Mrs Jeannette Ash, Mrs Claire Sheedy, Miss Jayde Quamina

Educational Visits and Risk Assessments Co-ordinator (EVC)

Miss Shelley Chamberlain

Asbestos and legionnaires Coordinator

Caretaker

Portable Electrical Appliance Testing

Caretaker

Control of Substances Hazardous to Health Assessment Co-ordinator

Caretaker

3. Responsibilities of Nominated Personnel

3.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, Organisation and arrangements
- will cause the Health and safety Policy to be translated into effective action at all levels within the school
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor meeting
- in liaison with the Headteacher, will ensure that professional safety advice is available and adhered to
- will make adequate financial provision for carrying the policy into effect
- will cause the effectiveness of the policy and safety performance of the school to be monitored
- will cause the health and safety policy to be amended whenever necessary
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school

3.2 The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- will appoint persons as listed in the organisation so as to deal with the day to day issues on Health, Safety and Welfare
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance of the school and take such steps as may be necessary to improve performance
- will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work safely
- will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters
- will provide ongoing recommendations and present an annual report on Health and Safety to the governing body.

- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate.
- Liaise with the School's Building Surveyor over the establishment of the list of necessary repair and maintenance items to be undertaken.

Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.

3.3 The School Health and Safety Co-ordinator

- will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc,) working with the school administrator.
- will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher –as soon as possible and a note made on the caretaker board for subsequent repair by a competent person. The Caretaker will be responsible for checking those items of electrical equipment which are provided for cleaning purposes.
- will liaise with outside Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), The Fire Prevention Officer, etc.
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.
- In all health and safety issues dealt with by the School Safety Coordinator, expert advice will be sought from the Health and Safety Team at the Ealing Council when appropriate.

3.4 Teaching Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in LA technical papers, and in specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and afPE;
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management or the Safety Adviser as appropriate.

3.5 Support Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher.

3.6 Caretaker

- will ensure that staff are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged
- will arrange for all levels of staff to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will liaise with Property Services/outside bodies on matters of health and safety relating to electricity, gas, water supplies waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will be able to manage asbestos in the building and be familiar with the Asbestos Register.
- will promote an interest in, and enthusiasm for Health and Safety throughout the school
- will work with pupils to develop a good level of understanding of health and safety and care for the school environment

4. Governors Resources Committee

- In conjunction with the Headteacher to monitor and generally keep under review, the state of repair of the school buildings.
- To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher or the Committee any items of concern.
- To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
- To consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from Ealing Council or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
- To be responsible for the co-ordination and successful completion of any self-help projects approved by the Governing Body.
- To draft for full Governing Body approval a written Health and Safety Policy for the School.
- To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- To recommend to the full Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.

5. Health and Safety Committee

The school recognises that it must establish a Health and Safety Committee when requested, in writing to do so, by at least two safety representatives.

Terms of Reference

- The study of accidents and notifiable disease statistics and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act.
- Consideration of reports which safety representatives may wish to submit.
- Assistance in the development of safety rules and safe systems of work.
- A watch on the adequacy of safety and health communication and publicity in the workplace.
- The provision of a link with the appropriate enforcing authority.

Membership

The committee shall comprise of members appointed from the Governing Body.

6. School Health and Safety Policy Arrangements

6.1 Access on to and exit from the school site

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking e.g. staff, visitors. Barriers are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths.

Parents/carers/guardians are responsible for their children until handed over at the door.

6.2 Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in the inability of an employee to work more than 3 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience

The Corporate Accident Reporting System (CARS) form must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Nominated Person, (NAME or See section 2) must immediately notify Ealing Council's Corporate Health and Safety Team by the quickest practicable means during office hours telephone number 020 8825 7287. They will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours

Reporting an Incident out of hours. It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly. Either by phone (0345 3000 9923) (opening hours Monday to Friday 8.30 am to 5 pm) or go online. Email: chowdhuryr@ealing.gov.uk

If there is any uncertainty to what needs reporting staff can contact the Corporate Health and Safety Team for advice and support ButcherJ@ealing.gov.uk. Staff should be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The report form will be signed/completed by the Headteacher or nominated senior member of staff in their absence.

A copy is retained for the school files in the administrator's office,
A copy must be sent to Health and Safety Team at Ealing Council.
A copy must be sent to the Corporate Health and Safety Team, Ealing Council.

In addition to the completion of the appropriate form, it is useful to ensure that a note of all telephone notifications is made, including:-

- the time of the call
- the name of the caller
- what details were given of the event being notified

Also see section 5.10 for recording minor injuries and first aid treatment.

Reviewing accidents

An analysis of the accident reports and near misses will be undertaken at intervals and considered by both school management and the Governors' Resources Committee with Health and Safety Responsibilities for consideration of further action.

STAFF must be aware of the following:

- All incidents are recorded in the medical and contact logs
- Parents are advised of incidents in writing by means of a note where deemed necessary.
- Details of the injury, time and date must be included, this is essential for head injuries.
- Children's allergies are permanently on view to staff and supply teachers on the teacher's desk.

6.3 Asbestos

Staff will be informed of asbestos where necessary to ensure they have an awareness of the siting of any asbestos and how it is being managed within the school and what to do in the event of an emergency.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any doubts/concerns they must contact the Headteacher and/or Caretaker.

6.4 Bad weather contingency plans

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

6.5 Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the Occupational Health Department.

6.6 Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the red ASBESTOS book and will be expected to operate within the guidelines set.

All contractors will be informed of the School's emergency procedures.

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Ealing Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained.

The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

School safety arrangements regarding contractors

Ealing Council assesses the safety credentials of a contractor and these contractors will be listed on the approved list. If a contractor is not on the approved list then all reasonable checks upon that contractor need to be carried out. This should include references and DBS assurance.

The following are factors to be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;

- clarification of the responsibility for provisions of first aid and firefighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

6.7 Control of Substances hazardous to Health (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment coordinator

(NAMES listed in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a Ealing Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the Caretakers Office
- ensure **All users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personnel protective equipment/clothing is available and used when required (See Section 5.16 PPE.)

All Staff must be:

- alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed.
- Aware the use of solvent based "Tippex" will not be allowed in school
- Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Caretaker/Headteacher

Legislation

- The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Caretakers Office.

6.8 Display Screen equipment – (visual display users)

- Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.
- Speak to the HR Officer who will be able to give you a copy of the self-assessment and run through the procedure.
- If any changes/equipment are required that cannot be resolved directly by the user then report back to the HR Officer who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from Health and Safety Team, details in section 2

6.9 Fire Safety

- The **Fire Risk assessment is sited** in the Caretaker's Office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the Caretaker annually. As a result of the assessment, if any precautions are identified the school treats them with high priority. The Fire Policy statement is kept with the Fire Risk Assessment.
- Notices of fire procedures are fixed to visible sites around the school and in every classroom Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use. The Caretaker checks all firefighting and detection equipment annually to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by an approved contractor.
- The fire alarms are tested weekly by the Caretaker and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order. Records are kept in the book found in the Caretaker's Office.

Notices around school have the following information.

FIRE ALARM INSTRUCTIONS: IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

- 1. The alarm will sound.**
- 2. Pupils and staff will walk out of school by the nearest safe exit.**
- 3. Classes line up on the KS2 playground.**
- 4. Office staff to take Attendance Registers and visitors book out.**

Teachers should check that all children in their classes are out of the building.

- 5. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.**
- 6. Await further instruction before returning to the building.**

Fire drills take place every term. Details are recorded and notes made of any problems which needing remedying.

In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered.

- The Fire Brigade is summoned automatically when the fire alarm is activated
- Everyone must safely leave the building and moved to a place of safety.
- All staff will sweep their designated areas and report to the 'Person in Charge'.
- All attendance registers will be properly marked for the morning and afternoon sessions.
- Members of the office staff will take the registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Office staff must remind visitors to read the emergency arrangements.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

6.10 First Aid

Read in conjunction with First Aid Policy

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that at all support staff have received training on a first aid course and designated support staff have had additional paediatric first aid training.

Copies of the First Aider's certificates are displayed in reception or see section 2 for names of all the First Aiders within the school..

First Aid Facilities

The first aid boxes are placed in clearly identified and accessible locations:
Medical Room, Learning Resource Centre

Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished, by the Welfare Officer as soon as possible after use in order to ensure there is always adequate supply of all materials. The First Aider on duty is responsible for ensuring these are replenished as soon as possible after use.

Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.

Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment

Records of all incidents treated will be made in the accident/Incident log for pupils.

See section **5.1** for further information on accident/incident reporting.

Administration of Medicines

To be read in conjunction with Supporting Pupils with Medical Conditions Policy.

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a book to confirm this. Where ever possible 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in a cupboard within the School office or can be found stored in the fridge if

required to be refrigerated.

Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

6.11 Housekeeping

The school has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils.

Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Caretaker should be contacted to assist.

All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.

All storage areas will be kept orderly, safe and provided with easy access.

The school premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff.

Hygiene standards are of the highest attainable by all staff serving dinners.

All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher/ person with delegated responsibilities for health and safety.

6.12 Lone Working Working Alone

Lone working is actively discouraged.

Any staff wishing to work outside normal school hours must consult with the Headteacher.

Also see section 5.20 for school security and staff responding to call-outs

6.13 Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided.

A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Those staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injuries you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable. See pictures of correct procedures in **Appendix 3**.

6.14 Transport use.

Parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. The Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.

The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used**.

6.15 Out of Hours use of school premises

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire risk assessment. If necessary further advice will be sought from the Fire Safety Officer details are in Section 2.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

6.16 Parental/Adult Help

All parents and adults must be DBS (police) checked if they offer to help with clubs, transport or any other school activity.

6.17 Personal Protective equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

6.18 Portable electrical appliance testing

The Caretaker is responsible for ensuring that all portable electrical equipment testing is annual by an approved contractor.

- A register of all such electrical equipment used in the school is kept in the Asset Register.
- No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.
- The Caretaker, will be responsible for co-ordinating the registration, inspection and testing of equipment. (See section 2 for name person responsible).
- All staff will be informed/instructed to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date etc.
- All hard wired electrical instalments are maintained by an approved contractor at least every 5 years unless changes have occurred.

6.19 Risk Assessment

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on the approved risk assessment which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator.

Risk assessments will be carried out before every educational visit. Risk Assessments will be reviewed to ensure nothing has changed since the last visit.

All P.E. activities have been risk assessed including the use of the outdoor play equipment.

For staff who do not feel confident to undertake a risk assessment there is additional guidance in **Appendix 2**. Otherwise the member of staff can discuss this with Headteacher and arrange to go on a training course provided by Ealing Council.

6.20 School Security (Safeguarding)

Refer to the Safeguarding Policy.

Gates are locked at the same time each day in the morning at 9.00 am and after school at 3:30pm. After which time access to school is through the main entrance. After school clubs use the main door.

Office staff monitor those that come to the door at reception before deciding who to let into the building.

All visitors sign in and out and wear badges of identification or a visitor's badge.

The main doors have good locking mechanisms.

The hall and school are alarmed.

The Headteacher, Caretaker and cleaners have a set of keys to access the school at any time. They can also activate the school's electronic security system.

Anyone working with or giving lifts to the children has been DBS checked.

All electrical devices are subject to annual testing.

Fire drills and Lockdown drills take place every half term. Details are recorded and notes made of any problems needing remedying.

Drills to evacuate the playground and field will take place each half term.

Blinds/curtains have been installed in all classrooms and hall for security, the classroom blinds/curtains are closed at the end of each school day.

All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation through a poster in the staff room.

A HSE Health and Safety Poster is displayed in a prominent position.

The Caretaker is responsible for the security of the school at the end of the day and during school holidays by ensuring that doors, windows, skylights etc are secured.

All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day

Responding to call outs

The systems that are in place are:

The Facilities Management Company is the school's nominated representative who will respond in the event of an out-of-hours call out or see section 2.

The school has assessed the risks to this individual and introduced suitable control measures to ensure that all risks are minimised e.g. In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.

Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

6.21 Supervision of pupil's arrangements

The school will be open from 8:00 am to 6:00pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times.

Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary.

The school arrangements must contain the following:

- Supervision ratios & locations between school opening and lesson start time
- Supervision ratios & locations at break and lunchtimes
- Supervision ratios & locations between end of lessons and school closing time
- Areas to be used by pupils outside lesson times

6.22 Violence

The School follows Ealing Council's Critical Incidence Guidance and has a Code of Conduct for visitors to school. **All** staff are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical. Staff are aware that they have meetings with potentially hostile parents in the presence of another member of staff. Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

6.23 Visits and Journeys

Ealing Councils Visits and Journeys Guidance are used and the Educational Visits Coordinator (EVC) is listed on page 4 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Headteacher then the EVC must make sure the Headteacher countersigns the approval documents including the risk assessment.)

Risk assessments for Educational visits

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to SLT for approval.
- They will read/be aware of the Ealing Council Educational Visits and Journeys Policy.
- They must ensure the ratio of adults to children will comply with national guidelines and Ealing Council's Guidance and approved by the Headteacher.
- They must get the consent of every child's parents/guardian before taking them on a visit.
- On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

6.24 Work equipment

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers, etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given for the installation, storage and positioning of the equipment.
 - Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
 - The equipment will be maintained to ensure the equipment remains in good condition by the Caretaker or will be under contact for maintenance and repairs
-
- It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the Caretaker's Office.

7. Monitoring and Review

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Headteacher and Resources Committee will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment which is required by the Local Authority.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual audit report
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

Woodlands Fire Safety Policy Statement

Name of school or premise: Woodlands Academy

Name of the responsible person: Caretaker

The Caretaker, Headteacher, Governors and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 these responsibilities are addressed in the above establishment by:

1. The provision of a suitable and sufficient risk assessment
2. Appropriate fire precautions
3. Management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire.

The following are provided to meet the requirements of the relevant legislation:

- An appropriate method of giving warning in case of fire;
- Suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- Suitable emergency lighting where necessary;
- Suitable fire signage;
- Suitable fire-fighting equipment at appropriate locations throughout the building;
- Appropriate structural fire precautions.

Our fire safety management plan incorporates:

- A suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- An emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- The production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan;
- Systems for recording the content, duration and provider of fire safety training;
- The provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed:

Caretaker/Headteacher/Governor

Date:

Appendix 2

GUIDANCE NOTES ON COMPLETING A GENERAL RISKASSESSMENT

Introduction

An assessment of risk is a careful examination of the activities undertaken within the workplace and should assist employers to determine what measures should be taken to comply with relevant statutory requirements.

The duty for employers to carry out risk assessments is detailed in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. The responsibility for undertaking the assessments lies with the supervisor/manager of a Department/School or Section.

It is not necessary to create a risk assessment form for all operations, and each should be prioritised into risk categories e.g. low, medium and high. Using the school risk assessment form, identify the activities/operations that take place in the school/department and categorise them into high, medium or low risk. Concentrate on assessing those activities that are considered to be high-risk first and medium risk second, leaving low risk till last. (It may be proven that a more detailed assessment is not required for low risk, if no significant risk is identified).

Completing a Risk Assessment

1. (Section A) Outline of the Task/Activity being assessed

Give details of the work activity being assessed; give a brief description of the purpose/method that will be understood by all concerned

Specific Legislative Requirements Many tasks are controlled by specific Health and Safety Legislation, which Managers/Heads of department/Supervisors should be aware of. In this section any specific legislation affecting the work activity should be detailed e.g. Manual Handling, Work at Height, The Construction Design Management Regulations, if scaffolding is being used or the Noise at Work Regulations if a noise problem has been identified.

School Reference Form No.

Each assessment should be given a reference number and an index kept of all assessments. The location of the particular work activity being assessed should also be detailed. Relevant staff should be involved to ensure a full understanding of the work procedure that they are to undertake

2. Section 2 the risk matrix to assist in assessing the level of risk.

3. Section 3 This is the main area for identifying the potential hazards.

Level of Skill/Training required

Special skills or training are required on certain work activities and these should be identified i.e. use of a ladder, manual handling training, working with chemicals, driving the minibus.

Chemicals/Materials involved

If a particular product has been identified as part of the work activity, it should be established if it has been approved for use. See CLEAPSS guidance for further details.

Each approved product that is used on site will require a separate assessment to be undertaken especially those that fall under the Control of Substances Hazardous to Health Regulations. The supplier/manufacturer is required by law to provide a manufacturers data sheet which identifies the hazards of the substances and remedial first aid measures etc. A competent/experienced person must undertake this assessment. The products name and assessment date should be identified.

Specific Work Equipment Any tools or work equipment required to carry out the work activity should be included in this section. However this should also give the assessor the opportunity to establish if the equipment is being used correctly and is in a good state of repair.

List the Main Hazards identified:

Look only for the hazards that you could reasonably expect to result in significant harm from the work activity. The following is a non-exhaustive list of hazards that may be identified:

Chemicals	Electricity
Dust/Fumes	Noise
Fire	Manual handling (WRULDS) Work Related
Slipping/tripping hazard	Upper Limb Disorders.
Moving parts of machinery	Poor lighting
Vehicles	Play equipment
Work at height (Use of ladders)	Sporting activities
Stress	

Who will be affected? List groups of people who are especially at risk from the significant hazards which have been identified; e.g.

Office staff	Maintenance Staff
Cleaners	Staff with disabilities
Members of the Public	Visitors
Contractors	Lone Workers

Control Measures, to reduce the risk

The main objective is to establish if the hazard can be removed altogether and if this is not practicable how the risk can be controlled to prevent harm.

Detail what action has been taken to control the risk of harm from the hazards identified. Some of the controls may be accepted standards or standards laid down by legal requirements.

A systematic approach to reducing the risk of harm is:

- Remove the risk completely.**
- Consider less risky alternative work methods.**
- Prevent access to the hazard (e.g. by guarding).**
- Organise work to reduce exposure to the hazard.**
- Issue personal protective equipment**

Manual Handling Risk

Consider if the work activity that is being assessed would create a manual handling risk to employees. If so categorise the operation in to high/medium/low risk and establish if a more detailed assessment is required. It should be noted that significant Manual Handling Operations should in addition be assessed in order to comply with the Manual Handling Operations Regulations. Staff may require specific training.

Personal Protective Equipment Required

Following the examinations of the hazards detected and the control measures in place to reduce the risk, the last form of control should be Personal Protective Equipment. If no other control measures can be found the equipment required to protect against harm should be detailed.

Monitoring and Review

Dependent upon the severity of risk it may be necessary to monitor the work on a regular basis to ensure that all precautions are being adhered to. The frequency of this monitoring should be identified and noted.

It may be advisable to set targets for a complete review of the assessment. Normally, unless working arrangements or legislation changes there should be little need to undertake this, however, it may be a satisfactory way of keeping abreast of future developments.

The assessment should be authenticated by signing and dating the document.

A reference file of all assessment needs to be created. The information contained within the assessments should be brought to the attention of employees who should be instructed in the use of the control measures identified.

Please ensure all risk assessments are reviewed to meet the specific requirements of our school.

Good Handling Techniques

Think before lifting / handling

Keep the load close to the waist.

Adopt a stable position.

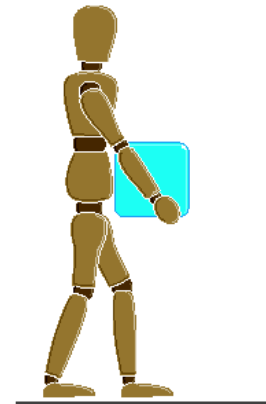
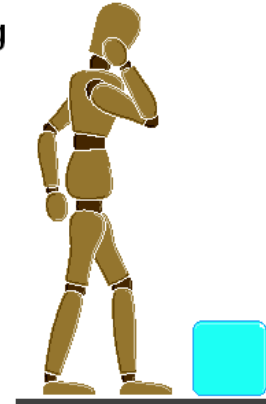
Get a good hold.

Start in a good posture.

Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

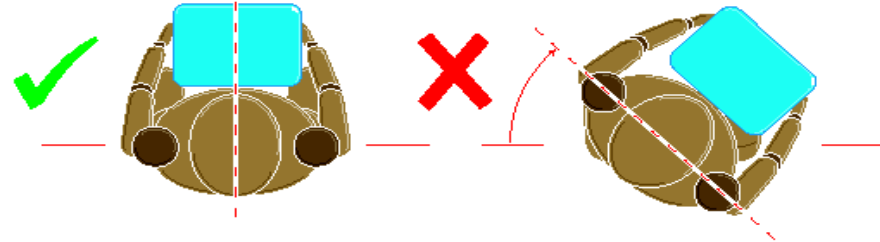
- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting.

- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.



Avoid twisting the back or leaning sideways.

- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling.

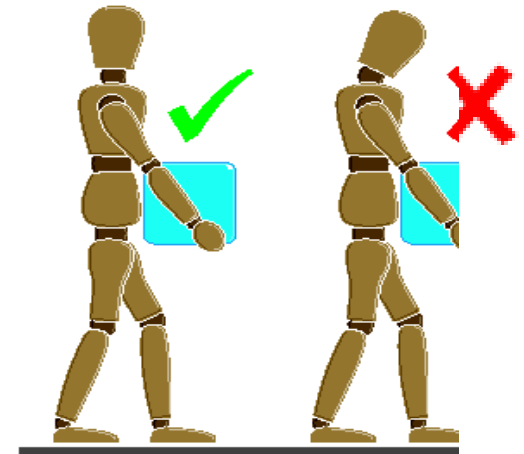
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

Move smoothly.

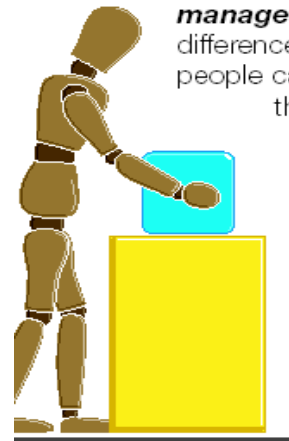
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed.

- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



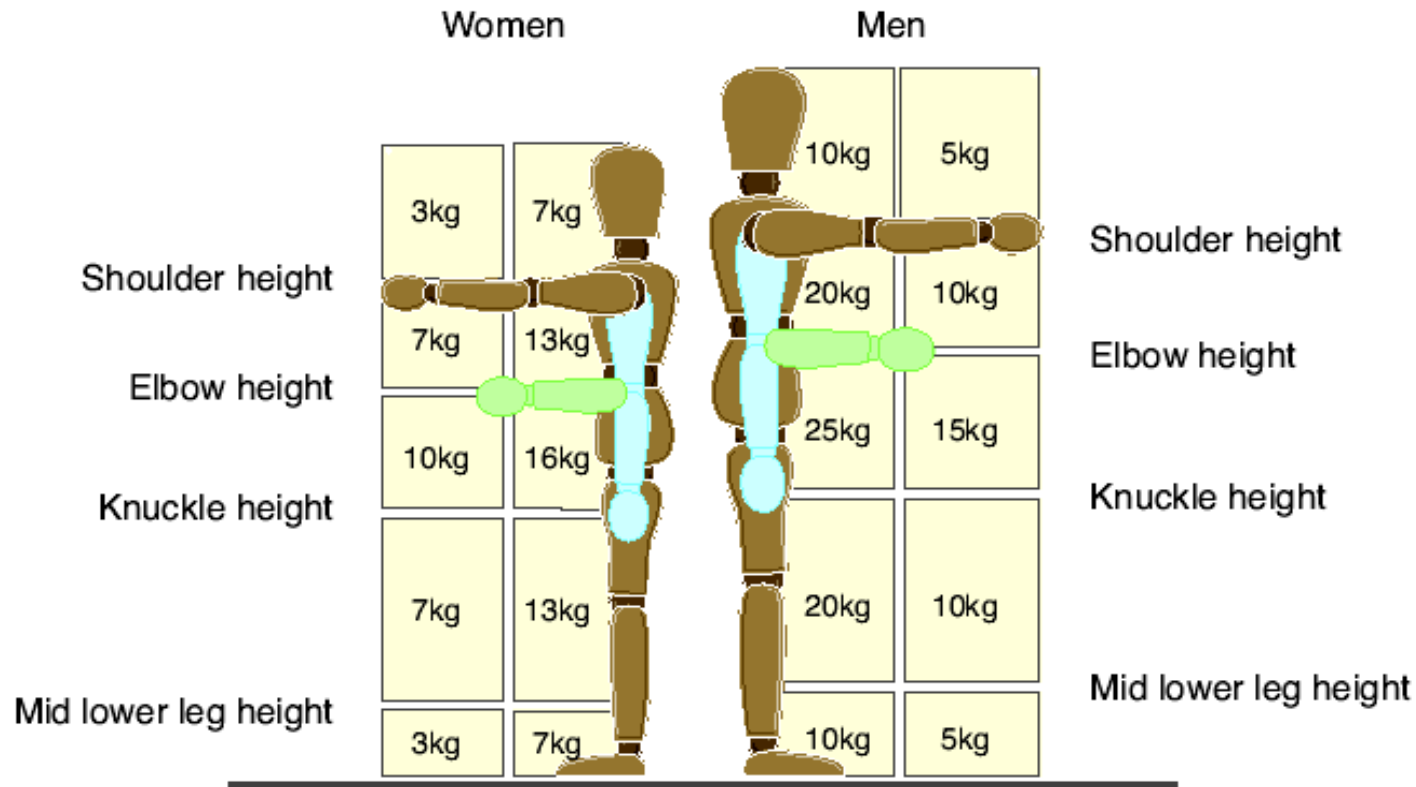
Put down, then adjust.



- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Note

Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the Caretaker to ensure that all measures so far as is reasonably practical have been taken.

The list of arrangements shown are not exhaustive and the index in the main Ealing Council Policy should be checked to ensure that all areas that are applicable in the school have been covered. All the high risk activities will have their own policies e.g. Science, Design and Technology, Physical Education and Food Technology

Appendix 4

Fire Safety Policy

This fire procedure policy outlines the procedures at Woodlands Academy for:

- Fire tests and checks
- Staff and pupil training
- Evacuation procedures

Its contents should be drawn to the attention of new members of staff.

Responsibilities:

Supervisor of evacuation/evaluation of procedures – Caretaker

Sweep of building – Fire Wardens and Caretaker and any other non-teaching staff available.

Distribution of registers, accounting for visitors – Data Officer

Roll call – teachers

Return of registers – collected by Data Officer

Fire Tests and Checks

Daily

- Exits and routes to remain unobstructed (on arrival)
- Exit doors Unlocked (on arrival)
- Electrical equipment not in use either disconnected or switched off (on leaving)
- Exit and windows adequately secured (on leaving)
- All fire doors closed (on leaving)
- Check door closers all in order

These checks are the responsibility of the caretaker.

Weekly

- Test fire alarm systems (record in fire log)
- One alarm call point each week on a rota
- Check extinguishers are in the correct place and in appropriate order (responsibility of caretaker)
- Visually inspect smoke detectors and fire doors.

Termly

- Fire drill (Caretaker) – on occasions this will include lunchtime evacuation and/or removal of an escape route to check that procedures work effectively. (logged in fire log book)

Quarterly

- Fire alarm system (cyclic maintenance)
- Emergency lighting system (cyclic maintenance)
- Fire extinguishers (cyclic maintenance)
- Fire instruction for staff (head teacher to organise and record in fire log book)

Staff and Pupil Training

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Means of escape is the nearest available exit.

Assembly point standing in registration groups, in the playground away from the building. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

Reporting registers will be taken out on to the playground by the teachers. Once the register has been checked teachers should inform the Head Teacher or nominated Deputy that the children are present.

Visitors will be accounted for by the school office through checking the signing in book.
Evacuation Procedure

All Fire Alarm activation will be treated as real until the all clear has been given by the Head Teacher, Caretaker or the Fire Brigade.

When the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit.

Fire Wardens in each area will check all toilets and cloakrooms whilst children are led to their registration groups outside. The last person to leave an area must make sure that the door is closed behind them.

Children in the Hall at the time of the alarm will evacuate through the nearest available exit and proceed to the assembly point where they will line up in registration groups.

The caretaker or responsible person will check the fire panel to identify the location of the activation.

The Head Teacher (or nominated Deputy) will raise the alarm by calling the Fire Brigade, this may be necessary if the monitoring station fails to contact Woodlands Academy and the Fire Brigade.

In the case of alarm activation when the Head Teacher or caretaker are off site; nominated deputies will undertake the above duties.

Lunch-Time Alarm Activation

All children in the hall and playground will be escorted to registration groups by supervisory staff. Staff should check toilets and other areas prior to evacuating the building.

All available teaching staff on-site should join their registration groups on the playgrounds, taking registers with them.

The Fire Wardens and caretaker and any other non-teacher staff available will check their designated areas for children and fire as they evacuate. The registers will be checked and the results of the registration reported to the Head Teacher.

The caretaker or Head will reset fire alarms as soon as possible following activation.