Health & Safety Policy

WATERGATE SCHOOL

'I Can, You Can, Together We Will'

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1. Statement of Intent

The Governors of Watergate Primary School recognise and accept their responsibility in providing a safe and healthy environment for the staff employed in the School, for the children attending the School and for other users of it. This also includes those employed to undertake other activities on behalf of the school.

All reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974, Regulations, Approved Codes of Practice, Guidance, etc made under this legislation as well as the Instructions, Guidance and Codes of Practice issued by the Local Authority. To this end, the Governors have designated the Headteacher as having strategic oversight of the School's Health and Safety Organisation and Arrangements on its behalf whilst each member is expected to reinforce the Governing Board's message on Health and Safety. The Governing Board, nonetheless, recognises it has a corporate responsibility towards the School, its staff, pupils and for others coming on to the premises.

This is achieved by:

- assessing and controlling risk as part of the day-to-day management of school activity;
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently;
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities
- periodic review of the Health & Safety Policy as school activities and the associated risks change.

All personnel employed within the school have a legal obligation and duty of care to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions;
- reporting any incident that has led, or could have led, to damage or injury to the School Business Manager;
- assisting in any investigation with regard to accidents, dangerous occurrences or near-misses.

Health & Safety Statement of Intent

Introduction

This document outlines the framework and procedures for an active policy of Health and Safety at Watergate Primary School.

Some specific and more detailed information supporting document, are available from the school office. All staff should familiarise themselves with the content of this policy and the accompanying guidelines and procedures. All new staff should participate in the Induction programme to Watergate Primary School as this contains sessions on Health and Safety. This information is a part of the Watergate Primary School. All staff should use every opportunity to involve pupils in, and raise awareness of good Health and Safety practices.

Aims and Objectives

The aims and objectives of the Health & Safety Policy are to:

- promote high standards of safety, health and welfare in compliance with The Health and Safety at Work etc. Act. 1974, other statutory instruments and approved codes of practice.
- ensure that places and methods of work are safe and healthy through related safety procedures referenced in this document and other procedures that are adopted from time to time as appropriate to changing circumstances.
- protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards.
- provide adequate relevant training, instruction, supervision, and information to all employees in order that they may work in safety as is reasonable and practicable.
- ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- all personnel are responsible for the raising of awareness with regards to aspects of safety.
- ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded and to co-operate in all aspects with regard to safety.
- ensure that full and effective consultation on all matters is offered between school Union Health & Safety Representatives and Representatives of Employee Safety.

Signed: Chair of Governors

Head Teacher 

Date:

Date: 21st September 2024

2. Organisational Chart

Lewisham Council

Governing Board

Schools Health & Safety Committee

Headteacher/Assistant Headteacher

Business Manager

Premises Manager

Teaching Staff, Administration Staff, Learning Support, Midday Supervisors, Visitors and Contractors.

3. Roles and Responsibilities

Board of Governors

As Watergate Primary School is a Community maintained school the responsibility for health & safety lies with the employer who is the local authority. The Board of Governors is responsible for providing strategic management of the school and regularly monitoring the health and safety arrangements that are in place. The Board must ensure that:

- Lewisham Councils Children & Young Peoples Directorate's Health, Safety and Welfare Policy is implemented and monitored within the School.
- the main elements for managing health and safety in the school e.g. inspections, risk assessment and monitoring, are incorporated into the school's management arrangements and procedures.
- the school includes health and safety issues and obligations in its development plan.
- all health and safety polices are implemented and prioritised.
- a designated Governor is appointed to represent the Governing Board for health and safety matters alongside the Head teacher or the schools nominated Health and Safety Representative(s).
- the Board receives regular reports from the Head teacher and/or the Health and Safety Representative(s) on any health and safety matters and discuss and act upon any recommendations.
- all activities under delegated budgets are carried out in a safe manner, including equipment maintenance/repairs, small jobbing repairs, handling/transportation of dangerous/harmful articles and substance.

Headteacher Responsibilities

The Head teacher, (or in his/her absence, the Deputy Headteachers are responsible for the day-to-day implementation of the Health & Safety Policy and for encouraging staff, through regular monitoring, to implement health and safety arrangements. The Head teacher shall:

- be the focal point, or officially delegate responsibility to someone from senior management, for day-to-day references on safety and give advice or indicate sources of advice.
- co-ordinate the implementation of the approved safety procedures throughout the school; includes all LA updates and recommendations;
- maintain contact with outside agencies offering expert advice on health and safety.
- report all known hazards to senior management or where applicable the Premises Manager.
- stop any unsafe practises or the use of dangerous plant, tools, equipment, machinery, etc. until reviewed/rectified and made safe.
- make recommendations to the senior management or the Premises Manager with regard to faulty plant, tools, equipment, machinery, etc. for additions, repairs and/or replacement of any faulty/hazardous items.
- notify the local authority of any hazardous building defects or statutory maintenance related issues e.g. damaged roof or faulty boiler.
- organise regular inspections of school premises for health and safety purposes and ensure that any potentially hazardous situations are reported.
- ensure all accidents are reported centrally to Lewisham Council and when necessary to the Health & Safety Executive.
- regularly review First Aid provision in the school.
- review the Emergency Procedures regularly and make recommendations for improvement to the procedures where necessary.
- work closely with the Board of Governors to ensure all aspects of the Health and Safety Policy are reviewed regularly and amended/improved where necessary.

Union Health and Safety Representative(s)

The Healthy and Safety at Work etc. Act 1974 states provision is made for the appointment of Union Health & Safety Representatives. It is the function of the Health & Safety Representatives to make such proposals as they see fit with regard to ways of achieving improvements in health and safety. The school has a Premises Manager who will oversee aspects of health and safety within their remit alongside appointed Union Health and Safety Representatives – possibly one from the teaching staff and one from the non-teaching staff.

The functions of the Union Health and Safety Representatives are:

- to report potential hazards and to take remedial action if competent to do so.
- to examine causes of any accidents that occur in the workplace and suggest remedial action.
- to ensure than any such accidents are reported using the appropriate form.
- to investigate any complaints relating to health, safety and welfare at work.
- to consult with Lewisham Council with regards to the above and other queries affecting health and safety in the workplace.
- to be offered involvement in the inspection process of the school premises.
- to be offered to attend meetings of Health and Safety Committees.
- to disseminate information to their union members keeping them up-to-date with any new health and safety initiatives.
- to raise health and safety issues at Staff Meetings.

- to monitor that written risk assessments are readily available to staff and to monitor compliance.
- to provide information, instruction, training and supervision to enable employees to avoid hazardous situations and contribute positively to their own health and safety in the workplace.

The Premises Manager

The Premises Manager is line managed by the Business Manager and is responsible for the implementation and operation of the school's health & safety policy with regards to the fabric of the building and all statutory maintenance checks. The Premises Manager is responsible for making recommendations to the Business Manager/Head Teacher regarding any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others. The Premises Manager is also responsible for fire safety including coordinating termly fire drills, weekly call point tests, escape routes, maintenance of system, checking of fire safety equipment and elimination of potential fire risks.

All Employees and Pupils

The safety arrangements set out below are for the information, guidance and compliance of all personnel in the School. Under The Health and Safety at Work etc. Act. 1974 and a number of current Regulations and approved codes of practises, employers and employees must look after children in their care.

In carrying out their normal functions, it is the duty of all staff to do everything reasonably practicable to prevent injury to individuals and themselves. This will be achieved by complying with arrangements and procedures developed arising from risk assessments.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the school and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others.

Employees are required to observe special rules and safe systems of work that apply to their own work and to report hazards discovered by them to their Headteacher, Premises Manager.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

The safety of pupils in classrooms is the responsibility of Class Teachers and Teaching Assistants. All staff are expected to:

- supervise pupils and know the emergency evacuation and first aid procedures.
- be aware of the relevant management safety measures adopted in their own designated teaching areas and to comply with them.
- give clear instructions and warning when applicable.
- highlight safety issues to their senior management, nominated Health and Safety Person and the Premises Manager.

Educational Visits Co-ordinator (EVC)

The EVC is responsible for ensuring the educational visits and school trips risk assessments are both suitable and sufficient. They will ensure all the risks have been identified and suitable control measures implemented. Teachers will send their risk assessments to the

EVC for checking prior to the visit happening at least four weeks before the date of the visit. The EVC will attend training and refreshers at regular intervals.

First Aid Staff

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- looking after the casualty until recovery has taken place or further medical assistance has arrived.
- reporting details of any treatment provided.
- undertaking regular refresher training
- looking after first aid equipment and ensuring that containers are re-stocked when necessary.

Fire Marshals

Fire Marshalls will undertake fire marshal training.

Their role may include:

- Sweeping of dedicated areas
- Assisting those on the premises to leave the building
- Closing doors and windows (if safe to so so)
- Ensuring fire exits are kept clear, firefighting equipment is visible, signage is adequate and good housekeeping is maintained.
- Reporting to the Fire Controller
- Liaising with the Fire Brigade

Health & Safety Committee

The Safety Committee will be comprised of The Governors, Headteacher, Premises Manager, the nominated Health & Safety Person and Union Health & Safety Representatives and will meet as deemed necessary, but not fewer than three times annually.

Under section 2(7) of the Health and Safety at Work etc. Act 1974, the Safety Committee has the function, in consultation with the staff and pupils it represents, of keeping under review the measures taken to ensure the health, safety and wellbeing at work of the employees, pupils and visitors.

Specific functions will include:

- the study of accident and notifiable disease statistics and trends so that reports can be made to the Board of Governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- examination of health & safety audit and inspection reports on a similar basis.
- consideration of reports and factual information provided by inspectors of the enforcing authority.
- consideration of reports that Union Health & Safety representatives may submit.
- assistance in risk assessment and the development of school safety procedures and safe systems of work.
- monitoring the effectiveness of safety procedures and safe systems of work.
- monitoring the effectiveness of employee safety training.

- monitoring the adequacy of health and safety communication and publicity in the school.

Contractors

It is the responsibility of contractors and their employees to read and comply with the School's Health and Safety Policy. Where contractors are employed they must be vetted for suitability of the task and meet the relevant criteria.

All Contractors must be presented with the schools Asbestos Register (no asbestos onsite) prior to commencing any intrusive works so that they are forewarned of any asbestos that may have been identified.

4. Planning/Implementation & Training

Staff Information and induction

- Staff will be given a copy of the Health & Safety policy & procedures and asked to sign to say they have read and understood their delegated roles and responsibilities. All staff will have an induction training in September inset or sooner if required.
- Changes or new procedures will be given to all employees as relevant and their signature obtained for the information log
- Key health & safety information will also be included in the staff handbook.
- New employees will be given a site tour and information at induction.

Staff Training & Competencies – training levels.

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organised as required:
General legislation requires information, instruction, supervision and training but does not always set out a specific course.

Head Teacher/Assistant Head – preferably 1-day IOSH Managing Safely Course, risk assessment, fire safety, legionella.

Premises Manager – preferably 1-day IOSH Working Safely. Awareness training – legionella, working at height, fire, manual handling, COSHH and Managing Contractors

First aiders – 3-day Full First Aid at Work, 1-day Emergency First Aid, 2-day Paediatric First Aid & 1-day Emergency Paediatric First Aid (All HSE & Ofsted approved) and refresher as required.

Governor Responsibility

The governing body has to plan for the school to be able to implement the health and safety policy by setting health and safety objectives and performance standards for their school. This will promote a positive view of health and safety and control risks.

They will expect individual members of staff to meet these objectives and standards. For example, heads of departments need to identify likely problems and assess the risks involved in order to be able to work out health and safety arrangements. Heads of department should be able to identify appropriate standards from codes of safe practice and other guidance notes produced by the LEA, and by appropriate national bodies. In county and controlled schools it is important that there is continuity with arrangements which existed before LMS.

Governors will want to know that members of the school management team have considered key areas and set performance standards to include:

General matters affecting most schools:

• accident reporting and investigation - by whom and to whom
• first-aid provision
• general fire safety
• waste disposal - laboratory material (chemicals, broken glass etc) and clinical waste
• housekeeping (including cleaning) eg frequency, standards, checking arrangements
• provision of advice and consultants' services - from whom and when
• arrangements for safety representatives and safety committees
• safety training - recognition of needs, arrangements for training and record-keeping
• maintenance, both planned and unplanned including electrical / mechanical / works
• playground safety
• school trips
• safety on school transport
• contractors in schools (especially for construction work)
• vehicle movement within school premises
• work experience arrangements
• letting school premises to outside hirers
• dealing with violence to staff in school.

Supervision of Pupils
The Head teacher is responsible for:

- the internal organisation, management and control of the school and to deploy and manage the teaching and non-teaching staff
- ensuring appropriate behaviour at all times during the school day (including mid-day break) when pupils are present on the school premises and whenever pupils are engaged in authorised school activities – whether on the school premises or elsewhere;
- maintaining a reasonable system of supervision for all pupils who are on any part of the school premises or for whom the school has accepted responsibility; with senior management, checking that these scheduled duties are carried out. Parents will be made aware of supervision procedures and policies when their child enters the school and all the relevant information is available on the school booklet. Any changes in policy and procedures will be altered accordingly with parents informed through regular School Newsletters, Governors' Report etc.

Communication and consultation with Employees, Visitors and Other Stakeholders
The school recognises the importance of communication and consulting with employees on health and safety matters. This is achieved by communication through the website, policies, staff meetings, email communications, performance management meetings, team meetings, induction process, staff briefing and INSET days, and as and when required, Trade Union Representatives.

5. Health & Safety Arrangements

The safety arrangements set out below are for the information, guidance and compliance of all personnel in **Watergate Primary School**.

1. Accident/incident Reporting
   Any accident or injuries that are considered to be dangerous and near-miss is to be reported to senior management by the person or persons involved in the accident, and entered in the Accident Report Book (either the Pupil's Accident Book or the Staff Accident Book). Accident books are held in the School Office. The Head teacher is to ensure that the Board of Governors is informed of all accidents of a serious nature and any dangerous occurrences, and where applicable follow the requirements of current legislation. Lewisham Councils accident form must be fully and accurately completed and, where possible, detailed statements from witnesses should be taken.

   In accordance with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 in cases of death or major injuries, the school must notify the HSE without delay, most easily by reporting online. Cases of over-seven day absence due to an accident/incident at school must be notified within fifteen days of the incident, using the appropriate online form.
   For further information see the ***Accident / Incident Reporting Procedures***

2. Arrival / Departure of Pupils
   A procedure is in place to manage the arrival and departure of pupils from school transport, school buses, coaches, private hire vehicles and parents / carers.
   The school office announce the arrival of the vehicles and staff are directed to the playground to collect or deliver children.
   See ***Arrival and Departure of Pupils Procedure***

3. Boiler / Plant Room
   The boiler room and plant room are regularly inspected by the premises staff and the equipment serviced annually by a competent contractor. No authorised persons are permitted into the boiler room.
   For further information see the ***Gas Policy***

4. Car Park
   Car parking on site is only permitted in designated parking areas and with the permission of Head Teacher / Premises / School Business Manager
   Vehicles must not park within the restricted yellow boxed area.
   The car park is segregated from the playground and has pedestrian walkways

5. Catering
   Our school meal service is provided by the contractors Chartwells and catering staff receive procedures and guidance from Chartwells. The service and contract is monitored on behalf of schools by Lewisham Estate Management. This monitoring

includes food sampling, hygiene, storage, preparation, use of equipment, sanitation and cleaning. A report following the monitoring is received by the Head teacher and circulated to appropriate staff (e.g.: midday supervisors) for action.

6. CCTV
   The school follows the information Commissioner's 'CCTV Code of Practice 'and complies with the Data Protection Act.
   *For further information see the **CCTV Policy***

7. Cleaning
   Our school cleaning service is a mixture of in-house and contractor operatives. Cleaning staff receive procedures and guidance from Premises Manager. The housekeeping, cover cleaning service and contract is monitored on behalf of the school by the Premises Manager. This monitoring includes regular walk through and site inspection with cleaning operatives. Where staff or children in school undertake cleaning on a voluntary basis (e.g. clearing up after an art activity or a messy lesson) they will only use substances which are non-toxic. Surfaces, especially the floor, will not be left wet or slippery and appropriate signage must be used to indicate a potential hazard.
   *For further information see the **COSHH Policy***

8. Contractors
   Written quotations will be secured for work in advance, ideally from three potential contractors, prior to commencing work – unless in the case of emergency or routine maintenance of a bespoke system – i.e., intruder alarm, fire alarm etc.
   All contractors who work on school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises in accordance with the Health & Safety at Work etc Act 1974 and the School's Health and Safety Policy.
   All contractors are given written information about their required conduct on site by the Premises Manager.
   Wherever possible repairs, installations of new fixtures and fittings and decorations will be conducted outside school hours. Where this is not possible, the Head Teacher along with the SMB and Premises Manager, will monitor any potential hazards arising from inadequate measures being taken by contractors and take appropriate action.
   In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his/her care being exposed to the risk of injury.
   *For more information see the **Contractors on Site Policy***

9. Defective Tools and Equipment
   All defective tools or equipment must be reported immediately to the Premises Manager or the nominated Health & Safety Person.
   The equipment concerned must be immediately withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until it has been inspected and repaired.

10. Driving for Work

Any staff using their private vehicles must ensure they adhere to the policy which will state the arrangements that are required.

*For further information see the **Driving for Work Policy***

11. Drugs and Alcohol

No member of staff /agency / placements / work experience shall:

- Report or try to report for work when unfit due to alcohol, drugs or substance abuse.
- Be in possession of illegal drugs whilst in school
- Consume alcohol or illegal drugs or abuse any substance whilst at work
- Report for duty having recently consumed alcohol or whilst under the influence of drugs.

All employees must inform the Head Teacher if any prescribed medication or drugs purchased by them from a pharmacy may for any known reason render them unfit to carry out their normal duties. Should this be the case the school will seek further medical advice as to the suitability of that person carrying out their work tasks.

In order to commence work with a zero-alcohol level (and to comply with the requirements of this policy) it is strongly recommended that no employee should consume any alcohol the 8 hours before starting work.

If a staff member is suspected of being under the influence of alcohol or drugs he or she may be suspended immediately and escorted off the school site. The school's disciplinary procedure may be invoked.

12. Environmental Compliance

The school seeks to fulfil its waste management responsibilities by:

- seeking to minimise waste at source and using only what is needed
- seeking alternatives where possible
- recycling as much as is practicable
- disposing of as little as necessary

See also: Lewisham Eco Recycling involvement and waste management contracts for recycling schemes of computer equipment, batteries and light bulbs.

13. Fire Preventions and Emergency Evacuation

As the person delegated with day-to-day running of the school the Headteacher is deemed as the "Responsible Person" under current fire safety legislation. The main duties of the Responsible Person in relation to fire safety are:

- to ensure an annual fire risk assessment is completed by a competent person.
- identifying the provision of adequate training for those appointed as Evacuation Marshals and fire extinguisher training where necessary.
- arrangements for any necessary contacts with external emergency services.
- provision of adequate emergency escape facilities.
  ensure that those who visit the site that require assistance during emergency evacuation have a Personal Emergency Evacuation Plan. These are individualized plans for adults who would have difficulties following the fire evacuation procedures due to mobility issue or visual or auditory issues.

An emergency plan to evacuate the site must be created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan. Fire evacuation drills must be completed once a term and the results recorded in the Fire Log e.g. time to evacuate, call point activated and any

issues highlighted. This may need to be more frequent if there are changes to the site e.g. change of assembly point due to planned construction work.
Arrangements are in place such as control of combustible materials, good housekeeping, evacuation drills, alarm testing and staff refresher training.
The school has a fire risk assessment undertaken by a competent body every 3 years and a safety management plan is in place. The Premises Manager: Premises reviews the fire risk assessment and any actions within it at least annually.
For more information see the ***Fire Evacuation Policy for Bellingham*** *Or* ***Fire Evacuation Policy for Ladywell***

14. First Aid

The school has an Appointed Person, co-ordinates all school first aid requirements. There are suitable members of staff who are qualified as First Aiders at the school who are on call during working hours and extended services. It is also recommended that all staff have some basic First Aid knowledge. A list of first aiders can be found in all classrooms, school office and staffroom. Regulations require that First Aid materials are readily accessible. The First Aid Boxes will contain at least the minimum permitted contents in accordance with the Regulation and additional items identified by risk assessment. The school will provide applicable First Aid provision for all groups that regularly attend the site.
For further information see the ***First Aid Policy***

15. Glazing

To demonstrate compliance, the safety glass at Watergate school is indelibly marked to indicate the impact safety classification in accordance with BS EN 12600. These marks shall be permanent and applied before installation in a position to remain visible after installation.
The Premises Manager has the responsibility to arrange and manage the installations of all replacement doors and windows. The school will monitor all glazing work carried out. Other safety glazing safety measures are as follows: Risk assessment, inspection, maintenance, recording of incidents / near misses, window restrictors.
For further information see the ***Glazing Policy***

16. Hazardous Substances (COSHH - Control of Substances Hazardous to Health)

Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted, which seek to eliminate or substitute the substance concerned. Safety data sheets are used for hazardous materials. Where necessary this Health & Safety Policy Document is supplemented by a local Task Policy, e.g. swimming pool, cleaning etc., relating to the specific activities and include local means to manage the risk including risk assessment, relevant safe storage and control of substances, appropriate PPE, etc.
The Premises Manager is the schools trained competent COSHH Assessor. No hazardous chemicals are allowed onto the school premises without the Premises Managers permission or unless a COSHH assessment has been completed.
For more information see the **COSHH Policy**

17. Health & Safety Reviewing & Monitoring

The Headteacher or the nominated Health & Safety Person will annually monitor the risk assessment process checking that a number of assessments have been completed. A health & safety inspection of the school premises will be completed. The ideal attendees will be the Headteacher, or Business Manager, Premises Manager, the Designated Health & Safety Governor and an invite extended to the Union Health & Safety Representatives. Visual inspections will be undertaken by the premises team on a daily basis. More formal inspections will be undertaken at least termly. The Governing Board will complete Lewisham Councils Self-Monitoring Checklist submitting the completed report to the authority's Schools Health & Safety Advisor. The Head will also assess accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This should then be reported at a Governing Body meeting. The Head will annually monitor the H&S 'policy' – (this document) to ensure that it is still relevant and workable. All employees will be informed of any changes made through staff briefings, the staff handbook, memos, and meetings as deemed most suitable. Lewisham Council will complete regular Health & Safety Audits of the school's documents compiling a report of their findings and making recommendations for improvement. The audit will be completed in conjunction with a site inspection.

18. Hoists

Arrangements are in place for six monthly safety inspections of mobile hoists and individual student slings.
Overhead hoists are serviced by a professional company every six months.
Staff to report any issues immediately to the Premises Manager and to not use the equipment.

19. Home Visits

There are occasions when staff need to visit pupils in their homes. A risk assessment will be undertaken prior to the visit to ensure all hazards are identified and suitable control measures implemented – including locations / times / travel / drugs / animals / mental health concerns / violence and aggression / smoking.

20. Housekeeping

Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness, and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- keep corridors and passageways unobstructed
- ensure shelves in storerooms are stacked neatly and not overloaded.
- keep floors clean.
- do not obstruct emergency exits.

21. Infectious Diseases

The school follows the guidance produced by Public Health England, which is summarised on the poster, Guidance on infection Control in Schools and other Child Care Settings (displayed in School Office) and the Public Health England booklet 'The Spotty Book'. SHE unit advice is sought as appropriate re: RIDDOR See the Covid-19 Risk assessment. The school follows the government, Public Health England and the Local Authority guidance on all matters relating to any major outbreaks or pandemics.
For further information see the ***Infectious Diseases Policy***

22. Inspections

The premises manager shall undertake routine inspections to ensure the safety, operational and functional aspects of the building elements, including glazing and equipment. Inspections may be undertaken by Governors / the Local Authority / School Health and Safety Consultant.

23. Intimate Care

During instances where intimate care are undertaken, staff must ensure they follow the arrangements detailed in the policy. No work experience / placements are permitted to undertaken intimate care procedures.
*For further information see the **Intimate Care Policy***

24. Legionella (Water Management)

A water hygiene risk assessment has been documented and is updated every two years. The risk assessment and monthly testing is reviewed regularly by the Premises Manager. An effective water hygiene management plan is in place to control the risks of legionellosis to staff, pupils and members of the public. The Premises Manager has a clear understanding of their duty, and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water hygiene checks are undertaken by service provider and a process is also in place to deal with any actions should they arise. Premises maintenance undertakes water temperature checks on a weekly basis.
Findings from the risk assessment will be documented and any significant issues or recommendations arising will be addressed according to priority. All taps must be labelled denoting if it is drinking water or not.
*For more information see **Water Management Policy***

25. Lettings

Watergate School does not currently have any external lettings. If in the future this changes, a letting policy will be developed and implemented.

26. Lifts

Lifts are provided for use and are routinely maintained. Inspections and reports are held by the Premises Manager.
*For more information see the **Lift Policy***

27. Lone Working

People who work alone without interaction with other workers e.g. people who work in the building outside normal school/office hours (e.g. teachers/office staff working late, premises manager and premises team), remote working and staff who work off site doing home visits are vulnerable and extra safety measures may be required. All lone working activities must be risk assessed with reasonable management control measures introduced.
*For further information see the **Lone Working Policy***

28. Maintenance of Equipment / Machinery

The school inspects and maintains its equipment on a regular basis; however, the frequency of these inspections is much dependant on the use and type of equipment. Competent advice on servicing, testing and inspection is sourced (Bureau Veritas certification/insurance, Temple Lifts and similar specialist companies for items such as, SEND equipment; boilers; roof safety system; Hydrotherapy Pool plant room equipment) and followed and records are kept.

29. Manual Handling of Loads

Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person. Staff should seek assistance from the Premises Team when attempting moving heavy loads.
For more information see the ***Manual Handling Policy***

30. Manual Handling of Pupils

The school has 4 manual handling trainers.
All new staff receive moving and handling training, this is part of the induction programme.
Arrangements have been put in place to provide a monthly manual handling training induction session for new school and agency staff
The manual handling training includes:

1. Hoist/Sling checks
2. Effective communication with the student.
3. Helping students achieve more and to be as independent as possible.
4. Anatomy of the Spine/care of back
5. Practical training in manual handling equipment.
6. Moving & Handling.
7. Appropriate clothing and footwear.

All manual handling training is recorded and signed by the member of staff.
Individual student manual handling risk assessments have been completed and are available on their individual files.

31. Means Access / Egress

Always use designated walkways and routes of access. Do not use short cuts; they can result in serious accidents. Cars and pedestrians should be kept separate.

32. Mechanical and Electrical (fixed and portable)

The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.
Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the office of the Premises Manager.

- PAT testing – every 2 years
- 5 Year electrical inspection reports (fixed wiring)
- mechanical engineer advice / support brought in as needed.
- specialist contractors employed.

- contractors asked to provide relevant information.

*For more information see the **Electricity Policy***

33. Medications

At Watergate School prescribed medication is administered by the school nursing team. Occasionally other staff are given permission to administer medication, for example, on school visits.

The senior leadership team are trained in the administration of emergency medication, and this is always given with a second adult present.

- All medications are stored in a locked medication cupboard located in the medical room
- Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- Any medication administered will be recorded and signed for.
- All medications are now sent home on the last day of the summer term therefore no drugs are stored on school premises over the summer school holidays.
- Medication that is out of date is sent home for parents to dispose of
- Medication will only be given if parents/carers have given their permission in writing.
- Medication will only be administered from original containers which indicate that they are prescribed for the specific student.

Medication must never be left unsupervised and must always be locked away after use

*For further information see the **Administering of Medications Policy***

34. Outdoor Play

Equipment/Playground Outdoor play equipment is checked annually along with PE equipment. The Premises Manager is responsible for undertaking additional regular visual checks. The risk assessment is reviewed annually. Staff on duty are responsible for ensuring the pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision. All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Headteacher

35. Oxygen Storage

There are two areas of the school that have been designated as safe areas to store oxygen. These areas have been safety inspected and approved by the LA fire consultant and detailed in the Fire Risk assessment.

An oxygen storage risk assessment is in place and oxygen safety signs are displayed in both areas.

*See **Fire Risk Assessment** and **Oxygen Risk Assessment***

36. Personal Protective Equipment (PPE)

Managers will assess, on the basis of the risk assessment and COSHH assessments the need for PPE. Where it is assessed that PPE is required, it shall be appropriately selected and provided. A record of PPE issued will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary. Staff are responsible for ensuring that they use PPE where it is provided.

*For further information see the **Personal Protective Equipment Policy***

37. Physical Education (PE)

All P.E. Equipment will be formally inspected and undergo maintenance from a competent contractor on an annual basis. All staff managing any PE activity must visually inspect any equipment and physically remove, if possible, or restrict use if suspect of being faulty or damaged. All PE activities, whether indoors or outside, must be risk assessed prior to the activity taking place identifying practical management control measures.
For further information see the ***PE Policy***

38. Pregnant and New Mothers
The school looks into appropriate rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to HSE Guidance.

39. Risk Assessments
Risk assessments (RA's) will be completed by those trained in the risk assessment process. Risk assessments will be carried out once and then reviewed annually unless the process identifies regular review or occasion to review earlier arises. RA's (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out that procedures are not working. Once developed, safe working procedures must be promulgated to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with procedures and ensure that personnel under their management are fully conversant with those procedures.
For further information see ***Risk Assessment Procedures***

40. School Events
Any school events planned will be risk assessed to identify any hazards and the risk assessment will be given to the Head Teacher to sign off. Any riskier activities / equipment (bouncy castle / barbeque etc) may need an individual risk assessment or certificate of safety.

41. Security
Risks to security of the premises and property are assessed through the risk assessment process and appropriate control measures implemented. This is achieved by means such as: Class teachers to lock / close classrooms at end of each day; Paxton system installed across the school; Log of keys; Security systems in places for lock ups; Premises Manager, or Premises team, undertakes the final lock up every day; Email communications; CCTV in place across the school – please refer to the CCTV Policy; Security risk assessment; visitors sign in and out and wear appropriate badges; staff challenge any strangers on site; site team undertake regular checks on all fences, hedges and gates.
For further information see the ***Security Policy***

42. School Severe Weather Closures
In the event of severe weather making the building and /or the journey to and from school hazardous, or likely to be excessively delayed, then the Headteacher will initiate the Emergency Closure procedures, and as set out in the Business Continuity Plan. Staff

and parents will be informed by text message or information will be available on the school website that the school is shut and also when it will re-open. The Headteacher will have liaised with members of the Management Team and kept the Chair of Governors and the Local Authority informed of developments.

43. Slips / Trips / Falls

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. A responsible person, Premises Manager and Premises Team, ensures regular inspection of communal areas throughout the school day. All hazards, obstructions, spillages, defects or maintenance requirements are reported to Senior Leadership Team or Premises Manager or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards. Food spills are cleared immediately by the kitchen staff (contractor) or by school staff in the Dining Room / school premises. The cleaners are briefed by the contractor not to leave hazards, such as wet floors, without warning signs. The school has a system for monitoring and reporting accidents and also uses CPOMS reporting.

44. Snow and Ice

Adequate arrangements are in place to minimise the risks from snow and ice on the site, e.g. access/egress routes. There is suitable storage, machinery, checks for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available, ordered and maintained by the Premises Manager. Servicing of machinery takes place.

45. Soft Play

The soft play area will be inspected daily by the premises staff and school staff should inspect before use. Any concerns should be reported to the premises manager immediately. If the equipment is soiled with bodily fluids, staff must inform the premises manager immediately and the equipment closed. No children should be left unsupervised at any time on the equipment.

46. Sun Safety

The guidance from the policy should be followed when there are periods of hot inclement weathers. Staff should ensure they consider the welfare of the pupils. Staff should ensure they keep hydrated and wear appropriate clothing.

For further information see ***Sun Policy***

47. Swimming / Hydro Pool

A hydro pool/swimming risk assessment has been completed by the school and hydro pool safety guidelines have been produced.

Staff using the pool should always follow the safety procedures. The Premises Manager ensures that water testing is carried out on a daily basis and pool emergency remedial action procedures are in place.

For further information see the ***Pool Policy and Procedures***

48. Trees

There are a significant number of trees on the Watergate site. These will be visually inspected by the premises staff particularly after heavy rains or winds. The trees will be inspected by a competent contractor annually and any recommendations will be addressed.

49. Violence and Aggression

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- ✓ avoid confrontation if possible
- ✓ withdraw from situation
- ✓ arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- ✓ follow measures/ procedures identified in violence and assaults risk assessment
- ✓ contact emergency services, as appropriate.
- ✓ Inform the Head Teacher or SLT if any confrontation has taken place

The school will:

- ✓ have in place procedures for the reporting of incidents
- ✓ offer counselling/ support through Occupational Health
- ✓ debrief individuals following any incident
- ✓ provision of training on how to manage conflict and aggression as required
- ✓ review the violence and assaults risk assessment following any incident.

*For further information see the **Violence & Aggression Policy***

50. Waste

All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner. SHE advice sought on appropriate waste disposal of hazardous substances as needed. Waste is stored carefully onsite to avoid escape within the grounds or elsewhere. Fire safety is considered, e.g. security and location of bins. An appropriate (licensed) waste hygiene contractor is used – Lewisham approved clinical provider and Citron (formerly Cannon Hygiene) Clinical waste disposal of sanitary

*For further information see the **Waste Policy***

51. Work Experience / Placements

Work experience students and placements regularly come to Watergate School. A risk assessment is carried out with the Senior Leadership team prior to their start date.

52. Workstations (Display Screen Equipment)

All staff that use a computer for a significant part of their working day or are designated as a computer user must complete a workstation (DSE) self-assessment if competent to do so. Where necessary the schools DSE trained assessor (Premises Manager) will complete an assessment for a designated user e.g. if staff not competent to do so.

*For further information see the **Display Screen Equipment Policy***

53. Working at Height

Working at height is defined as any activity where a person is at risk of falling. This includes working at ground level, above or below. All activities that require working at height must be risk assessed prior to the activity by a competent person. Staff are not permitted to work at height unless they have attended a minimum of working at height awareness training.

For further information see ***Working at Height Policy***

6.0 Watergate School – Ladywell Campus

The satellite school is located in Ladywell. The statutory maintenance compliance and building issues are managed by Lewisham Council, the operational areas are controlled by the Head Teacher.

Staff work across both sites and the health and safety arrangements will be same across both schools.

A premises officer will be onsite for staff to report any issues or concerns. The site is shared with another service, and they share both fire and security arrangements.

See H&S **Arrangements Sheet for Ladywell**

Ladywell Campus - Health & Safety Responsibilities		
	London Borough of Lewisham	**Head Teacher**
Gas (service & Maintenance)	**X**	
Electricity - 5 year inspection	**X**	
Electricity - PAT	**X**	
Water - Risk Assessment	**X**	
Water - Temperatures	**X**	
Water - Samples	**X**	
Water - Chlorination	**X**	
Play Equipment (service & inspection)	**X**	
Play Equipment - monthly visual		**X**
Lightning Protection Rods (service)	**X**	
Lightning Protection Rods (monthly inspection)		
Fire Alarm Service	**X**	
Call Point Testing (weekly)	**X**	
Fire Risk Assessment	**X**	
Fire Fighting Equipment Service	**X**	
Fire Fighting Equipment (Monthly Visual Insp)		
Emergency Lighting Units (Service)	**X**	
Emergency Lighting Units (monthly flick test)	**X**	
Fire Drills		**X**
Display Energy Certificates	**X**	
Automatic Doors Service	**X**	
Automatic Gates Service	**X**	
Intruder Alarm	**X**	
Hoists Inspection & Service		
Asbestos	**X**	
Air Conditioning Units (Service)	**X**	