

The Federation of St John's and St Paul's Whitechapel CE Primary Schools

HEALTH & SAFETY POLICY

Statement of intent

The Governing Body will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the federation's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the appendices.

This policy will be brought to the attention of all members of staff and a reference copy is kept in both school offices and on the shared networks under 'Policies'.

This policy statement, which supplements LBTH's Corporate Health and Safety Policy, and the accompanying organisation and arrangements, will be reviewed on an annual basis.

Organisation

School level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the schools' health and safety performance.
- Providing appropriate resources within the establishments' budgets to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving reports on health and safety matters and reporting to the local authority or Diocese, any hazards which the schools are unable to rectify from their own budgets;
- Seeking specialist advice on health and safety which staff may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the schools through a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications & contract conditions taking account of LBTH policy and procedures.

Responsibilities of the Executive Headteacher EHT

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures and governing body's health and safety policy and procedures rests with the EHT.

The EHT will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The EHT has responsibility for:

- Co-operating with the LA and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and LA where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;

- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to LBTH any hazards which cannot be rectified within the schools' budgets;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with policy.
- Ensuring accidents and incidents are reported on time, in the correct format, and local investigations are completed promptly.

The EHT may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the EHT from the overall day to day responsibilities for health and safety within the establishments.

The task of overseeing health and safety on the site has been delegated to the Premises Managers. Within classes this task is further delegated to the class teacher.

Responsibilities of other staff holding posts of special responsibility

The Head of School has been delegated the responsibility of ensuring the health and safety of pupils or staff with special needs. All staff should:

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the EHT for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the EHT/ HoS about any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their area are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the federation's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

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| File name | Federation Health & Safety Policy 2025 |
| Date of latest revision | Autumn 2025 |
| Date Ratified by Governors | Autumn 2025 |
| Date of Review | Autumn 2027 |

APPENDIX 1: RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by the EHT and Head of School following guidance from Corporate Health and Safety, and are approved by the EHT.

These risk assessments are available for all staff to view and are held centrally.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by a member of the SLT.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant phase leader, subject leader or a member of the SLT using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use scheme of work / lesson plan.

All LA schools have a subscription to CLEAPSS and in science and DT their publications¹ can be used as sources of model risk assessment.

In addition the following publications can be used as sources of model risk assessments:

Make it safe (5th edition) NAAIDT

Be Safe! Health and Safety in primary science and technology, 3rd Edition ASE, 2001.

National Society for Education in Art & Design (NSEAD)

<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'afPE'

<http://www.afpe.org.uk/>

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

APPENDIX 2: OFFSITE VISITS

All offsite visits will be planned following guidance contained in the London Borough of Tower Hamlets Children Schools and families Outdoor Education Policy.

Stuart.mcgregor@towerhamlets.gov.uk is the contact for any Outdoor Education Visits concerns, and all matters relating to the Evolve system.

The LA's Offsite Visits Advisor must be notified of trips which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas and residential trips. This will be done via the use of Evolve, the online notification and approvals system.

Evolve can be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) – the Head of School - who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the EHT.

APPENDIX 3: HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken by the Federation Facilities Manager/ Premises Manager.

Monitoring inspections by nominated staff. Records of such monitoring will be kept by the EHT.

The person(s) undertaking such inspections will complete a report in writing and submit this to the EHT. Responsibility for following up items detailed in the safety inspection report will rest with the Premises Manager.

A named governor, will be involved in the inspection process on an annual basis and report back to both the Finance, Premises and Personnel Committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found on the Grid for Learning.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

APPENDIX 4: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The council have completed fire risk assessments in schools and other CSF establishments. All establishments should have an up to date suitable and sufficient risk assessment. The head teacher is responsible for ensuring the fire risk assessment is reviewed and an action plan attached to the fire risk assessment to ensure any recommendations are undertaken and implemented. The fire risk assessment is located in the fire folder and reviewed on an annual basis, or after any building change and incident of fire, or concerns with fire safety.

Fire Instructions

These documents are made available to all staff and included in the induction process. An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

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

EMERGENCY PROCEDURES

Fire and Evacuation

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

Emergency contact and key holder details are maintained by an outside agency and updated upon review.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the fire log book;

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

APPENDIX 5: INSPECTION & MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Federation Facilities Manager/ Premises Manager and a record kept in the fire log book. This test will occur on Tuesdays before school starts.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer: IP Fire & Security Ltd., Tel: 020 84412684, Mobile: 07860 775059, with whom we also have a fire alarm maintenance contract and the system tested 6 monthly by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

Annual maintenance service of all fire-fighting equipment is carried out by IP Fire & Security Ltd. The Premises Manager checks, weekly, that all fire-fighting equipment is available for use and operational and for any evidence of tampering. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to IP Fire & Security Ltd.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Premises Manager/Caretaker recorded as monthly flick tests in the fire log and bi-annually by IP Fire & Security Ltd. Test records are located in the site's fire log book.

MEANS OF ESCAPE

The Federation Facilities Manager/ Premises Manager checks for any obstructions daily on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 6: FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

St Paul's School: Main school and EYFS unit

St John's School: Main school and EYFS unit

Person responsible for termly check that the contents of first aid boxes are complete and replenished as necessary:-

St Paul's School: Tina Grundy,

St John's School: Maggie Brophy

The following staff are available to provide first aid-

TRAINED TO FIRST AID AT WORK LEVEL (18 hr):

St Paul's School: Tina Grundy, Nasir Hussain, Monora Khatun, Georgina Begum, Idris Boussetoua

St John's School: Trudi Wood, Penny Howard, Laila Gene Fleix, Monwara Begum, Carly Small

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

St Paul's School: Monora Khatun, Tina Grundy

St John's School: Monwara Begum

TRAINED TO EMERGENCY FIRST AID AT WORK LEVEL 2

St Paul's School: Georgina Begum

St John's School: Trudi Wood

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

Transport to hospital

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

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

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ["Managing Medicines in Schools and Early Years Settings"](#)

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Head teacher / SLT. Records of administration will be kept by the office staff.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian and it has been signed as agreed by a member of the SLT.

All medications kept in school are securely stored in the First Aid Cupboard with access strictly controlled. Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in medical boxes in classrooms, and clearly labelled.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually by the school nurse and written precautions / procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

APPENDIX 7: ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant LBTH Council forms. (AIR accident and Incident Report forms)

Copies of these forms are available electronically via the school office

- An accident book located by the First Aid Cupboard is used to record all minor incidents to pupils, any more significant incidents must also be reported to London Borough of Tower Hamlets.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Coordinator 020 7364 4193 Mobile 07985 297 797. The health and safety team will report these to the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring, so it is very important to report these to the health and safety team as soon as they occur, by sending the AIR form. The quickest way of doing this is by completing the AIR form and emailing it to stuart.mcgregor@towerhamlets.gov.uk

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision etc;
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays).

APPENDIX 8: HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Governing Body discusses *health, safety and welfare issues affecting staff, pupils or visitors*. *Action points from meetings are brought forward for review by school management.*

The teaching Trade Unions appointed Safety Representative on the staff is:

St Paul's: Tina Grundy

St John's: to be confirmed

Communication of Information

Detailed information on how to comply with LBTH health and safety policy is located on the shared network.

The Health and Safety Law poster is displayed on the premises.

The Children Schools and Families Health and Safety Coordinator, Tel: 020 7364 4193 Mob: 07985 297 797 will provide competent health and safety advice.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees by the Headteacher or a member of staff to whom that responsibility is delegated.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by the office staff who are responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9: LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone. Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/ SLT's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. (Refer to Guidance on staff intranet corporate health and safety or contact stuart.mcgregor@towerhamlets.gov.uk)
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

APPENDIX 10: PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by London Borough of Tower Hamlets. Records of such monitoring will be kept by the Federation Facilities Manager/ Premises Manager.

The Federation Facilities Manager/ Premises Manager are responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted. Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

All staff are required to report to the Federation Facilities Manager/ Premises Manager any problems found with plant/ equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/ disposal.

Curriculum areas

Phase or subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by Elektrik-co.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, and the EYFS leader will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by Play Inspection Company.

APPENDIX 11: FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "**Control of Substances Hazardous to Health Regulations 2002**" (the COSHH Regulations).

Within curriculum areas (in particular science and DT) then heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the Federation Facilities Manager/ Premises Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials. Remember the safety data sheets are not your risk assessments for that chemical but information only
- risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from approved Suppliers, these are adapted to suit specific use of material on site)
- all chemicals are appropriately and securely stored out of the reach of children.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and Radioactive sources.

- London Borough of Tower Hamlets Radiation Protection Officer is the Health and Safety Coordinator Children Schools and Families
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for London Borough of Tower Hamlets
- Member of staff in charge of radioactive sources (RPS) is the Premises Manager and is responsible for ensuring all records pertaining to radioactive sources are maintained. Ensure detailed list of Radiation held, sent to stuart.mcgregor@towerhamlets.gov.uk

APPENDIX 12: LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Headteacher and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils receive appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils is risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 13: ASBESTOS

The London Borough of Tower Hamlets asbestos policy will be followed.

The asbestos register is held in the Federation Facilities Manager/ Premises Manager's Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Establishment's Asbestos Authorising Officer are the Premises Manager/Caretaker, refresher training is required 3 yearly.

The Headteacher shall ensure:

- The asbestos log is maintained and that any changes are notified to the asset management team.
- **All** work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advice sought from the asset management team before any undertaking of work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher with reference being made to the school's asbestos management plan of knowing locations, actions required and control measures in place.

Any damage to materials known or suspected to contain asbestos should be reported to the Headteacher who will contact the LA for advice

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

APPENDIX 14: CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Federation Facilities Manager/ Premises Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Headteacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM² regulations will apply.

To ensure contractor competency the school uses London Borough of Tower Hamlets registered contractors. These contractors have satisfied the Council that they understand and abide by health and safety regulations. Where non-registered contractors are used the Headteacher will undertake appropriate competency checks prior to engaging a contractor.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

² CDM refers to the Construction (Design and Management) Regulations 2007 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

APPENDIX 15: WORK AT HEIGHT

Working at height can present a significant risk, the main hierarchy of control is to eliminate working at height. This can be completed by either changing the work process for example using extended poles to clean windows instead of using ladders to gain access to height – or engage the use of competent companies to complete such works. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The establishment's nominated person(s) responsible for work at height is the Federation Facilities Manager/ Premises Manager. The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

Pupils are not allowed to use ladders.

Ladders should be stored horizontally and chained to a wall.

APPENDIX 16: DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc should have an assessment.

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

To take the assessment go to www.screen-technology.co.uk/sos/
(the username is Tower Hamlets and password Vt6PCgaS)

Please note these are case sensitive and a space between the Tower and Hamlets.

Advice on the use of DSE is available from Corporate Health and Safety

APPENDIX 17: VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance, and a suitable and sufficient risk assessment completed for pedestrian and vehicular movement.

APPENDIX 18: STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Tower Hamlets Council management standards.

The school has access to counselling through the insurance scheme and all staff can access this privately.

The school will respond to individual concerns through e.g. Performance Management, mentoring, staff able to speak to headteacher / senior management, having an open door policy.

APPENDIX 19: LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the schools legionella water risk assessment and water log records.

A water risk assessment of the school has been completed by 'Managed water Services' and the Federation Facilities Manager/ Premises Manager are responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly)
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly).

APPENDIX 20: WORK EXPERIENCE

The school only takes students from local schools for work experience. The Headteacher is responsible for managing and co-ordinating work related learning within the school following guidance contained in the Council guidelines for work experience and in accordance with the Quality Standard for Work Experience³.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks, the LA's 'preferred' suppliers Tower Hamlets Education Business Partnership should be used for assessing the suitability of all placements. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser / Education H&S Team at the earliest possible opportunity.

Further Information

For further information and guidance contact:

- Stuart McGregor Corporate Health and Safety Advisor Children Schools and Families Directorate
Tel: 020 7364 4193 stuart.mcgregor@towerhamlets.gov.uk

³ <http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=49&pid=404&ctype=None&ptype=Contents>