

Staff responsible	Andy Taylor
Date of policy/last review	31/01/2018
Governing body ratified	08/03/2018
Chair of Governors – Liz Bailey	
Review cycle	1 year
Next review	31/01/2019

1. General Statement of Intent

Brent Knoll believes that people are its most important asset and is committed to ensuring the health, safety and welfare of its pupils, employees and other persons who are liable to be affected by its activities. It considers health and safety to be an integral part of its business performance and will aim to achieve continual improvement in standards through the setting of objectives and targets for their achievement. Compliance to the legal requirements under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions will be the minimum acceptable standard.

The Brent Knoll Governing Body are the employers who, delegate the prime responsibility for health and safety to school management with the Headteacher having direct responsibility for activities and employees under their control.

The prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of school leadership with the assistance of the governing body is to provide a safe and healthy working and learning environment for staff, pupils and visitors.

To achieve a safe working environment all employees and pupils must appreciate that their safety and others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

2. Roles & Responsibilities

2.1 Governing Body

The governing body of Brent Knoll School will:

Ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school by requiring the Headteacher to put in place a suitable H&S management plan to ensure the safe operation of the school.

Ensure that school leadership has identified and evaluated all relevant risks and that they have put in place appropriate control measure as a means of minimising risk to staff, pupils and others.

Periodically assess the effectiveness of this plan and ensure that any necessary changes are made. In order to facilitate this a standard agenda item of 'Health and Safety' will be on every Resources Committee meeting.

Ensure that the whole governing body has sufficient awareness of the management of health and safety in order to be able to carry out their role adequately. This is done by ensuring that at least one governor takes responsibility for liaising with the Headteacher on safety management issues.

2.2 The Duties of the Headteacher

As well as the general duties which all employees have, the Headteacher has responsibility for putting in place and continually developing a plan for the management of Health and Safety of all employees, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Headteacher can delegate some of the work required to a Deputy Headteacher or other senior leader. (This person must be on the School Leadership Team and have sufficient authority to ensure action is taken and access to resources) however the Headteacher remains responsible and should monitor and review on an annual basis. Whoever carries out the work must be competent to do so and the Head is responsible for ensuring that this person receives the correct information and if necessary, training. From time to time the DFE, HSE, LA and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises. The Headteacher will incorporate such codes into this health and safety policy and procedures.

2.3 Duties of employees with management and supervisory responsibilities

All staff with supervisory roles (for example class teachers) must be given specific information by the Headteacher on their H&S responsibility as set out in the management plan. They should be asked to sign that they have read and understood their responsibilities and information.

The Headteacher must identify whether the post holder is competent to carry out these responsibilities and ensure any necessary training or further information is given.

The Headteacher must put in place a method for ensuring that the duties as set out are carried out – this should be part of the methods of monitor and review. The post holder must report back as required.

With a large area of responsibility, the identified post holder may require others in the team to assist in the identified duties. This should be set out in writing and the management plan adapted to take this into account and as above information and/or training given.

The post holder will carry out risk assessments as required or if delegating to others, ensure that all are carried out as required in the management plan. Assessments will cover work activity, work equipment, work places and substances. This will obviously include teaching activities.

The post holder will turn the risk assessment findings into a written procedure or if delegating to others, ensure that all are carried out as required in the management plan. The risk assessments and procedures should be made available for the Headteacher.

Where there are new procedures identified these must be talked through with all affected staff and where identified in the management plan and where they exist, consulted with the Union H&S representative.

The post holder will put the procedures into operation, informing all relevant colleagues of the procedures and assess their competency to comply. If necessary the post holder will give colleagues further information and/or training.

Where the safety procedures affect pupils they must be informed in whatever way has been identified (for example in assembly or lessons) and their behaviour supervised and monitored.

The post holder will put in place relevant information for inducting new employees under their control

The post holder will carry out monitoring of the safety practices, via safety inspections and by analysing incidents and accidents within the work area.

The post holder will review assessments and thus procedures on an annual basis or more often if an incident/accident occurs or if circumstances change to affect the procedure as set out in the management plan.

The post holder must report non-adherence to safety rules by others particularly pupils to the Headteacher as appropriate and where applicable bring the issue to the notice of the perpetrator for immediate rectification.

2.4 The Duties of All Other Employees

All staff must be informed by their line manager of the relevant parts of the management plan. This should be undertaken at induction or if the plan is revised at any time at a staff meeting.

All staff must be given in writing a copy of the relevant parts of the management plan and should be asked to sign that they have read and understood them.

All staff must attend safety meetings required and take part in the termly emergency fire drill.

All staff should report any non-adherence to safety rules by others particularly pupils to their line manager as set out in the management plan and where applicable bring the issue to the notice of the pupils for immediate rectification.

All staff should report hazards using the procedure identified in the management plan.

Employee health and safety rights and responsibilities are set out in and will be guided by the Health and Safety Executive.

2.5 The Educational Visits Co-ordinator

- The EVC will be involved in educational visit management in order to ensure that the Offsite Activities and Educational Visits are followed.
- Work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the school.
- Ensure that all educational visits meet Brent Knoll requirements
- Confirm that adequate risk assessments have been carried out by the party leader
- Support the Headteacher in the management of and evaluation of educational visits

2.6 Union Health and Safety Representative(s)

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

The functions of the Union Health and Safety Representatives are:

- to report potential hazards and to take remedial action if competent to do so
- to examine causes of accidents that occur in the workplace and suggest remedial action
- to ensure that any such accidents are reported using the appropriate form
- to investigate any complaints relating to health, safety and welfare at work
- to consult with Lewisham Council with regards to the above and other queries affecting health and safety in the workplace
- to be offered involvement in the inspection process of the school premises
- to be offered to attend meetings of Health and Safety Committees
- to disseminate information to their union members keeping them up-to-date with any new health and safety initiatives
- to raise health and safety issues at Staff Meetings
- to monitor that written risk assessments are readily available to staff and to monitor compliance
- to provide information, instruction, training and supervision to enable employees to avoid hazardous situations and contribute positively to their own health and safety in the workplace

2.7 The Premises Officer

The Premises Officer is responsible for:

- The implementation and operation of the school's health & safety policy with regards to the fabric of the building and all statutory maintenance checks.
- To work alongside Elecro, the statutory maintenance provider, to ensure the school is kept safe.
- Making recommendations to the Head Teacher any defects in the premises, its plant, equipment and facilities which relate to or may affect the health of staff, pupils and others.
- Acting as the school representative in any dealings with contractors who work at the school.
- Aspects of fire safety including coordinating half termly fire drills, escape routes, maintenance of system and notices, checking of fire safety equipment and elimination of potential fire risks.
- Day to day health and safety duties including cleaning up spills, housekeeping, regular inspections of facilities and reporting of any issues that need more specialist intervention

2.8 School Admin Officers

School Admin Officers are responsible for:

- Ensuring that the list of First Aiders is maintained – kept up to date and displayed
- Ensuring that the list of Fire marshalls is maintained – kept up to date and displayed
- Liaising with Head Teacher to coordinate training of First Aiders
- Maintaining records of H&S training
- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with LA and HSE
- Manage and update Single Central Record for all DBS disclosures

2.9 First Aiders

The Admin Officer is responsible for ensuring the school has sufficient numbers of trained First Aiders.

Brent Knoll School has completed a first aid risk assessment, which has identified the minimum numbers of first aiders and paediatric first aiders required by the school.

The number of trained first aiders meets recommendations and adequate cover is available to cover for annual leave and unexpected absences.

- All first aiders hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.
- First Aid notices are clearly displayed around the school.
- Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked.
- Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.
- Where first aid has been administered this is recorded in the first aid treatment book.

For EYFS pupils, where first aid has been administered this is recorded in the EYFS first aid treatment book and signed off by the parent/carer.

2.10 Fire Marshalls

Appropriate training and instruction will be given to staff delegated with Fire Marshall responsibilities. They will sweep dedicated areas and report to the Fire Controller during a fire evacuation. They will be responsible for day to day fire safety, including checking all fire exits are kept clear, fire fighting equipment is in place and good housekeeping is maintained.

2.11 Duties of the Premises Officer / Facilities Management Contractor

The Premises Officer will be responsible in conjunction with the Facilities Management Contractor Electro for assessing and managing risk in the following key areas:

Area / Activity	Name & Duty	Name & Duty
Cleaning - Day to Day	Premises Officer	Cleaning Contractor
COSHH	Premises Officer (Schools)	Cleaning Contractor
Contractors	Premises Officer	Electro
Emergency Plan	Premises Officer	Electro
Electricity (PAT & Hardwiring)	N/A	Electro
Evacuation Route (Access & Egress)	Premises Officer	N/A
Fire	H/T & Premises Officer	Electro (maintenance)
Gas (Servicing & Testing)	N/A	Electro
Grounds Main (Inc trees/plants)	Competent Contractor	N/A
Lighting (Inc Emergency/Lightbulbs)	Premises Officer	Electro
Lone Working	H/T	N/A
Lifts (Servicing & Inspections)	Premises Officer (day2day)	Electro
Lettings	H/T & Premises Officer	N/A
Lavatories	Premises Officer	Electro (services)
Maintenance Programmes	N/A	Electro
Manual Handling	H/T	N/A
Outdoor Areas	Premises Officer (day2day)	Electro
PE Equipment	PE Co-Ordinator	Electro (maintenance)
Pests	Competent Contractor	
Playgrounds & Play Equipment	Premises Officer	Electro
Repairs	Premises Officer (day2day)	Electro
Slips, trips and falls	H/T & Premises Officer	N/A
Security	H/T & Premises Officer	Electro
Site Inspections (Visual/Recorded)	H/T & COG & Premises	N/A
Ventilation	N/A	Electro
Vehicle movement/parking	Premises Officer	Electro (servicing)
Water (Legionella)	N/A	Electro
Water – drinking	N/A	Electro
Working at height (Ladders)	H/T & Premises Officer	Electro
Work Equipment	N/A	Electro

3. Monitoring & Review

3.1 How the Headteacher will review and monitor

The Headteacher will monitor the risk assessment process checking that a suitable number of assessments have been completed and that suitable procedures are in place to manage identified risk.

The Head will assess accident statistics in order to report to the full Governing Body meeting, held half termly, looking at trends, at whether they are being reported correctly and that follow up action has been taken. The Head will annually monitor the H&S 'policy' to ensure that it is still relevant and workable. All employees must be informed of any changes made.

3.2 How advice will be sought on meeting legal requirements

Brent Knoll School will commission appropriate Health and Safety advice in the form of a service level agreement with a suitably qualified person/organisation.

The school must inform the authority immediately if any improvement or enforcement notice (including a LFEPA A13 letter) is received from the HSE or the LFEPA.

4. Information for pupils, visitor and contractors

4.1 Pupils

Pupils are given health and safety information at assemblies, during certain lessons and when being introduced to new rooms and equipment. Pupils are regularly reminded about safe behaviour in school and on school trips.

4.2 Parents

Health and safety information is available for parents/carers on the school website. Specific information including fire evacuation procedures will be given at Reception when they come to the school and at the beginning of any school events e.g. concerts, plays etc

4.3 Visitors

Visitors sign in at Reception and are given a visitor badge which must be clearly visible. A notice is displayed at Reception which advises visitors on what they should do if the fire alarm is activated. The notice also requests that any visitors that may need assistance to evacuate in the event of an emergency, must make this known to office staff.

4.4 Facilities Management Company

The Facilities Management provider has the responsibility to provide their own health and safety policy and share it with the school. They are responsible for cooperating and consulting with the school to ensure the premises and facilities, services provided, and their employees comply with legislation relating to health and safety and the schools health and safety arrangements including building requirements and safeguarding.

4.5 Contractors

Information for contractors is given in writing by the premises officer at time of agreeing works. This will include restricted activities during the school day and whilst pupils are on site. Any health and safety risks will be communicated to contractors prior to works commencing. All contractors will be issued with a Brent Knoll Contractors Code of Conduct and asked to sign it and return to the Premises Officer.

[\(See Managing Contractors Policy\)](#)

5. Risk Assessments and Procedures

5.1 Risk Assessments and Procedures

Risk assessments will be carried out by those people as identified above in the organisation section.

Risk assessments will be carried out once and then reviewed annually unless there is occasion to review earlier.

Risk assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out those procedures are not working. The system for assessing school visits is that as set out in the Authority's manual 'There and Back Again'. The guidance in TABA will be used.

The system for risk assessing safety in school science and to an extent in Design and Technology are set out by CLEAPSS). The school will use the guidance issued by CLEAPSS.

Risk assessments for PE and Games will use the system as devised by the LA and will use the guidance as set out by BAALPE.

The Headteacher will monitor the risk assessment process checking that a suitable number of assessments have been completed and that suitable procedures are in place to manage identified risk. This process should be reported to the Governing Body.

Procedures for managing all activities will be written as a consequence of the risk assessment. The control measure identified in the risk assessment are the basic bones of the procedure. All procedures must be shared as appropriate in the management plan.

A procedure for safely managing an activity does not have to follow a predetermined format, however it is recommended that they are produced using the same font, headings etc to allow for immediate recognition. The procedure should however always refer to the risk assessment on which it is based and state where this can be found.

6. Organisational Arrangements

The following list of activities/areas for assessment/procedures is not definitive and may include some of the premises manager's / Facilities Management Contractor's responsibilities as given above

6.1 Accident/incident Investigation & Reporting

Accidents should be recorded and reported in accordance with the Accident Reporting Procedure. Accidents should be investigated as soon as possible after occurrence.

[\(See Accident / Incident Reporting Procedure\)](#)

6.2 Art & Design (kilns, etc)

See Curriculum Handbooks

6.3 Asbestos

There is no asbestos present in Brent Knoll School due to it being a post 2000 new build.

6.4 Catering

The school kitchen in Brent Knoll is managed by Radish. The school premises staff will ensure that the kitchen is provided with suitable fire-fighting equipment and will inspect it monthly. The school kitchen will provide the FM provider with copies of their gas safety checks and portable appliance testing certificate annually.

6.5 Classrooms

Teachers / Support Staff should make sure the classroom environment is safe by:

- Familiarising themselves with their Emergency Evacuation Procedures
- Knowing where pupil's emergency medications are stored
- That hot drinks are never taken into classrooms on days when children are present unless in safe containers
- Sharp and dangerous implements are kept out of reach of the children
- Guillotines are never kept in the classroom
- Cables are always safely stowed away and not causing a trip hazards
- Computers are switched off at the end of the day
- Heavy items should not be placed on the top of cupboards
- Sink areas are tidy, and chemicals locked away out of reach of pupils.

6.6 COSHH Emergencies

In the event of a child or adult swallowing or having a reaction to a product which requires medical attention, the first aid recommendations on the product sheet should be followed immediately and the details of the product must be given to the medical team (ideally with a copy of the fact sheet).

6.7 Curriculum Activities

Art / Design

Dance/Drama

Music

Science

Staff are required to undertake written risk assessments prior to undertaking any curriculum related activities, these should be signed by the Co-ordinator detailing any risk inherent in the delivery of the curriculum.

Design & Technology risk assessments will be carried out by the coordinator following:

CLEAPSS Design & Technology Resource and advice from professional bodies e.g.

NAAIDT – National Association of Advisers in Design & Technology

Consideration should be given to tools, materials, equipment, space, the needs of pupils, waste and personal protective equipment.

6.8 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.

Workstation self-assessments are undertaken annually by DSE Users.

Free eye tests should be offered to staff every two years.

[\(See Display Screen Equipment Procedure\)](#)

6.9 Events (School Fairs, evening socials, etc)

When organising school events (i.e. summer fayre, Christmas concert etc) the event organiser will be responsible for preparing a short-written assessment of the activities that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc.

The following activities/attractions MUST have an individual written risk assessment:

- Bouncy castles
- Stands/Stalls
- Displays involving animals, weapons, flames or special affects

All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.

When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

An emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed.

6.10 Emergency Plan – Fire

- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each classroom.
- Fire bells and fire doors are tested weekly by the Premises Officer
- A fire drill is practiced once a term and reported by the Head Teacher to the Governing Body.
- Fire appliances are checked annually.

6.11 Electrical Equipment

- Hard wire electrical testing is carried out by an approved contractor on a rolling 5 year programme as per the statutory guidelines. The Premises Officer has been designated to take responsibility for this.
- All electrical equipment has a British standard Kite Mark and is tested annually (Portable Appliance Testing) by an approved contractor as per the statutory guidelines. Any items failing the test are disposed of immediately. The Premises Officer has been designated to take responsibility for this.
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- Where 13-amp sockets are in use, only one plug per socket is permitted.
- The protective outer sleeve of electrical cables is to be firmly secured within the electric plugs.
- Electrical equipment that is known to be, or suspected of being faulty must not be used.
- All staff have a responsibility to ensure portable electrical appliances are used correctly (manuals should be kept in the school office), that they are positioned securely and appropriately and there are no trailing wires which could cause a hazard.
- Staff are not permitted to bring in electrical items from home without consent from the premises Officer

6.12 Electrical Testing

All items of portable electrical apparatus and equipment in use are inspected and checked annually using a certified P.A.T. tester

6.13 Educational Visits

The Head Teacher, has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy and are aware of how to access it on BK Connect ([See Educational Visits Policy](#))

6.14 Fire

The Head Teacher is deemed as the "Responsible Person" under current fire safety legislation. The main duties of the "Responsible Person" in relation to fire safety are:

- to ensure a fire risk assessment is completed by a competent person annually
- identifying the provision of adequate training for those appointed as Evacuation Marshals and fire extinguisher training where necessary.
- arrangements for any necessary contacts with external emergency services
- Providing fire equipment and maintenance of fire services such as alarms, emergency lighting, detectors, firefighting equipment
- provision of adequate emergency escape facilities and;
- ensure that those who visit the site that require assistance during and emergency evacuation have a Personal Emergency Evacuation Plan (PEEP)
- An emergency plan to evacuate the site must be created, providing for calling the fire service and allocating individuals who are responsible for supervising, controlling and putting into effect the plan.
- All staff should receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities during emergency evacuation.
- Fire/emergency evacuation procedures are displayed at point of entry to the school.

([See Fire Procedure](#))

6.15 First Aid

The Head Teacher is responsible for ensuring that there are adequate numbers of qualified First Aiders. A list of their names and qualifications should be displayed in the School Office and at key locations around the school.

- Portable First Aid kits are taken on educational visits and are available from the medical room

- A qualified First Aider will go on any educational visit where deemed necessary by the risk assessment.
- All trips in Early Years will have a qualified paediatric first aider present.
- One of the Senior First Aiders will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

[\(See First Aid Policy\)](#)

6.16 Games and PE

- All P.E. Equipment will be formally inspected and undergo maintenance from a competent contractor on an annual basis.
- All staff managing any PE activity must visually inspect any equipment and physically remove, if possible, or restrict use if suspect of being faulty or damaged.
- All PE activities, whether indoors or outside, must be risk assessed prior to the activity taking place identifying practical management control measures.
- PE risk assessments will be carried out by the PE co-ordinator following safety guidelines produced by the *British Association of Advisers & Lecturers in Physical Education (BAALPE)* <http://www.baalpe.org/>

[\(See PE Policy\)](#)

6.17 Gas

- All gas appliances (boilers, kitchen equipment etc) will be annually maintained and serviced by a Gas Safe Registered Engineer. The Facilities Management Company will be responsible for ensuring regular services and maintenance issues are undertaken. Any defects or faults will be reported to the Premises Officer or on BKConnect.
- Premises and Senior Leaders are aware of the emergency procedures to deal with gas incidents and that they know the locations of emergency controls

6.18 Glazing

- Replacement glass should be laminated, toughened glass or material that conforms to EN12600 – European Standard. Details of glazing details are available in the schools O&M's.
- When replacement glass is needed – consideration will be given to the area, activity, pupil age, how high and any additional controls that may be needed.
- It is the duty of all staff to report any glazing issue so that it can be rectified, initially made safe and then replaced.

6.19 Grounds Maintenance including trees

Brent Knoll school grounds will be inspected daily by the premises officer. A competent contractor will attend the school on a regular basis to undertake maintenance duties.

Trees will be inspected as part of this inspection and if necessary a risk assessment undertaken. Particular attention will be given to trees after windy or inclement weather conditions.

6.20 Hot Drinks

Staff should not have hot drinks in the classrooms or playgrounds unless they are in a lidded cup. Staff must not walk and carry hot drinks in cups.

6.21 Infectious illnesses

Any child who attends school with a suspected infectious disease must be immediately taken to the school office, where the parents must be called to come and collect them and advised to seek medical advice.

[\(See Infectious Diseases Policy\)](#)

6.22 Induction

All new staff (permanent or temporary) will be receive a health and safety induction. Visitors will be given a short health and safety induction about the School's fire arrangements when they sign in at Reception.

[\(See Induction Policy\)](#)

[\(See Health & Safety Induction Procedure\)](#)

6.23 Lavatories

All the school toilets will be inspected on a minimum of a daily basis. Any accessible toilets will have their alarms checked and recorded monthly and annually serviced.

Staff to ensure pupils are suitably supervised when using the toilets.

6.24 Lifts

- Only authorised users may access the lift. Staff or pupils with mobility issues will be issued with a key. Pupils must be supervised at all times when using the lift.
- Visual inspections will be undertaken and recorded by Elecro
- The lift will be serviced and maintained twice a year by a competent contractor and London Borough of Lewisham Insurers.
- The lift should not be used in a fire drill / emergency.
- Any staff or pupils authorised to use the lift will have a Personal Emergency Evacuation Plan in place (PEEP).

6.25 Lettings

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

[\(See Lettings Policy\)](#)

6.26 Lighting

All internal lighting will be visually inspected by the premises officer on a daily basis. Staff to report any lighting issues in their areas on BKConnect.

Elecro will undertake a maintenance programme to replace any faulty lights.

6.27 Lone Working

- Any member of staff working alone in the building should ensure the Premise Officer knows when they are on/off site. The signing in book must always be used.
- The Premises Officer should use his/her expertise, experience and common sense when undertaking maintenance tasks as a lone worker during school holidays/weekends and ensure high-risk & hazardous activities (such as working at height, climbing on the roof etc) should not be undertaken when there is no-one else on the premises.
- The Premises Officer should ensure that he/she carries a charged mobile phone at all times. In the event of concerns about safety when opening/closing the school, they should leave the building and call the police from a place of safety rather than entering the building or challenging intruders.

[\(See Lone Working Policy\)](#)

6.28 Lunchtimes

- Adequate provision of supervising adults will be available at lunchtimes – in the playground and lunch halls.
- First aid provision will always be available during this time.

6.29 Maintenance Programmes

- Brent Knoll School has a planned preventative maintenance programme in place. Elecro undertake many of these duties including the statutory requirements Lewisham Council require.
- A statutory maintenance audit will be undertaken by Lewisham Council on an annual basis.
- The Head Teacher is responsible for ensuring all the maintenance and service requirements for all the elements are undertaken and within the statutory timescales.

6.30 Manual Handling

- Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capabilities. If the load to be moved requires unusual strength or height, puts people at risk who are pregnant or have health problems, or requires specialist knowledge or equipment, every effort should be made to redesign the task.
- Wherever possible, manual handling should be undertaken by the Premises Officer.
- The Premises Officer is responsible for undertaking a general risk assessment for manual handling consulting with staff regarding the types of manual handling they need to undertake as well as listing

the activities the post holder themselves is asked to undertake.

- In the event of unusual manual handling requirements which are not covered by the generic risk assessment, consideration needs to be given to the type of load and whether it is potentially hazardous i.e. heavy, bulky, difficult to grasp, unstable or sharp/hot. If these factors are present then an on the spot risk check needs to be undertaken. If it has been decided to proceed, the following process should be followed:-
- Stop & think – is there another way to move the load or can any trolleys or other equipment be utilized to reduce the potential risk?
- Plan the lift – where is the load to be placed? Is help required with the load? Are there any obstacles that need to be removed? Does the load need to be rested on route?
- Position the feet to give a balanced and stable base
- Adopt a good posture – bend the knees if lifting from a low level, keep the back straight, keep the shoulders level and facing in the same direction as the hips
- Get a firm grip – a hook grip is less tiring than keeping the fingers straight
- Keep the load close to the body, do not move suddenly, move your feet not your body
- Lift smoothly. Do not twist the body when turning – move your feet instead
- Put the load down, rest and then adjust as necessary

Any regular occurrence of back disorders or other ailments which may be associated with unsatisfactory manual handling processes need to be investigated by the Head Teacher to see whether new procedures and storage solutions need to be introduced or new equipment purchased.

[\(See Manual Handling Policy\)](#)

6.31 Medicines

The School discourages pupils from taking medicine in school unless a pupil is suffering from chronic illness or allergy (e.g., Asthma), or because they are recovering from a short-term illness and are taking antibiotics.

- Any pupil (or staff member) who has a serious or chronic illness should have an individual health plan drawn up in consultation with medical staff and parents.
- A copy of this should be held in class registers, displayed in the medical room and kitchen if necessary. Plans should be reviewed annually. In the event of a staff member becoming seriously ill, details would be kept in their personnel file.
- Consent from the parents / carers of pupils who need to receive medication (short term only) only will be obtained prior to them returning to school. before the pupil.

Teaching and non-teaching staff must not administer medication to pupils if they are not trained to do so.

[\(See Administration of Medicine Policy\)](#)

6.32 Mini buses

The school mini buses are parked at the front of the school. The buses will only be driven by authorised staff that are eligible to drive the vehicles.

[\(See Mini Bus Policy\)](#)

6.33 Music

See Curriculum above

6.34 Offices

- Staff offices and meeting rooms should be kept clear of hazards. All trailing cables hidden to remove the risk of tripping.
- Staff should not store combustible items under their desks.
- Extension leads, electrical equipment and chemicals are not permitted to be brought in from home without the consent of the Head Teacher.
- Staff to switch off all electrical items at the end of the day
- Any storage areas containing any hazardous equipment / items should be kept locked at all times.

6.35 Outdoor Areas

All outdoor areas are visually inspected daily, and any hazards removed. Staff to report any issues that may have been missed or arrive during the day.

Pupils encouraged to put all litter into the waste bins provided.

Some outdoor areas may be restricted from use in cold and icy weather.

6.36 Playground

Playgrounds are a great place for children to play, learn and develop their imagination and social skills. Playgrounds can become hectic and busy and consideration must given to:

- supervision levels
- behaviour, activities
- numbers of pupils
- zoning,
- inspections
- first aid, toilets
- drinking water
- weather conditions. it is our aim that our playground is well organised, and everyone feels happy and safe in the playground.

(See Playground Risk Assessment)

6.37 Pregnant Workers and Nursing Mothers

The Line Manager will carry out a risk assessment in accordance with LEA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks during her pregnancy and after her return to work.

[\(See Pregnancy & New Mothers Guidance\)](#)

6.38 Physical Restraint

Staff at Brent Knoll follow the "Team Teach" Positive Handling techniques.

[\(See Physical Intervention Policy\)](#)

6.39 Repairs

Any minor repairs needed should be reported by Staff on BKConnect. If the repair will be a significant cost, the Head Teacher will need to approve, and procurement guidelines will need to be considered.

Staff to ensure they report any hazards immediately and remove items if needed whilst awaiting repair.

6.40 Swimming

Pupils at Brent Knoll currently attend swimming lessons at "The Bridge Leisure Centre" who have undertaken risk assessments.

6.41 Science

- The Head of Department should report, as appropriate, any health and safety concerns to the appropriate individual i.e. Head Teacher and ensure that risk assessments for all activities are completed and reviewed regularly and that all staff in the department are aware of them.

6.42 Stress

- Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living.
- Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.
- People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends.
- Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.
- If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence.

- It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done.
- The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.
- Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

[\(See Wellbeing Policy\)](#)

6.43 Smoking

Brent Knoll has prohibited smoking in the school building and in vehicles under its control.

The policy applies equally to all people who have business in the premises including employees, contractors, pupils, parents and other visitors.

6.44 Substances Hazardous to Health

- Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Heads of Departments.
- The main departments that use these types of substances are Design Technology, Art, Science, Reprographics and the Premises Staff.
- The legislation requires that any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.
- The premises officer is responsible for ensuring that the Contract Cleaners have copies of the chemical safety data sheets available in the areas where the relating chemicals are stored.
- The premises officer is responsible for ensuring the cleaning contractors cupboards are kept locked at all times and the chemicals within are stored safely.

(See Policy)

6.45 Slips, Trips and Falls

- All staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Head of School, Administration Officer or Premises Officer.
- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.
- Floors to be checked regularly by the Premises Officer to ensure they are stable, level, have no bumps or holes and are not slippery.
- All staff are responsible for ensuring equipment is positioned so cables do not cross pedestrian routes.
- Cable covers/ties should be used to fix cables to surfaces and ensure they are tucked out of the way.
- Spillages must be cleaned up immediately using an appropriate cleaning method.
- Children to be informed of the dangers of slips and falls as part of their PSHE curriculum. Children must also be encouraged to report wet cloakroom floors to their teacher or the staff on duty so the wet floor signs can be put out and the floors mopped.
- Children should be briefed to tuck chairs under tables and pack toys/equipment away to reduce the risks of trips and falls. Class teachers should ensure access routes are clear of desks and equipment.
- Class teachers and support staff are responsible for ensuring children hang up their coats and put their book bags in the box provided so they do not cause a potential tripping hazard in the corridors

6.46 Staff Consultation

- Staff will be consulted on health and safety information at specific staff meetings during the year.
- Any urgent issues will be discussed with all staff at morning briefings and placed on the "News Feed"
- Any changes in health and safety policy / procedures / legislation will be brought to the staff's notice via an email or a note to direct them to BKConnect.

6.47 Staffroom

- The staff rooms at Brent Knoll should be kept tidy and clean at all times. Staff should wash up any crockery and cutlery after use. Staff should remove old and unwanted food from the fridges where appropriate. The microwaves never left unattended and cleaned after use.
- Firefighting equipment is available in the staff rooms and should never be removed or obscured from vision.
- Staffrooms should be kept shut / locked to restrict unauthorised access by pupils.

6.48 Supervision of Pupils

- Staff and other supervising adults should maintain good order and discipline of pupils safeguarding their health and safety at all times.
- No pupil should be left unsupervised without consent and consideration
- Staff should be punctual in collecting pupils from the playground.
- The same duty of care applies when staff supervise pupils in after school or breakfast clubs.
- If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- Other staff on duty should inform supply teachers of their duties regarding supervision.
- If a parent fails to collect a pupil after school, staff should take them to reception area where they will be supervised until they have been collected. SLT members have details of the Emergency Contact at Lewisham Social Services.

6.49 Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the main reception. Keypads and fobs on doors prevent unauthorised entry/exit. Any act of violence or abuse towards a member of staff must be reported to the Head teacher, who will take the appropriate action. Many staff carry walkie talkies to summon help if needed.

[\(See Security Procedure\)](#)

6.50 Violence at Work

The LA defines the term as: "any incident in which an employee is abused, threatened or assaulted by another person in circumstances arising out of the course of his or her employment". This includes physical violence, intimidation, bullying and foul language.

- All staff should report to the Head Teacher any incident of aggression or violence directed to them from any source.
- All incidents of violence must be reported to the Health and Safety team at Lewisham using the CS2 form.

[\(See Behaviour for Learning Policy\)](#) [\(See Staff Code of Conduct\)](#)

6.51 Visitors/Volunteers

- Visitors to the school have to sign in and wear their badge at all times. Visitors must sign out when they leave.
- Any adult without a badge, who is not an employee, should be challenged.
- It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school.

6.52 Ventilation

All the ventilation units/systems in Brent Knoll are maintained and serviced as per the manufacturers guidelines. All staff to report any issues using BKConnect.

6.53 Vehicle Movement/Parking/Access/Egress

- Only staff driving the school mini buses, authorised Lewisham Transport vehicles and authorised contractors may drive onto the school site. Parents are not allowed to drop off/pick up on the school site.
- Contractors come onto the premises when loading/unloading equipment and must contact a

member of staff for parking arrangements.

6.54 Water (Legionella)

The primary aim is to prevent the build-up of the Legionella pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. There are showers located in the school. The water tanks and taps are tested annually by an approved contractor and chlorination of the tanks undertaken if the results indicate this is necessary.

- A water risk assessment will be undertaken every two years by a competent contractor or sooner if there are changes to the water systems.
- The Premises Officer checks the temperature of the taps, both hot and cold, on a monthly basis to ensure the water temperatures are not within the range suitable for legionella bacteria. Results are recorded in a log-book which is kept in the school office for inspection when required.

All water on site is mains fed. Drinking Water is identified and labelled.

6.55 Working at Height

- Working at height includes any place where a person can fall a distance liable to cause personal injury. Teachers/staff should avoid working at height whenever possible. Instead the Premises Officer should be called to carry out the work.
- Staff must not use a ladder if they suffer from dizziness, epilepsy, heart conditions, lung conditions, significantly impaired joint function or are taking medication which recommends machinery should not be used.
- Anyone who has a fear of heights must not use a ladder.
- The Premises Officer is responsible for ensuring ladders and step ladders are clearly labeled and properly maintained.
- The Premises Officer is responsible for carrying out a general risk assessment for working at height across the school and reporting findings, proposing control measures and procedures and detailing resources required. For specific, hazardous work (i.e. accessing the roof to clear guttering or weeds) a live risk assessment must be drawn up and agreed by the Head teacher before work commences.
- The most suitable and correct equipment must always be used – standing on chairs is not permissible.
- When selecting equipment the work conditions, distance and consequence of a fall, duration and frequency of the task and the ease of rescue should all be considered.
- Ladders should only be used in low risk situations, for work of short duration (i.e under 30 minutes in one position) and where the site condition is suitable (i.e. where the ladder can be tied or secured, the ground is level and not slippery, there are no adverse weather conditions which could affect stability and where the user will have at least 1 hand free to grip the ladder.
- The following procedures must be followed:-
- Pre-use checks of equipment (general condition sound, clean, dry, free from oil or wet paint, no signs of damage or corrosion, no missing rungs, no sharp edges or splinters, footpads at the base of the ladder secure and not damaged).
- inspection of the ladder in situ (is the ladder secure, is it long enough to ensure the top three rungs do not need to be used, is there a secure hand hold, not resting on weak surfaces.
- Is the ladder angle safe, is the ground stable, is the ladder a safety risk for people on the ground – i.e. tripping, at risk from dropping items if walking under the ladder).
- If using an A frame step ladder can the restraint be fully opened.
- Is there someone available to hold the ladder and hand up tools/equipment. If not, a tool best should be used to ensure hands are free to grip the ladder and balance is not compromised while reaching for tools/equipment.
- Over-reaching must be avoided – keep navel inside the stiles and both feet on the same rung throughout the task.
- Suitable shoes should be worn to avoid slipping.
- The ladder must be moved and stored securely when not in use and as soon as the job is finished.

[\(See Working at Height Policy\)](#)

6.56 Work Equipment

All work tools will be locked in a secure area. Details will be retained of any specific training needed to use. Risk assessments will be undertaken and reviewed regularly. An inventory of all the tools held on site will be retained by the Premises Officer.

6.57 Weather Conditions

- In poor weather conditions, the Premises Officer is responsible for ensuring key pathways are gritted before staff and children start to arrive in the morning and at key intervals through the day as required.
- Children should not be allowed in the playground until ice has melted (or access restricted to less icy areas). The Senior Midday Meals Supervisor and Head/Deputy Head are responsible for deciding when wet play should be announced in these conditions.

6.58 Work Experience / Placements

The Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm.

The school will ensure that all placement locations are suitable having regard to Health and Safety legislation. The same considerations will be given to young workers who are employees.

Under the Management of Health and Safety at Work Regulations 1999 the school must consider the following matters:

- The inexperience, lack of awareness of risks and immaturity of young persons.
- The fitting and layout of the workplace or workstation.
- The nature, degree and duration of exposure to physical, biological and chemical agents.
- The form, range and use of work equipment and the way it is handled.
- The extent of the health and safety training provided to young persons.
- The risks from pupils in the school
- The risk to the young person's health and safety must be assessed.
- The protection measures to be taken.
- Any work beyond the young person's physical or psychological capacity.

The above are just some of the matters that employers should consider before allowing young persons to work in their establishments.

7. Consultation & Communication

7.1 System for giving employees information, how they will be consulted, how the school will communicate and consult with trade union H&S representatives.

- Information for employees is published in this policy and the staff handbook.
- New employees are given information at induction.
- Changes or new procedures are given to all employees and their signature obtained for the information log.

8. Training

8.1 This section sets out how all employees with identified responsibilities will be supervised, informed, instructed and/or trained. Employees will be informed of any further training that they will require at induction. See Training Needs Analysis.