Twin Oaks Primary School

Health & Safety Policy

Governing Body with Responsibility	Resources Committee
Agreed by Governors on	15/7/26
Chair's Signature	Gavin Kennedy
Staff Member Responsible for Review	SBM
Date for Review	July 2027

HEALTH AND SAFETY POLICY

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Statement of Intent

The Governing Body of Twin Oaks School recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HASAWA) 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.

This is achieved by:

- assessing and controlling risk as part of the day-to-day management of school activity.
- providing and maintaining safe, healthy and secure working conditions, training and instruction so that personnel are able to perform their various tasks safely and efficiently.
- ensuring that a constant awareness with regard to health and safety at work is maintained in respect of all activities within the school and during out-of-school activities.
- periodic review of the Health & Safety Policy as school activities and the associated risks change.
- ensuring the health and safety management systems within the school are continuously improved.

All personnel employed within the school have a legal obligation and duty of care to co-operate in the operation of this policy by not interfering with or misusing equipment that has been provided in the interests of health and safety.

All employees within the school have a corresponding obligation to co-operate and comply with this policy so far as is reasonably practicable by:

- complying with safety procedures, whether written or brought to their attention by other means for their own protection, protection of those under their supervision and others who may be affected by their actions.
- reporting any incident that has led, or could have led, to damage or injury to the School Business Manager.
- assisting in any investigation with regard to accidents, dangerous occurrences or near misses.

1. Aims and Objectives

The aims and objectives of the Health & Safety Policy are to:

- Promote high standards of safety, health and welfare in compliance with The Health and Safety at Work etc. Act. 1974. Management of Health & Safety Regulations 1999 (in relation to risk assessments), guidance or instructions from Ofsted / DoE and other statutory instruments and approved codes of practice.

- To eliminate health and safety hazards or reduce them to the lowest possible risk level.

- Ensure that places and methods of work are safe and healthy through related safety procedures referenced in this document and other procedures that are adopted from time to time as appropriate to changing circumstances.

- Protect personnel, whether they be employees, pupils, members of the general public visiting the school, or contractors and their employees, from any foreseeable hazards.

- Provide adequate relevant training, instruction, supervision and information to all employees in order that they may work in safety insofar as is reasonable and practicable.

- Ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.

- All personnel are responsible for the raising of awareness with regards to aspects of safety.

- Ensure personnel are aware of their responsibility to take any steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate in all aspects with regard to safety;

- Ensure that full and effective consultation on all matters is offered between school Union Health & Safety Representatives and Representatives of Employee Safety.

SECTION 1
ORGANISATION

Roles and Responsibilities

1.1 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:

- To ensure that the school complies with all relevant legislation particularly the HASAWA 1974 and Management of Health and Safety at Work Regulations 1999.
- Have in place procedures to identify hazards and evaluate risk control measures.
- Create a management structure and periodically monitor its effectiveness.
- Ensure a governor attends any health and safety briefings held by the LEA.
- Have health and safety on the agenda at Governing Body meetings.
- Ensure that the Headteacher, as the Responsible Person for health and safety, carries out the appropriate responsibilities.
- Ensure the Resources committee regularly discusses premises issues.
- Provide a safe environment for pupils, staff, visitors and other users of the premises.
- Provide and maintain plant, equipment and systems that are safe.
- Ensure safe arrangements for transportation, storage and use of articles and substances
- Provide safe and healthy conditions that take account of:

  Statutory requirements
  Approved Codes of Practice
  DfE or LEA guidance.
- Provide adequate information, instruction, training and supervision.
- Provide all necessary safety and protective equipment.
- Ensure resources are available for health and safety issues.

1.2 Headteacher

The Headteacher, as the Responsible Person, is responsible for the day to day running of the school and putting the 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 termly health and safety inspections are carried out
- arrange for risk assessments to be carried out by competent persons.
- put into effect any remedial measures or refer as necessary to the Governors or LEA.
- consult with members of staff on health and safety matters particularly any accredited staff safety representative or Union representatives at the request of staff.
- attend health and safety briefings and training arranged by the LEA
- report regularly on health and safety matters to the Governing Body
- ensure contractors on site follow safe working practices.

1.3 Premises Manager

The Premises Manager under the supervision of the Business Manager has particular responsibility for security and a number of premises related issues and will:

- co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises.
- report defects so that appropriate remedial action can be taken.
- regularly test the fire system and record findings.

- Open and close the school at the appropriate times.
- ensure the safety of the school community by making safe any emergency identified hazard, such as broken glass, or bodily fluid spillage.
- ensure that the annual safety and maintenance plan is carried out according to the specifications and times
- ensure that an up to date COSHH record is kept detailing all substances used on the premises.
- ensure that the cleaning substances and equipment are safely and securely stored.
- ensure any electrical / gas work is carried out by qualified competent contractors, after authorisation from the Headteacher.

1.4 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 and tools safely.
- report any stress related matters to the Headteacher as soon as possible.

The safety of pupils at school is the responsibility of Class Teachers, Support Staff and Teaching Assistants. All staff are expected to:

- Supervise pupils and know the emergency evacuation and first aid procedures.
- Be aware of the relevant management safety measures adopted in their own designated teaching areas and to comply with them.
- Give clear instructions and warning when applicable.
- Highlight safety issues to the Head Teacher, senior management, SBM and the Premises Manager.

1.5 Pupils

Pupils will be instructed at assemblies and in class about the importance of behaving in a safe way. They will be instructed about any risks that may arise in the school for example if contractors are on site.

1.6 First Aiders

The Head Teacher will ensure that a first aid risk assessment is undertaken, and suitable numbers of staff trained.

The First Aider will

- Undertake suitable training and refresher training when required.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Enter details of injuries and treatment outcome in the appropriate record, usually the Accident Form or book.
- Take charge when someone is injured or becomes ill
- Look after the first-aid equipment e.g. restocking the first-aid container boxes / kits

1.7 Fire Marshalls

Twin Oaks Primary School will appoint sufficient numbers of teaching / support or administrative staff as fire marshals.

Fire Marshalls will:

- Undertake suitable training and refresher training when needed.

- Have responsibility for ensuring that their dedicated areas of the school have been swept to ensure everyone has evacuated and report to the Head Teacher / Premises Manager that their area is clear.
- If safe to so close doors and windows behind them.
- On a day to day basis ensure all firefighting equipment is in its correct place, that fire exits are kept clear, signage is displayed clearly, and good housekeeping is maintained.

1.8 Educational Visits Coordinator (EVC)
The EVC is responsible for:

- Management of staff in the planning, preparation of risk assessment and approval to ensure, as far as is reasonably practicable, the safe running of educational visits off the school site
- Developing expertise in the field and being aware of current legislation and regulation
- Advising staff and ensuring consistency of best practice in the running of school visits, either in the UK or overseas
- Liaison with and working in conjunction with Outdoor Education Learning Providers

1.9 Visitors
All visitors to the school will sign in at Reception and issued with a visitor's badge, which they must wear at all times. Information is presented at Reception to request that any visitor to Twin Oaks School that may need assistance to evacuate the building safely, should let a staff member know. Visitors to the school will be the responsibility of the staff member they are visiting who must also ensure that they direct them to the assembly point in the event of an emergency evacuation. Staff to challenge any visitor that is not wearing a badge if they feel safe to do so.

1.10 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.
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.
- Sign a copy of the "Contractors Code of Conduct "held by Premises Manager.
- Sign in at Reception on arrival at the school and issued with a badge which they must wear at all times.
- Provide the school with any safeguarding information prior to their arrival at the school.

Permanent Contractors – (cleaners/ caterers /Lammas Nursery).
They are responsible for their own first aid but must report any series incidents to the school. The school has informed them of the schools' fire safety procedures and they participate in school fire drills when on site. The schools safeguarding policy has been shared with them and their own company safeguarding policies have been shared with the school. They must provide the school with their public and employers liability certificates, staff DBS details and a letter of assurance that they comply with KCSIE safeguarding requirements.

SECTION 2
CONSULTATION / COMMUNICATION / TRAINING / INSPECTIONS / RISK ASSESSMENTS

Staff Information & Consultation
2.1 Staff Information

- Staff will be given a copy of the Health & Safety policy & procedures annually in the staff handbook and asked to sign to say they have read and understood their delegated roles and responsibilities.
- Changes or new procedures will be given to all employees as relevant and at least annually as this policy is updated.
- Key health & safety information will also be included in the staff handbook.
- New employees will be given a site tour and information at induction.
- The Head Teacher / SBM will update relevant staff on any changes in legislation or requirements from the HSE, Lewisham Council and other professional bodies.
- The school buy in the services of CMF Health and Safety Services to provide and update them with all new Health and Safety information and guidance.

2.2 Consultation

Staff

- Health and safety will be a standing agenda item for staff meetings.
- Staff will be encouraged to report any H&S concerns by contacting the School Business Manager or the Premises Manager.
- Copies of up to date H&S manual and copies of all risk assessments and policies will be kept electronically on the main server for review by staff whenever required.

Pupils

- Health and safety information will be given to pupils at assemblies and in certain lessons (curriculum safety) as required.
- Pupils given regular instruction about what to do in an emergency – drills undertaken.

Visitors

- Health and safety information will be given when they sign in on the Inventory System
- Information will be provided to parents via the school prospectus and through letters and newsletters.
- Parents / carers will be given fire evacuation at the beginning of all school events by the event organiser.

Contractors

- Contractors will be required to sign in and out at the main reception
- The Premises Manager will ensure contractors are aware of the school's emergency procedures including fire.
- Contractors will be escorted by school staff if they do not meet the School's safeguarding arrangements

2.3 Health & Safety Inspections

Health and safety inspections are a valuable tool in monitoring health and safety in the school. Regular inspections are undertaken.

- An annual inspection is undertaken by the Link Governor / School Business Manager / Premises Manager
- A termly health and safety inspection is undertaken by the Premises Manager and School Business Manager
- An annual site inspection is undertaken by the Health & Safety Consultant and a report generated.

2.4 Staff Training & Competencies

Staff competencies will be assessed as part of the performance management process and additional training (to the levels recommended by the London Borough of Lewisham) organised as required:

Staff	Training Requirement
Governors	Health & Safety Awareness briefings.

Headteacher -	IOSH Managing Safely Course or LBL awareness session & Educational Visits
School Business Manager	IOSH Managing Safely Course or awareness session Risk Assessment – at least awareness session
School Premises Manager	IOSH Managing Safely Course or awareness session Asbestos & legionella accredited training Risk Assessment – minimum awareness session Fire Safety Training – including extinguishers COSHH, Manual Handling, Working at Height, Management of Contractors awareness sessions
First Aiders	2-day HSE accredited course (and refresher courses as required), Paediatric and Emergency First Aid at Work for lead First Aider leaders & 1-day Paediatric and emergency First aid for all others. This is a statutory requirement.
Fire Marshalls	Fire Marshall training session or internal training (for all staff)
All Staff	Allergies & Anaphylaxis Awareness Protect – Run Hide Tell / Terrorism

2.5 Risk Assessments

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health & safety.

Twin Oaks Primary School will assess the risks to the health and safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

See Risk Assessment Procedure and Guidance for more details on how to perform a risk assessment. Hazards can be divided into the following areas but this is not an exhaustive list:

- Activities- School trips, school journey, swimming lessons, working from height, cooking, home visits, breakfast and after school clubs, lettings, cooking, food hygiene
- Equipment-PE, play, electrical, tools and work equipment
- Chemical – COSHH, Flammable liquid and substances, asbestos, boiler house & gas
- Biological – Infectious diseases, water, allergies, waste
- Physical – Premises, fences, EYFS, lettings, lift, garden, MUGA, security, trees, noise/vibration, adverse weather, pond
- People- Safeguarding, lone working, work experience, violence and aggression, manual handling, working from home, intimate care, administering medicines, first aid, working from home

In completing the risk assessment, the school will consider the hierarchy of controls around the hazard:

- Eliminate the hazard.
- Substitute the hazard.
- Isolate people from the hazard.
- Change the way people work.
- Use PPE (the last resort).

The school will ensure that all those staff members who carry out risk assessments will be competent do so and where appropriate, the Health and Safety Consultant will assist in the preparation of assessments.

When a decision on the suitable risk controls is made the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Head Teacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff acts in accordance with the details outlined in the written assessment.
The school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.
Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.
Health surveillance for employees will be provided where the risk assessment shows it to be necessary.
Temporary workers will be given particular health and safety information to meet their special requirements. All staff has a duty to follow health and safety instructions and report any dangerous aspects.
All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.
See Risk Assessment Guidance-See the list of risk assessments in the TOPS Risk Assessment Matrix

SECTION 3
GENERAL ARRANGEMENTS

3.1 Hazardous Substances
Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH).
The Head Teacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Only substances purchased through the school's procurement systems can be used on site

See COSHH Policy

3.2 Safety of School Premises
In accordance with the requirements of the Management of Health and Safety in the Workplace Regulations, Twin Oaks Primary School is committed to maintaining the buildings and to a safe standard, as far as is reasonably practicable and to ensuring safe access to and egress from the premises.
Twin Oaks School acknowledges its responsibilities to assess areas where signage is required and to install signage that benefits users of the building and complies with all statutory requirements.
Health and safety notices are displayed around the School including the Health and Safety Law posters and the current Employers Liability Compulsory Insurance certificate.
Signage is displayed to indicate fire escape routes, fire actions, fire extinguisher locations, and first aid details. Safety signs are also displayed where a risk assessment indicates that there are residual risks which cannot be adequately controlled by other means and are used to give warnings, prohibit certain actions and communicate mandatory safety rules. Signs comply with the colour and pictogram requirements of the Health and Safety (Safety Signs and Signals) Regulations. Signage is checked regularly by means of inspections by the Premises staff.

Where appropriate, competent outside specialists are employed on a scheduled contracted basis to maintain services and facilities and service records and certificates of inspection are filed in the Premises Office.
The premises staff will visually inspect the trees from ground level, particularly after any heavy winds or rain. Regular risk assessments will be undertaken by a competent contractor.

3.3 Fire Precautions and Procedures

The schools Fire Risk Assessment and Fire Evacuation Policy will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

3.4 In the Event of a Fire

In the event of a fire it is the duty of all concerned to prevent injury or loss of life.
All staff should make sure they are familiar with all the means of escape in case of fire.

1. If you discover a fire or one is reported to you, you should.
    a. SOUND THE ALARM
2. Immediately after the alarm has sounded you should.
    a. Escort the pupils in your charge from the building by means of the nearest exit ensuring all doors passed through are closed after you and that the pupils exit in a silent and orderly manner.
    b. In the event of a fire happening at playtime, staff on duty should immediately nominate one person as a Marshal. The Marshal's job is to ensure all groups have been alerted and evacuate promptly. They should also alert children using the toilets.
    c. Staff not working with the children at the time of the alarm should report to the assembly point for further instructions.
    d. On arrival at the assembly point, staff must register their class and report the result to the senior member of staff on duty, then await further instructions.

Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.
See Fire Evacuation Policy

SECTION 4
WELFARE

4.1 First Aid

The school administrator Rebecca Price and Teaching Assistant Samantha Parker are the Lead First Aiders and co-ordinate all school first aid requirements. There are sufficient numbers of staff who are qualified as First Aiders at the school who are on call during the whole school day including extended services.

A Paediatric First Aider will be available on site the whole time the school is in operation including extended services if under 6's are present.
A Paediatric First Aider will accompany any Early Years trip (even local ones) to comply with the EYFS Statutory Guidance 2017

Regulations require that First Aid materials are readily accessible. The First Aid Boxes will contain at least the minimum permitted contents in accordance with the Regulation and additional items identified by risk assessment.
The school will provide applicable First Aid provision for all groups that regularly attend the site.
Individual risk assessments will be carried out to identify what first aid provision is required (lone workers, school trips / events etc)
See First Aid and Accident reporting Policy.

4.2 Accidents / Incidents
Minor incidents or accidents should be recorded in the accidents and incidents folder kept in the first aid room/office or on the pupil accident/injury in school report form.
All accidents, incidents and 'near misses', in the first instance, be reported to the Lead First Aider, Head Teacher or to the School Business Manager.
All accidents should be recorded.

4.3 RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
For major accidents (e.g. broken bones) an online form must be completed to the Health & Safety Executive within ten days. More information can be found at: http://www.hse.gov.uk/riddor/
See First Aid and Accident reporting Policy

4.4 Medications
Children are not allowed to carry any medicines in school apart from asthma pumps, if agreed between the parent and the school. All medication brought into school must be prescribed and taken to the school office.
If a child is taking a medicine prescribed by a GP or hospital, where a dose is needed during the day, the medicine should be taken to the school office.
Medicines should be clearly labelled with the child's name and the dosage required. A form must be completed, and a member of the office staff agree that a member of staff will administer the medicine during the school day.

4.5 Pupils with Specific Medical Needs
Any child with conditions such as sickle cell anaemia, diabetes, epilepsy or other potentially dangerous health matters will have a specific Health Care Plan drawn up in consultation with the Lewisham School Nurse, medical professionals and other relevant adults. Records of children with such conditions will be kept in the School Office and on the school MIS, and all staff will be made aware of relevant symptoms and their implications.
See Supporting Pupils with Medical Conditions Policy

4.6 Disabled Persons including pupils with Special Education Needs (SEN)
The school will give full and proper consideration to the needs of disabled employees, pupils and visitors and SEN Pupils

Disabled Persons
To achieve this, the school will:

- treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the school's facilities. Special consideration will be given to the suitable welfare arrangements.

- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements (for both permanent and temporary disabilities)
- Where necessary an individual risk assessment for the work of the particular employee will be undertaken, considering abilities and disabilities. The risk assessment will cover not only the risks to the individual but also any additional risks which may be created if the individual is unable to assist / supervise pupils in anticipated emergency situations such as a fire or evacuation.

SEN Pupils
Risk assessment of pupils with Special Education needs will consider:

- manual handling of pupils with physical disabilities - use of mechanical aids and equipment.
- pupils unable to recognise everyday hazards, communicate distress, or have unpredictable behaviours.
- ability move around independently (both permanently or temporarily)
- trips / visits off site
- supervision levels
- administering medical treatment(s)
- management of difficult behaviour and the use of positive handling

When required, the school will prepare a Personal Emergency Evacuation Plan (PEEP) to document the procedure to follow (staff / pupils / visitors) where mobility may be potentially difficult in the event of an emergency without assistance.

Relevant risk assessments will be reviewed regularly or when there is a change in the person's health condition / job role / place of work / pupil medical condition / pupil behaviour / class
See special educational needs and disability policy.

4.7 Infectious and Communicable Diseases

Where there are clusters of infectious and communicable diseases then these are reported to the local authority on the communicable diseases form.
Staff are aware of controls that should be implemented when dealing with infectious diseases
See Infectious & Communicable Diseases Risk Assessment.

SECTION 5
CURRICULUM / SUPERVISION / OFF SITE ACTIVITES

5.1 Curriculum

The School recognise that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
Teacher and support staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
All curriculum activities will be assessed to identify all the hazards to identify:

- Supervision levels
- Who is safe to participate?
- What skills are needed
- Any special protective equipment required

5.2 Supervision

Children will be supervised at all times.

A member of staff will be in the playground from 8.45am until class teachers arrive to collect their classes.
Older children may be asked to walk to their classrooms on their own.
Class teachers will ensure that the duty staff has reached the playground before dismissing the class at morning and afternoon breaks.
A rota for duties will be displayed in the staff room
During wet or inclement weather, the adults on duty will patrol the upper and lower corridors to allow teachers a break for refreshments,
At the end of the day, the class teacher will accompany the children down the staircase to the playground and wait until they are collected by their responsible adult.
If the teacher is in doubt over any arrangement for collection, such as a person under 18, the child should not be dismissed but taken to the office so that the arrangement can be verified with the parents.
Class teachers will be informed by the Headteacher of any child protection orders which may pertain to children in the class.

5.3 School Trips / Off Site Activities
Arrangements for the supervision of children on school trips and journeys are contained in the "Guidance for educational visits" document and Twin Oaks Primary School Educational Visits Policy.
The Headteacher has been trained as an Educational Visits Coordinator. 'There and Back Again' is the guidance used to formulate any procedure or policy. A full risk assessment should be done for every school trip and on and off-site activities. Transport must also be considered.
See Educational Visits Policy

SECTION 6
ARRANGEMENTS

1. Working at Height
Twin Oaks Primary School uses a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

The school will ensure that the legislation surrounding working at height, as detailed in the **Working at Height Regulations** are fully complied with, in particular:

Work at height is avoided whenever possible. If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
Those undertaking work at height have received appropriate instruction or training and training records are maintained.

All access equipment (ladders, step ladders) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.
Equipment not displaying the correct inspection label for the year or labelled defective is not used.
See Working at Height Policy

2. Violence & Aggression
The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to the Headteacher immediately. This applies to violence from pupils, visitors or other staff.

Where applicable, in addition to the control measures identified in the site-specific violence and aggression risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- ✓ avoid confrontation if possible
- ✓ withdraw from situation
- ✓ arrange seating so that a clear escape route from the room to a place of safety is available.
- ✓ Sit near the door, or use a room with two doors
- ✓ follow measures/ procedures identified in violence and aggression risk assessment
- ✓ contact emergency services, as appropriate.
- ✓ Inform the Head Teacher or SLT if any confrontation has taken place

The School will:

- ✓ have in place procedures for the reporting of incidents
- ✓ offer counselling/ support through Occupational Health
- ✓ debrief individuals following any incident
- ✓ provision of training on how to manage conflict and aggression as required
- ✓ review the violence and assaults risk assessment following any incident.

See Violence & Aggression Risk Assessment

3. Stress Management

Twin Oaks Primary School acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The school will follow the principles of the HSE guidance *'Managing the causes of work-related stress' (HSG 218).* The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- The member of staff will be advised that support can also be provided through their trade union
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a stress audit to identify what the possible root cause may be and implement a plan to improve the situation.

4. Asbestos

Twin Oaks Primary School was built in 2017 and there is no asbestos present in the main school. building. However, there is an area identified in the detached school house which has been encapsulated.

Any contractor working in this area will be informed by the Premises Staff of the location of the asbestos. If any intrusive works are undertaken in the school house, a full R&D survey will be undertaken.

5. Contractors

Where practicable, all contractors used on site will be registered with Safety / Accredited Schemes E.g. Chas

If a contractor is not registered the school will undertake a thorough assessment of competence.

Before any work commences, pre-contract meetings will be held between the school and the contractor, with an attendance list and documented minutes being kept.
The school will provide all contractors with relevant information regarding the building such as the known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

Before commencement of any contract work, the Premises Manager will complete a contractor code of conduct form with each individual contractor including any sub-contractors.
The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.
The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Head Teacher.
If the school is concerned that any works being undertaken appear to be unsafe, they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.
See Managing Contractors Policy

6. Display Screen Equipment

The School Business Manager will ensure the following arrangements are followed:

- Any employee that is a significant user of a computer receives information on health and safety relating to display screen equipment use
- DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented.
- Actions identified in self-assessments are implemented.
- Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

See Display Screen Equipment Policy

7. Manual Handling

Twin Oaks Primary School will ensure that the legislation surrounding the moving and handling objects as detailed in the **Manual Handling Operations Regulations** are fully complied with.
The Head Teacher will ensure the following arrangements are followed:

- Moving and handling is avoided whenever possible.
- If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced.

See Manual Handling Policy

8. Lone Working

The general duties of the Health and safety at work act 1974 and specific duties of the management of health and safety at work regulations requires that our school should provide a safe environment, safe equipment and safe system of work for all its staff, children and those working on its premises.
These requirements are applicable to all work situations and where staff is working alone or outside normal working hours.
The Head Teacher and Governors of Twin Oaks Primary School recognise that everyone deserves a safe working environment, where possible lone working should be avoided.
It is the responsibility of the Headteacher and Premises Manager to ensure that any member of staff who works alone is aware of emergency contact procedures.

It is also the responsibility of the Head teacher and Premises Manager to inform lone workers of the different methods of raising an alarm on the school premises should they be attacked, become ill, or have an accident at work which renders them incapacitated or immobile.
See Lone Working Risk Assessment

9. Water Safety

Twin Oaks Primary School will ensure that the legislation surrounding water management as detailed in the **COSHH Regulations** and **Approved Code of Practice L8** are fully complied with.
The Head Teacher and Premises Manager will ensure that competent persons are employed to manage the water systems and control the spread of legionella bacteria. These persons will be the Premises Manager and competent contractors.
The school will ensure a suitable and sufficient assessment is carried out to identify and assess the risk of exposure to Legionella Bacteria from the water systems on the premises and any necessary precautionary measures.
See Water Management policy and procedures

10. COSHH

Twin Oaks Primary School is aware of the need to limit the use of any hazardous substances and try to use alternatives where possible. A file is kept in the Premises Office which includes an inventory of all the chemicals held on site. A COSHH data sheet will be available for each chemical.
See COSHH Policy

11. Electrical Equipment Fixed & Portable

It is the responsibility of the Head teacher and Premises Manager to identify all foreseeable risks associated with the use of electricity.
The school will comply with all electrical regulation like**, PUWER** (*The provision and use of work equipment regulation 1998*) and **EWA** *(Electricity at Work Regulation 1989*)
Fixed and portable electrical checks will be carried out to all electrical distribution down to the smallest piece of equipment in accordance with the School's electrical safety checks. There will be a risk assessment on electrical safety considering;

- Preventing electric shock
- Fires (See Twin Oaks School's fire policy and risk assessment)
- Design, construction and installation.

All electrical systems at Twin Oaks need to be constructed and maintained so as to present no danger.
In addition, work activities near an electrical system have to be carried out in such a way as to avoid creating a hazard. The capacity and capability (safe working limits) of electrical equipment are not to be exceeded so as to give rise to danger.

12. Gas (Boiler House) / Pressure Systems

All gas appliances (boilers, kitchen equipment etc.) will be annually maintained and serviced by Gas Safe Registered Engineers. The Premises Manager will be responsible for ensuring regular servicing and any maintenance issues are adequately addressed.
The School has several items of plant and equipment which fall within the requirements of the Pressure System Safety Regulations 2000. PROCEDURES (more than .5 bar of pressure)
All maintenance on pressure systems is deemed to be specialist so will only be undertaken by competent contractor.
Records will be retained of all inspections, testing, examinations and maintenance which takes place and of any other correspondence or report relating to the system.

13. Waste

Waste will be placed in the appropriate bins within the building, and removed each day by the Cleaning team, to the designated storage areas.
Hazardous waste such as computer equipment, fluorescent light bulbs, old fridges etc. have to be

registered in the Hazardous Waste log which is maintained by the Premises Manager and collection organized by approved contractors.
The collection certificates are also kept in this file and must tie in with the log. It is responsibility of the Premises Manager to keep the log and paperwork up to date for inspection when required.
Any medical sharps waste (such as syringes and needles used for injections) will be disposed of in a secure, purpose-built sharps box or bin. When full, this will be sealed and stored securely until it is collected by a licensed contractor.
See Waste Policy

14. Smoking
Twin Oaks Primary School does not permit any person to smoke or Vape on site. Details of the school arrangements are given to all persons hiring the school.

15. Safeguarding
Twin Oaks Primary School is committed to devising and implementing the school's safeguarding policy so that everyone working in the School accepts their responsibilities for safeguarding children, young people and adults at risks from neglect, physical, emotional, and sexual abuse. This means that we have to follow the procedures and policy set out by the school to protect all children, reporting any concern about their welfare to the safeguarding team.
All concerns or disclosures should be reported immediately on MyConcern. It is important that staff do not operate in isolation. If none of the persons named below are on the premises please ring the – M, A.S.H. team on in Lewisham council on 02083146660
We at Twin Oaks Primary School also respect parents, carers and children's right to confidentiality and that information will only be shared in the interests of the safety and protection of the child.

SAFEGUARDING OFFICERS
Lisa Shearsby – SENCO and DSL
Karen Cartwright - Headteacher and Deputy DSL
Amy Langridge – Deputy Head and Deputy DSL

See Safeguarding Policy

16. Lifts
There is one goods lift in the school. The lift is visually inspected by the Premises Manager on a monthly basis. The lift is serviced twice a year by a competent contractor and inspected by BES LTD on behalf of Lewisham Council every six months.
See Lift Policy

17. Glazing
The Premises Manager is responsible for inspecting the glazing on a regular basis. Any glass replaced will be to the correct standard and consideration will be given to the activities undertaken in the area, the users, the height of the glass and any additional safety equipment that may be needed. A risk assessment may be undertaken to ensure all the risks have been identified.

18. Personal Protective Equipment
The Head Teacher is committed to ensuring that suitable and sufficient PPE will be made available to employees carrying out operations and activities where the risk assessment has identified a need for this.
All users of PPE will be provided with information and instruction as to the correct use of the equipment. PPE must comply with current regulations and meet European standards.
All instances of damage or loss to PPE should be notified to the relevant person who will arrange for repair or replacement.
When the requirement to use PPE is deemed necessary, the school will consider the hierarchy of controls around the hazard:

- Eliminate the hazard.
- Substitute the hazard.
- Isolate people from the hazard.
- Change the way people work.
- Use PPE (the last resort).

See PPE Policy

19. Procurement of Goods / Services

Twin Oaks Primary School will, when buying goods or services will always keep in mind the following: -

Food: -

- bought is within date
- is of good quality
- is stored correctly avoiding cross contamination
- is in a clearly labelled container if necessary
- is prepared according to the manufacturer's recommendations

Receipts should be kept and submitted in accordance with the financial procedures.

Equipment or supplies for the school

- Will order from a reputable supplier, preferably one that is known or has been recommended
- Ensure supplies/equipment are fit for purpose
- Adhere to British Standards and Kitemarks
- Ordering procedures are followed as detailed in the Financial Procedures Policy
- Equipment is set up according to the manufacturer's instructions.
- Single purchases over £100.00 should be added to the asset register by the Premises Manager or IT Manager
- Regular safety checks should be made (for example PAT testing)

Services: - Agency Staff

When hiring contracted staff from agencies we ensure that we have: -

- Agreed in advance terms and conditions, for the service being offered
- Ensure that the agency has made the appropriate checks on the potential employee (e.g. references, DBS clearances, right to work in the UK)

We will also consider

- Best value – which does not necessarily mean going for the lowest quote but deciding on the quality of product or service as well as the range of goods or services available
- Reliability and reputation of the company
- Responsiveness & efficiency of the company
- Compatibility with school ethos and culture

20. PE

The PE equipment is inspected annually. The Premises Manager is responsible for overseeing this inspection and for keeping a regular check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs or disabilities. It may be necessary for additional TA support to be given where there are concerns. Risk assessments are carried out for all areas used for P.E.

See PE Policy

21. Play Equipment

All internal and external play equipment will be serviced and maintained by a competent contractor annually. The Premises Manager will undertake visual inspections on a monthly basis. Teaching and Sports staff will visually inspect any equipment prior to use and report to the Premises Manager any faults of defects.
Any play equipment that is deemed to be defective or faulty will be taken out of use and access restricted.

22. Events (FETES, PLAYS ETC)

When organizing school events (i.e. summer fayre, Christmas concert, international evening etc) the event organizer will be responsible for preparing a short-written assessment of the activities/ attractions that make up the event. All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. The following activities/attractions MUST have an individual written assessment: -

- Bouncy castles
- Displays involving animals, weapons, flames or special effects

Each activity at an event will have its own special hazards which could affect all or particular groups of visitors (i.e. unsupervised children, pregnant women, older people). These risks must be considered, and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed. All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.

Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities.

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

23. Security

The Head Teacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.
The Head Teacher will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertake regular routine security checks.
Advice is obtained from the Health and Safety consultant on security matters and all crimes are reported to the Police and insurers. The Head Teacher reports regularly to the Governing Body.
The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility. All staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The Premises Manager are responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.
The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus
- School newsletter(s)
- Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area
The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.
See Security Risk Assessment

Lockdown & Invacuation
Schools go into lockdown to protect pupils and staff from immediate, external, or internal threats that make staying in the building safer than evacuating.
Lockdown and Invacuation / Shelter procedures may be activated in response to any number of situations and is covered in our Invacuation & Lockdown Policy which is to be developed in response to Martyn's Law.

24. Breakfast Club

Twin Oaks run a breakfast club which is located in the Board Room. The club is run by school staff. There are suitable numbers of trained first aiders and fire marshals available.
An evacuation procedure is in place and staff are aware of their roles and responsibilities. As food is prepared, staff have received Food Hygiene training.

25. After School Clubs

Twin Oaks runs after school clubs which are ran by both school staff and external providers. There are suitable numbers of trained first aiders and fire marshals. An evacuation procedure is in place and staff are aware of their roles and responsibilities.
A risk assessment has been undertaken to identify the hazards and control measures implemented. Where food is prepared staff have received Food Hygiene training.

26. Lettings

All hirers are to be made fully aware of, and are responsible for compliance with, the school's health and safety policy. Hirers will be instructed that good housekeeping within the school must be maintained and all areas used by the hirer must be left as found. Hirers will be responsible for any damages to the premises, fixtures, fittings and displays of work and are required to have appropriate indemnity insurance in place to cover any losses or damage incurred.
Prior to the initial hire session, the school will ensure that the hirer will meet with the School Business Manager and the Premises Manager who will acquaint the hirer with the following:

- The school's fire and emergency plan and fire evacuation procedures.
- The location of fire-fighting equipment.
- Accident, incident and assault reporting procedures.
- Arrangements that need to be made for out of hour's security.

See Premises Letting Policy

27. Driving for Work

Twin Oaks Primary School does not own or operate a mini-bus or similar vehicle.
The school will ensure all driving activities will be risk assessed and that where private vehicles are used for business use:

- The driver holds the appropriate licence for the vehicle being driven.

- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.

Staff are not permitted to transport students in their personal vehicles without the permission of the headteacher, the parents and having appropriate car insurance and child seats.

28. Vehicles on Site

There is no parking facility available at Twin Oaks Primary School.
If vehicles need to come on site – permission must be gained from the Premises Manager who will direct them where to park.
Vehicles will not be permitted on site whilst there are pupils on site unless in an emergency
A risk assessment will be undertaken to manage the risks associated with vehicles on site.

29. Pregnant and New Mothers

On notification of pregnancy, return to work after giving birth or continued breastfeeding appropriate risk assessments must be carried out and appropriate action taken to protect the mother and baby whilst at work.

30. Work Experience

Any work experience placements will prior to commencing work, have a health and safety and site induction. A suitable risk assessment will be undertaken, and any appropriate action taken.

31. Home Visits

Home visits will be undertaken by staff occasionally or when new pupils are due to join the nursery. A letter will be sent to the parents/carers prior to any visit with expectations clearly set out including health and safety.
A risk assessment will be undertaken prior to any visit and if the risks are rated too high then alternative arrangements will be made.

32. Classrooms

The teacher will visually inspect their classroom daily and remove any hazards (trailing wires, obstructions etc). Fire exit routes should be kept clear at all times. Pupils should be able to move freely around the classroom and furniture should be organised to ensure there are no trip hazards. Any defects should be reported to the Premises Manager.

33. Food Hygiene

Staff working, or handling food must have a valid food hygiene certificate. When staff distribute the school fruit or snack, staff must take responsibility for ensuring high levels of hygiene.

To ensure the school is protected at all times, staff/parents cooking food on the BBQ at the summer fayre or staff handling food on cake stalls etc should, at the minimum, wear vinyl gloves. Food must be stored in controlled conditions prior to the start of the function (under the guidance of the food hygiene trained staff) and ideally purchased on the day of the event.

34. House Keeping

Slips, trips and falls are the largest cause of accidents in schools. Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety. Accidents can be prevented by following the guidelines listed below.

- Keep corridors and passageways unobstructed.
- Ensure shelves in storerooms are stacked neatly and not overloaded.
- Keep floors clean.
- Do not obstruct emergency exits.

35. Tools & Equipment

Any tools or equipment held on site are held by the Premises Manager, either in his room or in the boiler room. An inventory of all the tools held on site is held by the Premises Manager. A risk assessment of the equipment has been undertaken**.**

36. School Cleaners

The procedure for recording and monitoring the schools cleaning contractor is delegated to the Business Manager.

The Premises Manager maintains a record of all cleaning on the school site. Regular checks are made on areas that require meticulous cleaning such as kitchens, dining areas and toilets. Problems are recorded and the contractor notified.

37. Confined Spaces

There are no confined spaces (as described by the Health & Safety Executive) within Twin Oaks Primary School.

38. Infectious Diseases,

Staff at Twin Oaks Primary School will follow national guidance published by UK Health Security Agency (who replaced Public Health England (PHE) October 21) when responding to infection control issues.

We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

Handwashing

- Wash hands with liquid soup and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues

Personal Protective Equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment identified by the risk assessment and when handling cleaning chemicals and soiled clothing.

Cleaning

- Clean the environment, including toys and equipment, frequently and thoroughly

Bodily Fluids

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions.
- Ensure it is effective against bacteria and viruses and suitable for use on the affected surface

Clothing

- Staff to wear personal protective clothing when handling soiled linen
- Staff to bag children's soiled clothing to be sent home, never rinse by hand

Clinical Waste

See waste management policy

Animals

- Pupils and staff to ensure they wash hands before and after handling any animals
- Staff to ensure animals' living quarters are clean and away from food areas
- Staff to ensure correct disposal of animal waste and litter kept away from pupils.

- School staff to seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Exclusion Periods for Infectious Diseases

The school will follow recommended exclusion periods outlined by Public Health England, “Spotty Book”

Vulnerable Staff / Pupils

Any vulnerable staff including pregnant and new mothers, will be informed by the school immediately if a pupil or adult presents with an infectious disease. They will be advised to contact their medical professional immediately.

Consideration will be given to any pupils with medical conditions that may make them more susceptible to illness after coming into contact with an infectious person.

In the event of an epidemic/pandemic, the school will follow advice from UK Health Security Agency about the appropriate course of action and control measures to implement.

39. Positive Handling

Twin Oaks School aims to create a safe and supportive environment for all pupils, particularly those with social, emotional, and behavioural difficulties. The policy outlines a range of strategies to manage challenging behaviours, including de-escalation techniques and, when necessary, the use of physical intervention as a last resort. The policy emphasizes proactive measures, risk assessment, and individualised support plans to promote positive outcomes for pupils.

See Positive Handling Policy and Restrictive Intervention and Use of Reasonable Force