



**WOHL ILFORD JEWISH PRIMARY SCHOOL**  
**HEALTH, SAFETY AND WELFARE POLICY**

Signature of Headteacher:



Health and Safety Link Governor:



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## **HEALTH, SAFETY & WELFARE POLICY**

### **Introduction**

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations.

It will be reviewed, added to, or modified from time to time and may be supplemented by further statements following advice from SafetyMARK. Copies and subsequent amendments will be made available to all employees.

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

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

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

## **1 Policy Statement**

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

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

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

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

### **1.1 Professional Advice**

SafetyMARK provides advice to assist WIJPS in the operation of its responsibilities by providing advice and guidance on matters of health and safety.

In addition, there are other officers within SafetyMARK who are able to provide advice on health and safety within their specialist areas (e.g. Legionella).

## **2 Organisation and Responsibilities**

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

CLASS	NAME	ROLES AND RESPONSIBILITIES 2024-2025
	Mrs Lisa West	Headteacher/Assessment Lead/Designated Safeguarding Lead /Curriculum Team/Well-being Team
6G	Mrs Debbie Goldman	English Lead/Social Media Team
5M	Ms Sarah Mitchell	KS2 Lead and Science Lead/Curriculum Team
4A	Mrs Françoise Amselli	Deputy Designated Safeguarding Lead /RSHE Lead /Well-being Team
3W	Miss Orli West	SENCo KS2 (0.2)/History Lead/Well-being Team/Social Media Team
2M	Mr Michael Mallach	KS1 Lead and Maths Lead
1D	Miss Emily Diamond	
RD	Mrs Lara Denning	Geography Lead
	Mrs Rochelle Hutcheson	Nursery Nurse
Cover Teachers	Mrs Mandie Preston	D&T Lead (0.6 Monday, Tuesday and Wednesday)
	Mrs Jenny Fortag	Art Lead (0.4 Thursday and Friday)
Nursery	Mrs Hannah Martin	Early Years Foundation Stage (EYFS) Lead/SENCo EYFS & KS1 (0.2)/Music Lead
	Mrs Mandy Garber	Nursery Nurse
	Mrs Julia Tassie	Nursery Assistant
Jewish Studies	Mrs Deborah Harris	JS Lead/Choir/Israeli Dancing/Community Lead/Social Media Lead
	Mrs Angela Winner	KS2 Ivrit Teacher/JS Learning Support Assistant (0.8)

HLTAs	LEARNING SUPPORT TEAM
Mrs Sue Eriera – Phonics Lead	Mrs Susan Abraham
Mrs Sharon Harris	Ms Laura Beckman (0.4)
Ms Dana Popescu	Mrs Denia Dwyer
	Ms Samantha Harvey
	Mrs Sangita Jobanputra
BREAKFAST CLUB PLAY LEADERS	Mrs Sassikala Outtandy
Mrs Melanie Frankel	Mrs Andi Sassoon
Mrs Andi Sassoon	Mrs Vanessa Varon Arellano – Emotional Literacy Support Assistant (ELSA)/Well-being Team

ADMIN and CARETAKER
Mrs Angela Mallach – School Business Manager
Mrs Melanie Frankel – Receptionist/School First Aider/Well-being Team
Mrs Susan Marke – Admissions & Office Support
Mrs Lisa Sicklin – SEN & Administrative Support
Mr Shaun Blatchford – Caretaker

MIDDAY PLAY LEADERS	
Mrs Keilly Albiston	Mrs Jenny Diaf
Mrs Sharon Basco	Miss Amanda Jacobs
Ms Laura Beckman	Mrs Pamela Malitsky
Mrs Mariam Bibi	Ms Yael Rosenbloom-Picart
Mrs Meenal Desmond	

## **2.1 The responsibility of the Governing Body at WIJPS**

As a Voluntary Aided School, the Governing Body and the Headteacher are ultimately responsible for ensuring the effective management of health and safety within WIJPS.

Specifically, the Governing Body should ensure:

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

## **2.2 The responsibility of the Headteacher at WIJPS (Mrs Lisa West)**

The Headteacher is responsible for:

- Producing the School's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Establishing and maintaining systems within the School to ensure that health & safety is effectively managed;
- Appointing a Health & Safety Lead for the School.  
*(The member of staff designated as Health and Safety Lead, at WIJPS is our School Business Manager, Mrs Angela Mallach);*
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- Other health and safety information is communicated to relevant staff;
- Accidents are investigated and reported using the established procedures;
- Safety Representatives can carry out their functions including inspections and accident investigations and, where appropriate, that consultations take place with them. Where Safety Representatives are not appointed by the staff side association, adequate arrangements exist for consultation with all staff on health, safety and welfare issues;

- Safety Representatives inspection report forms are dealt with in an appropriate manner;
- Training needs are identified and met;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures;
- Fire precautions and procedures are implemented (including fire drills);
- Liaison is carried out with contractors;
- Appropriate arrangements are made with regard to lettings, where appropriate;
- Health and safety performance is monitored as specified in paragraph 3.20;
- Termly health and safety inspections of the School are carried out.

### **2.3 School Health and Safety Lead (Mrs Angela Mallach)**

Health and Safety Leads are responsible for:

- Establishing arrangements for dealing with health and safety matters such as:
  - Dissemination of health and safety information to all staff;
  - Ensuring health and safety matters raised by staff are dealt with;
  - Maintaining a central file of health & safety information relevant to WIJPS;
- Liaising with Safety Representatives or other means of consulting with employees;
- Ensuring the implementation of the Safety Policy is monitored;
- Co-ordinating all aspects of Health, Safety and Welfare Policy and practice;

Additional health and safety responsibilities are undertaken by the following staff:

- First aid- Mrs Melanie Frankel
- Accident reporting - Ensuring 'reportable' accidents are reported to the Borough – Mrs Melanie Frankel
- Emergency Evacuation/ Invacuation procedures – Mrs Angela Mallach
- Ensuring accidents are investigated – Mrs Melanie Frankel in consultation with the Headteacher.

### **2.4 Line Managers**

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



- Appropriate health & safety information is held within the Department/Section;
- The health & safety appropriate safety signs or notices are displayed;
- Assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- Relevant health and safety information is communicated to staff;
- All accidents occurring in the Department/Section are reported; the causes are investigated and an accident report form is completed (Mrs Melanie Frankel);
- Reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- Health and safety training needs of staff within the Department/Section are identified and met, or reported to the Headteacher;
- Staff are aware of the fire procedures (School Business Manager, Mrs Angela Mallach);
- New employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures (School Business Manager).

## 2.5 Class Teachers

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

A class teacher is expected to:

- Know the emergency procedures in respect of fire, security and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary (**notices, posters, hand-outs are not enough**);
- Ensure that students' coats, bags, cases etc, are safely stowed away in lockers;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- Make recommendations on health, safety and welfare matters to the Health and Safety Lead.

## **2.6 HLTA Staff (with designated IT responsibility)**

HLTA IT staff member is responsible for ensuring health and safety within the practical areas in the school in which they work, including IT.

In particular, the HLTA is responsible for:

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

## **2.7 Caretaker (Mr Shaun Blatchford)**

The Caretaker is responsible for ensuring the health and safety of the site, in particular the Caretaker is responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system and security;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the door responses to fob release;
- Undertaking weekly inspections of the communal areas of the school to identify hazards;
- Ensuring all hazardous substances are used, handled, transported and stored in accordance with the information outlined in COSHH assessments.
- Ensuring a record is maintained of all premises related maintenance and inspection reports;

## **2.8 School Business Manager (Mrs Angela Mallach)**

The School Business Manager is responsible for ensuring the health, safety and welfare of the Office Staff; in particular the School Business Manager is responsible for ensuring that:

- Copies of completed accident forms are maintained. The forms will be retained for 3 years for adults and until the young person is 22 years old.

## **2.9 Educational Visits Co-ordinator (EVC) – Mrs Angela Mallach**

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

## **2.10 COSHH Co-ordinator – Caretaker**

The COSHH Co-ordinator is responsible for ensuring that:

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

## **2.11 Fire Marshals/Wardens**

Fire marshals/wardens are responsible for:

- Familiarising themselves with their areas of responsibility, the escape routes and any problem areas;
- On hearing the fire/intrusion alarm they are responsible for:
  - Ensuring the safe Evacuation/Invacuation of everyone in their area(s) of responsibility
  - Checking all rooms in their area(s) of responsibility; including toilets, rest rooms and store rooms; to ensure that everyone has safely left the building – in the case of Invacuation each room should be locked down.
  - Where possible, closing windows and doors as each room is checked;
  - Reporting to the Incident Control Officer (Angela Mallach) to inform them that everyone has safely Evacuated/Invacuated the building, or to report any problems;
  - Ensuring that nobody re-enters the building until the Incident Control Officer (Angela Mallach advised by the Headteacher and/or site security) has stated it is safe to do so;
- An email is sent to all staff after an invacuation or evacuation asking for feedback from the drill.
- Monitoring to ensure that fire routes and exits are kept clear at all times.

## **2.12 First Aiders**

First Aiders are responsible for:

- Taking charge when someone is injured or falls ill;
- Administering first aid in the event of an injury;
- Calling for an ambulance, if required;

- Looking after first aid equipment and ensuring it is restocked;
- Keeping up to date with first aid training and ensuring they attend refresher training prior to the expiry of their first aid certificate.

## **2.13 All Employees**

Employees are required to:

- Take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- Be aware of, and follow, health and safety guidelines;
- Use work equipment provided correctly, in accordance with instructions and training;
- Inform their line manager of any work situations that represent a serious and immediate danger to health, safety and welfare. WIJPS has a formal hazard reporting system, ie an email to the Health and Safety Lead;
- Staff with children attending WIJPS and who bring their children on site before and after school (and are not attending a club) - staff are deemed responsible should anything occur. Children should be supervised at all times.

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

## **3 General Arrangements for Implementing the Health, Safety and Welfare Policy**

### **3.1 Accident/Incident Reporting & Investigation**

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

A near miss is an unplanned event that does not result in injury or damage.

For legal purposes, all serious incidents should be reported to the appropriate manager. Where there are serious incidents additional copies are emailed to the Health & Safety Manager at the LA for notification and legal support (RIDDOR). In such incidence documents should be forwarded no later than **10** days after the incident. Blank copies of the accident reporting forms are located in the school office

Please note the report form has a section 'action taken to prevent a recurrence' – risk assessment. All accidents are required to be investigated, and this section should be completed to reflect any action taken. Where no further action is required this should be entered into the form to demonstrate that management have considered

this.

Where appropriate, accidents may also be investigated by Health and Safety staff, using guidance from the school's Insurer or the Health and Safety Executives from SafetyMARK.

Incidents which fall within the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) e.g. specified injuries, accidents resulting in employees being absent from work for more than 7 days, or members of the public going to hospital from the scene of the accident etc will be reported to the Health and Safety Executive by the Health and Safety function.

Further information on accident reporting and investigation can be obtained from the following websites:

<http://www.hse.gov.uk/pubns/edis1.pdf> or by calling the Health and Safety function, on 020 8708 3460

### **3.2 Communicable Diseases**

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

Public Health England have produced 'Guidance on Infection Control in schools and other childcare settings'.

This document provides guidance on the prevention and spread of communicable diseases, and promotes a co-ordinated approach to the management of communicable disease in schools, colleges and nurseries.

The exclusion periods for common infectious diseases and skin infections are also included in this document.

A copy of the exclusion period chart is located in the school office.

The current guidance is available from

[http://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](http://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

### **3.3 Consultation with Employees**

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

Employees will be consulted on the following:

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

WIJPS will consult with staff in the following ways: Ensuring all staff are aware of the school policy, staff take full responsibility to report any issues within the school as informed during induction. All activities in/outside school that may present hazards will be subject to risk assessments  
Staff are informed of their responsibilities via induction; inset days; staff meetings and briefings.

### **3.4 Control of Contractors**

WIJPS recognises its' responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities.

(The client in these circumstances is the Headteacher/school governors).

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

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

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

All visitors to the site are given a visitor's badge and are asked to read the health and safety instructions on the reverse side.

The Caretaker should inform all contractors of any known hazards that might affect them whilst at work. Contractors in turn should notify the Headteacher of any hazards arising from their activities, which may affect the occupants of WIJPS.

The catering/cleaning staff are responsible for the safety of the kitchen & cleaning areas and must notify the Headteacher of any hazards.

All contractors should report to the security hut, reception of WIJPS or school office on arrival.

Further information is available from the HSE document "Use of Contractors - a joint responsibility", HSE INDG 368 <https://www.hse.gov.uk/pubns/indg368.htm>

### **3.5 Control of Substances Hazardous to Health**

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

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

COSHH does not cover lead, asbestos or radioactive substances because they have their own specific regulations. There is no asbestos in materials used for building WIJPS.

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

A COSHH assessment can be obtained by contacting the school's COSHH Coordinator (Shaun Blatchford).

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

The COSHH Do's and Don'ts Poster is displayed in the Caretaker's room Further information on COSHH can be obtained from the COSHH Manual, which is located in the same room.

### **3.6 Display Screen Equipment**

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

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

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

Where users are identified, the following must be ensured:

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

Completed User forms and DSE assessment checklists are located in the school

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

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

### **3.7 Driving**

Under the Health and Safety at Work Act 1974 and its subsequent Regulations, employers have a general duty to ensure the health, safety and welfare of employees and others who may be affected by their undertaking. This includes employees who



may be required to drive their own private vehicle as part of their duties.

On occasions, the use of private cars for transporting small numbers of pupils may be required, e.g. pupils taken by a teacher to a local school for a lesson. When a staff member is transporting pupils, they must ensure the following:

- All drivers must have a full and valid driving licence for the class of vehicle they own and be free of any motoring convictions, and be willing to present their driving licence for inspection if requested.
- All drivers must adhere to the Highway Code.
- All drivers must have fully comprehensive insurance cover when carrying children. Members of staff are asked to check that their car insurance includes business use, which will then allow them to transport pupils in their own private cars.
- All vehicles must conform to all legal requirements.
- Each child must be restrained by a seat or lap belt and no child should be transported in the front passenger seat, with the exception of the driver's own child at their discretion.
- Parents must supply booster seats for their child if under 135cm tall and have given permission for them to travel in a staff vehicle for a school organised event. It is the driver's responsibility to see the seat is used.
- No adult should be 1:1 with a child unless it is their own.
- The teacher in charge will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport to and from events.
- They must complete form EV6 (see Appendix 1)

### **3.8 Electricity at Work**

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

All portable electrical equipment should be visually inspected before use. In particular, attention should be paid to the condition of power cables and of their

terminations, as these are often damaged, wrenched and jerked, which may loosen their connections. Equipment used and moved regularly such as drills, irons, kettles etc should be subject to a detailed inspection and test by a competent person periodically. A written record of the tests, in the form of a logbook or register, should be maintained and be available for examination and the equipment itself should be marked with some form of identification and the date of the most recent test.

Portable Appliance Testing will be carried out by CAM Testing and the records are held in the school office.

Fixed electrical installations should be inspected by a competent person at least every five years.

Staff and pupils may not bring their own personal electrical appliances into WIJPS.

### **3.9 Educational Visits**

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

In order to safely manage educational visits *WIJPS* follows the guidance provided in the local authority Children's Services document "Requirements for Educational Visits" using the online educational visits software package "Evolve" as applicable.

In accordance with this guidance *WIJPS* has appointed an Educational Visits Co-ordinator, and developed a school Educational Visits Policy based on the DFE and Children's Services Guidance.

The Educational Visits Co-ordinators (EVC) is Mrs Angela Mallach.

The school Educational Visits Policy is located on the school's computer network, in Teacherswap.

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

### 3.10 Fire Safety

The Regulatory Reform (Fire Safety) Order places duty on employers to conduct a fire risk assessment and take reasonable steps to reduce the risk from fire.

Each establishment should have a "Responsible Person" who is ultimately responsible for fire safety and who may have other competent people to assist them to carry out their duties. These include undertaking a Fire Risk Assessment, Emergency Evacuation Plan, and Personal Emergency Evacuation Plans (PEEPs) for staff or pupils with impaired mobility.

The Responsible Person for WIJPS is the Headteacher.

The competent people for fire safety are:

- Calling the Fire Brigade is the responsibility of the Headteacher or member of the school office
- Liaising with the fire brigade is the responsibility of the Headteacher
- Collecting class registers, staff book and visitors' book is the responsibility of Melanie Frankel
- Fire wardens are:  
Mandy Garber  
Rochelle Hutcheson  
Sangita Jopanputra  
Angela Mallach  
Susan Marke  
Dana Popescu  
Andi Sassoon  
Vanessa Varon Arellano  
Angela Winner
- Organising fire drills is the responsibility of Mrs Angela Mallach (School Business Manager)
- Organising fire safety training is the responsibility of Mrs Lisa West (Headteacher).
- Quarterly inspections of the fire alarm, emergency lighting, and fire doors are carried out by Blake Contractors Ltd.
- Weekly checks of the fire alarm call points, emergency lighting and fire door magnetic holders are carried out by the Caretaker.
- Annual inspection of the fire extinguisher and fire fighting equipment is carried out by Blake Contractors Ltd.

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

Fire action notices are displayed near all fire alarm call points and in all communal areas and offices.

Fire Drills and security are conducted on at least a termly basis and a record of the time taken to evacuate/invacuate the premises and any comments are reported to the Headteacher.

The current fire risk assessment, Fire Steward Responsibilities, Emergency Evacuation Plan and Personal Emergency Evacuation Plans (PEEPs), if applicable, and fire safety folder are located in the school office.

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

Any fire that occurs within the premises, however minor, must be reported to the Headteacher and to the Health & Safety function using the borough services and SafetyMARK incident reporting systems.

### **3.11 First Aid**

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

The Health and Safety (First-Aid) Regulations do not oblige employers to provide first aid for members of the public.

A first aid assessment of needs has been undertaken by the Headteacher and staff are trained appropriately to ensure adequate provision within the premises – see School office for details.

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

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

The nominated persons with first aid responsibilities for WIJPS are:

<b>Name</b>	<b>Qualification e.g. FA, EFA, PFA</b>	<b>Location</b>	<b>Extension Number</b>
Rochelle Hutcheson	Paediatric First Aid	RD	462
Melanie Frankel	First Aid and Paediatric First Aid	Reception Desk	450
Mandy Garber	Paediatric First Aid	Nursery	461
Angela Mallach	First Aid	Office	452
Michael Mallach	First Aid	2M	465
Vanessa Varon Arellano	Paediatric First Aid	3W	475

The person responsible for maintaining the First Aid boxes is the School First Aider, Mrs Melanie Frankel.

The first aid boxes for WIJPS are held within emergency packs stored in each classroom and the first aid area of the office

Notices are displayed throughout the premises advising of the locations of first aid boxes are in every classroom, the teaching kitchen and school office and the names of first aiders are displayed in each location above and the staffroom.

Any accidents requiring first aid must be recorded and where relevant reported to the Headteacher using the accident reporting procedure.

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

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

### **3.12 Gas Safety**

Under the Gas Safety (Installation and Use) Regulations and the Gas Safety Regulations, any work on gas systems and appliances could only be carried out by persons registered with the Gas Safe register.

Work on gas systems and appliances can only be undertaken by persons who are Gas Safe Registered.

Caretaker at WIJPS is responsible for ensuring that gas appliances will be serviced annually by competent persons.

- Do not use any naked flames/other ignition sources
- Open doors and windows

- Contact the gas board
- Do not switch on or off the lights or any portable switch appliance switch
- Shut off the gas
- Evacuate the premises, if appropriate

### **3.13 Health & Wellbeing (Including Employee Assistance Programme)**

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

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

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

Teaching staff can refer to the School’s absence insurance for “Well Being” benefits.

Where necessary, the school can refer employees to Occupational Health via the school’s absence insurance company, Schools UK.

### **3.14 Information, Instruction and Training**

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

WIJPS is committed to providing all staff with the appropriate information, instruction, training and supervision to enable them to undertake their duties safely and without risk to themselves or others.

Induction training will be provided to all new employees appropriate to their role.

Health and safety training, and refresher training will be organised for staff as appropriate, and training records (including induction) will be kept.

Health and safety training records are kept in the school office.

### 3.15 Legionella

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

The school will ensure that an adequate risk assessment of the water systems in its buildings is carried out; and will identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the premises and any necessary precautionary measures.

The Legionella risk assessment has been undertaken by 4i Water Services Limited and is located in the school office.

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

Regular monitoring, inspection and testing will be carried out by 4i Water Services Limited and the Caretaker.  
Records will be maintained by the Caretaker and held in the Caretaker's room.

Any queries regarding Legionella risk management should be referred to the appropriate manager, who will consult with 4i Water Services Limited.

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

### 3.16 Letting of the School Premises

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

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

WIJPS will ensure that the appropriate health and safety information is passed to the hirer, using the Booking Form

The School Business Manager is responsible for providing the hirer with appropriate health and safety information and ensuring they sign a copy of the Booking Form.

Completed booking forms are located in the school office when applicable.

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

Lettings are organised by the School Business Manager in liaison with the governors and headteacher.

### **3.17 Lifting Operations and Lifting Equipment (LOLER)**

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

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

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

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

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

It is the responsibility of the Caretaker to ensure all lifting equipment and accessories are marked with the safe working load.



WIJPS also requires that all lifting operations are properly planned by a competent person, appropriately supervised and carried out safely. This includes undertaking either a generic or specific risk assessment of the operation, as appropriate.

It is the responsibility of the Caretaker to risk assess, plan and supervise all lifting operations to ensure they are undertaken safely.

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

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

Ongoing thorough examination must also be undertaken to ensure that lifting equipment remains safe for use. In the case of lifting equipment for the lifting of persons or an accessory, a thorough examination is required at least every 6 months, for other lifting equipment a thorough examination is required at least every 12 months.

It is the responsibility of the School Business Manager to arrange for all lifting equipment and accessories to be thoroughly examined by a competent person, at appropriate intervals.

All defects of lifting equipment or lifting accessories must be reported and the equipment taken out of use until the defect is rectified.

All defects must be reported by the Caretaker to the school office and the Headteacher notified.

WIJPS requires that the following documentation is kept:

- An EC Declaration of conformity to be kept for the life of the equipment.
- Examination reports to be kept for the following periods of time:
  - Before first use, the examination reports of the lifting equipment should be kept until the equipment is no longer in use. This applies to both installed and freestanding equipment.
  - Before first use, examination reports of lifting accessories should be

kept for a minimum two years after the report was made.

- Ongoing examination reports should be kept until the next examination report is received or for a period of 2 years whichever is later.

Lifting equipment documentation is kept by the School Business Manager and kept in the school office.

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

- "Simple guide to the Lifting Operation and Lifting Equipment Regulations 1998" HSE INDG 290.
- "Thorough examination of lifting equipment – a simple guide for employers" HSE INDG 422.
- "Thorough examination and testing of lifts – simple guidance for lift owners" HSE INDG 339.

### **3.18 Lone Working/Safeguarding and External Contractors**

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

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

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

The responsibility for undertaking lone working risk assessments and ensuring the outcomes are communicated to the lone workers lies with each individual member of staff.

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

All staff that work alone must be competent to carry out the activities they are engaged in, must have received sufficient information to enable them work alone safely and to be able to summon help and assistance if required. Security staff are always on site to assist: Internal extension 326 or 020 8498 1326.

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

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

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

When contractors are engaged to work on the school site:

- Works shall be arranged so that contact between the contractors' staff and children/young people will be avoided so far as is practicable. The work area must be cordoned off where possible to prevent children/young people entering the work area. The contractors' staff will be instructed to stay within the confines of the work area wherever possible.
- If contact with children/young people cannot be avoided then the contractors' staff must be appropriately supervised and escorted whilst on the premises by a member of staff or appropriately vetted volunteer, wherever possible eg School Caretaker. Where this is not possible or practical, children and young people who come into contact with the contractor must be supervised at all times by a member of staff or vetted volunteer eg class teacher/support staff.
- Contractors must never have unsupervised contact with children/young people (even if they have a DBS certificate).

Wherever possible, children and young people should be made aware that contractors are working on site. If contact cannot be avoided then the contractors should be supervised by a member of staff or appropriately vetted volunteer, wherever possible. When this is not possible or practical, children and young people who come into contact with the contractor must be supervised at all times by a member of staff or vetted volunteer.

### 3.19 Manual Handling

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

Employers are required to:

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

**Assess** the risk of injury from any hazardous manual handling that can't be avoided;

and **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The Caretaker will be responsible for all manual handling activities, which constitute a significant risk of injury; for carrying out risk assessments and to update and review as necessary.

The risk assessments will be stored on "Teacherswap" on the school database

Employees are required to:

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

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

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

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

INDG 143- Getting to grips with Manual Handling

### 3.20 Medicines

In general, medicines must not be brought into school. However, if a pupil has a long-term medical condition that requires medication during the school day or

medicine in the event of an emergency, then arrangements for administration must be made between WIJPS and the pupil's parent/guardian. These arrangements must be in the form of an agreed Care Plan.

A folder with details of pupils with medical conditions and their care plans/protocols can be found in the school office in a locked cupboard.

Prescribed medicines are stored in a fridge within the school office when required.

Care plans/protocols are renewed yearly or as appropriate (folder clearly marked "Protocols"). A copy is also kept in the pupil's box in the school office together with their medication. Photographs and a brief explanation of the medical condition are distributed to all staff to be kept in the "Teacher Record File".

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

Appropriate records in relation to the administration of medicines should be maintained at all times.

More detailed information can be found in the Department for Education document 'Managing Medicines in Schools and Early Years Settings'.

### **3.21 Monitoring – Audits & Inspections**

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

WIJPS will carry out the following monitoring:

- Daily checks by the Caretaker in addition to detailed termly inspections of the school (these could be in conjunction with inspections by establishment safety representatives). A written record of identified items must be kept;
- Routine equipment maintenance checks either carried out by staff of WIJPS or by external contractors, as appropriate, including access equipment, fire extinguishers, fume and dust extraction systems, portable electrical appliances, PE equipment including climbing frames etc;
- Investigations of incidents, accidents, causes of ill health and complaints as appropriate to the circumstances;

- Reviewing accident statistics by governing body to identify causes of accidents; and
- Reviewing audit reports detailing the performance of the School's health & safety management system.

WIJPS will also carry out a formal inspection at least twice a year using an inspection checklist (health and safety walk around).

The Health and Safety team will arrange for a formal audit at WIJPS on a periodic basis.

Records of maintenance checks, inspections etc are located in the Caretaker's room and school office.

### **3.22 New & Expectant Mothers**

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

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

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

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

The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical.

Further advice can be found in the following documents available on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk):

HSG 122 – New and Expectant Mothers at Work – An Employers Guide

### **3.23 Noise at Work**

The Control of Noise at Work Regulations are in place to ensure that worker's hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or suffer from tinnitus.

It is the responsibility of the employer to assess and identify measures to eliminate or reduce risks from exposure to noise. Where the risks are low, the actions taken may be simple and inexpensive, but where the risks are high, they should be managed using a prioritised noise-control action plan.

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

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

Where noise is perceived to be a risk to staff WIJPS will:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction, training and health surveillance

Some staff will be given particular consideration when making a noise risk assessment, for example people with a pre-existing hearing condition, those with a family history of deafness (if known), pregnant women, children and young people.

Further information and advice about noise at work can be found on the HSE website <http://www.hse.gov.uk/noise>

### **3.24 Personal Protective Equipment**

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

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

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

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

### **3.25 Playground / Play Equipment**

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

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

Accordingly, the playground and all playground equipment are visually checked on a weekly basis (Caretaker) and an annual inspection (Universal Services) is also undertaken. These checks will be recorded and signed by the person responsible for undertaking them and records are located in Caretaker’s office.

### **3.26 Risk Assessment**

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

The risk assessment must be recorded, and reviewed if it is no longer valid, if there have been significant changes in the matters to which it relates, or annually, whichever is the sooner.

The Headteacher will be responsible for ensuring that risk assessments are undertaken, recorded and reviewed within WIJPS.
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The responsibility for ensuring staff carry out risk assessments lies with the following staff:

School Business Manager as EVC

School Business Manager /Caretaker for generic risk assessment in school

Teaching staff regarding trips

Other staff as required for areas not covered above

Digital copies of current risk assessments are located in "Teacherswap".

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

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

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

### **3.27 Safety, Signs and Signals**

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

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

It is the responsibility of the Headteacher with the School Business Manager to ensure that health and safety signs are displayed and adequately maintained.

Staff will be provided with appropriate instruction, information and training in the use and understanding of safety signs, as applicable.

Staff should report missing or damaged safety signs to the Caretaker, School Business Manager or Headteacher.

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

HSE leaflet INDG184 "Signpost to The Health and Safety (Safety Signs and Signals) Regulations - Why do we need these Regulations?"

HSE leaflet INDG 352 "Read the Label – How to find out if chemicals are dangerous"

### **3.28 Security**

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

King Solomon's Business Manager is responsible for setting up the contracts in liaison with the Headteacher and Governing Body (responsible for security issues) of both schools on the site of WIJPS and KSHS.

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

Personal safety of staff and pupils.

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

Examples of security measures:

- Controlled entry system at gates and main entrance.
- Fencing around perimeter
- Intruder alarm system
- Visitors signing in via the e-Reception book and badge system
- Procedures for dealing with trespassers
- Appropriate recording procedures for incidents relating to security

Internal/ External Agencies:

- SafetyMARK H&S, Risk Protection Arrangement (RPA) via the DfE for building insurance, Ream for property services
- CST – Community Security Trust (for faith schools)
- Police – in particular, Crime Prevention and School Officers

- Fire and Rescue Services – in particular, Fire Safety Officers
- [www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity](http://www.teachernet.gov.uk/wholeschool/healthandsafety/schoolsecurity)

### **3.29 Smoking**

The Smoke Free Regulations were introduced in England to make virtually all enclosed public places and workplaces in England smoke free.

As a result, WIJPS is a strictly no smoking establishment.

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

No-smoking signs, which meet the requirements of the law, are displayed on the main entrance door to the school.

### **3.30 Slips and Trips**

The Health & Safety at Work Act requires employers to ensure the health, safety and welfare of employees and others who may be affected. The Act also requires the provision of a place of work that is maintained in a safe condition and a means of access and egress that is safe and without risk.

WIJPS recognises that good housekeeping is essential to preventing slip and trip accidents. Accordingly, the following measures will be taken to ensure good housekeeping:

Regular health and safety walkabouts undertaken by H&S Lead and Caretaker. Actions recorded and appropriate staff informed.

Informal workplace inspections will be undertaken by the Headteacher during school learning walks on a weekly basis.

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

Informal daily checks of the communal areas of the school will be undertaken by all staff.

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

Copies of the action plan and formal workplace inspection records will be kept by the Health and Safety Lead.

### **3.31 Traffic Management**

Not applicable. Traffic is not allowed onto the school site – staff parking is within the site of KSHS and monitored by their school.

### **3.32 Violence/Personal Safety of Staff**

The Health and Safety at Work Act places a legal duty on employers to ensure the health, safety and welfare of employees at work.

The Management of Health and Safety at Work Regulations places duty on employer to consider and assess the risks to employees. This would include the risk of reasonably foreseeable violence.

Violence may be defined as any incident in which a person is abused, threatened or assaulted, either physically or verbally, in circumstances relating to their work.

Physical or verbal abuse of staff within this school will not be tolerated and the School fully endorses the borough Personal Safety of Staff Policy and procedures. Consequently, a risk assessment will be undertaken to identify and minimise the risk to staff from potentially violent persons or situations.

The Headteacher is responsible for undertaking a risk assessment to cover potential violence at work. A digital copy of the current risk assessment is held in "Teacherswap" on the school network.

Staff will, where appropriate, receive information, instruction and training on the risks from potential violence and aggression. Also, how to avoid or minimise potential violent or aggressive situations. Notices are placed strategically around the school.

It is the responsibility of the Headteacher and School Business Manager as part of induction to ensure that staff are provided with appropriate information.

All acts of physical or verbal abuse must be reported to the appropriate senior member of staff.

As an employer the school will support any employee who is assaulted or threatened in the course of their duties.

### **3.33 Waste including Waste Electrical & Electronic Equipment (WEEE) Regulations**

All waste generated by WIJPS will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations. This may be via PHS, the main refuse is collected through borough service facilities or through a specialist licensed contractor.

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

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licences) must be kept by WIJPS.

Waste disposal from WIJPS will be organised by the site premises manager of KSHS and the Caretaker at WIJPS.
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Details of waste collection contracts:

Type of Waste Material	Frequency of Collection	Name of Collector	Contact details
Nappies	Weekly	PHS	029 2085 1000
Sani-bins	Monthly		

Members of staff must not take waste in their own private vehicles.

### 3.34 Work Equipment

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

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

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

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

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

WIJPS requires all employees and students who use equipment to undertake pre-use inspections to identify any obvious defects (e.g. damaged casings, exposed wiring, etc.). All defects to work equipment must be reported and the equipment taken out of use until the defect is rectified.

Defects should be reported to the Caretaker who will inform the School Business Manager if appropriate.

All the equipment provided must only be used for its intended purpose.

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

It is the responsibility of the Headteacher to arrange staff training, and to ensure that records of staff training are maintained by the office staff.

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

WIJPS only permits designated staff to undertake modifications to equipment in consultation with the Health and Safety Lead.

Staff and pupils may not bring their own personal electrical appliances into WIJPS, unless PAT testing has been carried out on the appliances prior to use.

The Health & Safety Lead can advise on how to have equipment checked.

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

### **3.35 Work Experience and Young Persons**

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

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

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

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

The School Business Manager will be responsible for carrying out risk assessments and maintaining records. Significant findings will then be brought to the attention of students on work experience, and the measures they need to take to avoid the risk before they work in the area.

WIJPS will ensure that the parents/guardians of children, i.e. those under minimum school leaving age (MSLA), are informed of the key findings of the risk assessment before the placement begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Any pupil undertaking work experience at WIJPS will be given an induction, which will be recorded using the Induction Checklist.

Completed checklists are located in the school office.

### **3.36 Working at Height**

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

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

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

A digital risk assessment is held in "Teacherswap" on the school network.

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



competent person and records will be kept.

WIJPS has a Ladder Checklist and a TASS Checklist to record the inspection and maintenance of ladders and/or other access equipment.

The checklists are located in the Caretaker's room and will be maintained by the Caretaker.

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

All staff members involved in working at height will be given full information, instruction and training in the use of any relevant equipment.

Further information can be found on HSE website <https://www.hse.gov.uk/>

Advice for teachers and classroom assistants is available in the HSE document "Keeping safe when working at height"

The HSE document "Practical guidance for schools on working at height"

### **3.37 Workplace (Health, Safety & Welfare)**

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

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

The Regulations require employers to make provision for the following:

- Maintenance of a safe workplace, equipment and systems of work;
- Suitable and sufficient ventilation, lighting and indoor temperature;
- A clean workplace and furnishings with easy to clean surfaces;
- Sufficient work-space with suitable work stations and seating;
- Floors and traffic routes of suitable condition and free from damage or hazards;
- The prevention of people falling from height, or being struck by falling objects;
- Windows (and other transparent/translucent surfaces) made of safe materials, that do not expose people to risks to their health & safety, and are able to be

- cleaned safely;
- Traffic routes organised to allow pedestrians and vehicles to circulate in a safe manner;
- Suitable and sufficient toilets and washing facilities;
- An adequate supply of drinking water;
- Accommodation for personal or work clothing, and adequate facilities for changing clothing where necessary;
- Facilities for rest and to eat meals.

WIJPS will ensure that suitable arrangements are in place to cover these provisions, so far as is reasonably practicable. In order to monitor this, a regular workplace inspection will be undertaken using a workplace H&S Inspection checklist.

Workplace inspections will be undertaken by the Headteacher, Health and Safety Lead and the Caretaker on a six-monthly basis.

Workplace inspection records will be kept by Health and Safety Lead.

The responsibility for building and equipment maintenance lies with Headteacher in liaison with the Health and Safety Lead.

#### **4 Access to Policy Statement**

A copy of this statement is to be made available to all employees.

#### **5 Names of Key Staff**

<b>Designation</b>	<b>Name</b>	<b>Extension No</b>
Headteacher	Lisa West	451
SEnCo – KS1	Hannah Martin	461/456
SEnCo – KS2	Orli West	475/456
School Business Manager, Health & Safety Lead and Educational Visits Coordinator	Angela Mallach	452
Caretaker COSHH Co-ordinator	Shaun Blatchford	470/ Radio/ 07546 377778

Appendix 1



**WIJPS - Use of a private car to transport pupils (EV6 form)**

<b>1</b>	To: The Headteacher _____
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**I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects. I accept responsibility for ensuring that appropriate child seats and restraints are used as required by law.**

<b>2</b>	Name: _____ Signed: _____
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<b>3</b>	Address: _____ _____ _____ _____
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<b>4</b>	Date: _____
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The LA and the school reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	<b>Insurance cover required</b>
For teachers, youth workers, or other LA employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>