



St Mary's Church of England School,
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Health, Safety and Security Policy

DATE APPROVED BY SMNG	September 2016		
REVIEW DATE Biennial	(To be amended 1/9/2017 on completion of building works) Spring 2018		
SIGNED HEAD TEACHER		DATE	12/9/16
SIGNED CHAIR OF GOVERNING BODY		DATE	12/9/16

General Statement of Health and Safety Policy

- The safety, health and welfare of staff, pupils and visitors at this school is paramount.
- The Governing Body acknowledges and fully accepts the duties and responsibilities for the management of health and safety at the school, placed upon them by the law and has overall responsibility for policy formulation, implementation and development.
- The Governing Body is committed to achieving and maintaining the highest standards of health and safety, by pursuing proactive improvements in health and safety performance.
- The Governing Body will take all steps within its power to meet all relevant statutory health and safety legislation and common law requirements.
- The Governing Body comments on health and safety and security systems in the Annual Report to Parents and highlights any improvements
- The Head Teacher has been delegated day to day responsibility for health, safety and welfare at the school and will meet this by ensuring that St Mary's, Norwood Green's risk assessment is kept up to date and implemented upon.
- The Head Teacher's and other staff members' specific responsibilities for health and safety are laid out in documents attached. Staff will be made aware of these duties on induction and annually at staff meetings.
- Specific instructions for emergency or routine activities are also laid down on the attached documents.
- Adequate resources, including the provision of training and instruction to ensure the competence of all employees, will support this policy.
- All employees, pupils and visitors have a duty to act responsibly and to co-operate fully with management and to be proactive to prevent injury or occupational ill health, either to themselves or others. All employees, pupils and visitors are encouraged to contribute to the implementation of these policies.

The Governing Body agreed this Policy in September 2016. It will be reviewed biennially.

The Governing Body is responsible for:

- Complying with the Health and Safety policy;
- Active and reactive monitoring of health and safety matters within the St Mary's, Norwood Green including annually reviewing health and safety arrangements and policy and implementing new arrangements where necessary;
- Ensuring that appropriate funding is allocated to maintain the site and premises in a safe condition;
- Ensuring that risk assessments are made and recorded of all St Mary's, Norwood Green's work activities, including those off site, which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the Governing Body is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the Governing Body any hazards which the establishment is unable to rectify from its own budget
- Ensuring the annual safety audit report is forwarded to the Governing Body as soon as possible after its completion and, where applicable, an action plan arising from the audit is forwarded to the Governing Body as well.

Responsibilities of the Head Teacher

The Head teacher is responsible for:

- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice, seeking specialist advice on health and safety matters where appropriate;
- Ensuring that risk assessments are made and recorded of all the academy's work activities, including those off site, which could constitute a significant risk to the health and safety of employees or other persons;
- Identifying and providing for staff health and safety training, including induction, and arranging for training records to be kept;
- Participating in health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring the purchase and maintenance of equipment and materials and ensuring that it complies with current health and safety standards and

- monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site; Ensuring the maintenance and repair of equipment is carried out by a competent person;
- Ensuring that procedures are in place in case of fire or other emergencies, that firefighting equipment is available and properly maintained, and that emergency drills are carried out regularly and monitored for effectiveness;
 - Ensuring that First Aid equipment is available with trained first aiders;
 - Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;
 - Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated and action taken;
 - Liaising with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the school to prevent the spread of infection. That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing;
 - Ensuring that records on children in the school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk;
 - Ensuring that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required;
 - Ensuring that Health and Safety Handbooks, notices and Asbestos management plan are kept up to date;
 - Ensuring appropriate procedures for risk assessment and authorisation of school visits is followed.

Note: in the absence of the Head teacher these responsibilities fall to his/her immediate deputy.

Caretaker (when in post)

The Caretaker has an important role in Health and Safety. It is important that he/she is trained in all aspects of personal safety

In addition to the responsibilities imposed on all staff members the Caretaker will take primary responsibility to:

- Ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use;
- Make arrangements for the safe working of contractors on site, ensuring, as far as is reasonable, that their work is segregated from academy users and ensuring they consult the asbestos management plan;

- Keep play areas free of rubbish and safe and ensure that snow and ice is cleared or prevent access to hazardous areas;
- Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry;
- Ensuring that all statutory inspections are completed and records kept and including portable electrical equipment;
- All fire appliances are properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed;
- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Participating in any Health and Safety Audits

Responsibilities of teachers

All teachers must ensure that their areas of responsibility are checked on a daily basis to ensure that no health and safety hazards are present;

- Check fire exits in the classroom area are working, unobstructed and are unlocked during the School day;
- Not to issue medication to any child but report any signs of illness, in themselves, or in any child to the Head teacher immediately;
- For parents to sign the medications permission form;
- Implement policies and procedures within their classroom; be aware of location of nearest first aider, fire exits and evacuation procedures;
- Under no circumstances to leave a child on its own, and ensure that there is sufficient adult to child ratio in classroom/areas at all times;
- Report any accidents involving children in the classroom or areas for which they are responsible, make sure all incidents are recorded in the accident book and where appropriate the Head Teacher is informed;
- Check equipment for damage or hazards that could cause harm and supervise children when using equipment that could cause harm;
- Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue then the Head Teacher should be advised.

Responsibilities of all staff

All staff employed at St Mary's, Norwood Green have a responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work and familiarise themselves with H&S aspects of their work;

- Check classrooms/work areas are safe;
- Ensure safe working procedures are followed, check equipment is safe before use and report defects;
- Co-operating with School governors and the Head Teacher on all matters relating to health and safety by complying with the health and safety policy;
- Use protective clothing etc made available and not intentionally or recklessly misuse any equipment provided in the interests of health safety and welfare;
- Report immediately to the Head Teacher any serious or immediate danger accidents or near misses, and any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Take an active interest in promoting health and safety and suggest ways to reduce risk

General and Specific Issues

Accidents, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the Accident Reporting Procedures book as soon as possible after the event. Serious incidents should be brought to the attention of the Head Teacher who will report to the Governing Body as necessary. A list of the reportable injuries/incidents is available.

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book (First Aid cupboard)	Person in Charge of Accident Book
The accident book shall be monitored termly and outcomes reported to the governors	Head teacher
Serious accident reports will be sent to the Governing Body by:	Head teacher
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Head teacher

Asbestos management plan Management Plan

The asbestos management plan is drawn up by St Mary's Church and has been reviewed by Arcadis during the building works.

The Head teacher shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the asbestos management plan. The asbestos

management plan must be kept up to date

All contractors shall be referred to the asbestos management plan before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the asbestos management plan before commencing work.

The person responsible for making arrangements for dealing with asbestos in compliance with recognised good practice, and ensuring that the premises asbestos management plan is consulted by visiting contractors and other relevant persons is:	Head Teacher (and Caretaker)
The premises asbestos management plan is kept in:	School office
The person responsible for ensuring that the log is updated as appropriate following work on the fabric of the building is:	Administrator (and Caretaker)

Audit, Review, Performance Measurement and Action Plan

The person(s) responsible for sending a copy of the School's individual Health and Safety audit to the Governing Body is:	Head Teacher H&S Governor
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are:	Head Teacher H&S Governor
The person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan is:	Head Teacher, Administrator (and Caretaker)
Employee absence statistics for the purposes of performance measurement are kept:	Head Teacher

Bullying/Harassment

St Mary's, Norwood Green's policy on behaviour (including bullying) is on the School's website
Records of bullying incidents and action taken are kept & reported to the governors.

Cash Handling

Staff should keep to a minimum the amount of cash entering and being handled on the

premises. Limits are set for the size of each individual cash transaction. Cash is kept securely and monies are banked at least weekly. Counting of accumulated cash occurs at an appropriate location within the school. Other deterrents have been implemented, such controlled access to the premises. Staff responsible for carrying monies to and from the bank should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

Catering - Harrisons

The person responsible for registering the food premises with the local Environmental Health Officer of the Council is:	
The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Prepared offsite
Person responsible for Catering Equipment (Dough mixers, Slicing machines, Potato peelers) safe use and risk assessment is:	N/A on temporary site
Person(s) authorised to operate and use is/are:	

Cleaning (undertaken by Ealing)

The procedure for recording and monitoring St Mary’s, Norwood Green’s cleaning contractor must be followed. Regular checks must be made on areas that require meticulous cleaning such as kitchens, dining areas and toilets.

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

A cleaning site record book is kept to monitor cleaning in the school by:	Ealing Facilities Management
The contractor will be notified of problems by:	Head or Administrator
Spillages, leaks or wet floors should be reported to :	Head or Administrator

Contractors (see Contractors on site policy)

Note: St Mary's, Norwood Green will normally use contractors as recommended by the Governing Body/EFA/LDBS.

All contractors who work on the premises are required to abide by the schools H&S procedures and the Governors code of conduct and are also required to ensure safe working practices by their own employees under the provisions of the Health & Safety law and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Administrator Head Teacher
The person in control of contractors is:	Head Teacher
Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors and the Property Handbook is allocated as follows:	Administrator Head Teacher
All contractors shall be referred to the asbestos log book before commencing work by:	Administrator

Display Screen Equipment

Employees who are classified as users of display screen equipment will have an assessment of their workstations. They will be entitled to a regular eye test.

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	
The person responsible for implementing the requirements of the risk assessment is:	Head Teacher

Electrical Equipment

The Head Teacher and Caretaker will ensure that testing, inspection and maintenance of

equipment as outlined in the property log book is undertaken as required. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the Head Teacher or Caretaker who will arrange for repair or replacement.

The Head Teacher will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines. Training must be provided for staff expected to carry out Electrical Appliance Testing

Equipment

The school holds minimal equipment as it continues in temporary accommodation. Cleaning equipment is the responsibility of Ealing Facilities Management.

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of ladders and stepladders is:	(Caretaker)
Person(s) authorised to use ladders and stepladders up to a specified height is/are:	(Caretaker)

Equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc are maintained in a safe condition is:	(Caretaker)
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Caretaking and Cleaning Equipment, including moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	(Caretaker)
Person(s) authorised to operate and use is/are:	(Caretaker)

Fire and other Emergencies

The Governors and Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of St Mary's, Norwood Green.

St Mary's, Norwood Green's plans will indicate the actions to be taken in the event of a major incident;

to ensure the safety of all people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;

to call the emergency services when appropriate;

to safeguard the premises and equipment, if this is possible without putting persons at risk.

Plans are agreed by the Governing Body and are rehearsed regularly, once a term, by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm		HT/Fire warden
Emergency Lighting System	Site file	Ealing Facilities Management
Smoke Detection System		Chubb
The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		HT/Fire warden
The approved contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:		Chubb

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head Teacher or in their absence, a senior member of staff is informed immediately and that where appropriate the emergency

services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for ensuring and supervising (where appropriate)	Person	Deputy
The controlled evacuation of people from the building or on the site to a place of safety.	Head Teacher	Administrator
Summoning of the emergency services	Administrator	
A roll call is taken at the assembly point	Head Teacher	Class Teacher
No-one attempts to re-enter the building until the all clear is given by the emergency services is :(eg Head Teacher or other member of the senior management team)	(Caretaker) Head Teacher	

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Head Teacher/ Administrator
The Governing Body will be advised of emergency telephone numbers for use if an emergency occurs out of office hours by:	Head Teacher/ Administrator
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (eg. in the school office)	Cleaners, cupboard
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Chubb

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	By all doors
Bomb Alert	H&S policy
Person threatening violence	Physical Restraint policy (children) Parent Conduct Policy

Health and Hygiene

Boys and girls with long hair (shoulder length or longer) must wear their hair tied back at all times.

First Aid

All staff will be aware of St Mary's, Norwood Green's procedure in dealing with first aid emergencies.

First Aid boxes will be well stocked and the contents checked regularly, access to the boxes is restricted to key staff and placed in strategic areas around the school. First aid notices are displayed within classrooms and all other waiting areas stating the names and locations of first aiders. Contact information should also be displayed on these notices.

Training of First Aid Personnel

All first-aiders will hold a valid certificate of competence, including Paediatric first aid, approved by the Health and Safety Executive. First aid certificates are only valid for three years. Therefore, the Head Teacher will ensure that appropriate records are kept regarding training of first-aiders.

First Aid Assessment

A first aid assessment is carried out, which identifies the minimum numbers of first aiders required within school, under employment law, and for the number and age of children in St Mary's, Norwood Green.

The following employees are first aiders have been trained to First Aid Certificate level

Name	Location	Date of Expiry of Certificate
Jane Maqbool	Office	June 17
Jane Mutch	Head's office	August 17
Sadaf Obaid	KS1 Classroom	October 17
Kamaljit Sangha	Reception Classroom	

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school

Display Point	Admin corridor
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First aid boxes and first aid record books are kept at the following points in St Mary's, Norwood Green.

Location of First Aid Box(es)	First Aid Record Book(s)
First Aid cupboard	First Aid cupboard

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	First Aid cupboard
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A termly check on the location and contents of all first aid boxes will be made by Headteacher

Use of first aid materials and deficiencies should be reported to: Administrator who is responsible for their replenishment.

The person responsible for ensuring first aid qualifications are maintained is:	Head Teacher
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Hazardous Materials COSHH Risk Assessment

The Caretaker will undertake an annual risk assessment to identify all hazardous and potentially dangerous chemicals and ensure that these are stored safely. An inventory must be completed and key staff trained and informed. Currently Ealing Facilities Management cover this

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Copies of all the hazardous substances inventories are held centrally in:	School Office
The person responsible for undertaking and updating the COSHH risk assessment is:	Administrator with the Caretaker
The person responsible for ensuring follow up action on the report is completed is:	Administrator

Health and Safety Inspections and Information

Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

The person responsible for distributing all health and safety information received from CSF and elsewhere and for the maintenance of a health and safety information reference system is:	Head Teacher with Administrator
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Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	Administrator
New employees will be informed of all relevant health and safety information as part of the induction process by:	Administrator
Health and Safety Documentation will be kept in the Health and Safety and Site folders which are kept:	Administrator
The person responsible for maintaining it is:	Head Teacher

Risk Management documentation will be kept in the Site file which is kept:	Administrator
The person responsible for maintaining it is:	Head Teacher and Administrator
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Head Teacher
The Health and Safety Law Poster is sited:	Staffroom

Health and Safety Training

The person responsible for drawing to the attention of all employees to the following health and safety matters as part of their induction training is:	Head Teacher
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Health and Safety Policies:

EVC Toolkit

Codes of Safe Practice and Guidance

Premises Asbestos management Plan

Risk Assessment

Fire and other Emergency Arrangements

Accident Reporting Arrangements

First Aid Arrangements

Safe Use of Work Equipment

Procedures for Hazardous Substances

Good Housekeeping, Waste Disposal and Cleaning Arrangements

Hazard Reporting and Maintenance Procedures

Special Hazards/Responsibilities Associated with their Work Activity

Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for provision of the health and safety training needs of staff is:	Headteacher
Insurance	
Insurance Company	Details
RPA	EFA insurance for academies and free schools

Lettings (n/a until 4th year)

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that renting the buildings complies with the terms of this Policy.

The Head Teacher and Governing Body will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this Policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Administrator
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Head Teacher
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	(Caretaker)

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	Location of Isolation Point Details
Water	
Electricity	Cupboard by front door of main building, cupboard by 1 st door in reception classroom
Gas	Understairs cupboard in kitchen

Lone Working (see policy)

All staff should be aware of the following procedure for lone working in St Mary's, Norwood Green.

Where work activities are likely to be undertaken by a lone worker or outside normal working hours then these factors should be considered in the assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for a non-hazardous work activities which have not been subject to a formal risk assessment.

- assessing if the work is a "one person" job
- the remoteness or isolation of the workplace
- any problems of communication
- the possibility of violence or criminal activity by intruders
- the nature of possible injury
- emergency egress (e.g. are fire exits open out of hours?)

Manual Handling

All staff engaged in the pushing, pulling, lifting or carrying of equipment / pupils will receive training prior to being asked to do such work, risk assessments will be carried out and wherever possible equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils. Consideration should also be considered for staff who may be pregnant.

The person(s) responsible for identifying and monitoring hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:

(Caretaker)

Medicines

The policy on medicine should be made clear to all staff and parents

Prime responsibility for a pupil's health rests with the parents/guardians who should contact the Head Teacher giving adequate information on their child's medical condition, and requesting that medication be administered to him or her on the appropriate school form. Teachers should then be consulted by the Head Teacher and asked to volunteer - individual decisions on involvement must be respected.

This policy includes written procedures for managing and administering medication to pupils.

The person responsible for dealing with the administration of medicines and inhalers including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Administrator
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Head Teacher /SENCO

Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made	Head Teacher
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PE Equipment (from 4th year)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	(Caretaker)
Person(s) responsible for regular (daily) visual inspection is/are:	(Caretaker)
Contractor responsible for annual full inspection and report is:	

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

Play Equipment

The outdoor play equipment is provided only for children who are members of St Mary's, Norwood Green under appropriate supervision:

The person responsible for the selection, siting, inspection, maintenance, training, supervision, safe use and risk assessment of outdoor play equipment is:	Administrator Head Teacher
The person responsible for following up the annual play equipment inspection report is:	Head Teacher
The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Caretaker
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Head Teacher
Person(s) responsible for regular (daily) visual	(Caretaker)
Contractor responsible for annual full inspection and report is:	Various

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, is:	(Caretaker) Head Teacher
	Administrator

Repairs and Maintenance

The name and telephone number of the school's attached maintenance surveyor is:	Ealing Facilities Management 020 8825 9000 option 2
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Risk Assessment

The Head Teacher will ensure that annual updates are undertaken on the school premises and methods of work, and new assessments are done for changes in practices or working environments and all out of school activities.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial control measures where required.

Daily weekly and half termly checks are also made by the (Caretaker) (See detailed list in Appendix)

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:
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Head Teacher

Rubbish

The person who should be contacted about rubbish is:
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(Caretaker) Administrator

All staff are responsible for ensuring the good house keeping of their own areas. Waste will be carefully stored, and only in the designated area.

Clinical waste is potentially very harmful and should be dealt with in a responsible manner.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

School Security

The Governing Body and Head Teacher will consult with staff to agree a security procedure for dealing with incidents that occur during and out of school hours, ensure all staff are trained and know what to do should one of the incidents occur.

- Aggressive parents or visitors
- Thefts
- Break-ins and burglaries
- Ensure the building is locked up and nominating emergencies key holders
- Protecting our children, staff, visitors and contractors from the risk of abuse (whether verbal or physical)

It may be necessary to ban individuals from the premises if they continue to be verbally or physically abusive to members of staff other parents or children.

Letters confirming St Mary's, Norwood Green's policy on aggressive behaviours should be sent to them within 24 hours to prevent further breaches.

Smoking

The premises of St Mary's, Norwood Green's premises are a no smoking area. There is a sign on display at the main entrance.

Staging and Seating (n/a until 4th year)

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head Teacher
Person(s) authorised to operate and use is /are:	Caretaker

Stress

The persons responsible for monitoring absence owing to stress related illness is:	Head Teacher
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Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

The Head Teacher	The Administrator
Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location:	Caretaker and Administrator
<p>Swimming (n/a until 2018)</p> <p>There will be a fully implemented Risk Assessment. An appropriately qualified instructor will teach the children and a qualified life guard will be on site. The children are accompanied at all times by two appropriate adults.</p>	
<p>Training</p> <p>Safety Induction is given to all new employees on the first day of employment. These instructions should take the form of EXPLANATION OF THE RED CARD SYSTEM.</p> <p>Training is given to all Key staff and staff with special responsibilities such as the Caretaker and First Aid staff</p> <p>The following is a list of training that staff can attend.</p> <ul style="list-style-type: none"> • First Aid • Portable Appliance Testing • Manual Handling • Ladder Training • Primary School Swimming • Disabilities Awareness Course for Teachers & Helpers • Display Screen Equipment • COSHH <p>The School keeps a record of all staff who have been trained and the expiry dates of any certificates.</p> <p>The record is kept in the school office by the Headteacher</p>	
<p>Tree Safety</p>	
All Trees in school playgrounds or overhanging are checked for dangers, and arrangements made by:	Caretaker
<p>Trips</p> <p>All Group Leaders or staff taking pupils on school trips, follow the School's policy</p>	

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits is:	Head Teacher
The Head Teacher is responsible, in conjunction with the driver, for ensuring that any vehicles kept or hired by the school are operated in accordance with the law.	

Visitors	
On arrival all visitors should report to the reception area where they will be issued with a visitor's ID, and will sign the visitors book	
An employee seeing an unidentified person should inform the school office	

Visits and Recommendations of Enforcing Authorities e.g. HSE Officers, Health & Safety Advisers, Environmental Health Officers	
The person responsible for co-ordinating visits and recommendations, co-ordinating action and reporting matters requiring authorisation/action to the Governing Body is:	Head Teacher H&S governor

Work Experience	
The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, and liaising with partners as appropriate is:	Head Teacher

Date:

Agreed by the Governing Body:

To be reviewed:

- Appendix 1** Emergency Response Flowchart
- Appendix 2** Detailed Roles and Responsibilities
- Appendix 3** Major Emergency Response Contact List
- Appendix 4** Parking of Motor Vehicles on the Premises (n/a on temporary site)
- Appendix 5** Risk Assessment for Visits and Educational Trips
- Appendix 6** Safety Audit
- Appendix 7** Maintenance Report
- Appendix 8** Fire Drill Procedures
- Appendix 9** Bomb drill

Appendix 1 Emergency Response Flowchart

TASK	PERSONNEL	TIME SCALE
Obtain the facts of the incident as accurately as possible	Most senior member of staff first notifies of incident	Within Hours
Senior management to meet with support personnel	Where appropriate any outside officers who may be able to help with planning as well as senior management team	Within Hours
Assign roles	See Detailed Roles & Responsibilities	Within Hours
Contact families	Head Teacher	Within hours and continue until completed
Call a staff meeting to give information	Head Teacher	Same day if practicable
Give relevant information to pupils in small groups	Head Teacher /Class teachers	Same day if practicable
Arrange a debriefing for staff involved in crisis event	Head Teacher	Same day if practicable
Debriefing for pupils involved in the crisis	Head Teacher	As soon as possible allowing for H&S
Identify high risk pupils and staff	Leadership Team	Next Few Days
Promote controlled discussion in classes	Class Teachers	Next few days and weeks
Organise special staff meetings to discuss issues eg special assemblies, attending funerals	Head Teacher	As soon as necessary
Identify the need for group or individual treatment	Leadership Team	Incrementally over days and weeks after crisis
Organise treatment etc	Head Teacher	As required

Appendix 2 Detailed Roles and Responsibilities

ACTIONS	RESPONSIBILITIES	NAMES
Ensure accurate lists of contact persons is readily available (both for activity staff and emergency contact points)	Administrator	Jane Maqbool
Contact emergency services	Staff member	Jane Maqbool
Immediate action to safeguard students and staff evacuation and roll call in accordance with fire/bomb threat procedures	Head Teacher	Jane Mutch
Staff telephone numbers	Caretaker	
Opening of appropriate parts of the school	Head Teacher /Caretaker	Jane Mutch
Ensure premises is secure	Caretaker	
Informing Chair of Governors and Education Department/Directorate of Educational Services	Head Teacher	Jane Mutch
Contacting parents/guardians/relatives	Head Teacher	Jane Mutch
Liaison with media	Head Teacher, Governing Body	Jane Mutch Sandra James

Appendix 3 Major Emergency Response Contact List

Updated list held in office

CONTACT	NAME	PHONE NUMBER
Ambulance		999
Fire Brigade		999
Police		999
Governing Body	Sandra James	020 8847 4656
LDBS Switchboard		020 7932 1100
LDBS	Liz Wolverson Graham Marriner Mark Newton	020 7932 1154 020 7932 1155 020 7932 1148
Public Relations Officer		
Health and Safety Advisor	Steve Dunham	020 8825 7418
School Nurse	Linda Abraham	
Educational Psychologist	Amy Such	020 8825
Employee Healthcare Unit		
Child Guidance Service		
Home/School Liaison Officer		
Education Welfare Officer	Frank Jenkinson	020 8825 5973
Social Services	Duty Officer	
Counselling Services		
Local Religious Group	Revd Jeff Payne	020 3539 6543
Other Voluntary agencies		
Press and Media contacts local contacts		
This list was last updated Date: 2 nd August 2016		

Appendix 5a - Educational Visits and Off-Site Activities Category A Notification Form

This notification form should be submitted to the Headteacher at least 14 days prior to the visit or activity.

Name of staff member in charge:		Position:	
Proposed activity or visit:			
Location / address of visit:			
Date(s):	Time leaving:	Time returning:	
Objectives of visit:			
Travel arrangements:			
Has a risk assessment been carried out? (Attach assessment) What hazards / risks have been identified and what assessment made of them?			
Names of accompanying staff:			
Names of other accompanying adults:			
Age of children:		Number of children: (attach list)	
Does the adults: child ratio comply with guidelines?			
Has a previous or preliminary visit been made? If no, what alternative action has been taken?			
If a Centre is being used, has it provided: <ul style="list-style-type: none"> - A list of their appropriately qualified staff? - A copy of their Child Protection and Safeguarding policy? - Their risk assessments of the activities and environment? 			
Has the provision of safety precautions been confirmed (e.g. fire arrangements)?			
Are there First Aid arrangements in place at all times?			
Are appropriate insurances in place?			
Other comments?			

Signed: _____(Teacher) Date: _____

This activity or trip is **authorised / not authorised** (delete one)

Signed: _____(Headteacher) Date: _____

Appendix 5b - Educational Visits and Off-Site Activities Category B Notification Form

This notification form should be submitted to the Headteacher at least 28 days prior to the visit or activity.

Name of staff member in charge:		Position:	
Proposed activity or visit:			
Location / address of visit:			
Travel company:			
Date(s):	Time leaving:	Time returning:	
Objectives of visit:			
Travel arrangements:			
Has a risk assessment been carried out? (Attach assessment) What hazards / risks have been identified and what assessment made of them? Does the risk assessment include travel plans?			
Names and genders of accompanying staff:			
Names and genders of other accompanying adults:			
Do all accompanying adults have a satisfactory enhanced DBS check?			
Age of children:	Number of boys:	Number of girls:	
Does the adults: child ratio and gender ratio comply with guidelines?			
School hours emergency contact:		Out of hours emergency contact:	
Has a previous or preliminary visit been made? If no, what alternative action has been taken?			
If a Centre is being used, has it provided: <ul style="list-style-type: none"> - A list of their appropriately qualified staff? - A copy of their Child Protection and Safeguarding policy? - Their risk assessments of the activities and environment? 			
Has the provision of safety precautions been confirmed (e.g. fire arrangements)?			
Are there medical and First Aid arrangements in place at all times?			
Are appropriate insurances in place?			
Other comments?			

Signed: _____ (Teacher) Date: _____
This activity or trip is **authorised / not authorised** (delete one)

Signed: _____ (Headteacher) Date: _____

Signed: _____ (Governor: Health and Safety) Date: _____

Appendix 6 Safety Audit



Daily checklist		
Item to be addressed	Document	Applicable/ not applicable
Disabled persons:	None	
Is access clear of obstructions?		
Fire:	None	
Are fire exits and escape routes clear of obstructions?		
Security:	None	
Are windows locked and secured?		
Are blinds/curtains drawn in ground floor rooms?		
Are doors locked and secured?		
Is the intruder alarm set?		
Site specific assessments:	None	
Has a daily check of any adventure playground equipment (or other outside facilities prone to malicious acts of vandalism where there is an imminent risk of injury) been carried out?		

Weekly checklist		
Item to be addressed	Document	Applicable/ not applicable
Fire:	Fire precautions log book	
Test the fire alarm system		
Are fire exits and escape routes clear of obstructions? If not, record in the defects log and report to manager.		
Legionella:	Environmental Hygiene Services' (NALCO) log book	
Run infrequently used showers and taps		
Security:	None	
Do internal lights work? If not, report as a fault.		
Do external lights work? If not, report as a fault.		
Do CCTV cameras work? If not, report as a fault.		
Is the intruder alarm system working? If not, report as a fault.		
Slips, trips and fall hazards:	None	
Are there obvious slip, trip or fall hazards apparent around the building? If yes, log them on the defects log and report to the manager or service responsible.		

Monthly checklist		
Item to be addressed	Document	Applicable/ not applicable
Asbestos:	Asbestos management plan	
Check entries in the register of maintenance/works against entries in the visitors' book - report discrepancies to the contract manager for action against the contractor.		
Record any changes to asbestos survey and pass to line manager.		
Energy management:	Premises log book	
Have meter readings been recorded? Record readings and send them to the energy management team.		
Fire:	Fire precautions log book	
Are highly combustible materials (LPG etc) stored and secured in their correct locations? If not, report to the manager or service responsible.		
Have new members of staff been briefed on fire precaution arrangements for the premises? If not, report to manager and request a briefing.		
Are fire extinguishers correctly sited? If not, record in the defects log and report to manager.		
Do fire doors open as required? If not, record in the defects log and report as a fault.		

Are the fire assembly points kept free from obstruction? If not, record in the defects log and report to manager.		
Is access kept clear for emergency vehicles if required? If not, record in the defects log and report to manager.		
Are corridors, stairwells and kitchen areas clear from storage? If not, record in the defects log and report to manager.		
Test emergency lighting with key switch. Record lamp failure in the defects log and report as a fault.		
Radon:	None	
Is the extract fan from the radon sump running (audibly)? If not, report as a fault.		
Slips, trips and fall hazards:	None	
Are there obvious slip, trip or fall hazards apparent around the building and site generally? If yes, log them on the defects log and report to the manager or service responsible.		
Statutory notices:	None	
Are all safety and hazard signs visible and in good order? If not, contact facilities management.		

Appendix 9 Bomb Procedure

Should a bomb threat call be received, the member of staff will record the message accurately taking account of background noise. Remember that VIOP calls can be recorded.

The following procedure will be followed:

Ring 999 and alert the Nursery that share the school site.

When police arrive they will advise whether

- a) the bomb call is a hoax
- b) to conduct a search
- c) to evacuate

The fire bell is NOT to be rung unless there is little time to vacate the building

If the school has to be evacuated then the Head will direct teachers and their classes away from the vicinity of the bomb, out on to Norwood Road, turning left heading towards Khalsa, the sports field or the Church as advised by the Police. The Fire Register and school mobile phone should be taken when evacuated.

After this, the fire alarm is set off and a note will be placed at the school entrance to stop people entering the school.

Further actions will be directed by the emergency services.

Below is additional information from Ealing on Bomb threats. Remember bomb threats can arise in ways other than over the phone.

The following points and guidance are for staff who may need to take action on receipt of a bomb threat.

- A bomb threat may be received in a number of ways, usually with the discovery of a suspicious package or via a phone call, (normally to the main switchboard)
- If a member of staff receives a bomb threat via the telephone there is a standard form that should be used to find out as many details as possible about the call. **See below – Appendix 9a**
- The member of staff must inform the headteacher of the call.
- The Police are called.
- In the event of a suspicious package being reported/found, the Headteacher should ensure that the immediate area is cleared and that the **police** are informed.

- The Fire alarm system should not be used in bomb threat situations unless the threat appears real and danger is imminent (ie limited time before possible detonation).

Evacuation - If directed by the police/others

- In most cases the headteacher will deploy a member of staff to carry out a word-of-mouth evacuation.
- This will be done class by class, working from the named incident site or if no incident site is known, under the direction of the police (from Sept 2015)
- Staff should take all their personal belongings with them, bags, keys, coats etc. Children should put on their coats.
- The police and, if necessary, the bomb squad will then be able to carry out a search
- Searchers will be asked to look for any package, briefcase or other item, which looks out of place.
- In the event of an evacuation having taken place, and depending on all the factors involved, the school may be instructed to take one of the following actions:
 1. Reoccupy the building
 2. Return to the building at a specified time
 3. Disperse until the next working day

Appendix 9a

ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT

- RECORD THE EXACT WORDING OF THE THREAT

- ASK THESE QUESTIONS

1. Where is the bomb right now? _____

2. When is it going to explode? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. What is your name? _____

9. What is your address? _____

10. What is your telephone number? _____

RECORD, TIME CALL COMPLETED _____

INFORM THE HEAD and THE POLICE

THIS PART SHOULD BE COMPLETED ONCE THE CALLER HAS HUNGUP AND THE HEAD/ POLICE HAVE BEEN INFORMED

Time and date of call _____

Length of call _____

Number at which the call was received _____

ABOUT THE CALLER

The caller: Male Female

Nationality / Accent: _____

THREAT LANGUAGE

Well spoken: Irrational: Taped:

Foul: Incoherent: Message read:

CALLER'S VOICE

Calm: <input type="checkbox"/>	Crying: <input type="checkbox"/>	Clearing Throat: <input type="checkbox"/>
Angry: <input type="checkbox"/>	Nasal: <input type="checkbox"/>	Slurred: <input type="checkbox"/>
Excited: <input type="checkbox"/>	Stutter: <input type="checkbox"/>	Disguised: <input type="checkbox"/>
Slow: <input type="checkbox"/>	Lisp: <input type="checkbox"/>	Accent: <input type="checkbox"/>
Rapid: <input type="checkbox"/>	Deep: <input type="checkbox"/>	Familiar: <input type="checkbox"/>
Laughter: <input type="checkbox"/>	Hoarse: <input type="checkbox"/>	

WHOSE VOICE DID IT SOUND LIKE?

BACKGROUND SOUNDS

Street Noises:	<input type="checkbox"/>	House Noises:	<input type="checkbox"/>
Animal Noises:	<input type="checkbox"/>	Crockery:	<input type="checkbox"/>
Motor:	<input type="checkbox"/>	Clear:	<input type="checkbox"/>
Voices:	<input type="checkbox"/>	Static:	<input type="checkbox"/>
PA System:	<input type="checkbox"/>	Booth:	<input type="checkbox"/>
Music:	<input type="checkbox"/>	Factory Machinery:	<input type="checkbox"/>
Office Machinery:	<input type="checkbox"/>		

Other remarks (specific): _____

Signature: _____ **Date:** _____

Print name: _____