

## beatrice tate school

Policy status	Statutory
Adopted	8 <sup>th</sup> December 2025
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### Safeguarding Statement

At Beatrice Tate School we respect and value all children and young people, and are committed to providing a caring, friendly and safe environment for all our students so they can learn, in a relaxed and secure atmosphere. We believe every student should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Beatrice Tate School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our learners by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## Version Control

Version	Date	Author	Description of change
<b>October 2024</b>	14.10.24	WH (based on LBTH CHSS)	<p><b>Updated sections:</b></p> <p>2. Organisation; 5. The Headteacher 8. Employee Responsibilities 11. Arrangements (multiple updates and amendments)</p> <p>ARRANGEMENT 1: LEADERSHIP &amp; MANAGEMENT ARRANGEMENT 7: ELECTRICITY ARRANGEMENT 10: PREMISES AND WELFARE ARRANGEMENT 11: MANUAL HANDLING ARRANGEMENT 13: HAZARDOUS CHEMICALS &amp; RADIATION ARRANGEMENT 15: ADMINISTRATION OF MEDICINES ARRANGEMENT 19: WORK-RELATED STRESS ARRANGEMENT 20: NOISE ARRANGEMENT 21: MANAGEMENT OF CONTRACTORS ARRANGEMENT 22: PERSONAL PROTECTIVE EQUIPMENT ARRANGEMENT 23: PREMISES SECURITY / PERSONAL SAFETY ARRANGEMENT 24: PLAY AND PHYSICAL EDUCATION EQUIPMENT ARRANGEMENT 25: TRANSPORT &amp; DRIVING ARRANGEMENT 26: OFFSITE VISITS ARRANGEMENT 28: INDUSTRIAL KITCHEN ARRANGEMENT 31: EMERGENCY PLANNING AND BUSINESS CONTINUITY</p> <p><b>New sections:</b></p> <p>4. The Chair 6. Responsibility of other teaching or non-teaching staff holding posts of special responsibility</p>
<b>December 2024</b>	08.12.25	WH (based on LBTH CHSS Model H&S Policy V5)	<p>Updates in <i>italic text</i></p> <p>Section 2: Organisation – clarification of employer ARRANGEMENT 5: FIRE EVACUATION &amp; EMERGENCY – frequency of fire alarm checks ARRANGEMENT 8: ASBESTOS - compliance with CHSS and HSE asbestos management expectations.</p>

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## 1. Statement of Intent

The Governing Body of Beatrice Tate School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work 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 school'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 all members of staff. A copy can be accessed on the Beatrice School website.

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 or by contacting [christopher.mcgrory@towerhamlets.gov.uk](mailto:christopher.mcgrory@towerhamlets.gov.uk)

## 2. Organisation

*Beatrice Tate School is a community special school. As a result the London Borough of Tower Hamlets (LBTH) is the employer and therefore holds overall statutory responsibility for health and safety under the Health and Safety at Work etc. Act 1974.*

*The Governing Body and Headteacher are responsible for ensuring that LBTH's policies, procedures and directives are implemented effectively on site.*

Health and safety responsibilities derive from the [Health and Safety at Work, etc. Act 1974](#) and the [Management of Health and Safety at Work Regulations 1999](#)

Students are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

As the employer, LBTH has overall responsibility for Health and Safety at Beatrice Tate School. At school level, duties and responsibilities have been assigned to staff and the Governing Body as laid out below.

## 3. Governing Body

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

- 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 Headteacher or other nominated member of staff reports on health and safety matters and reporting to (CSF, 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 via the nomination of 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.

## 4. The Chair

The Chair of the governing body should take steps to discharge their own responsibilities for health and safety performance in school. Principle responsibilities include ensuring that:

- the Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school
- safety training is given priority for both governors and staff
- adequate resources are given to safety issues
- health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by LBTH
- they play an active role in the development of the health and safety policy for the school that reflects local procedures and policies
- in conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Inspection reports should include where necessary:
  - remedial action(s)
  - identify individual to whom action are allocated
  - set timescales for completion
  - identify any long-term action required to address concerns / issues
- they provide information to LBTH on health and safety matters when requested
- they periodically review performance.

## 5. The Headteacher

Overall responsibility for the day to day management of health and safety, in accordance with the LA's health and safety policy and procedures, rests with the Headteacher (HT).

As manager of the establishment and of all the activities carried on within it, the HT will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The HT has responsibility for ensuring:

- co-operation with the LBTH and governing body to enable health and safety policy and procedures to be implemented and complied with
- effective health and safety management arrangements are in place including but not limited to risk assessment, regular inspections, implementation of actions
- all staff are competent to carry out their roles and are provided with adequate information, instruction, and training

- consultation arrangements are in place for staff and their trade union representatives (where appointed); recognising the right of trade unions in the workplace to require a health and safety committee to be set up
- accidents and incidents are reported promptly to the council and local investigations are completed promptly
- the premise, plant, and equipment are maintained in a serviceable condition
- communication of the policy and other appropriate health and safety information to all relevant people including contractors
- any hazards which cannot be rectified within the establishment's budget are reported to the council
- that purchasing and contracting procedures are monitored to ensure compliance with LBTH policy.

The HT 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 HT from the overall day-to-day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site has been delegated by the HT to the Premises Manager.

## 6. Responsibility of other teaching or non-teaching staff holding posts of special responsibility

### 1) Health and safety co-ordinator

The Premises Manager is responsible for the co-ordination of health and safety management throughout the school.

The health and safety co-ordinator is responsible for:

- general oversight of health, safety and first aid matters
- producing an annual report to the Headteacher and governing body
- assisting with inspections and safety audits
- investigating and advising on hazards and precautions including remedial action
- developing and establishing emergency procedures, and organising fire evacuation practices within the school
- making recommendations to the headteacher for matters requiring immediate attention such as changes to legislation or outcomes from premises safety inspections
- liaison with outside bodies such as Occupational Health consultants
- ensuring accidents within the area of responsibility are recorded in line with the school policy
- monitoring accidents to identify trends and introduce methods of reducing accidents
- the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments (FRA)
- ensuring that premises safety inspections are undertaken where necessary weekly, bi-termly, and keeping records of any faults identified (if appropriate)
- ensuring that all portable electrical equipment is tested on an annual basis
- ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### 2) Principal site health and safety manager

The Premises Manager is responsible to the Headteacher in ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds. This includes:

- compliance by periodic inspection of all areas

- appropriate signs and notices are displayed
- hazards are removed
- fire exits are accessible, and that fire-fighting equipment is correctly positioned and serviced
- first aid equipment and supplies are correctly maintained and readily available
- ensuring that other staff at the school are aware of their responsibilities as appropriate
- notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed
- may undertake the annual testing of electrical equipment in the school after appropriate training.

### 3) Heads of Department and Subject Leaders

The Health and Safety at Work Act etc. 1974 requires all supervisors to accept responsibility for the safety of processes under their direct control. Heads of departments are responsible to the Headteacher, so far as is reasonably practicable, for ensuring:

- members of staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous activities
- the curriculum of the department includes instructions in the correct and safe methods of carrying out potentially hazardous activities
- the curriculum of the department does not involve staff and students in procedures likely to cause accidents
- all equipment and machinery are maintained in safe and serviceable condition, and defective equipment not used until the necessary repairs have been carried out
- competent members of staff carry out risk assessments for all the activities within their control
- that all members of staff under his/her control adhere to all relevant aspects of the safety policy
- reporting all potential hazards to health or safety and all accidents to the headteacher.

## 7. Employers

The employer must ensure, as far as is reasonably practicable, that students are not exposed to risks to their health and safety in school and during off-site visits. The employer must have a health and safety policy and arrangements to implement it. Key elements of a policy can be found on the [DFE website](#)

The employer must assess the risks of all activities, introduce measures to manage those risks and tell their employees about the measures.

The employer whether the LBTH or governing body, has the power to ensure that its health and safety policy is carried out. It must provide health and safety guidance to the school and ensure that staff members who are delegated tasks such as risk assessment and risk management are competent to carry them out. If risk assessment shows training is needed the employer must make sure this takes place. The employer cannot fulfil its statutory duty unless it monitors how well its schools are complying with its policy.

LBTH has no responsibilities for, and no power to intervene in, student health and safety in schools where the governing body is the employer, except where safety is threatened by, for example, serious breaches to fire safety reported to the council.

## 8. Employee Responsibilities

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:

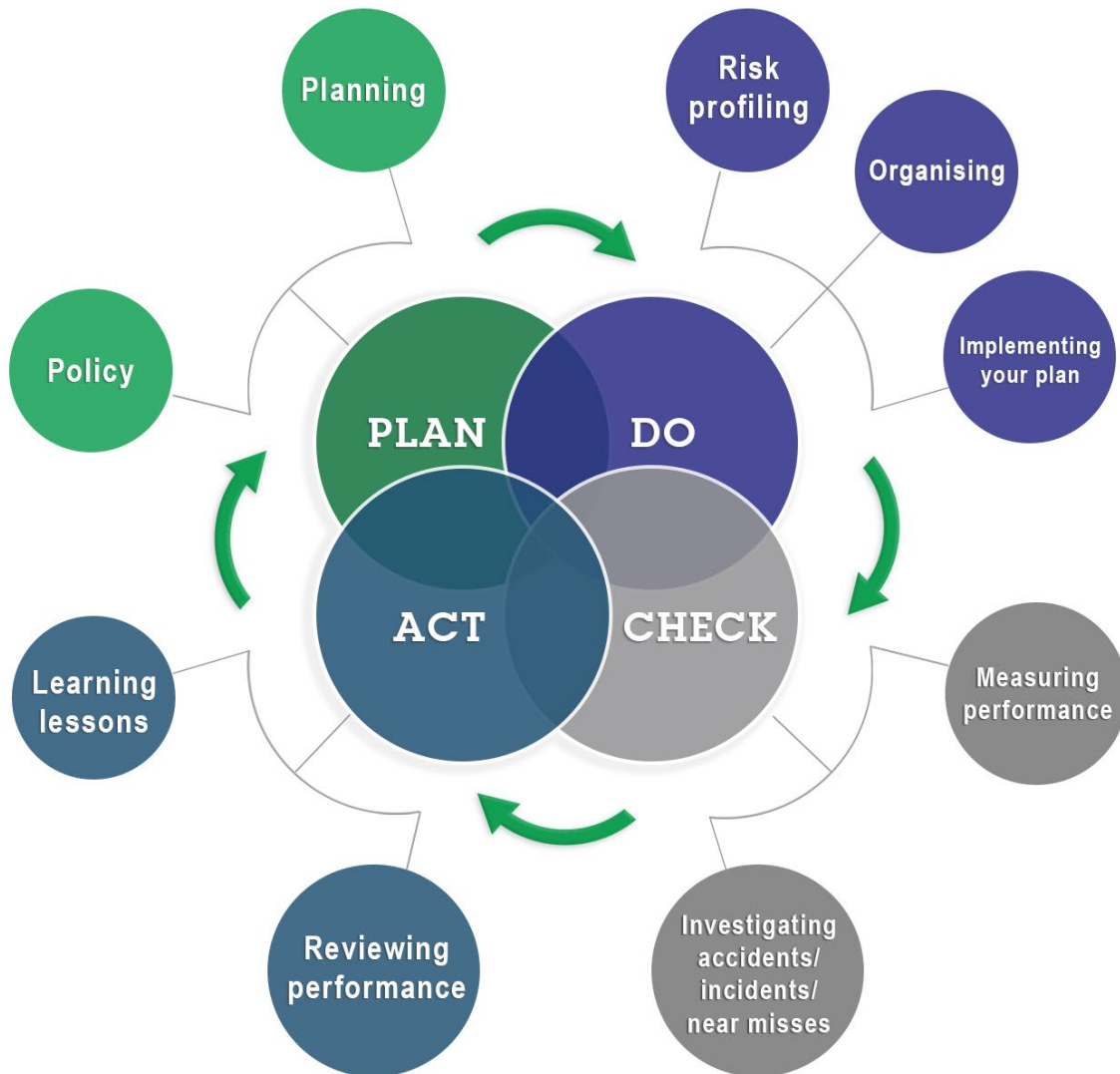
- take reasonable care for the health and safety of themselves and others in undertaking their work

- follow the school's health and safety policy, and procedures
- 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.

## 9. Arrangements

## ARRANGEMENT 1: LEADERSHIP & MANAGEMENT

To fulfil the requirement to manage health and safety the school has established a health and safety management system (SMS) which incorporates Plan-Do-Check-Act (PDCA) cycle illustrated within the Health and Safety Executive's (HSE) Managing for health and safety (HSG65). The PDCA cycle is used to support the continuous improvement process.



Health and Safety Executive (2013) *Managing for health and safety*, HSG 65 (p.9)

### PLAN

#### Policy

A school health and safety policy has been developed which covers how health and safety will be managed and key individuals' responsibilities.

#### Planning

A plan is produced for how health and safety measures and systems are implemented including who will be responsible for their implementation. This is broadly covered within the policy however this may be carried out locally following changes or improvements.

## DO

This element of the PDCA cycle concentrates on the delivery and implementation of the safety management system. The school aims to protect premises users through systems and practices which deal with risks in a sensible, responsible, and proportionate manner.

### Risk Profiling

Assessing the risk, identifying what can cause harm and how, and what the school will do to manage the risks (essentially risk assessment)

### Organising

- Co-operation

Staff are consulted on issues which may affect their safety and included in the development of new processes. Additionally, the school will co-ordinate with any other groups they may be in contact with. This could include contractors, emergency services, other site users.

To aid co-operation and consultation with staff a school health and safety committee meets Termly and has representatives from:

- Governing body
- Senior leadership team
- Trade Union Representatives (if elected)
- Premises team
- Teaching staff / Teaching Assistant

### Communication

The school adopts a range of different methods to communicate with the workforce including meetings, emails, and memos.

All staff will receive an induction when they first start with the school and receive all appropriate training to be competent to carry out their role.

Staff will receive refresher training as deemed appropriate or where a particular course has an expiry date.

All staff are required to be competent to carry out their duties and where a training need is identified they will be placed on appropriate training.

Training records for all staff are kept by the Deputy Headteacher who is responsible for co-ordinating health and safety.

### Implementing

The school will:

- Decide which preventative and protective measures are needed and put them in place as a part of the risk assessment process.
- Provide the correct tools and equipment for the job and maintain them
- Provide Information, Instruction and Training to everyone to ensure they are competent to carry out their work
- Ensure suitable supervision of staff and students is in place.

## CHECK

### Measuring performance

Systems, processes, and measures established to prevent harm need to be monitored and assessed to ensure they are effective. Various methods are used to measure the school's performance against standards and identify areas for improvement.

Type	Frequency	Carried out by	Checked by
<b>Safety tour includes:</b> - Visual site inspection	Termly	Premises Manager	Headteacher
<b>Site inspection includes:</b> - Visual site inspection - Check of statutory inspection documentation (boilers, electrical, etc) - Check of all other documentation (risk assessments, procedures, inspections, etc)	Annual	Premises Manager; Health and Safety Consultant (Head of Health and Safety Juniper Ventures Limited)	Headteacher; Governing Body
<b>Health and safety audit:</b>	3-year cycle	Tower Hamlets Corporate Health and Safety Team	Headteacher; Governing Body

Records of all safety tours, inspections and audits are to be kept and records maintained of remedial works carried out.

The Premises Manager is responsible for co-ordinating the completion of the above inspections / audits and completion of actions.

### Investigating accidents and incidents

The school will investigate the causes of accidents, incidents and near misses (see Arrangement 3: Incident / Accident reporting procedures).

### ACT

This section is linked heavily with the 'check' section and is mostly relates to the results of the monitoring or issues that have arisen. The school will:

**Review performance** from monitoring such as inspections or audits and

**Lessons learnt** from accident / incident and then revisit the plan (including review of procedures, processes, and assessments).

This cycle supports improvements in health and safety management.

Further information

HSE (2013) [Managing for health and safety, HSG65](#)

## ARRANGEMENT 2: RISK ASSESSMENT

Risk assessments are legally required for significant hazards relevant to your school.

How a hazard identified is determined as being significant is by:

- looking at previous accidents or incidences that have occurred (e.g., specific areas of the playground, allergic reaction of a student, playtimes, dealing with aggressive behaviour, moving furniture, electrical work by contractors, legionella during school holidays, etc)
- causes of ill health and absence data of staff (and students) due to work related issues
- experience of working in schools and speaking to others in educational settings
- observing behaviour of children and staff during school hours
- talking to staff and students
- inspecting areas of the school
- looking at non-routine operations
- looking at long term hazards to health (e.g., exposure to asbestos, flour dust)
- examining previous risk assessments and reports

### Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one-off activities) will be co-ordinated by the DHT following guidance from corporate health and safety and approved by the HT.

<http://www.thegrid.org.uk/info/healthandsafety/manual.shtml>

Risk assessments are available for all staff to view and are held centrally in on the school shared server.

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

There are different types of risk assessment, some are aimed at individuals. Other assessments may relate to specific tasks or topic area.

### Individual Risk Assessments

Where required individual risk assessments relating to individuals, staff and students, will be held on that person's file. 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 teachers 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 such as schemes of work or unit/lesson plans.

All local authority schools have a subscription to [CLEAPSS](#). These can be used by Science, Design and Technology as sources of model risk assessment.

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

- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice
- Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006 <http://www.ase.org.uk/>
- Topics in safety, 3<sup>rd</sup> 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/>

## **Generic assessment**

- May be appropriate where similar activities / processes are undertaken
- Describes the hazards involved and a standard set of control measures that are routinely employed to reduce the risks associated with the hazards
- Can highlight commonly identified hazards and control measures associated with general locations, events, or activities

## **Specific assessment**

- This risk assessment is completed for tasks, equipment, and locations which have specific risks
- Examples where specific assessment may be necessary include manual handling activities, the use of display screen equipment, new and expectant mothers etc.

## **Dynamic assessment**

A dynamic risk assessment is an active observation, assessment and taking fast measures during an activity to control unexpected situations. For example, while taking the children on a trip, flash floods have caused closure to the train station to be used for a journey. The group leader takes a decision to use the bus. It is usually a control measure that has not been documented in the existing risk assessment for that activity and should be added to the generic risk assessment afterwards.

## ARRANGEMENT 3: INCIDENT / ACCIDENT REPORTING PROCEDURES

The school will record all accidents, incidents and near misses. 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. Accident reports will be monitored for trends and a report made to the Governors as necessary.

Details of the accident and incident reporting procedure can be found in the FORMS folder on the school shared server. Copies can be obtained from Reception. The accident and incident procedure are as follows and include:

- An accident form will be completed by the staff-member or first aider as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident/ incident form
- A copy of the accident report form will also be added to the staff-members personnel file or student's educational record by the School Business Manager.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

The Home-School Liaison will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Parents will also be informed if emergency services are called.

Reporting to corporate health and safety services (Council)

Use the council online accident and incident reporting (AIR) form portal to report accidents, verbal and physical assaults, dangerous occurrences and near misses.

The AIR form is completed online at:

[https://forms.towerhamlets.gov.uk/en/service/accident\\_and\\_incident\\_report](https://forms.towerhamlets.gov.uk/en/service/accident_and_incident_report)

Reporting to the Health and Safety Executive (HSE)

Incidents resulting in the following must be reported to the Corporate Health and Safety Service as soon as possible as they have a statutory duty to report to the HSE within 10 days of the incident occurring (or sooner in the case of a fatality). Delays can result in fines imposed by the HSE

- Incidents involving a fatality will be reported immediately to the Corporate Health and Safety Service on 07912480686 (Edward Farrelly) and 020 7364 5008
- Accidents that result in a specified Injury will be reported immediately (as above). These include:
  - Fractures (other than to fingers, thumbs, and toes)
  - Amputation
  - Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
  - Any crush injury to the head or torso, causing damage to the brain or internal organ
  - Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system, or other vital organs
  - Any degree of scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours
- Employee absence, as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays)
- Member of public (this includes students) taken direct from the scene of the accident to hospital and receiving treatment.

## ARRANGEMENT 4: FIRST AID

It is the school's policy to ensure that there are an adequate number of competent first aiders. First aiders are to be qualified to a three-day first aid at work (FAW) level.

The first aid needs assessment will consider the first aid provision for students as well as that for staff.

In terms of numbers, there must always be a qualified person on the premise, so schools need to allow for staff absences. As an example, a typical sized primary school could have five with FAW and ten with Paediatric training.

The Headteacher is responsible for ensuring that there are adequate numbers of suitably qualified first aiders employed. A list of all first aiders which includes their level of training is displayed throughout the school.

The school has two automated external defibrillator (AED) which are located at Reception and outside T13 classroom. FAW qualified staff have received basic awareness training in the use of AEDs as a part of their course.

First Aid Boxes are Located at the Following Points:

- Nurses Office;
- Every classroom;
- Swimming pool; and
- Staff room
- Admin office

The named First Aid Officers (First Aiders) are 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 Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should any First Aiders leave their post.

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 students in accordance with the DfE document "Supporting Students with Medical Needs"
- The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent / guardian and with the consent of the Headteacher.
- Records of administration will be kept by the school nursing team.
- 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 medical room 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 the Nurses Office, and clearly labelled.

## Health Care Plans

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going 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 students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

## Further information

HSE (2013) [First aid at work, L74](#)

## ARRANGEMENT 5: FIRE EVACUATION AND EMERGENCY

A full fire risk assessment will be arranged to be carried out at least once every three years and a review is to be carried out at least annually, following any minor alterations, or concerns regarding fire safety.

Should any major changes of the building or its use occur a new full fire risk assessment may need to be carried out.

The Headteacher is responsible for ensuring the fire risk assessment is carried out and has delegated authority for this task to the Premises Manager.

The Headteacher is responsible for ensuring that all appropriate actions are completed following recommendations made in the fire risk assessment.

The fire risk assessment and annual reviews are in the fire logbook which is on the shared drive. The fire logbook also contains all relevant fire related documentation and checks including the below:

Checks	Frequency	Completed by
Fire alarm break glass call point	Weekly	Site Officer
Emergency lighting	Weekly	Premises Manager
Fire doors/ shutters	Weekly	Site Officer
Manual firefighting appliances	Weekly	Premises Manager
Fire Drills	Termly	Premises Manager

Servicing/Inspection	Frequency	Completed by
Fire Alarm Service	Quarterly	Leader Systems
Emergency lights	Annually	Leader Systems
Fire doors	Annually	Olli Group
Fire shutters	6 monthly	Eales
Manual firefighting appliances	Annually	Leader Systems
Automated fire extinguishing systems	N/A	N/A

### Note:

*The school conducts **weekly** checks for fire alarm call points, emergency lighting, fire doors and firefighting equipment. This **exceeds the minimum monthly frequency** recommended by LBTH CHSS and is appropriate given the needs of our learners and increased operational risk associated with a PMLD/SLD special school.*

Should any defects be identified during weekly and monthly checks, these are to be escalated to the appropriate contractor for remedial works to be carried out.

### Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures is made available to all contractors / visitors and are posted throughout the site. This includes an off-site plan.

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 at Reception and at each Lift access point. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Site Supervisor and updated upon review.

## **Fire Fighting**

The safe evacuation of persons is an absolute priority.

Staff may only attempt to deal with small fires if:

- Trained to do so
- No larger than a small wastepaper bin
- Not putting themselves at risk (fire is not between them and their escape route and their escape route is clear)
- The fire can be extinguished with one extinguisher
- They must ensure the alarm is raised before they attempt to fight the fire

Details of Service Isolation Points

- Gas - Plant Room
- Water - Plant Room
- Electricity - Plant Room

## **Details of flammable and other hazardous substances**

An inventory of these are kept by the Premises Manager and is available in Premises drive and Fire Log Book at Reception for emergency services to access if required.

## **ARRANGEMENT 6: LEGIONELLA / WATER MANAGEMENT**

As an employer, or a person in control of the premises, we will:

- organise a Legionella water risk assessment (WRA) to be completed every 2 years, by a company registered with The Legionella Control Association.
- complete all recommendations from the WRA within the specified timescales
- complete a detailed specification of water management to ensure compliance to L8, with details of roles and responsibilities that includes both contractor and local school management
- ensure the relevant staff complete Legionella awareness training
- maintain a high standard of monitoring of all logbooks, and take appropriate action when needed, such as responding to identified legionella bacteria within the school water system

A water risk assessment of the school has been completed by GEM BE and the Premises Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

The Premises Manager will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted by GEM BE.

This will include, with reference to the risk assessment:

- all remedial action identified in reports is undertaken within the timescale identified
- 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)
- Thermostatic mixing valves (TMV) to form part of the regular test and inspection process and procedure
- microbiological testing of the system, in accord with the risk assessment e.g., every six months
- annual chlorination of the water system; and
- the Legionella risk assessment to be reviewed at least every two years by a competent person.

Further information

The Approved Code of Practice: [Legionnaires' disease: The control of Legionella bacteria in water systems \(L8\)](#) contains practical guidance on how to manage and control the risks in your system.

## ARRANGEMENT 7: ELECTRICITY

Contractors who carry out electrical works within the school must be registered with the NICEIC (National Inspection Council for Electrical Installation Contracting). (See Arrangement 21: Management of Contractors)

The schools fixed electrical installation is inspected periodically in line with the current IET (The Institute of Engineering and Technology) Wiring Regulations requirements. Schools require a full inspection and report at least every five years, however, some areas of the school may be subject to more frequent testing and advice will be sought from the Contractor on the appropriate frequency where required. The Swimming pool environment requires annual inspection and report as a minimum.

The school has appointed Office Test to carry out the periodic fixed installation inspections and reports.

Staff are required to monitor the condition of electrical appliances they use by carrying out a quick visual inspection prior to use. The visual inspection includes checking the condition of the plug, cable, and the appliance. All portable electrical appliances are to be inspected (PAT Testing) annually as standard. PAT Testing is to be carried out by a suitably trained and competent contractor: Office Test.

Premises Manager Is responsible for the management of all statutory compliance inspections (which includes electrical), records of these inspections and if required remedials can be found in the Premises Drive.

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.

Further information

HSE (2013) [Maintaining portable electrical equipment, HSG 107](#)

## ARRANGEMENT 8: ASBESTOS

*Although Beatrice Tate School (constructed 2013) has **no asbestos-containing materials (ACMs)** identified within its Asbestos Management Survey, the school still undertakes the following compliance actions:*

- *The Headteacher and Premises Manager formally **confirm annually** that the school remains asbestos-free*
- *All contractors are advised the site is **ACM-free** as part of the mandatory contractor induction*
- *Any intrusive works that fall outside normal occupancy (e.g., structural alterations, drilling into concealed areas) are subject to **referral to LBTH Asset Management** for verification*

*The Premises Manager submits an annual statement to LBTH confirming that the building remains **asbestos-free** and that no works have introduced ACMs.*

Further information

[Managing asbestos](#). A brief guide

## ARRANGEMENT 9: GAS

Contractors who manage or carry out any work on gas appliances including gas boilers and heating are to be on the Gas Safe Register. (See Arrangement 21: Management of Contractors)

The school ensures that all gas appliances, gas installation and flues are inspected on at least annually by a Competent Gas Safe Engineer. This includes but is not limited to:

- Gas Boilers
- Gas water heaters
- Catering appliances

The Premises Manager is responsible for arranging and managing/monitoring the statutory compliance gas requirements and records of all inspections/maintenance can be found in the Premises Drive.

Further information

Gas Safe [Website](#)

HSE [Maintenance – gas appliances and flues](#)

## ARRANGEMENT 10: PREMISES AND WELFARE

The school has thoroughly reviewed and implemented measures to meet its obligations under the Workplace (Health, Safety and Welfare) Regulations 1992.

Measures implemented include but are not limited to:

- adequate lighting
- appropriate working temperatures
- adequate ventilation
- sufficient toilets and appropriate washing facilities for the setting
- staff rest facilities with drinking water
- appropriate flooring for the environment
- facilities available for nursing mothers
- safe traffic routes
- regular cleaning of the workplace
- monitoring of the premises condition

The Premises Manager is responsible for the management of the building, including general day to day building issues, statutory compliance, condition surveys, housekeeping, and the cleanliness of the site. All staff with any building concerns/welfare, should report via email to Premises Manager or Site Officer who will arrange for remedial works to be carried out within an appropriate time scale.

Daily, weekly, monthly, and termly checks are carried out by the Premises Manager and these are recorded in the Premises Drive and relevant logbooks (i.e., fire logbook, legionella logbook etc.). Termly and/or annual safety tours, inspections and audits are carried out in addition to the above checks (See Arrangement 1: Leadership & Management for further information).

### Grounds Maintenance

It is the school's policy that the seasonal trimming of hedges, grass areas and other foliage which may block or obstruct either the vehicle or pedestrian routes or street/pedestrian routes or lighting, and various other horticultural activities is carried out by competent people.

It is the responsibility of the Premises Manager in consultation with the Senior Leadership Team to:

- select a competent arboriculturist to manage the individual trees, shrub, and perennial/annual plants
- to undertake a tree risk assessment to determine the health and safety of the trees; and
- production of risk assessments and safe systems of work, to include working at height, control of substances hazardous to health, use of work equipment and movement of vehicles etc.

The horticultural activities are undertaken by Benchmark and the contract is monitored by the Premises Manager and School Business Manager.

Requests for dealing with any outbreaks of infestation should be reported to the Premises Manager or Business Manager.

(See Arrangement 13: Hazardous Chemicals & Radiation for more information)

(See Arrangement 21: Management of Contractors for more information)

Further information

HSE (2013) [Workplace health, safety, and welfare, L24](#)

Arboricultural Association [Website](#)

## ARRANGEMENT 11: MANUAL HANDLING

Risk assessments for significant manual handling operations are undertaken and staff provided with training and 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 to do so safely.

### **Paediatric Manual Handling**

All staff who move and handle students 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 students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people will be thoroughly examined when used for the first time and inspected on a 6-monthly basis by Taylor Dolman.

Further information

HSE (2020) [Manual handling at work](#): A brief guide'

## ARRANGEMENT 12: WORK & LIFTING EQUIPMENT

### **Statutory inspections**

Regular inspection and testing of school equipment are conducted by appropriate competent contractors. Records of such monitoring will be kept in the Premises Drive by the School Premises Manager.

The Premises Manager is responsible for identifying all plant and equipment which includes hoists 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 training logs.

All staff are required to report to the Premises Manager or Site Officer 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**

Heads of department (Phase Assistant Headteachers and Subject Leaders) are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Further information

HSE website: [Provision and use of work equipment](#)

## ARRANGEMENT 13: HAZARDOUS CHEMICALS & RADIATION

### Use of hazardous chemicals

Every attempt will be made to avoid harmful substances in the school. However, if there is no alternative but to use them, these can be identified by the nine [hazard warning signs](#) on the containers. Control of Substances Hazardous to Health Regulations 2002 (COSHH) will apply to the use of all these substances.

Within curriculum areas (specifically science, design, and technology) the heads of department [insert curriculum areas] 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.

They shall ensure:

- an inventory of all hazardous and flammable 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 supplies, 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.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is/are the Premises Manager or Site Officer.

This is to be repeated for chemicals used by kitchen, premises, and cleaning teams

### Radioactive Sources

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.

A list of radiation sources held is sent to [healthand.safety@towerhamlets.gov.uk](mailto:healthand.safety@towerhamlets.gov.uk) on an annual basis, or if any changes.

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and Radioactive sources. CLEAPSS provide the Radiation Protection Adviser (RPA) service for LBTH

The LBTH Radiation Protection Officer is the Team Leader of Corporate Health and Safety.

Further information

HSE website: [Control of Substances Hazardous to Health](#)

## ARRANGEMENT 14: WORK AT HEIGHT

It is the school's policy that all working at height (WAH) activity is properly planned, supervised, and carried out by competent people. This includes using the right type of equipment for working at height.

The Premises Manager is responsible for producing a suitable and sufficient assessment of the risk supported by a Safe System of Work (including a Permit to Work) factoring in:

- the height of the task
- the duration and frequency
- the condition of the surface being worked on

However, there will also be certain low-risk situations where common sense tells you no specific precautions are necessary.

### Competence

The Premises Manager or Site Officer must ensure that all persons undertaking an activity where they are working at height have sufficient skills, knowledge, and experience to undertake the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure the person(s) undertaking the task receive instruction on how to use the equipment safely (such as how to tie a ladder properly) and appropriate training.

When a more technical level of competence is required the Premises Manager or Site Officer should seek advice from the Juniper Services.

### Must do's

Avoid work at height where it is reasonably practicable to do so. Where working at height cannot be avoided:

- prevent falls using either an existing place of work that is already safe or the right type of equipment
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated
- do as much work as possible from the ground
- ensure workers can get safely to and from where they work at height
- ensure equipment is suitable, stable, and strong enough for the job, maintained and checked regularly
- make sure you don't overload or overreach when working at height
- take precautions when working on or near fragile surfaces
- provide protection from falling objects; and
- consider your emergency evacuation and rescue procedures.

Safe use of a ladder

- suitable access is provided where appropriate
- all ladders, stepladders and other access equipment is regularly inspected and maintained by a competent person and paper copy, or electronic records are maintained
- relevant staff have received adequate training in the safe use of ladders and stepladders and hazards associated with their use
- ladders are not used in adverse weather conditions or areas where there is a significant risk from moving vehicles
- where the specific risk assessment records that a ladder can be used, in areas where there is vehicle movement the preventative and protective measure will include a prohibition on vehicle movement and close supervision of the activity
- ladders are only used on a surface that is flat and in good condition

- ladders are secured when in use; either at the top or bottom; and
- an arrangement is in place for the suitable storage of ladders.

## Roof work

The Premises Manager is responsible for implementing a process for contractors to undertake maintenance work or other activities at roof height or on the roof or in roof void. The following precautions must be taken:

- a Permit to Work (PTW) must be put in place
- a suitable and sufficient risk assessment and method statement (RAMS) must be produced and approved by the Premises Manager.
- anyone going onto the roof must be competent and given sufficient information, instruction, and training, and be supervised; and
- prohibition on lone working.

## Anchorage points, eyebolts, and fixing points

- The eyebolts / fixings are tested annually by [name of the contractor] in accord with the WAH and the Provision and Use of Work Equipment 1998.
- The [Premises Manager or Business Manager] is responsible for making available the maintenance records either in paper copy or electronically.
- For further information relating to the PUWER or the Management of Contractors refer to the relevant section of this Policy.

## Further information

The Ladder Association (2021) [Safe Use of Ladders and Stepladders: A brief guide](#)

## ARRANGEMENT 15: ADMINISTRATION OF MEDICINES

All medication will be administered to students in accordance with statutory guidance from the DfE [‘supporting students at school with medical conditions’](#)

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent / guardian and with the consent of the Headteacher. Records of administration will be kept by the School Nursing Team.

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 Nurses Office with access strictly controlled.

Where children need to have access to emergency medication i.e., asthma inhalers, epi-pen etc., it will be kept behind the Reception desk, and clearly labelled.

### Health Care Plans

Health care plans are in place for those students with complex medical needs such as chronic or ongoing medical conditions (e.g., diabetes, epilepsy, anaphylaxis etc.). Schools should use the competence of the School Nurse to complete and advise on all student health care plans. All staff involved should be provided with the relevant information to manage and assist in the care of students.

These plans are reviewed and monitored by the School Nursing Team and written precautions / procedures made available to staff, the levels of monitoring will be suitable to the needs of the care plan. The school is responsible for monitoring the provision of the school nurse service.

Staff undergo specific training related to health conditions of students and administration of medicines by a health professional as appropriate.

### Care plan management for students using council transport

For students with underlying health conditions who use the council’s transport service to travel to and from school, it is essential that the school shares relevant information with route managers. This information may be provided in the form of a care plan. An example is provided in Appendix 1; including a photograph may also help staff to identify the student. Any updates to the care plan must be promptly communicated to the transport provider.

### Emergency medication readiness for students

It is important that students with health conditions have access to their emergency medications including journeys to and from school. School management should proactively engage with the parents and carers of students with medical conditions that may require emergency medication such as an adrenaline auto-injector (AAI) or inhaler to help ensure they are prepared in the event of an emergency.

Relevant templates to support students with medical conditions at school are available from the [DFE website](#)

### Sharps

Schools will need to have appropriate bins to dispose needles and sharp objects. The contracted company is called [insert name]. Sharps discovered in school grounds will need to be disposed appropriately.

## ARRANGEMENT 16: INFECTION CONTROL

Schools and nursery settings can be common sites for the transmission of infections. Children may be particularly susceptible due to the immaturity of their immune system; proximity to other children; incomplete or no vaccination status and less understanding of how to practise good hygiene.

Micro-organisms (bacteria, viruses, and fungi) are everywhere and usually do not cause infection. However, some do cause infection and can result in symptoms such as fever and sickness.

### How infections can spread

Infections can spread in different ways, but the following are the most important:

- Respiratory such as influenza, coronavirus
- Direct contact with infecting organism such as impetigo
- Gastrointestinal spread such as contact from contaminated food or water
- Blood borne virus by contact with infected blood or body fluids

### Prevention and control

Infection prevention and control measures aim to interrupt the cycle of infection. To prevent and manage infectious diseases in the school setting:

- Promote immunisation of students and staff
- Promptly exclude the unwell student or staff member
- Check that effective handwashing is being maintained
- Ensure the environment is clean

Updated guidance '[health protection in schools and other childcare facilities](#)' can be found from Public Health England (PHE 2021).

The school has its own specific policy and procedures detailing its prevention and control measures to include but not limited to:

- Exclusion
- Handwashing
- Coughing and sneezing
- Personal Protective Equipment (PPE)
- Managing cuts, bites, and nose bleeds\*
- Managing needle stick injuries\*
- Cleaning blood and body fluid spills
- Sanitary facilities
- Managing nappies
- Children with continence aids
- Laundry
- Dealing with contaminated clothing
- Vulnerable groups at particular risk from infection

### \*Medical advice and support

School staff should be aware of procedures in place including nominated staff trained in first aid available to support staff and students (see arrangement 4. First Aid)

Medical advice should be sought as soon as possible (on the same day) where the skin is broken resulting from a bite.

Immediate medical attention should be obtained where someone scratches or pricks themselves with a used hypodermic needle.

The nearest Accident and Emergency (A&E) department is Royal London Hospital A&E Dept - E1 1BB  
A member of the School Admin Team will organise transport for the employee to the A&E department

Incidents should be recorded on the LA accident and incident reporting system

Support to staff should be offered from Occupational Health or appropriate healthcare professional post-incident

## **Suspected outbreak of infection**

Headteachers and managers should contact their local [Health Protection Team](#) (HPT) as soon as they suspect an outbreak.

An outbreak or incident may be defined as:

- an incident in which 2 or more people experiencing a similar illness are linked in time or place
- a greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred

For example:

- 2 or more cases of diarrhoea or vomiting which are in the same classroom, shared communal areas or taking part in the same activities
- higher than usual number of people diagnosed with scabies
- higher than usual number of people diagnosed with scarlet fever
- 2 or more cases of measles at the school or other childcare setting

## **Cleaning of the environment**

The school has a comprehensive cleaning programme in place.

Cleaning schedules should be in place that describe the activities, the frequency of cleaning and who will carry it out. Cleaning standards should be monitored by the school and cleaning staff should be trained and have access to personal protective equipment (PPE). Essential elements include:

- Daily, weekly, and periodic cleaning schedules
- Colour coded system (and equipment) to minimise potential for cross-contamination and support ease of cleaning
- Cleaning solutions should be stored in accordance with Control of Substances Hazardous to Health (COSHH)
- Consideration for increased cleaning or enhanced cleaning during an infection outbreak
- Consideration for the cleaning of toys and equipment which can become contaminated
- Clear instructions for the immediate clean-up of blood and body fluid spills
- Access to appropriate PPE for the activities

## **Animals in schools**

If animals are kept in the school, a risk assessment should be completed to identify hazards and implement control measures. Animals may bite, cause allergies to children and carry infectious diseases and transmit worms.

Zoonoses are diseases that can be transmitted from animals to humans. There are approximately 40 potential zoonoses in the UK.

When the students are to visit farms or have contact with animals, guidelines from Evolve and provider should be strictly followed.

## ARRANGEMENT 17: NEW AND EXPECTANT MOTHERS

It is the school's policy to assess any risks to female employees of childbearing age, in particular risks to new and expectant mothers (from working conditions such as prolonged standing, playground duties, carrying heavy items, the use of physical, chemical, or biological agents).

If risks are identified during the pregnancy, in the first six months, after birth or while the employee is still breastfeeding, appropriate, sensible action to reduce, remove or control them must be taken. Advice can be sought from the school's occupational health provider.

### **Rest Room**

It is a requirement of the Welfare Regulations to provide somewhere for the pregnant or breastfeeding employees to rest and lie down. Although there is no legal requirement to provide an environment for staff to express and store milk, any enquiry of this nature should be directed to the line manager or school business manager.

### **Notification**

If notified in writing that an employee is pregnant, breastfeeding or has given birth within the last six months, a risk assessment should be completed. Use your existing general workplace assessments to help inform your assessment.

If risk has been identified, steps to remove, reduce or control the risks should be implemented. Advice can be sought from the school's occupational health provider.

If no immediate risk has been identified, managers should continue to monitor and review regularly.

A review of this assessment throughout the pregnancy and when they return to work as a nursing mother is required.

The Line Manager under the direction of the Deputy Headteacher is responsible for undertaking a regular review of this assessment throughout the pregnancy and when they return to work as a nursing mother.

Further information

HSE website: [Protecting new and expectant mothers at work](#)

## ARRANGEMENT 18: DISPLAY SCREEN EQUIPMENT

All staff who habitually use computers and associated equipment (laptops or tablets etc.) as a significant part of their normal work should have a display screen equipment (DSE) assessment. Significant is taken to be continuous / near continuous spells of an hour or more at a time and may be relevant to staff groups such as administrative team, bursars, senior leadership team etc.

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).

Schools should have a trained DSE assessor to complete, manage and monitor DSE assessments.

Further information

HSE website: [Display Screen Equipment](#)

## ARRANGEMENT 19: WORK-RELATED STRESS

The school will identify all workplace stressors and conduct generic risk assessments to eliminate stress or control the risks. Consulting with staff and Trade Union Safety Representatives is a legal requirement. Training for all managers and supervisory staff in good management practices will be provided by the school. Confidential counselling for staff affected by stress caused by either work or external factors is available via the Employee Assistance Programme (EAP) and referral to Occupational Health. The school will ensure there are adequate resources to enable line managers to implement the stress management strategy.

### **Stress Risk Assessment**

Generic stress risk assessments are created for different categories of school staff, such as the senior leadership team, SEN team, support staff, premises team, admin team, cleaning team etc. This will ensure proactive measures are in place.

Individual stress risk assessments for staff showing signs of stress and will be done with line managers, Human Resources and Occupational Health.

Further information

HSE [Stress management](#) update 4th June 2024.

## ARRANGEMENT 20: NOISE

The Control of Noise at Work Regulations 2005 are intended to protect against risks to health and safety from exposure to noise, risk of hearing damage and other risks such as interference with the employee's ability to hear instructions or warnings.

All schools and other establishments, to meet the requirements of the legislation must take the following action:

- identify noisy areas during health and safety inspections
- identify those likely to be at risk from noise exposure
- identify any employees or groups of employees whose health may be at particular risk from noise exposure
- obtain a reliable estimate of noise exposure (e.g., from manufacturers and supplier's data) and compare the exposure to the action values and limit value

Further information

HSE website: [Noise at work](#)

## ARRANGEMENT 21: MANAGEMENT OF 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 Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos management plan/register/survey, local management arrangements and vehicle movement restrictions.

Premises Manager or Site Officer is responsible for monitoring areas where the contractor's work may directly affect staff and students 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 Headteacher who will ensure that 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 CDM regulations will apply.

To ensure contractor competency the school uses LBTH registered contractors. These contractors have satisfied the council that they understand and abide by health and safety regulations. Where non-registered contractors are used Premises Manager 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.

The school has a detailed listing of all contractors, with relevant checks completed before works commence, and evidence that includes:

- health and safety policy
- insurance

- references
- risk assessments
- training
- construction phase plans

## Permit to work system

A Permit to Work system is a formal safety control document designed to prevent injury to employees, contractors and third parties as well as to property, particularly when work with foreseeable high hazard content is undertaken. The Permit sets out the work to be done, precautions to be taken and the responsibilities of individuals.

Permit to work systems are not required for routine maintenance activities in a non-hazardous environment.

Permit to work systems will be considered where:

- works where two or more individuals need to co-ordinate activities to complete the job safely
- jobs where there is a transfer of work and responsibilities from one contractor
- to the other
- non-routine operations or activities.

As a general guide a permit to work system may be required for work activities that involve:

- work near asbestos
- confined space working
- hot works such as welding, flame cutting and grinding
- working at height
- working on fragile roofs
- maintenance work on lifts, conveyors, hoists etc
- work on high voltage electrical equipment or other work on electrical
- equipment which may give rise to potential dangers
- work involving the use of hazardous/dangerous substances.

## Further information

Using contractors: A brief guide

<https://www.hse.gov.uk/pubns/indg368.pdf> The guidance tells Schools what they must do to comply with health and safety law when they use contractors.

Human factors: Permit to work systems

<https://www.hse.gov.uk/humanfactors/topics/ptw.htm> Explains why permit to work systems are important and guidance on their use.

## ARRANGEMENT 22: PERSONAL PROTECTIVE EQUIPMENT

### Personal Protective Equipment (PPE)

It is the school's policy to put in place all necessary safe systems of work, control measures and engineering solutions so that use of PPE is minimised.

Where PPE is needed it must be the most appropriate for the identified risk and it will only be issued where the risk assessment identifies that it will further reduce the level of risk as low as is reasonably practicable as PPE is recognised as a safeguard of last resort since it only protects the individual wearer.

### Common Selection and Use of PPE

PPE should be labelled to show what it protects against and is resistant to; and always use PPE according to the manufacturer's instructions.

The Personal Protective Equipment Regulations 2018 state that PPE on the market must be supplied with relevant information on:

- storage, use, maintenance, servicing, cleaning, and disinfecting
- the level of protection provided by the PPE
- suitable PPE accessories and appropriate spare parts
- limitations on use; and
- the obsolescence period for the PPE or certain of its components.

Ensure items of PPE used together are compatible with each other to ensure they continue to be effective against the risks. Do not:

- reuse disposable PPE
- leave contaminated work areas without removing the contaminated clothing in appropriate changing areas
- store PPE in direct sunlight or in hot humid places as this can cause damage to some equipment; and
- Use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. You should dispose of it properly and replace it.

Further information

HSE website: [Personal Protection Equipment \(PPE\)](#) updated 12th July 2023.

## ARRANGEMENT 23: PREMISES SECURITY / PERSONAL SAFETY

It is the school's policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function.

However, it is recognised that even with proactive measures, incidents of violence may still occur therefore it is also the school's policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work.

The school will consider both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment.

Preventative measures will include those relating to:

- the environment
- physical security precautions
- means of raising an alarm
- emergency response procedures
- safe systems of work
- training and information; and
- individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

The school will ensure that staff and others as appropriate will receive adequate information, instruction, and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and defusing / de-escalation.

Following a violent incident, the Line Manager or a member of the SLT, will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault, a member of the SLT will be expected to ensure the actions below are taken:

- appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary)
- where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends Hospital as soon as possible
- a member of staff attending Hospital must be accompanied by a member of staff
- the taking of photographs should be considered/offered as it may help with any police prosecutions etc. in the future.

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

All staff have a duty to report incidents of violence in accordance with school and LBTH accidents and incident reporting procedures using the AIR form.

Ideally this should include all incidents of swearing or verbally abuse to staff. However, it is appreciated that some people can swear or be verbally abusive without necessarily intending to be aggressive and on such occasions, staff do not necessarily feel threatened or offended and are reluctant to report these as violent

incidents. The school accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, the school still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported. All reported incidents of violence should as soon as possible be investigated by the [name of person or group i.e., SLT] to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

## **Lone Working**

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:

- complete a lone working risk assessment
- obtain the headteacher / 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
- ensure they have means to summon help in an emergency such as access to a telephone or mobile telephone etc.
- notify a colleague of their whereabouts and the estimated time of return when working off-site. Staff undertaking home visits to obtain as much background information as possible about the child and 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".

Further information

HSE website: [Lone working](#)

Suzy Lamplugh Trust: [Personal safety advice](#)

## ARRANGEMENT 24: PLAY AND PHYSICAL EDUCATION EQUIPMENT

All play and physical education (PE) equipment should be in good working order, maintained and subject to annual inspection.

The standards play areas should adhere to differ based on the type of play area it is. For example, outdoor play equipment, indoor play equipment or inflatables. Likewise, the level of qualification and competence of those completing inspections.

The use of play and PE equipment will only be used after a suitable and sufficient risk assessment has been completed.

The Headteacher is responsible for ensuring all inspections are completed, and remedial works are completed within the timescales

The Premises Manager is responsible for organising the inspections

### Outdoor play equipment

Play equipment will be checked / inspected:

Outdoor Annual (annual inspection)	Must be undertaken by a qualified RPII inspector*
Outdoor Operational (quarterly or monthly inspections)	Must be undertaken by a qualified RPII inspector*
Outdoor Routine (visual daily/weekly inspections)	Must be visually inspected for any damage; should be recorded, with detailed action as appropriate

\*The [Register of Play Inspectors International](#) (RPII) is the official UK body for examining, accrediting, and certificating inflatable, indoor and outdoor play inspectors. The RPII also accredits courses for the training of inspectors to ensure that playground safety standards are met.

Outdoor annual inspection of play equipment is completed by Action Play – the Play Inspection Company.

Repair and maintenance are completed by a qualified specialist contractor.

Equipment will be checked daily before use for any apparent defects. Premises Manager or Site Officer will conduct a weekly visual inspection of the equipment

### Indoor play equipment and PE equipment

Indoor annual inspection of play equipment is completed by Universal Services.

Repair and maintenance are completed by a qualified specialist contractor Universal Services.

Equipment will be checked before use for any apparent defects. Premises Manager or Site Officer will conduct a weekly visual inspection of the equipment.

Further information:

RPII [Qualification for the Inspection of school play areas](#)

RoSPA [Play Safety](#)

The Association for Physical Education [The Inspection and Maintenance of Gymnastics, Sports Hall, Fixed Play, Fitness and Sports Equipment](#)

## ARRANGEMENT 25: TRANSPORT & DRIVING

It is the policy of the school that all vehicles and pedestrians should operate in a safe manner and be effectively managed and controlled. This policy includes the safety of all vehicle and pedestrian routes both internal and external; to include the access routes used by the emergency services i.e. Fire Brigade and Ambulance Service.

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 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.

The Premises Manager is responsible for:

- production of a traffic management plan.
- upkeep and maintenance of all external/internal pedestrian and vehicle routes and car park
- location and maintenance of road and pedestrian traffic safety signs
- lighting for road and pedestrian routes
- routine safety checks and inspections
- suitable gritting of these routes both internally and externally
- provision of suitable signage
- parking bays for persons with a disability
- liaising with and managing contractors undertaking activities on site that involve the movement of vehicles, to include, the review of risk assessments and method statements (RAMS).

### Speed limit

The maximum speed limit in the school is 5mph.

### Vehicle escort

All vehicles entering the establishment will require an escort. The escort must:

- maintain visual contact with their driver
- assist drivers carrying out reversing manoeuvres
- do not walk or stand directly in front or behind vehicles
- do not assist drivers, vehicle, or plant operators in manual handling operations.

Detail any specific rules for the management of vehicles on site, restriction on vehicle movement at certain times, reversing vehicles, special arrangements for deliveries etc.

### Driving for Work

Staff who are expected to drive their own personal vehicle for work (from their permanent place of work to another location or from home direct to another location which isn't their permanent place of work) must be authorised to do so.

The Headteacher is the allocated individual who will provide authorisation for staff to use their own vehicles for work and will check the following:

- Driving License
- MOT
- Insurance (Must include Business Insurance)

These checks will be carried out at least annually or the date of the first piece of documentation expiring (whichever is sooner) and will be recorded on file.

## ARRANGEMENT 26: OFFSITE VISITS

All offsite visits will be planned following guidance contained in the LBTH Children Services Directorate Outdoor Education Policy, which is located on the LBTH Evolve front page.

The Offsite Visits Advisor (Juniper Services) 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, participant's 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 (EVC) (the Deputy Headteacher) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher.

The needs of students with health conditions or who may require emergency medication should be considered as part of the planning of visits and activities.

## ARRANGEMENT 27: SWIMMING POOL

It is the school's policy to ensure the pool is operated in a safe manner and therefore all HSE and Industry practice is followed. The Headteacher has overall responsibility for the safe operation of the pool, however they have delegated the management of the pool to the Premises Manager. The Premises Manager is responsible managing all aspects of the pool including but not limited to, pool water quality, supervision, risk assessment and other documentation, qualifications, and checks.

The school has carried out a risk assessment for the swimming pool in line with the HSE Guidance Document Health and safety in swimming pools, HSG179. The risk assessment has considered the supervision arrangements and as this pool is only used for structured swimming lessons. The swimming teachers who hold a valid swim teaching qualification: Aquaapps® Advanced Paediatric Aquatic Therapy; and rescue qualification, can supervise the pool in addition to teaching. *(Please refer to HSG179 as depending on the size or use of your pool and swimming ability or age of student's alternative arrangements such as the provision of lifeguards may need to be considered)*

A Pool Safety Operating Procedure (PSOP) which includes the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) have been produced and all relevant staff have been trained in this procedure. The PSOP has been made available to all hirers.

Letting's agreements (see Arrangement 30: Lettings) are managed by [Insert role] who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and that the hirer fully understands the requirements and contents of site rules and PSOP.

The Premises Manager is responsible for the pool plant operation, carrying out pool water testing and arranging microbiological testing of pool water by an external contractor. They are to ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG) and it is the school's policy for them to hold a current Intensive Pool Plant Operator Certificate.

Further information

HSE (2018) [Health and Safety in swimming pools, HSG179](#)

Pool Water Advisory Group (PWTAG) [Website](#)

Association for Physical Education (afPE) [The Inspection and Maintenance of Gymnastics, Sports Hall, Fixed Play, Fitness and Sports Equipment](#)

## ARRANGEMENT 28: INDUSTRIAL KITCHEN

Schools may have LBTH Contract Services or external sources as their food provider. It is important that relevant health and safety information is shared and communicated between the school and food provider.

The school should have knowledge of the food provider's documentation including but not limited to current risk assessments, valid staff training records, food hygiene inspection reports, gas safety certificates, pest control information and accident data.

This information may be required for audit purposes annually. All external audits from the contract kitchen should be communicated with the school, to ensure a good level of contract compliance / monitoring.

Kitchen staff should be briefed on first aid, any presence of asbestos in their work areas, fire safety arrangements and be familiarised with the school's allergy and medicine policy. All reports of accidents and near misses in the kitchen are to be provided to the school administration, this may include the contractor completing the school's accident report as well as their own company accident report.

The school management is responsible for sharing information to the kitchen staff of individual child needs such as allergies when preparing and serving food. The school needs to document how this communicated to the kitchen staff.

School meals are provided by LBTH Contract Services - Catering.

## ARRANGEMENT 29: WORK EXPERIENCE & VOLUNTEERS

### Young Persons

If the school has volunteers or students on placement who are under eighteen years of age, then a risk assessment must be completed for them.

### Work Experience

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. 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 / CHSS at the earliest possible opportunity.

The school has a separate work experience and volunteers' policy which is regularly reviewed and updated. The WRL Life Skills and Preparation for Adulthood Subject Lead is responsible for managing and co-ordinating work-related learning

Risk assessments are completed by the WRL Life Skills and Preparation for Adulthood Subject Lead

## **ARRANGEMENT 30: LETTINGS / SHARED USE OF PREMISES**

The School Business Manager is the responsible person for reviewing lettings, insurance, risk assessments, induction, fire safety and security arrangements.

The school has a comprehensive list of all letting arrangements with specific details, communications, induction forms, management of building whilst lettings in operation. Lettings are managed and monitored to ensure the safety of the occupants.

Lettings are managed by School Business Manager

## **ARRANGEMENT 31: EMERGENCY PLANNING AND BUSINESS CONTINUITY**

The school should develop a separate emergency planning procedure, that includes coronavirus, a lockdown procedure that needs to be referred to in a separate document.

It is important that the fire risk assessment has taken this into consideration.

School and college security [information and templates](#) can be found on the DFE