



HEALTH AND SAFETY POLICY – September 2018

Health and Safety Contacts			
Key Manager	Safety Representatives	Chair of Governors	Health and Safety LA
Kate Wooder Head Teacher	Kevin Keogh Premises Manager Snowfields (SNS)	Katie Sands	Health and Safety Advisor Tel: 0207 525 5035
Michelle Owens Federation Business Manager	Jim Pooke Premises Manager Tower Bridge (TB)		

General

The Governing Body of Snowfields Primary School recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HASA W A) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the Headteacher and staff to identify hazards, and where these cannot be removed ensure that they are adequately controlled.

Responsibilities

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- make arrangements to ensure that the school complies with all relevant legislation particularly the HASA W A and Management of Health and Safety at Work Regulations 1992
- have in place procedures to identify hazards and evaluate risk control measures
- create a management structure and periodically monitor its effectiveness
- encourage governor attendance at any health and safety briefings held by the LA
- have health and safety on the agenda at Premises Sub Committee meetings
- ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities

The Governing Body will provide, in co-operation with the LA where responsibilities for premises are shared:-

- a safe environment for pupils, staff, visitors and other users of the premises
- plant, equipment and systems that are safe
- safe arrangements for transportation, storage and use of articles and substances which may be hazardous
- safe and healthy conditions that take account of statutory requirements, approved Codes of Practice, DFE or LA guidance
- adequate information, instruction, training and supervision
- provision of all necessary safety and protective equipment

Headteacher

The Headteacher, as Key Manager, is responsible for the day to day running of the school and putting health and safety policy into effect. The Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises. The Head will in particular:-

- be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- ensure that regular health and safety inspections are carried out
- arrange for risk assessments to be carried out by a competent person
- put into effect any remedial measures or refer as necessary to the Governors or LA
- consult with members of staff on health and safety matters particularly any accredited staff safety representative
- attend health and safety briefings and training arranged by the LA.
- report regularly on health and safety matters to the Governing Body.

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- ensure contractors on site follow safe working practices. This includes cleaners and kitchen staff.

Premises Manager

The Premises Manager has particular responsibility for security and premises related issues and will:-

- co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises and complete relevant risk assessments
- report defects so that appropriate remedial action can be taken
- regularly test the fire alarm system and record findings
- regularly test water temperature and record findings
- update COSHH when necessary

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to:-

- take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- co-operate with all health and safety arrangements
- report any defect or other health and safety matter that they are aware of.
- use correct equipment, tools and safety and protective issue.

Premises Hire

Any hirers of the premises have the responsibility to ensure that they use it correctly. Governing Body recognises its duties as controller of premises and will ensure that:-

- premises hired are in a safe condition for the purpose of hire
- arrangements for emergency evacuation are adequate
- fire fighting equipment is in place and in operational condition
- insurance requirements are met.

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control, The Headteacher will therefore ensure that where contractors are appointed directly by the school:-

- contract meetings are held to agree health and safety measures prior to works commencing and during the project
- contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

School Security

All staff have a commitment to make sure the school is a safe place for the whole community. To this end, the school building is kept locked except at playtimes and lunchtimes. Additionally, the main gates are also locked, with a key code on both gates. The security company (GDP) unlocks the school before 7.00am. Fire gates are left unlocked but closed. The Leadership Team then stands by the pedestrian gate from 9am until the gates are locked at 9.15am. The pedestrian gate is unlocked at 3.25pm by the Premises Manager. School is normally locked up at about 8.30pm by GDP and the alarm is set.

All visitors must be directed to the office to sign in and collect a visitors' badge. They must sign out on leaving the school. Any staff who sees an adult without a badge, who is not known to work in the school, must asked the person politely who they are. They should then be directed again to the office to sign in etc.

CCTV

Introduction

The school recognises that CCTV systems can be privacy intrusive.

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Review of this policy shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct review no later than every two years.

Objectives

The purpose of the CCTV system is to assist the school in reaching these objectives:

- (a) To protect pupils, staff and visitors against harm to their person and/or property.
- (b) To increase a sense of personal safety and reduce the fear of crime.
- (c) To protect the school buildings and assets.
- (d) To support the police in preventing and detecting crime
- (e) To assist in identifying, apprehending and prosecuting offenders.
- (f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence
- (g) To assist in managing the school.

Purpose Of This Policy

The purpose of this Policy is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. The CCTV system used by the school comprises of:

CAMERA TYPE		LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
SNS	1	Training Centre Entrance	NO	YES	FIXED
	2	Main Office Door	NO	YES	FIXED
	3	Playground – Climbing frame	NO	YES	FIXED
	4	Above door to red stairs	NO	YES	FIXED
	5	Playground – main gate	NO	YES	FIXED
	6	Cottage	NO	YES	FIXED
	7	Playground – nursery playground	NO	YES	FIXED

CAMERA TYPE		LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
TB	1	Front Fire Gate	NO	YES	FIXED
	2	Main Playground – front	NO	YES	FIXED
	3	Main Playground – Lunch club	NO	YES	FIXED
	4	Nursery Playground	NO	YES	FIXED
	5	Back Fire Gate	NO	YES	FIXED
	6	Playground Stairs – Asia	NO	YES	FIXED
	7	Nursery Playground	NO	YES	FIXED
	8	Playground Stairs – America	NO	YES	FIXED
	9	Main Entrance – Diamond door	NO	YES	FIXED
	10	Playground – Main Gate	NO	YES	FIXED
	11	Nursery – Shared Area	NO	YES	FIXED
	12	Entrance Gate - Cage	NO	YES	FIXED

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Statement Of Intent

Notification has been submitted to the Information Commissioner and the next renewal date has been recorded.

The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.

The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.

The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.

Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.

The planning and design has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.

Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.

Recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. In the absence of compelling a need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than 20 days.

System Management

Access to the CCTV system and data shall be password protected.

The CCTV system will be administered and managed by Michelle Owens, Federation Business Manager, who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager the system will be managed by Kevin Keogh, Facilities Manager.

The system and the data collected will only be available to the Systems Manager, his/her replacement and appropriate members of the senior leadership team as determined by the Headteacher.

The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the school does not guarantee that it will be working during these hours.

The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.

Cameras have been selected and positioned so as to best achieve the objectives set out in this policy in particular by providing clear, usable images.

Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.

Where a person other than those mentioned in paragraph 5.3 above, requests access to the CCTV data or system, the System Manager must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused.

Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

Downloading Captured Data Onto Other Media

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download media used to record events from the hard drive must be prepared in accordance with the following procedures: -

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- (a) Each download media must be identified by a unique mark.
- (b) Before use, each download media must be cleaned of any previous recording.
- (c) The System Manager will register the date and time of download media insertion, including its reference.
- (d) Download media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a download media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.
- (e) If download media is archived the reference must be noted.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, his/her replacement and the Headteacher and other authorised senior leaders. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any download media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the school, and download media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.

Applications received from outside bodies (e.g. solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's data protection officer.

Complaints About The Use Of CCTV

Any complaints in relation to the school's CCTV system should be addressed to the Headteacher.

Request For Access By The Data Subject

The Data Protection Act provides Data Subjects – those whose image has been captured by the CCTV system and can be identified - with a right to data held about themselves, including those obtained by CCTV. Requests for such data should be made to Michelle Owens, Federation Business Manager.

Public Information

Copies of this policy will be available to the public from the school office.

Security of Property

All personal money and valuables should be locked away. Lockers are provided for all staff. Children are not allowed to bring valuable possessions to school and staff cannot take responsibility for personal items, even if they look after them. School cannot take responsibility for damage to cars left in the school playground.

Safety Practices

Guidance issued by the Health and Safety Executive, Department for Education and Southwark Education and Leisure Services Department will be incorporated into the school's procedures. These arrangements will be discussed at the appropriate safety committee and any significant issues relayed to relevant staff.

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Risk Assessments

The Headteacher will seek to ensure that a risk assessment is carried out for the premises and working methods. The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled. The Head teacher and Premises Manager complete the main annual risk assessment and an action plan is drawn up. Risk Assessments are also completed for the following: all trips, clubs, swimming, use of inhalers, any additional activity or event that isn't already covered such as International Evening and Spring Fair.

Smoking (See LA Policy)

The school has a no smoking policy that includes the building, playground, garden and directly outside the gates.

Fire Precautions

The school has a contract for the maintenance of the Fire Alarm System and fire Fighting Equipment. The Fire Alarm will be tested weekly, using a different call point each time in rotation and the findings recorded in the Fire Log.

Procedures

Procedures in the event of fire have been prepared and circulated to all staff. These procedures conform to Health and Safety update 92/01. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill will be held at least once a term and significant details recorded in the Fire Log. These are indicated by the ringing of the fire bell. All alarms should be treated as genuine.

1. Children should line up at the classroom door in single file in an orderly manner.
2. Children should be quiet.
3. Children should not collect coats or other personal belongings
4. Teachers should lead their children out of the building by the designated route – nearest staircase or door
5. Children should line up in the designated place in the football pitch.
7. Teachers should check that all children are present.
8. Administration Officer should bring the registers.
9. Fire Wardens have responsibility for checking parts of the building. Wooden spoons are located by each fire call point (two on each floor). Fire Wardens should collect the nearest spoon and then check rooms on that floor. Spoons should then be handed to the Health and Safety officer at the assembly point.

All mainstream Teaching Assistants are trained Fire Wardens

Accidents

All will be recorded and reported in accordance with Southwark Education and Leisure Services Department Policy. Report forms HS1 & HS3 are kept in the administration office and when completed are filed in the correct place or given to Health and Safety manager to investigate. All forms are sent to Southwark each week. Cuts and grazes etc can be treated by any adult in school. There is no need to call a first aider. Complete an accident form (HS3) and give the child a first aid sticker.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's Health and Safety Unit. The Key Manager or deputy will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

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First Aid Boxes are kept on every floor they are re-stocked by First-Aiders. Spare boxes are kept in the store cupboard. Boxes are kept in the school office to store asthma pumps etc.

In case of an injury to an Employee / adult the form HS1 should be completed. An investigation will be carried out.

Serious accidents and all head injuries (however slight) to pupils

- Establish whether it is safe to approach the casualty.
- Assess the injury, preferably with a qualified first aider. The Certificated First Aiders at work are listed in the office and on duty rotas in the staffroom. All Teaching Assistants are Paediatric First Aid trained
- Inform the office who will report it to a senior member of staff and call for an ambulance if required.
- Stay with the casualty and observe the situation, administering first aid if appropriate.
- School office to meet the ambulance and direct paramedics to the casualty.
- Senior staff to arrange for an adult to accompany the casualty, who will also take contact details.
- School office to contact parent/relative and advise on hospital details.
- Complete form in file in office (Southwark Health & Safety Form HS3). Copy to H & S representative.
- Senior staff to report to the LA Health and Safety Officer.
- Senior staff to investigate the circumstances and undertake any action to prevent reoccurrence.

Incidents on School Trips and Journeys

It should be noted that many venues for trips and journeys will have their own procedures in place for dealing with incidents. At all times, the trip/journey leader must oversee the procedures and appoint a deputy to take responsibility for the other children.

- Establish whether it is safe to approach the casualty.
- Assess the injury, preferably with a qualified first aider.
- Call for an ambulance if required.
- Stay with the casualty and observe the situation, administering first aid if appropriate.
- Arrange for an adult to accompany the casualty.
- Contact the school to advise details of the incident and injury, hospital details, the current situation of the rest of the party and get contact details for the casualty.
- School office to contact parent/relative and advise on hospital details.
- Senior staff to appraise the seriousness of the incident possibly contacting the Duty Press Officer at Southwark.
- Senior staff to provide assistance to staff at the incident scene. This may include their return to school or an alternative venue.
- School office to advise school journey insurers.
- Senior staff to report to the LA Health and Safety Officer.
- Senior staff to obtain a Police report if appropriate.
- Senior staff to arrange counselling if appropriate.

Major Incident Procedures – (see Emergency Evacuation Plan)

- For situations which require the closure of the school prior to its opening in the morning, the premises officer would be the “incident manager” until he/she has made contact with the Head or Deputy.
- For situations which require evacuation, the school will follow its fire drill procedures. These additionally involve the administration officer bringing contact numbers for each child. Any staff with immediate access to mobile telephones, (i.e. in the class room) are asked to bring them outside.
- All contact with the media will be directed to Southwark Press Office, telephone: 020 7525 5000.
- A detailed note should be made of any incident as soon as possible after it has occurred. This should include: time, date, who did what, who authorised what, expenditure incurred, outside agencies contacted, outcomes and any other relevant information.
- For an incident which occurred during the school day, the Head or Deputy would be the “incident manager”.

Assaults/Intruders on the School Site

- All visitors should be signed in at the office.
- All staff should politely challenge any one they do not recognise. This can be verified by the office.

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- If the person is unable to offer an acceptable reason for being on site, all staff should politely but firmly ask them to leave and escort them from the premises.
- If they refuse, do not attempt force. Inform the office who will call the Police and inform a senior member of staff.
- Make a note of the description of the intruder and details of any conversation, including their refusal to leave.
- Report the incident to Southwark Council who will contact other schools to give out warnings.
- If the intruder carries out an assault, follow details on injury to staff or pupils.
- Senior staff should attempt to collect and retain witnesses, liaise with the Police and contact parents/relatives.
- Senior staff to advise LA of incident.
- Senior staff to advise Chair of Governors.
- Senior staff to inform Press Office. **No comment should be made by the school to any of the media.**
- Complete an incident note.

Missing Children/Suspected Abduction

- Inform the school office who will notify senior staff who will organise a local school search.
- Senior staff/school office to contact Police.
- Senior staff/school office to contact parents (if child is missing or run out of school).
- Liaise with Police giving as much information as possible.
- Contact Social Services, if child/family known to them.
- Inform Southwark Press Office.
- Inform Chair of Governors.

Bomb Threat or Major Disaster

- Dial 999 and report threat or disaster
- Follow drill procedures
- Head count before leaving school for evacuation to Tower Bridge Primary School, Fair Street, London SE1 2AE
- Walk in pairs in an orderly manner
- Role call on arrival
- Staff to contact parents on their emergency contact list
- Head or Deputy to inform LA

Following the attacks on London in July 2005, the following additional emergency procedures will be adopted by the school:

- Any member of staff who hears of an emergency in London should notify office staff and the Head or Deputy immediately
- The office, Head or Deputy will then ensure that Southwark LA are aware of the situation, by ringing either the Clerk on 020 7525 5114 or the main switchboard on 020 7525 5000 and asking for the Education Department
- The school will then await direction from the LA about whether or not evacuation should take place. It should be noted that during July 2005, the recommendation was that children and staff were safer within the schools than on the streets, attempting to get home.

In July 2005, we did the following, which should be considered in light of any future attack:

- All nursery children who were not currently in school were telephoned and asked to stay home
- Any parents who wanted to collect their children were informed that the LA recommended staying in school, but were at liberty to collect them if they wished – we actually had a large number of children collected before the end of the day
- The top two floors of the school were evacuated to the lower two floors to enable speedier whole school evacuation if needed

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- Parents of children in the Resource Base were contacted to ensure that they would be available to meet their children off the bus at the usual time
- Staff and students on placements with long journeys were allowed to leave early if they wished to
- Staff and students on placements were given access to telephones to check on family members
- Children were reassured and kept calm, but information was given briefly to those who questioned the changes in school
- Staff kept calm and maintained good discipline and moral throughout the worrying time
- The Head maintained contact with the LA
- If a class is on an outing, away from the school, they should always follow the directions given by any security personnel or police, at the venue
- At least one member of staff on an outing needs to have a mobile telephone with them. This should be used once the safety of the children is ascertained, to check in with school and find out about the LA's guidelines
- Children should be reassured and kept calm

New and Expectant Mothers

Comfortable and private facilities are available for new and expectant mothers. Nappy changing facilities are also available.

Medical Fact list

These are updated regularly as new children arrive and displayed in the office, as well as on the staffroom notice board.

Air quality alerts

The Mayor has appointed King's College London – who are experts in monitoring London's air pollution – to provide new air quality alerts which will notify the school when air quality is 'moderate', 'high' or 'very high'. These direct alert emails build on the existing air quality alerts which are on social media, at TfL bus stop countdown signs, Tube stations and roadside signage. Staff should use discretion during playtimes when air quality is moderate, high or very high.

The Management of Asbestos

Snowsfields & Tower Bridge Primary Schools recognise and accept their responsibilities to ensure the effective and safe management of ACM within its premises in accordance with current Health and Safety (H&S) legislation.

Snowsfields & Tower Bridge Primary School will make use of information gathered from an asbestos survey carried on behalf of London Borough of Southwark that identifies the location, type and condition of ACM within the premises. Such information has been recorded on a register and will be relayed to employee, contractors and occupiers as necessary to ensure the Health, Safety and Welfare of all persons who may be affected by work that may present a risk of asbestos fibre release.

Only persons who have received adequate information, instruction and training will be authorised to carry out sampling, encapsulation and removal work involving ACM.

Where the presence of ACM is found or strongly suspected, a hierarchy of control measures will be followed;

- Any asbestos products that are undamaged (as determined by a suitably qualified person on an individual basis), such as roofing sheets, guttering and flue pipes, which do not constitute a hazard, may remain in place but their condition must be monitored on a regular basis by the person(s) nominated as responsible for the building.
- If the material is slightly damaged, but otherwise in a sound condition (as determined by a suitably qualified person on an individual basis) or located in such a position that it may present a future risk to health if it is left untreated, it may be repaired and/or sealed by an approved method and periodically reinspected to ensure its condition has not deteriorated. All work carried out must be recorded in the register.
- If the material is in such a condition that it presents a risk to health, or may be disturbed by maintenance work, it should be removed by an approved method.

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All work involving such materials will be subject to a Permit to Work system in conjunction with London Borough of Southwark to ensure all necessary precautions are taken and qualified persons carry out the work.

It is the policy of Snowfields & Tower Bridge Primary Schools to ensure that, as far as is reasonably practicable; no persons are exposed to risks to their health due to the exposure of any ACM that may present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.

The School's Asbestos Policy conforms with the Health and Safety at Work etc Act 1974, the Asbestos (Licensing) Regulations 1983 and the Control of Asbestos at Work Regulations 2012. The policy and procedures will apply to all buildings and all individuals therein, without exception.

The school's policy on asbestos and ACM is;

- To ensure the prevention of exposure to hazards associated with ACM to pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises.
- To ensure that all buildings are surveyed to identify any ACM that may be present therein, and to prepare and maintain an asbestos register for all buildings (including regular reviews and to update records of any treatment and/or removal works undertaken).
- All buildings will be assumed to contain ACM unless there is evidence to prove otherwise.
- To ensure that an appropriate system is installed, maintained and implemented for the management of all ACM identified in the register.
- To implement an effective management strategy in order that appropriate measures such as encapsulation, labelling, inspection, and working with or removal of the material can be undertaken.
- To provide information on ACM to contractors and others who may be working in areas with, or near, asbestos as identified in surveys or assumed to be present.
- To annually review the Asbestos Management Policy and Procedures.
- To promote awareness of the risks from ACM and the school's management procedures and induction of relevant staff.
- To ensure that all contractors and subcontractors engaged to carry out work on any of the school's buildings are provided with a summary listing of all locations that contain, or are strongly suspected of containing, asbestos to ensure that the appropriate procedures and precautions are followed.
- To ensure that any ACM that may be present in any of the buildings are maintained in a conditions so as to prevent the possibility of any harm to health occurring.
- Ensure a commitment to comply with all relevant asbestos legislation, Approved Codes of Practice, Health and Safety Guidance Notes, and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation.
- Provide adequate resources to ensure the provision of appropriate information, instruction and training.
- Licensed contractors and/or subcontractors, in accordance with HSE recommendations, must carry out all work to ACM, irrespective of the length of time any job is to take of the type of asbestos to worked on.

All those who have responsibility for the control and maintenance and/or repair of the school premises have a duty to manage the ACM present in the premises. The extent of the legal duty is determined by the terms of any tenancy agreement or contract that applies, and in the absence of any such agreement, on the degree of control the party has over the premises.

Therefore, the Headteacher, in accordance with the Chair of Governors and the Premises Officer, will;

- take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action;
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

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Trips

If you are planning a trip you must discuss it an Assistant Head first and then fill in a trip form and a risk assessment form and get them signed by an Assistant Head before you go. Do not book any trips, events or visitors unless they have been agreed. Forms can be found in the office or staffroom. Trip letters must be written by the office and you need to make sure you give them enough notice. There should be at least one trip for each class each term, but only one paid trip a year. All children should go on curriculum visits unless their parents have not given permission. Residential trips will be logged on Evolve website by Michelle. Trips booked in advance can be paid for by one of our partners. They will also provide volunteers to go with you if they know well in advance.

1. Do not book the trip yourself
2. Make sure you have checked the diary and it does not clash with something already booked
3. Complete this request form and give to an Assistant Head to be agreed
4. If the trip has a cost the form will be passed on to Sarah Millar at Snowsfields to be booked for you and she will return the form to you once this is done
5. If there is no cost the Assistant Head will pass the form back to you to book
6. The teacher must write the booked trip in the diary straight away
7. Assistant Heads will monitor and keep a record all trips
8. The teacher going on the trip must complete the risk assessment and get all adults to sign
9. The teacher must make sure they have agreed which additional adults will go on the trip with the Assistant Heads and write these in the diary as soon as they are agreed
10. The Assistant Head will notify the office staff to complete letters and book any required packed lunches once they have agreed and signed the form
11. On the day of the trip please notify the office of any changes that need to be considered such as weather, adults and children going etc
12. It is the responsibility of the teacher going to get a first aid rucksack
13. Ensure you have all inhalers / epi pens etc for the children going

Coshh

Details of products are clearly displayed where they are stored and centrally in the Health & Safety file. The cleaning company provide a cosh for their products. If you are using a product that does not have a coshh information sheet with it do not use and notify the Premises Manager immediately.

Stress Management

The CSA uses the HSE definition of stress which is “The adverse reaction people have to excessive pressures or other types of demand placed upon them”.

It is important to note that every job brings its own pressures and demands; these are an unavoidable part of working life. It is also important to distinguish between reasonable pressure and challenge, which are stimulating and motivating, and work-related stress which is a distressing reaction to demands, situations or circumstances that the person perceive they cannot cope with.

In dealing with the issues of stress in school the Governors will, to the best of their ability, ensure that the following systems are in place, understood and acted upon in an attempt to deal with a problem which is giving increasing cause for concern.

The school will aim to:

- (a) Implement control measures to minimise the risk of stress.
- (b) Monitor and audit the arrangements in an effort to continuously improve the quality of the working environment and the implemented stress-minimisation arrangements.
- (c) Encourage staff to report their views and to discuss stress-related issues with a member of the schools Senior Management Team.
- (d) Ensure equality of treatment of staff.
- (e) Ensure that individuals who have, or have had symptoms of stress-related illness are treated responsibly and fairly at an early stage, that confidentiality is ensured. and that Individual Risk Assessments are undertaken as necessary
- (f) Establish a culture in school where stress is reviewed as a serious issue rather than viewed as a personal weakness.
- (g) Communicate effectively and ‘manage change’ in a sensitive and responsible manner.

HEALTH AND SAFETY POLICY

Individuals have a duty to co-operate with their employer in minimising, so far as is reasonably practicable, work-related stress. Individuals have a part to play in making reasonable adjustments which working practices have to change due to circumstances beyond the school's control.

Anyone who feels he/she is suffering from stress should, wherever possible, inform their line manager so that he/she will have an opportunity to resolve the problem. If anyone feels that they are unable to raise the matter with their line manager they can contact the Schools Human Resources Team for advice or share their concern with a trusted colleague.

Individuals should also seek advice promptly from their union/professional association.

Headteachers and Governors have a key role to play in considering the work load and health implications of decisions involving staff. It is recognised that the style of management adopted has an impact on stress levels amongst staff. It is the responsibility of headteachers and managers to;

- Ensure that sickness absence and staff turnover is regularly reviewed and monitored to identify any problem areas.
- Be able to identify and respond to issues of work-related stress.
- Be aware that stress is minimised in an organisation where there exists mutual trust, promotion of self-esteem, shared objectives and common goals.
- Act on information/reports received from Schools Human Resources
- Give staff comprehensive and relevant information about work-related stress.
- Put measures in place to prevent, so far as is practicable, work-related stress.

Employment Assistant Programme is a free 24 hour confidential service which provides practical information, resources and counselling to help staff balance work, family and personal life.

Occupational Health supports individuals who have been off sick with stress and advises them and their management on their return to work.

Human Resources provide support for schools on HR management of staff including sick absence and stress related issues.

Manual handling

- I am aware of the correct way to lift or carry
- I would not lift or carry something that I considered to be too heavy
- I am aware that the Premises Manager will move things that I consider to be too heavy
- I am aware that I should use a ladder to reach high places and am aware of the correct procedures on how to use ladders
- I am aware that I should not stand on chairs, tables or other classroom furniture
- I am aware that the Premises Manager will help put up displays or reach high places for me if I ask
- I would not carry out any procedure without first considering all the possible risks

Working Alone

No person must work in school outside normal working hours unless:

- They inform a member of staff the times they are working and where in the building they are working
- They have their mobile phone or use of a phone to hand
- They have the school contact list for emergencies

They must:

- Not use a ladder or device to climb
- Make sure all lights and electrical items are turned off when they leave
- Ensure all doors are closed before they leave the school grounds

HEALTH AND SAFETY POLICY

Other contracts

The school has responsibility to ensure that checks are carried out on the following: (See file)

AUTUMN	SPRING	SUMMER	OTHER
Portable Appliances Fire risk assessment Lightening conductors Emergency lighting Fire Alarms Fire extinguishers Water/tank Risk Assessment	Gym equipment Kitchen deep clean Gate	Playground equipment School deep clean Intruder Alarm CCTV Asbestos	Gas boilers Wiring Check (5 years) Tree Survey (4 years) Energy Certificate Environmental Health Health & Safety Inspection Display screen risk assessment

Circulars to be aware of

Dog attack Hoists Wheelchairs Asbestos management Paint brushes Visits to Southend Smoking Managing continence needs Canopy safety	Plaster of paris Ladders Food hygiene Supervision of pupils Yo yo balls Slips and trips Interactive white boards Exploding batteries	Measles Transport Swine Flu Guidance Fire risk – fans Work related stress Laptop computer trolleys Aquaria safety risk Ceiling mounted audio visual equipment
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HEALTH AND SAFETY POLICY

BUSINESS CONTINUITY PLAN, SNOWFIELDS & TOWER BRIDGE PRIMARY SCHOOL.

To be read / used in conjunction with Evacuation Plan.

Eventuality	Risk	Actions
Staff Strike	School closed	Combine or split classes Special activities Follow LA guidance Manage absences
Fire	Danger to pupils Classrooms close	See fire plans for immediate response Use alternative space Combine or split classes
No water	School closed No cooking / water to wash up No toilets	Bottled water Number of working toilets to people in school – ratio Early start/end day. Buy in sandwich lunches Plan for next day
Power cut	No lighting No cooking	Torches kept Early start/end day. Buy in sandwich lunches Plan for next day
Gas leak/failure	School closed No cooking	Turn off gas immediately Call emergency number Plan for next day
Terrorist threat	Pupil fear	Rehearse evacuation Move pupils to another local school - TBC Speak to LA – help line Be ready to call parents for early pick-ups Ensure parent contact list is up to date Use text and website to communicate with parents HT/DH/BM have all staff contact numbers at home
Infectious Outbreak	Infection spreading Staff absence School closed	Be aware of notifiable infections & who to notify Get LA/school nurse advice Follow guidance Be aware of clear up procedures for vomit and diarrhoea Combine or split classes Special activities Join up with another local school – Tower Bridge Ensure parent contact list is up to date Use text and website to communicate with parents HT/DH/BM have all staff contact numbers at home Remain off school for 48hrs after last episode or until infection has cleared up Communicable diseases are: Diarrhoea and/or vomiting (more than 2 cases), Tuberculosis Food Poisoning, Meningitis, Typhoid or Paratyphoid, Whooping Cough, Chickenpox, Impetigo, Ringworm (scalp & body), Conjunctivitis (sticky eye), Measles, German Measles (Rubella), Parvovirus/Slapped Cheek syndrome/ Fifth disease, Scarlet Fever, Hand, foot and mouth disease, Scabies, Hepatitis/Jaundice, Mumps
ICT failure	Loss of school data Loss of pupil work	Effective back ups.

Southwark Emergency Help Desk (24hrs) 0207 525 3700

Imobus Emergency Notification school.emergencyclosures@southwark.gov.uk

Health Protection Agency 0203 049 4338

Lee Tapping Southwark H&S

Kitchen staff – Pauline 07887-653317

Cleaners – Karen – 077773-623546

Playshelter - Mishel – 07950-798702

LA Transport - 0207 525 5121 –

Access Mobility Transport Ltd – 020-8877-2777

Scholarpack (web based) – 01522-716049

Volunteers see Zohra Benotmane/Laura Neuveglise – separate list

Drumhead 07977-570355

Part time staff

