

# Gresham Primary School

## School Health & Safety Policy

February 2023

## Part 1: Statement of Intent

The Governors and Headteacher of Gresham Primary School recognise and accept their responsibility for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons who may be affected by any of the school's activities.

The Governors' and Headteacher's prime objective are to achieve and maintain a high standard of health, safety and welfare throughout the school and its activities. They will ensure that the school complies with the requirements of the Health and Safety at Work etc Act 1974 and associated legislation.

In particular, the Governors and Headteacher aim:

- To operate within the structure and framework laid down by Croydon Council.
- To ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare.
- To establish an effective safety management structure and arrangements to implement requirements.
- To ensure a systematic approach to the assessment and control of risks.
- To ensure that employees are competent in the work that they are doing.
- To ensure that employees actively participate in identifying hazards.
- To minimise hazards entering the school.
- To ensure the competence and management of contractors on school premises.
- To monitor work practices and regularly review safety management systems.

The Governors and Headteacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Council's Health and Safety Consultancy as required.

Every employee is responsible for his/her own health and safety, as well as that of colleagues, pupils and others. Employees should co-operate with the school's management to achieve these aims.

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Headteacher are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

This statement and the accompanying organisational arrangements will be reviewed on an annual basis.

This policy statement supplements the Council's Health & Safety Policy.

The above, and other health and safety policies and guidance are available on the Croydon Intranet or by contacting the Health and Safety Consultancy.

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**Signed.....Dated.....Chair of Governing Body**

**Signed..... Dated..... Headteacher**

## **Part 2: Organisational Responsibilities for Health and Safety**

As the employer, Croydon Council has overall responsibility for Health and Safety in Community, Special and Voluntary Controlled Schools.

### **Overall Approach**

This policy is specific to Gresham Primary School. At a local level the main responsibilities for ensuring the day-to-day management of all health and safety matters in the school rest with the Headteacher and the Governing Body. To fulfil these responsibilities, the Headteacher has delegated some of the tasks, with training, to the appropriate staff. Staff report back to the Headteacher once tasks have been completed. The Headteacher overviews the tasks to ensure that they have been undertaken to a suitable standard, and where appropriate, liaises with the Governing Body or the Council on matters that need taking forward.

### **Roles and Responsibilities**

The following health and safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs:

#### **Governing Body and Headteacher**

To manage the school's health, safety and welfare responsibilities towards employees, pupils and others by

- Ensuring there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school.
- Committing resources to fulfil the Health and Safety Policy.
- Ensuring that there is a Health and Safety Plan for each year.
- Ensuring risk assessments have been completed for all activities and that suitable and sufficient control measures are in place
- Prioritising actions where resources are required.
- Ensuring actions are undertaken.
- Monitoring achievement of plans and extent of compliance with standards.
- Monitoring trends in accidents and incidents.
- Receiving, and where appropriate, actioning inspection reports.
- Including health and safety on governors' meeting agenda.
- Producing an annual report on health and safety.
- Periodically reviewing the adequacy of health and safety arrangements.

## **Headteacher**

Managing the day-to-day responsibility for all school health, safety and welfare by

- Ensuring staff are competent to undertake tasks delegated to them.
- Identifying staff training needs and to arrange for appropriate training.
- Ensuring risk assessments for all activities are undertaken and suitable and sufficient control measures are in place.
- Ensuring regular review of working documents and systems, including emergency procedures and first aid provision.
- Ensuring appropriate action is taken on identified significant risks.
- Ensuring that there are procedures for serious and imminent danger.
- Investigating accidents and completing the appropriate paper-work.
- Consulting staff and safety representatives on health and safety matters.
- Co-operating with and providing necessary facilities for trades' union safety representatives.
- Ensuring the induction of new and transferring staff and volunteers.
- Managing the contracts for catering and cleaning and reporting concerns to the Client Officer as appropriate.
- Managing maintenance contracts e.g. for gym or play equipment.
- Ensuring the safe hiring of school premises to third parties.
- Ensuring the competency and management of visiting contractors.
- Ensuring the safety of visitors to the school.
- Ensuring regular inspections of the school's premises.
- Submitting inspection reports to governors.
- Passing on health and safety information received to the appropriate people.
- Ensuring all accidents are reported to the Council's Health and safety consultancy
- Participating in Council health and safety audits.

## **Deputy Headteacher**

Support the Headteacher by

- Deputising for the Headteacher in his / her absence.
- Undertaking risk assessments in conjunction with Headteacher.
- Undertaking risk assessments for all activities of the school, including those off site.
- Undertaking risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc.
- Reporting to the Headteacher with the results of the risk assessments.

## **School Business Manager**

- Undertaking risk assessments of activities both within departments and off site.
- Drawing up departmental procedures to manage significant risks.
- Arranging staff training and information provision.
- Inducting new, transferring and volunteer staff.
- Undertaking workplace inspections with the Headteacher.
- Passing on health and safety information received to appropriate people.
- Acting on reports from above or below the hierarchy.

## **Classroom Staff**

Are expected;

- To check that classrooms and work areas are safe.
- To check that equipment is safe before use.
- To ensure that safety procedures are followed.
- To ensure that appropriate protective equipment is available and used, when needed.
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate.
- To bring problems to the School Business Manager's attention.
- To report all accidents and incidents.
- Give clear instructions and warnings to pupils, based on a risk assessment(s) for activities.
- Undertaking risk assessments for off site visits.

## **School Office Staff**

Are required;

- To manage the front door and security system.
- To dispatch completed accident investigation forms if a paper-based system is in use.
- To administer first aid, if appropriate.
- To ensure first aid equipment is up-to-date and available.
- To monitor unwell children.

## **Caretaker or School Business Manager**

Are required;

- To monitor condition of any asbestos in the school and report problems.
- To test the fire alarm each week.
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained.
- To monitor the school's cleaners to ensure they work safely.
- To organise or undertake portable electrical appliance testing.
- To arrange and manage for contractors to undertake small repair works, ensuring they have a safe system of work and are employing safe practices.
- To report hazards.
- To maintain health and safety records e.g. records on fire alarm servicing, etc.
- To keep up to date with required training e.g. asbestos, legionella.

## **Monitoring**

Consideration of health, safety and welfare matters will form an item on the agenda of each meeting of the Governing Body. In addition, the Governing Body will monitor and evaluate the effective working of the system within the school by the following means:

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- a) monitoring accident/incident reports. The Headteacher will report all accidents to pupils and staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.
- b) checking reports of inspections by the management and ensuring that these are of high quality and are carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them.
- c) receiving reports from the Headteacher on:
  - complaints and hazard reports from staff and visitors.
  - visits from HSE Inspectors.
  - new Council guidance and Code of Practice and methods of implementation.
  - any Safety Audit arranged by the Council or commissioned from consultants.
  - any guidance or advice from the Department for Education, HSE or other organisations concerned with health and safety in educational establishments.
  - staff training.
- d) Where deficiencies are identified or action is necessary seeing that action is allocated to individuals. Time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

## PART 3: ARRANGEMENTS

### FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the fire risk assessment is undertaken, implemented and reviewed on an annual basis.

#### **Fire Instructions**

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

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

#### **EMERGENCY PROCEDURES**

##### ***Fire and Evacuation***

Fire and emergency evacuation procedures are detailed in Fire Evacuation Plan and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by CHUBB Fire and Security.

#### **Fire Drills**

- Fire drills will be undertaken termly, and a record kept in the Fire log book;

#### **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by the Caretaker for consultation.

### INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

#### **TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the caretaker and a record kept in the Fire log book. Regular testing of fire alarms will occur on Friday evenings at 18:00 hours.

Any defects on the system will be reported immediately to CHUBB Fire and Security tel:03448791770.



A fire alarm maintenance contract is in place with CHUBB Fire and Security tel:03448791770 and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by CHUBB Fire and Security tel:03448791770.

### **INSPECTION OF FIRE FIGHTING EQUIPMENT**

CHUBB Fire and Security undertakes an annual maintenance service of all fire fighting equipment.

The Caretaker carries out weekly checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to CHUBB Fire and Security.

### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked monthly by the Caretaker and annually by CHUBB Fire and Security.

Test records are located in the site's fire log book.

### **MEANS OF ESCAPE**

The Caretaker carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational.

## FIRST AID AND MEDICATION

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Medical room, office and Morris building.

Office staff are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### **TRAINED TO FIRST AID AT WORK LEVEL:**

Staff names on lists on notice boards in the staff room and school office.

### **TRAINED TO PAEDIATRIC FIRST AID with AED LEVEL:**

Staff names on lists on notice boards in the staff room and school office.

### **TRAINED TO EMERGENCY PAEDIATRIC FIRST AID with AED LEVEL:**

Staff names on lists on notice boards in the staff room and school office.

The Headteacher will ensure that First Aiders have a current certificate, refresher training is provided when required and that new persons are trained should first aiders leave.

**Transport to hospital:** If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians must also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with Council guidance.

Croydon University Hospital main telephone number: 020 8401 3000

NHS direct telephone number: 111

**Records:** All first aid treatments are recorded and kept in the minor and major first aid books.

### **Administration of medicines**

All medication will be administered to pupils in accordance with the Department for Education and Skills (DfES) document "Managing Medicines in Schools and Early Years Settings" and Council guidance. See module 14 of the Health and Safety Manual

## ACCIDENT REPORTING PROCEDURES

Accidents: The Headteacher investigates major accidents.

In accordance with the Council Accident/Incident Reporting Procedure all council run schools must report:

- accidents
- incidents
- dangerous occurrences
- near misses
- physical abuse
- verbal abuse

by using the Council's online reporting system. To access the database, please use the link below:

<https://croydon.info-exchange.com/council>

Once the accident/incident has been logged with the relevant information, an automated email will be sent to the managers email address which has been supplied in the report (this is normally the Headteacher or their nominated person) informing them of the incident and to complete the managers review.

The managers review form is to be completed once the accident/incident has been investigated and identifies any control measures or remedial steps taken to avoid similar instances recurring. Any documentation including witness statements and photographs can be uploaded to the report.

Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

In the event of a fatality, specified injury, dangerous occurrence or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work-related accident, for periods of more than 7 days (including weekends and holidays)

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone. The Council's Health and Safety Consultancy will report any incidents reportable under the Reporting of Incidents, Disease and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive

Specified injuries include:

- Amputation of an arm, hand, finger, thumb, leg, foot or toe

- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space

Dangerous occurrences include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person;
- electrical incidents causing fire or explosion
- failure of pressure systems (specified circumstances and parameters)

There are 27 categories of dangerous occurrences that are relevant to most workplaces.

Further guidance on these 27 categories are available on the HSE website.

## LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur and the length of time they expect to be lone working.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- A buddy system should be in place for lone workers.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a

colleague.)

- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

## HEALTH AND SAFETY INFORMATION & TRAINING

### CONSULTATION AND COMMUNICATION OF INFORMATION

#### Consultation

The full governing body meets monthly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

#### Communication of Information

The Health and Safety Law poster is displayed with the relevant information in the staff room and school office.

The Corporate Health and Safety Consultancy provide competent health and safety advice for community, special and VC schools.

### HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by the School Business Manager.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy.
- update training in response to any significant change.
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records are held by School Business Manager who is responsible for coordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

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The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

## WORK EQUIPMENT

Electrical Safety Arrangements: Annual testing is undertaken and the School Business manager and Caretaker **are responsible for ensuring electrical equipment is checked and tested.**

All staff are required to report to School Business Manager or Caretaker any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) conducted by VOLTAMP annually.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

### **External play equipment**

The external play equipment will only be used when supervised. Such equipment will be inspected by Playdale annually.

### **Curriculum**

The School Business Manager will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

## FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place. (Not applicable for primary school).

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the **“Control of Substances Hazardous to Health Regulations 2002”** (the “COSHH” Regulations).

In all other areas the establishment’s nominated person(s) responsible for substances hazardous to health (is/are) The Caretaker.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## MOVING AND HANDLING

### MANUAL HANDLING OF LOADS

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Headteacher.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment and training will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

## HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Caretaker.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the trade union safety representative(s) if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher.

Responsibility for following up items detailed in the safety inspection report will rest with the School Business Manager.

A named governor will be involved / undertake inspections on an annual basis and report back to the full governing body meetings.

## ASBESTOS

The Schools Asbestos Management plan, will be followed.

The asbestos register is held in School Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher.**

Any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager or the Caretaker who will contact the Councils Asbestos Surveyor.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the School Business Manager or the Caretaker.



## RISK ASSESSMENTS

### **General Risk Assessments**

The school risk assessments will be co-ordinated by Headteacher following guidance on Croydon Council Consultancy.

Generic risk assessments have been received from the Council and these will be adapted to our specific circumstances.

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one-off activities have been assessed by Deputy Headteacher and approved by the Headteacher.

These risk assessments are available for all staff to view and are held centrally in: School Office.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed every two years or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

### **Pregnancy Risk Assessment**

Assessments on new and expectant mothers will be undertaken by the individual's line manager using the generic risk assessment provided by the Council.

It is the responsibility of staff to inform the Headteacher as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

### **Curriculum Activities**

Risk Assessments for curriculum activities will be carried out by the Headteacher using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

## OFFSITE VISITS

All Offsite Visit activities must be risk assessed using school risk assessment forms. These are completed by the teacher and reviewed by the Headteacher or Deputy Headteacher.

The following visits must also be approved by the Children, Families and Education director:

- Visit UK destinations for more than 24 hours (PGL trip for year 6)
- Take part in a visit involving a special risk regardless of duration or destination

## WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The Headteacher shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

## DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out.

### Basic Principles

- The desk and computer/laptop should be adjusted so the person can adopt a “neutral” posture – ankles, knees, hips and elbows at about 90-degree angles and hands in alignment with wrists
- A monitor or laptop riser and separate keyboard and mouse should be used and sit about an arm’s length from the screen (depending on individual eye conditions etc)

- keying and holding the mouse should be light and hands and arms rested when not keying

Ideally, DSE work should be a mix of screen and non-screen-based work to prevent fatigue. Where this is not possible, breaks must be introduced with a recommended frequency of a five to ten minutes break in every 60 minutes work at a computer.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and a payment towards corrective glasses provided if required specifically for DSE use).

The DSE policy and guidance can be provided by the Health and Safety Consultancy.

## **VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

## **LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by School Business Manager following council guidance.

## **CONTRACTORS**

All contractors must report to school office / reception where they will be asked to sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, the asbestos register, local management arrangements and vehicle movement restrictions.

Headteacher and the School Business Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

## **STRESS**

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards.

The Headteacher and SLT have regular meetings with staff to discuss roles, responsibilities and wellbeing of staff. The Headteacher and governing body are ensuring the schools ethos reflects its commitment to reducing workload and creating a working environment that is focused, purposeful and considers staff wellbeing. A member of the governing body is responsible for staff well-being, the school has a staff wellbeing policy and has a membership of an employee assistance programme for all staff.

## **LEGIONELLA**

The school complies with advice on the potential risks from legionella as identified in the Council policy and health and safety manual.

The Caretaker will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods. Where necessary water temperature checks will be undertaken on a monthly basis.

The Caretaker will ensure that areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with Panama Blue to monitor water hygiene and complete legionella risk assessments. Legionella risk assessments will be regularly reviewed.

## **VIOLENCE TO STAFF**

The school follows Croydon Council's guidelines on managing violence and aggression.

Individual pupil risk assessments will be completed and shared with staff where necessary.

Violent incidents will be reported using the councils "violence to staff form".