



HEALTH AND SAFETY POLICY

HARBINGER PRIMARY SCHOOL

Version	Version 1.2
Reviewer:	Mai-Anh Dien / Nimesha Nagahawatte
Chair of Governors (CoG)	Martin Young
CoG Signature:	
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INTRODUCTION

This policy was reviewed in September 2021 and builds upon the Tower Hamlets Health and Safety policy dated 2010-11, updated in September 2017.

This policy is based on the London Borough of Tower Hamlets Model Policy, Reference: SM01 issued in September 2010 and reviewed in 2017.

PART 1. STATEMENT OF INTENT

The Governing Body of Harbinger Primary School 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 and is committed to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors.

This statement sets out how these duties will be conducted and includes a description of the establishment'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 arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff; a reference copy is kept in the school office and on the shared area.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements

- LBTH's Corporate Health and Safety Policy
- CSF Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other H&S policies and guidance) may be downloaded by staff from the intranet and from Tower Hamlets Grid.

Signed

Signed

Martin Young
Chair of Governors

Rebecca Abrahams
Executive Headteacher

Date

Date

PART 2. ORGANISATION

As the employer, LBTH has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At 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 establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Executive Headteacher or other nominated member of staff reports on health and safety matters and reporting to (Tower Hamlets, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with.
- Promoting a positive H&S culture and high standards of health and safety within the establishment through interaction Finance and Premises Committee.
- 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:

Overall responsibility for the day-to-day management of health and safety in accordance with the governing body's health and safety policy and procedures rests with the Executive Headteacher. As manager of the establishment and of all the activities carried on within it, the Executive Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Executive Headteacher 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 when necessary.
- 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 establishment's budget;
 - Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with LBTH policy.

The Executive Headteacher 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 Executive Headteacher from the overall day to day responsibilities for health and safety within the establishment.

The building is managed by G4S P.F.I. Company.

The School Premises Manager is George Iga Matovu, mobile phone 07493 542830

The task of overseeing Health and Safety on the site has been delegated by the Executive Headteacher to the SBM.

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Executive Headteacher 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 and ensure that all 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 SLT of 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 department 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 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 school'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.

PART 3. ARRANGEMENTS

Detailed information on Arrangements can be found on the intranet under Corporate Health and Safety and Towerhamlets Grid for Learning Health and Safety Section.

Appendix 1	-	Risk Assessments
Appendix 2	-	Offsite visits
Appendix 3	-	Health and Safety Monitoring and Inspections
Appendix 4	-	Fire Evacuation and other Emergency Arrangements
Appendix 5	-	Fire Prevention, Testing of Equipment
Appendix 6	-	First Aid and Medication
Appendix 7	-	Accident Reporting Procedures
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Moving and Handling
Appendix 13	-	Asbestos
Appendix 14	-	Contractors
Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment
Appendix 17	-	Vehicles
Appendix 18	-	Lettings
Appendix 19	-	Stress
Appendix 20	-	Legionella

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 Executive Headteacher following guidance contained in the Grid for Learning.

These risk assessments are available for all staff to view and are held centrally in the Head of School's Office.

Staff are made aware of any changes to risk assessments relating to their work. Risk assessments will be reviewed as appropriate (e.g. When a work activity changes)

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or pupil are held on that person's file and will be undertaken by the teacher or line manager where appropriate.

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 teacher organizing the activity 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. All staff are informed as to any changes.

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 are used as sources of model risk assessments:

Primary schools

Make it safe (5th edition) NAAIDT

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

<http://archive.naaidt.org.uk/publications/index.html>

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

OFFSITE VISITS

All offsite visits will be planned following guidance contained in the most recent London Borough of Tower Hamlets policy relating to Health and Safety.

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 is 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 head teacher who will check the documentation and planning of the trip and, if acceptable, approve the visit.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted once per year and be undertaken / co-ordinated by the SLT.

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

A governor will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-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 in the Grid for learning.

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

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The council at present arranges for fire risk assessments to be completed in schools and other CSF establishments. The Executive Headteacher 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 Evacuation Folder located in the main admin office 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 establishment's 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 with a summary posted in each room and corridor throughout the school. Staff received whole school fire safety training annually, during INSET. These procedures will be reviewed at least annually.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire Evacuation Folder located in the main admin office.

Fire Fighting

- 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.
- Ensure the alarm is raised BEFORE attempting to tackle a fire. Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.
- **Details of service isolation points** (i.e. gas, water, electricity) are kept by the premises manager.
- **Details of chemicals and flammable substances on site.** An inventory of these will be kept by the Premises Manager as appropriate, for consultation.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Premises Manager and a record kept in the fire log book. This test will occur on Mondays at 06:30.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place, arranged by G4S and the system tested quarterly by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

G4S undertakes an annual maintenance service of all firefighting equipment.

Weekly checks that all firefighting equipment is available for use and operational and for any evidence of tampering is undertaken by the Premises Manager.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to G4S.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the Premises Manager, recorded as monthly flick tests in the fire log and annually by G4S.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily, the Premises Manager checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION**FIRST AID BOXES/FIRST AID EQUIPMENT IS LOCATED AT THE FOLLOWING POINTS:**

- First Aid box - In the hall on every floor
- First Aid equipment - Every classroom has a first aid kit including PPE equipment

The Lead First Aider/SENCO is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are available to provide first aid-

SCHOOLS FIRST AIDERS 5-12 YEAR OLDS	
Chima Begum	Jackie Hoey
Charlotte Hurley	Shari Fifton

PAEDIATRIC FIRST AID			
Tina O'Shea	Jubeda Ahmed	Emily Fawcett	Alima Khanom
Jackie Garner	Dipali Khanom	Fiona Keogh	Susan Butcher
Nimesha Nagahawatte	Shajia Begum	Shafia Khatun	Zaiton Haron
Matthew Warhurst			

ASTHMA & ALLERGIES	EPILEPSY & ECZEMA	DIABETES & INSULIN MACHINE	EPI PEN
Rahena Banu	Tina O'Shea	Rahena Banu	Eddie Miller
Alima Khanom	Jubeda Ahmed	Tina O'Shea	Charlotte Hurley
Charlotte Hurley	Shafia Khatun		Jackie Hoey
Jubeda Ahmed	Asma Begum		Dipali Khanom
Jackie Hoey	Rahena Banu		Rahena Banu
	Laura Winzar		Jubeda Ahmed
	Alima Khanom		Shari Fifton
			Jeanette Myers

The Executive 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 Executive 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.

- NHS Direct can be contacted on **111**
- The nearest A & E Department is based at
The Royal London Hospital,
Ground Floor, North Tower,
Whitechapel Road,
E1 1BB

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document Supporting Pupils at School with Medical Conditions.

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 of School (HoS).

A central whole school medical needs and medicines record will be kept by the SENCO and updated on the schools' MIS.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

All medications kept in school are securely stored in the classrooms, in a designated medical area/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 securely within the classroom and clearly labelled.

Individual Health Care Plans (IHCPs)

Individual 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.) and asthma cards for asthma.

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, asthma, eczema etc.) by a health professional as appropriate.

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 (Revised 2013))

Copies of these forms are available via the school office.

- An accident folder, kept in the school office, is used to record all minor incidents to pupils, any more significant incidents must also be reported to London Borough of Tower Hamlets via their website: [Accident and Incident Report - Tower Hamlets - forms](#).
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Executive 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 logging it via the link: [Accident and Incident Report - Tower Hamlets - forms](#).

- 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).

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Finances and General Purposes Committee meets termly, to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

Communication of Information

Detailed information on how to comply with LBTH health and safety policy is given in Tower Hamlets Grid for learning.

The Health and Safety Law poster is displayed prominently in the school main admin office, staff room,

Head of School's office and Premises Manager's office.

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 SLT.

The Executive 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 maintained by the SLT 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 Executive Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School'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.

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 Executive Headteacher's/senior member of staff'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 the Grid for learning and the staff intranet corporate health and safety)
- 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. Any staff undertaking home visits should 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".

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 premises manager in his office.

The premises manager is 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 and labelled accordingly.

All staff are required to report to the SLT/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.

All staff 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 an approved contractor.

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 and is the responsibility of G4S to maintain.

External play equipment

The external play equipment will only be used when supervised, equipment will be checked daily **by the Premises Manager and staff** –before use for any apparent defects, and the SLT will conduct a formal termly inspection of the **equipment**. PE and Play equipment is subject to a **termly and** annual inspection by an approved **contractor**.

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).

In all other areas the establishment’s nominated person responsible for substances hazardous to health is the 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 who is responsible for ensuring all records pertaining to radioactive sources are maintained.

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 premises manager 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 have received 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 has been 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.

ASBESTOS

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

The asbestos register is held in the 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 Officers is the premises manager, refresher training is required 3 yearly.

The Executive 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 Executive 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 Head of School or premises manager 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 premises manager/Head of School.

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 into the electronic 'Sign In' system and wear an identification badge. Contractors will be issued with guidance on fire procedures and vehicle movement restrictions on the Visitors Guide.

The premises manager is 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 directly the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Head of School who will ensure that ~~landlords~~ landlord's 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.

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.

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 responsible for work at height is the 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 risk from fragile surfaces is properly controlled.

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who 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 assessments 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 in the Grid for learning and staff intranet.

VEHICLES ON SITE

There is no specified parking on site at the school for staff; occasionally visitors may park their vehicle in the playground at the discretion of the Head of School. Access to the playground is via double gates which are kept secure, the key being held in the school office. Any vehicle using the playground for this purpose must take appropriate care when entering and leaving the premises.

Delivery vehicles providing supplies to the school should restrict their delivery to times outside the start and end of the day.

The access from the road shall be kept clear for emergency vehicles, parking areas and keep clear signs are visibly displayed on the road outside the school gates to ensure children and parents can access the building safely and without hindrance.

LETTINGS / SHARED USE OF PREMISES

The building is managed by G4S and there are no specific lettings with the buildings being closed and checked by the premises manager at 6pm daily.

Where there are after school activities run by school staff or outside agencies the health and safety responsibilities and requirements are explained to them by the SLT.

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing 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 actively promotes wellbeing; it is at the core of the values of the school. Children are encouraged to share their feelings and concerns with their peers and staff, the school operating an open-door policy where issues and concerns can be addressed.

Children can speak with the school counsellor, learning mentor or an outside agency if required to address any health or safety concerns.

All staff at the school undergo regular Performance Management where individual concerns can be raised and addressed.

Front line staff are encouraged to attend mental health first aid training and other courses that help with dealing with stressors associated with working in a public facing office.

LEGIONELLA

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

A water risk assessment of the school has been completed by G4S and the premises manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

G4S will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by named company.

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).