

HEALTH AND SAFETY POLICY

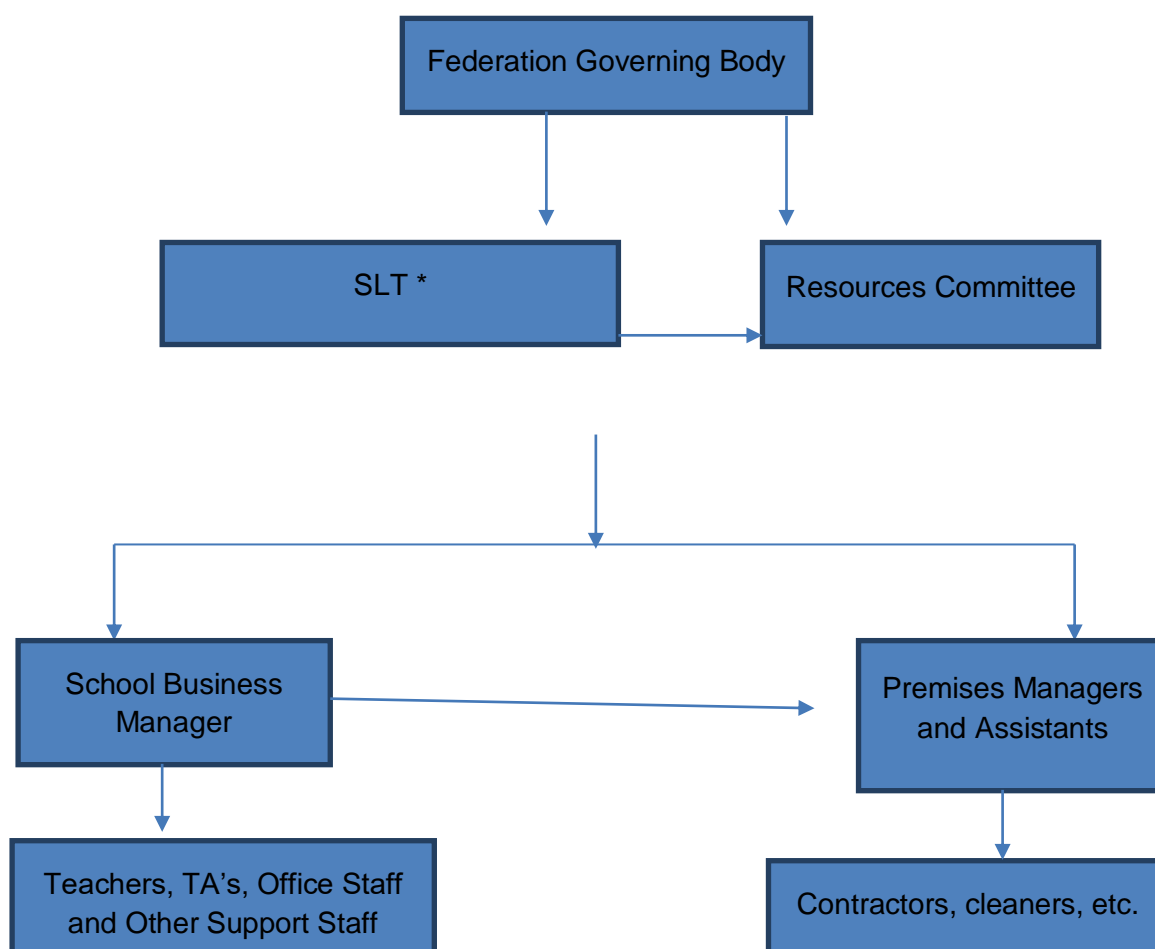
PART 1: STATEMENT OF GENERAL POLICY

The Governing Body of The Bridges Federation recognises its responsibilities under the Health and Safety at Work etc., Act 1974 to ensure that adequate arrangements are in place to secure, as 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 head teacher and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

Health and Safety Policy (and other policies) together with Risk Assessments are available to all Staff on the Shared Drive.

PART 2: RESPONSIBILITIES AND ORGANISATION FOR MANAGING HEALTH AND SAFETY

These organisational arrangements for staff with health and safety responsibilities are represented diagrammatically for schools below.



* SLT consists of Executive Headteacher, Head of School, Co-Head Teachers, Deputy Headteachers and Senior Federation Business Manager.

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 :

- Ensure that the school has a current health and safety policy.
- Ensure that the school complies with the Council's health and safety policies, both in schools and on all school activities.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Create management arrangements for health and safety and periodically monitor its effectiveness.
- Ensure that regular audit and inspection is carried out by a qualified person.
- Ensure that a governor attends any health and safety briefings held by the LA.
- Have health and safety on the agenda at Governing Body meetings.
- Ensure that adequate resources are made available for health and safety. This includes time as well as financial resources.
- Ensure the **SLT, as the Key Managers** for health and safety, carries out the appropriate responsibilities.

SLT

The SLT as Key Manager(s), are responsible for the day to day running of the schools and putting the health and safety policy into effect. The SLT will assist in the development and maintenance of safe conditions for staff, Pupils, visitors and anyone using the premises. The SLT will in particular:

- Be satisfied that effective arrangements are in place to ensure that health, safety and welfare of all users of the premises.
- Ensure that regular health and safety inspections are carried out.
- Ensure that the emergency evacuation procedure is practised, at least once a term and that results are documented.
- 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 the LA.
- Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- Appoint an Educational Visits Coordinator, from school staff, to advise and coordinate external school visits.
- Attend health and safety briefings and training arranged by the LA.
- Report regularly on health and safety matters to the Governing Body.
- Ensure that competent contractors are appointed and to monitor their on-site safe working practices.

School Business Manager

The School Business will support SLT in their role. They will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day to day responsibility they will ensure that:

- Risk assessments are in place for all activities, are suitable and reviewed regularly.
- Safe working methods are in place. Deal with hazardous practices, equipment or building issues and report to the SLT if they remain unresolved.
- Supervision is adequate and training needs met. Carry out health and safety inductions for all staff and keep records of that induction.
- Termly health and safety inspections are carried out.
- Safety requirements for plant, machinery and equipment are in place and are adequate. Set up arrangements for their regular inspection.
- Suitable Personal Protective Equipment is available, in good condition and is used and stored correctly.
- Standards of health and safety are monitored and appropriate remedial action is taken when required. Inform the SLT of any difficulties that occur and near misses.
- Monitor health and safety practice throughout the school(s).
- Carry out investigations into accidents and produce reports for any civil or criminal action which may arise.
- Provide a good example, guidance and support to staff on health and safety issues.
- Ensure any contractors on site are competent in health and safety matters.

Educational Visits coordinator

The Educational Visits Coordinators are responsible for:

- Liaising with the employer, through the Education Health and Safety Manager, to ensure that educational visits meet the employers' requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertakes the functions outlined in the DfES publication " Health and Safety of Pupils on Educational Visits"

Premises Staff

The Premises Staff has particular responsibility for security and premises related issues so it is important that they are well trained in all aspects of personal safety. They will:

- Cooperate with the SLT and School Business Manager and ensure that they effectively monitor the condition of the premises.
- Regularly check the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed. Perform fire wardens' duties.
- Regularly test water temperature and record findings.
- Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of hazardous to health materials.
- Attend appropriate training courses as required.
- Keep up to date records regarding Fire Drills, Weekly checks, Alarm Testing, any other Health and Safety monitoring / inspections.

- Ensure that maintenance of all school buildings, grounds and utilities and any repairs are properly and promptly carried out.
- Report defects and monitor that appropriate remedial action is taken.
- Ensure all school buildings and grounds are cleaned to agreed standards and specifications.
- Ensure compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds.

Teachers, Teaching Assistants & Other Support Staff

Teachers, Teaching Assistants & Other Support staff are responsible for:

- The safety of all children under their charge by effectively supervising their activities.
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid.
- Observing all safety procedures and instructions.

All Staff

Health and Safety is the responsibility of everyone.

Whether you are an employee, volunteer or visitor you have a duty of care to:

- Yourself
- Others around you
- Others who may be affected by what you do or don't do
- You should read this Health and Safety Policy and sign it
- You should not interfere with anything which has been provided for your (or others) health, safety and welfare.
- You must use any personal protective equipment provided and as instructed.
- You must co-operate with Senior Leadership Team in respect of Health & Safety.
- You should report any work situation that you believe presents an immediate danger.
- You should report any shortcoming in the employer's protection arrangements.

Pupils

Pupils will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in emergency.

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.

All contractors should report to the school office on arrival. The premises staff will be responsible for controlling the work of contractors to ensure the safety of pupils, staff and

visitors. In the interest of safety non-emergency works should take place outside of school hours and during holidays where possible.

Where work carries significant hazard, permit to work should be raised. **Permit to Work system** is a formal safety control document designed to prevent injury to employees, contractors and third parties as well as to property, particularly when work with foreseeable high hazard content is undertaken: involving confined spaces, hot work and work on high voltage systems. Permit to work system will include details of the work to be done, what is involved including all the required precautions and emergency procedures, people involved, limits on the work task or equipment to effectively carry out the job safely.

Kitchen and cooking facilities carry significant risk to the school premises and high standards of organisation and control are required to minimise them. All three schools use external catering contractors therefore responsibilities for catering are transferred from the school to the contractor.

The SLT 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.
- report any defects or other health and safety matter that they are aware of.

PART 3 ARRANGEMENTS FOR MANAGING HEALTH AND SAFETY

Paragraphs below must be treated as a summary of our arrangements. They do not exhaust them. For further details on each arrangement you must refer to references where they are provided.

Accident and incident reporting and First Aid

All accidents, and incidents should be reported as soon as possible using the approved forms to prevent recurrence, to implement control measures and to comply with the legislation. All accidents will be recorded and reported in accordance with Southwark Education and Leisure Services Department Policy. Report forms HS1 & HS3 are kept in the administration offices in each school and when completed are filed or given to Health and Safety representatives to investigate. Serious accidents must be reported to the Council within 48 hours.

Gloves, aprons and masks should be worn when administering first aid or clearing up body fluids. Ice packs should only be used for significant bumps and broken bones. Most minor injuries can be cleaned up using a wet paper towel.

Minor accidents are dealt with by staff who are paediatric first aid trained. These are recorded in the accident log in the office. It is the responsibility of the person who dealt with the accident to notify the office so the accident can be added to the log.

All other accidents should be seen by the main first aider in the office. They will complete a HS3 form which is then given to Michelle/Peter.

It is the responsibility of the first aider who deals with the injury to inform the Leadership Team, class teacher and contact the home (if necessary).

Any injury to a child's head, however slight, the first aider will ring home to make sure that the parent is aware of any potential problems.

If the child needs hospital attention, every effort is made to contact a responsible adult. If we are not successful, parents have given the school permission to be "in loco parentis" when hospital treatment is needed. Please note that Guy's have a minor injuries department and the nearest A&E is at St Thomas'. Serious accidents or staff accidents must be recorded on the appropriate form and handed in to Michelle or Peter.

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.

First Aid Boxes are kept on every floor - they are re-stocked by First-Aiders. First Aid bags are used for school trips.

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

Do not use first aid equipment unless you are qualified.

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.
- **Senior Staff** 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.

Further references:

Accident and Incident Reporting and Investigation guidance

Record of aggressive behaviour or racial abuse towards members of Staff

Guidance on Preventing and Alleviating Violence, Aggressive Behaviour and Harassment Within The Workplace guidance

Procedures Following Violence, Aggressive Behaviour or Harassment Towards Employees

Supplementary Guidance on Preventing and Alleviating Violence, Aggressive Behaviour and Harassment

Administration of medicines

The school has a duty to make arrangements to support pupils with medical conditions access education. The school has regard to guidance issued by the Secretary of State entitled: "Supporting pupils at school with medical conditions".

- Medication is only administered to pupils when the parental consent form has been completed.
- Medicines are only administered during school when they have been prescribed by a child's GP or other relevant medical professional.
- The only exception to this are asthma medication and "epipens" which may be kept in appropriate locations, out of the reach of other children.

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.

Asbestos (see Policy)

The Bridges Federation follows the Management of Asbestos Policy from the Southwark Council. The Asbestos Management Plan is in place and regularly reviewed. Asbestos

surveys are carried out regularly by external contractors. Additionally premises staff are carrying out internal inspections on three monthly basis. Records of these inspections are kept. Premises staff are regularly re-trained in asbestos awareness.

Currently there are encapsulated asbestos fibres identified:

Robert Browning School – boiler room – accessible by premises staff only. Asbestos survey carried out every two years by the competent person.

Snowsfields – asbestos is present throughout the school, register is available from the school office on request. Asbestos survey carried out every year by the competent person.

Tower Bridge is asbestos free school.

The asbestos registers are available on request and shown to contractors prior to work beginning. Where the work is likely to happen in close proximity to the asbestos written work permit is required. If you think you have been exposed to asbestos please inform **a member of the SLT** immediately.

Further references:

Asbestos Policy

Asbestos Management Plan

Asbestos Work Permit System, Register and Guidance

Asbestos Surveys

The Management of Asbestos Guidance

Asbestos awareness briefing / training notes

CCTV (closed-circuit television) (see Policy)

The CCTV systems used by schools comprise of fixed cameras both internally **(RB)** and externally to provide coverage of the gates, outside play facilities, corridors and the school offices.

The school recognises that CCTV systems can be privacy intrusive.

For this reason, all schools have carried out a data protection impact assessments with a view to evaluating whether the CCTV systems in place are necessary and proportionate mean of achieving the legitimate objectives set out below.

Objectives:

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

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

Any complaints in relation to the school's CCTV system should be addressed to the Senior Federation Business Manager or School Business Manager.

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 **the Senior Federation Business Manager or** School Business Manager.

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

Further references:

CCTV Policy

CCTV Data Protection Impact Assessment

COSHH (Control of Substances Hazardous to Health)

COSHH is a set of regulations, made under the Health and Safety at Work Act, introduced to protect people from the effects of chemicals, dusts, harmful biological agents and other substances that can harm human health.

SLT in conjunction with the School Business Manager are responsible for ensuring that assessments have been completed for all hazardous substances within their area of responsibility and for ensuring that suitable control measures are put in place.

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.

Further references:

Cleaning products - cleaning cupboard

Premises products – premises cupboard

Procedures for the COSHH (Southwark)

COSHH Risk Assessments for Premises Staff signed

Display Screen Equipment Risk Assessment

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

Some colleagues may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

Every school has access to trained assessors who can help to recognise risky workstation layouts, environments and practices.

All teachers and office staff will complete DSE **once a year or when allocated a new workstation.**

Further references:

Display Screen Equipment Risk Assessment

Information for Managers on the Safe Use of Display Screen Equipment

Working with display screen equipment (DSE) Guidance

Work with display screen equipment Regulation

Display screen equipment (DSE) workstation checklist

The Bridges Federation follow the English and European standards for tables and chairs for children:

Year 6. Age group 10-11: tables: H71cm, chairs: H43cm

Year 4-5. Age group 8-10: tables: H64cm, chairs H38cm

Year 2-3. Age group 6-8: tables: H59cm, chairs: H35cm

Year 1. Age group 5-6: tables: H53cm, chairs: H31cm

Educational visits

All off site trips will be subject to risk assessment and the advice of the Council's Educational Visits Adviser will be will be closely followed. Guidelines for Education Visits are kept in the school office.

Trips

Before you book:

1. Make sure you have checked the calendar and it does not clash with something already booked
2. Speak to a member of SLT and then complete this request form
3. If there is a cost involved this will need to be agreed

Booking:

4. You can book the trip once it has been agreed by SLT

When the trip is booked:

5. The teacher must add the booked trip to the calendar straight away
6. The teacher must make sure they have agreed which additional adults will go on the trip with SLT
7. The teacher going on the trip must complete the risk assessment and get all adults to sign
8. Alison/Sarah/Laurie will complete the letters and book any required packed lunches
9. 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.
10. It is the responsibility of the teacher going to get a first aid rucksack
11. Ensure you have all inhalers / epi pens etc for the children going
12. Alison/Sarah/Laurie will monitor and keep a record of all trips

Electrical safety

All items of portable electrical equipment in the school are inspected annually. Additionally, an electrical wiring test is carried out every five years.

Extension Cables:

- Try to avoid
- Never use more than one extension cable at a time with each appliance
- Avoid using extension cables with high wattage appliances such as kettles Portable heaters and fans:
- Don't cover
- Switch it off when not in use!

Fire safety and emergency evacuation procedures *(see Policy)*

All schools have a contract for the maintenance of the fire alarm system (and refuge call points at Robert Browning School). The fire alarm is also tested weekly using a different call point each time in rotation and the findings are recorded in the Fire Log Book. There are a variety of fire extinguishers: CO2, Dry Powder, Water, Chemical and Foam throughout the schools. These are serviced annually.

A fire drill will be held at least once a term and significant details recorded in the Fire Log Book. All alarms should be treated as genuine.

Every three years in all schools designated fire wardens are re-trained in fire safety.

Fire Risk Assessment will be carried out every year (or after significant changes) by a competent person.

In the event of fire:

- Raise the alarm by pressing the nearest fire alarm call point.
- Leave by the nearest available fire exit.
- Proceed directly to your assembly point at football pitch (SNS) or main playground (RB+TB).

On hearing the alarm:

- Leave by the nearest available fire exit.
- Proceed directly to the assembly point at football pitch (SNS) or main playground (RB+TB).
- Assemble in your classes.
- Fire Marshalls to check all areas.
- Teachers to carry out a headcount
- Administration Officer should bring the registers.
- Do not run. Do not use lift. Do not stop to collect personal belongings.
- Do not re-enter the building until the instruction is given to do so.

In the case of more serious incident when the main assembly point is not safe, the whole school will move to the following locations:

Robert Browning Primary School to Townsend Primary School

Snowsfields Primary School to Tower Bridge School

Tower Bridge Primary School to Snowsfields School.

Emergency “grab bag” containing list of emergency contacts and procedures will be taken.

For more details, please refer to the fire emergency evacuation plan (FEEP).

Persons with disabilities or temporary disabilities will be provided with a personal emergency evacuation plan (PEEP).

Key Escape Routes:

- Fire exit signs are posted on all exits.
- There is emergency lighting on key routes throughout the building. These are tested monthly and full serviced annually.
- Fire doors must be kept closed at all times (unless they are doors which automatically close when the fire alarm is sounded), to maintain compartmentalisation of the building and to prevent the spread of fire and/or toxic smoke.
- Corridors, stairways, landings and escape routes must be kept clear at all times of anything that can cause a fire or accident or would impede an evacuation in an emergency. Remember - everyday objects such as boxes of paper left on escape corridor pose as serious obstacles during an emergency evacuation.

Fire safety policy is the Fire and Emergency Policy from Council’s Children’s and Adults Services.

Further references:

Guidance:

- *Southwark Children’s Services Fire Policy*
- *Fire Safety Order 2005*
- *Fire Safety Arrangements for non-housing buildings*
- *Means of Escape for Disabled People*
- *Fire risk assessments for educational premises*

Procedures:

- *Weekly fire alarm test procedures*
- *Fire alarm weekly tests and fire drills (see fire log book)*
- *A fire emergency evacuation plan (FEEP)*

Others:

- *Fire Risk Assessments*
- *Fire safety maintenance checklist*

- *Fire escape plans and zone charts*
- *Fire Marshals list and training records*
- *Responsible Person fire safety training*

Food safety

Much of food safety responsibilities were delegated to external contractor for catering (see paragraph about contractors).

Southwark Council regularly inspect the schools' breakfast clubs and after school clubs. Results of these inspections are available on request.

Staff preparing or serving food are trained in food hygiene.

Further references:

Food Hygiene Rating surveys (kitchen, BC and ASC)

Guidance on H&S in Kitchens (Southwark)

Food Safety in Kitchens Guidance (Southwark)

Safety in Cookery Lessons (Southwark)

Cooking (Risk Assessment)

Health and wellbeing

All three schools buy into the wellbeing for staff programme provided by Education Support. They can help with variety of things like stress, anxiety, depression, financial difficulties, personal issues, work life balance problems. They are completely free and confidential. Their phone number is 08000 562 561.

Webpage: <https://www.educationsupport.org.uk>

Health and safety committee

The committee is an important part of the health and safety process within the school and ensures a two way flow of information between an organisation and its employees. The committee meets at least once a term and discusses various topics such as:

- accident records, investigations and subsequent action;
- risk assessments;
- health and safety training;
- departmental/ workplace issues
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

The committee is made up of the following: **SLT, School Business Manager**, Premises staff and the H&S Governor.

The committee reports to the Resources Committee (Governors).

All colleagues are welcome to attend.

Informative emails to all staff are sent each term.

Home visits

Home visits are becoming an increasingly common part of school life because they are a useful way of addressing the problems that lead to poor attendance.

However, since the staff member is entering private property, it is important that all parties are made aware of the rules and procedures. The staff member monitoring attendance will maintain the highest professional standards at all times.

Please refer to Home Visits Procedures and Risk Assessment for further details.

Housekeeping

- Keep floors clear to avoid slip, trip or fall
- Tidy and restrict cables to prevent them from becoming a hazard
- If you can - clear up spills immediately or report to the school office
- Photocopiers – leave tidy
- Do not feed our mice in the school by leaving out fruit and dry food
- Do not use staples anywhere else other than soft display boards. Use blue tack instead.

Lockdown

Lockdown procedures may be activated in response to any number of situations, but some examples are:

- A reported incident/civil disturbance/active terrorist threat in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.).
- A major fire in the vicinity of the school.
- The close proximity of a dangerous animal roaming loose.

A lockdown drill will be held at least once a term and significant details recorded. Drills are indicated by the ringing of the lockdown alarm. Staff will be advised when a drill will be undertaken. If the alarm sounds and staff have not been advised of a drill situation, then the alarm should be treated as a genuine lockdown situation.

Procedures:

- All pupils and staff to stay in their nearest classroom or move to the nearest classroom/safest available space inside the school.
- Pupils outside the school to be brought into the school building as soon as possible, including any parents or visitors (should it be home time or where various visitors are present).
- Office staff to remain in the office to help with co-ordination of the lockdown

- External doors locked. Classroom doors locked (where a member of staff with a key is present).
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in).
- Pupils and Staff sit quietly out of sight (and, where possible, in a location that would protect them from gunfire, bullets can go through glass, brick, wood and metal – consider locations behind substantial brickwork or thick reinforced walls). Consider residing under the table in the classroom if it is safe to do so.
- Lights, Interactive Whiteboards and computer monitors to be turned off.
- Mobile phones should be to hand, but on silent mode – so that they cannot give away your position. Key messages may be communicated by text message or whatsapp messenger if necessary.
- Once in lockdown mode, a register of pupils/staff in each classroom/office must be taken to identify anyone missing – if possible communicate to the School Office or a member of SLT.
- Await further instructions. Be resilient as no-one can predict how long a lockdown can last. It is essential that ALL children are kept quiet and calm.
- Members of staff, volunteers or visitors who do not have a regular classroom or office should make their way to the nearest classroom or office or safe place.
- **Should the fire alarm ring during lockdown, await further instructions. Do not evacuate the building.**
- Any members of staff off-site (including leading an EV) must be informed of the lockdown so that they remain in a place of safety until told they can return by a member of SLT or the police or emergency services.
- Any access to the school (eg: by the Police) must be through the main front door only other gates must remain locked. Anyone entering the school premises must be overseen by one of the designated staff in charge.
- 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.

No one should move around the school when it is in lockdown.

Managing violence and aggressive behaviour

The definition of violence in respect of this procedure is as follows: 'any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work.' This includes all forms of harassment or bullying or victimisation which may be verbal abuse or threats (including those conveyed via social media), or actual damage to a person or their property, and may on the basis of, but are not restricted to, a protected characteristics or trade union membership.

Protected characteristics - under the Equality Act 2010 there are nine characteristics that are protected from discrimination; age, disability, gender reassignments, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex, sexual orientation.

Procedure

- Any employee, who suffers violence and believes their safety is in jeopardy, is, where reasonably practicable, instructed to leave the vicinity, to a place of safety as soon as practical.
- Any employee who suffers violence in circumstances relating to their work must inform their line manager of the incident.
- Please follow accident and incident reporting procedures.
- Record of aggressive behaviour or racial abuse towards members of staff is kept.

Further references:

Guidance on Preventing and Alleviating Violence, Aggressive Behaviour and Harassment Within The Workplace (Southwark).

Procedures Following Violence, Aggressive Behaviour or Harassment Towards Employees (Southwark).

Supplementary Guidance on Preventing and Alleviating Violence, Aggressive Behaviour and Harassment (Southwark).

Manual handling

Staff are aware of the correct way to lift or carry:

- Before you lift, assess the:
 - Weight, shape and size
 - Distance you need to travel
 - Surface beneath you
 - Environment (wet or cold which may affect your grip)
- Break it into smaller loads if possible.
- Get help if you need it.
- Use lifting equipment provided.
- Staff would not lift or carry something that they considered to be too heavy.
- Staff are aware that Premises Manager/Assistants will move things that they consider to be too heavy.
- Staff are aware that they should use a ladder to reach high places and are aware of how to use ladders correctly.
- Staff are aware that they should not stand on chairs, tables or other classroom furniture.
- Staff are aware that Premises Manager/Assistants will help put up displays or reach high places if asked.
- Staff would not carry out any procedure without first considering all the possible risks.
- Manual handling posters are displayed in areas of interest

For more details refer to the manual handling guidance issued by Southwark Children's Services.

Medical fact list

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

New and expectant mothers

- Comfortable and private facilities are available for new and expectant mothers. Nappy changing facilities are also available.
- There is a guidance available for new and expectant mothers.
- All expectant staff will undertake a risk assessment for the purpose of determining the additional hazards and risks likely to be experienced by a pregnant member of staff to enable suitable and sufficient risk control measures for the health and safety of the employee and her unborn child.

Personal Protective Equipment (PPE)

Generally not needed for teaching and support staff but please ask if required. Used when changing nappies and cleaning up accidents.

PPE for premises staff is inspected once a year and / or replenished as needed.

Further references:

PPE Guidance (Southwark)

Guidance on Workplace Equipment (Southwark)

Playground equipment

Playground equipment and its use is supervised during all breaks during the school day. All sports equipment is checked before use and additionally once a year by an external contractor. Please refer to school risk assessments for each activity.

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.

Risk assessments

It is not possible to include all arrangements in one document therefore please refer to Risk Assessment folder on shared drive for more details.

- All schools maintain a comprehensive set of risk assessments that cover curriculum based activities in schools; schools visit and the running of the schools buildings and grounds.
- They are all available on the school central server for staff to inspect and refer to as necessary.

- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed at least every three years.

Some of the identified risks include: radicalization and extremism, public transport, various medical conditions and disability action plan, lifts, trees, pupils exhibiting challenging behaviour, various clubs, and many more.

Security and safeguarding

All schools have a contract for the maintenance of the burglar alarm and special arrangements are made for keyholding.

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 all gates are also locked, with a key, code fobs or their combination.

All visitors must be directed to the office to sign in and collect a visitors' badge: red for no DBS held and green for DBS verified. 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 ask the person politely who they are. They should then be directed again to the office to sign in etc.

There are many ways in which we check volunteers and contractors coming into our schools. The responsibility to complete all checks is with the person who invited the volunteer. Office staff will make sure that all checks are completed before allowing anyone in the school. Good communication is the key to success in this matter.

Volunteers

Every volunteer will need to sign in using InVentry system agreeing to summary of the Safeguarding Policy and H&S rules on the system. Picture is taken and badge must be displayed.

DBS certificate cross-referenced with picture ID on the day of arrival. Documents are photocopied by the front office staff, stamped, signed (clear signature) and dated using this phrase: "certified true copy of an original document". If DBS is not available then refer to the **SLT**. As a minimum photo ID will be photocopied.

Please make a note whom the volunteer is visiting: e.g. "parent reading with children in 6S class" or similar.

Notes:

For unusual activities (e.g. baking) hosting staff please make sure appropriate risk assessment is completed in advance of the visit.

Under no circumstances visitors are left unsupervised (for safeguarding and health and safety reasons).

No access cards are issued (unless in exceptional circumstances where the volunteering period is considered in months).

Contractors are not volunteers and have different checks performed. Ask Senior Federation Business Manager or School Business Manager if not sure. Photo ID must be checked anyway.

For long term volunteers we assess each person individually depending on the length of the service.

Contractors

The lawful responsibility for most checks is with the company, not the school.

We request that companies dealing with the school have the attached "letter of assurance" signed and sent to the school on the company's headed paper. We send our safeguarding policy and confidential declaration form.

The letter of assurance states: In addition all employees will have completed the Childcare Disqualification form received and action taken where appropriate.

We store names and DBS certificate numbers of each individual working in the school on the Single Central Record (regular long term volunteers too).

Smoking

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

Staff training

All newly appointed staff are given health and safety induction on or before the first day of work. Records of these inductions are kept in personnel files.

All staff are reminded of health and safety procedures on the inset days every September.

Schools keep registers of additional training for first aid, fire marshals and premises related training for premises staff.

Stress management

Southwark children's services and the Bridges Federation are committed to protecting the health, safety and welfare of staff. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

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:

- Implement control measures to minimise the risk of stress.
- Monitor and audit the arrangements in an effort to continuously improve the quality of the working environment and the implemented stress-minimisation arrangements.
- Encourage staff to report their views and to discuss stress-related issues with a member of the school's **SLT**.

- Ensure equality of treatment of staff.
- 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
- Establish a culture in school where stress is reviewed as a serious issue rather than viewed as a personal weakness.
- Communicate effectively and 'manage change' in a sensitive and responsible manner.

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.

SLT 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 **the SLT 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.

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.

Further references:

Stress Risk Assessment

Guidance on Managing Work Related Stress

Water safety and legionella

SLT, School Business Manager and premises staff alike are regularly trained in legionella awareness and management tasks. There is a water management book/folder in every school where the following is recorded:

Water Risk Assessment is carried out every two years.

Water samples for legionella testing are sent to laboratories on regular basis.

Cold water tanks are inspected annually.

Down hot water systems (calorifiers) are inspected annually.

Thermostatic mixing valves are checked annually.

Ventilation system condensate trays (air conditioning units) are checked twice a year (where present).

Shower heads are descaled quarterly.

Taps and appliances which are not used are flushed at once a week throughout the year.

Water temperatures are recorded monthly.

Working alone

Lone workers are simply those people who work by themselves, without close or direct supervision. This situation can occur in fixed establishments, where one person works in an area separate from others, or works outside normal hours.

Employers have responsibility for the health, safety and welfare at work of all of their employees. These responsibilities cannot be transferred to any other person, including those people who work alone. It is the employer's duty to assess risks to lone workers and take steps to avoid or control risks where necessary.

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.

For more information please refer to the working alone risk assessment and the guidance from the Southwark Children's Services.

Working at height, use of ladders.

This is work in any place at, above or below ground level where a person could be injured if they fell from that place. This can also include means of access and/or egress to a place of work. Work at Height does not include slip, trip or fall on the same level, nor does it include walking up or down a permanent staircase in a building.

A fall from height is one of the most common causes of serious injury or death in the workplace. Whilst working at height should be avoided where possible there will be occasions when it is unavoidable. Where this is the case, arrangements must be put into place to minimise the risks of falling persons or items.

The following must be considered:

- Ensure that the work cannot be carried by any other intrinsically safer method.
- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.

School arrangements include:

- Register of ladders is maintained in every school.
- Ladders have safety tags and are inspected regularly and the results of these inspections are recorded.
- Permit to work system applies to all working at height works.
- Premises staff are trained regularly in working at height.
- There is a separate risk assessment for working at height and use of ladders.
- There is a working at height guidance issued by Southwark Children's Services that must be read in conjunction with this document.

Further references:

Working at Height Guidance

Use of Ladders Risk Assessment

Safe Use of Ladders and Safe Working on Ladders Guidance

Aspect	Service	Frequency
Accident and Incident reporting and First Aid	Training	Annual refresher for all and every three years for first aiders
Air conditioning	Inspection and testing	Six-monthly
Asbestos	Inspection	Three-monthly
	Survey	Annual (SNS) and every two years (RB)
	Training	Every three years
	Asbestos Management Plan	Annual
Assets register	Review and update	Annual
CCTV	Maintenance	When required
COSHH	Risk Assessment	Every three years or after changes
	Training	Every three years
Display Energy Certificate	Certificate	Annual
Display Screen Equipment	Risk Assessment	Every two years or after changes
Electrical safety	Fixed wire testing	Every five years
	Portable Appliance Testing	Annual
	Emergency lighting	Monthly and Annual
Environmental health	Spot checks on the kitchen	Unannounced Visits
Extraction systems	Kitchen extracts cleaning and kitchen deep clean	Annual
Fall Protection Equipment	Inspection and testing	Annual
Fire	Fire Risk Assessment	Annual or after significant changes
	Fire detection and alarm systems	Annual
	Fire fighting equipment	Annual
	Fire escape external staircase (RB)	Every three years
	Fire wardens training	Every three years
	Fire alarm, fire call points and refuge call points testing	Weekly
	Fire doors	Weekly
	Fire drill	Termly
	Fire Emergency Evacuation Plan (FEPP)	Annual

	review	
	Display of notices: fire escape plans, fire alarm zone charts and fire notices throughout the school - check	Annual
	Fire safety maintenance checklist	Three-monthly
Food safety	Food hygiene training	Every three years
Health and Safety	Audit	Every two years
	Training: H&S Awareness or H&S in the Workplace.	Every three years
	Work permits	When required
	H&S inspection and checklist	Monthly
	Annual h&s inspection and checklist	Annual
Home visits	Risk Assessment	Annual
Gas	Gas safety certificate	Annual
	Maintenance service	Annual
	Air handling units (vents)	Annual
	Monodraught fan (RB - breathing building)	Annual
Lifts (RB)	Maintenance	Bi-annual
	LOLER Examination and certificate	Annual
Lockdown	Drill and panic alarm test	Termly
Lighting Conductors	Inspection and testing	Annual
Manual handling	Training	Every three years
Moving portable wall	Inspection and testing	Annual
Personal protective equipment and power tools	Inspection	Annual
Pest control	Maintenance visits	Three-monthly
Playground and Gymnasium Equipment	Inspection and testing	Annual
Premises	School and classrooms survey and assessment	Annual
	Light bulbs check	Three-monthly
	External boundaries survey	Monthly
	Playgrounds inspection – timber, plants, sand pit, etc.	Three monthly
Risk Assessments	Review	No less than every 3 years
Roof– nursery building (RB)	Inspection and testing	Every 5 years

Sanitary bins Nappy Bins	Hygiene bins	Monthly Every 2 weeks
Security	Burglar alarm and access control systems maintenance	Annual
Toilet alarms	Inspection and testing	Three-monthly
Tree Safety	Survey	Every four years
Water	Water Quality & Hygiene risk assessment	Every two years or after significant changes
	Four water samples from an agreed points	Annual
	Inspection, disinfection and report of cold water storage tanks	Annual
	Flushing and cleaning of DHWS (down hot water systems) calorifiers	Annual
	TMVs: Safety check, overhaul, clean and test procedure	Annual
	Check ventilation system condensate trays, cleaning of DX (direct expansion – air conditioning) units	Six-monthly
	Clean and descale shower heads and hoses	Quarterly
	Flush at least once a week for at least three minutes any taps/ appliances which are not used at least twice a week (little used outlets), cisterns	Weekly
	Check cold water storage temperatures (summer & winter)	Six-monthly
	Cold Water: Sentinel point temperature testing	Monthly
	Check flow and return temperature at calorifiers	Monthly
	Hot Water: Sentinel point temperature testing	Monthly
	Legionella and water management training	Every three years
Working at Height	Risk Assessment	Every three years
	Training	Every five years
	Inspection and testing	Annual

PART 5: CONTACT DETAILS

For the full list of contact details please refer to the Emergency Plan located in the “grab bag” at each school. For the convenience of this document some of them are included here:

Service	Robert Browning	Snowsfields	Tower Bridge
Fire alarm	Knightsbridge Fire and Security 1st Floor, 239 Kensington High Street London, W8 6SN T: 02070 995552	Standby Fire Protection Kestrel House Garth Road Morden SM4 4LP 020-8335-9800	Standby Fire Protection Kestrel House Garth Road Morden SM4 4LP 020-8335-9800
Burglar alarm	Premier Security Ltd. 14b Wilcox Road, London, SW8 2UX T: 08008 247 997 Robert Ceuppens 07973202997 info@premiersecurityltd.com	Secom	Secom
Alarms monitoring	Fire alarm and burglar alarms are monitored by ARC Monitoring: Control Room: 0844 933 9999 Site number: 1178, Password is required.	Secom	Secom
Keyholding	Security Keyholding 24 Hr Support 0333 207 0880 John Mayes Director john@securitykeyholding.com T: 0333 207 0880 M: 07703 204 796	GDP Services Ltd 107 Baring Road Lee London SE12 0JT 020-8964-8909	GDP Services Ltd 107 Baring Road Lee London SE12 0JT 020-8964-8909
Lift	Gartec 01296397100, service@gartec.com	N/A	N/A
Executive Head Teacher	07956-824518		
Senior Federation Business Manager or School Business Manager	07305-546050	07762-473593	
Premises Staff	07792-872635 07931-282901	07850-577015	07511-670654

Additional contact details:

Ben Hewitt Southwark H&S 020-7525-4331

Southwark Emergency Help Desk (24hrs) 020 -7525-5000

Health Protection Agency 020-3049-4338

LA Transport - 0207 525 1510

Access Mobility Transport Ltd – 020-8877-2777

Scholarpack (web based) – 01522-716049

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

Kitchen staff – Pauline - 07887-653317 (SNS/TB)

Sonia – 07717-896946 (RB)

Cleaners – PCS – Gloria – 07855-556303

Churchills – 0845-345-1576

Playshelter - Mishel – 07950-798702

Volunteers see Zohra Benotmane/Laura Neuveglise – separate list

Drumhead 07977-570355