

Kelvin Grove Primary School



Health and Safety Policy

2018-2019

Agreed at	Resources Committee
Date	13 th November 2018
Signed	
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As listed above – **ALL APPENDICES ARE AVAILBLE ON: SHARED/POLICIES**

Part 1: Health and Safety Policy Statement

Lewisham Council regards the promotion of health and safety at work to be of the utmost importance for all personnel that attend as pupils, work in and visit Kelvin Grove Primary School. It is school policy to ensure that every reasonable step be taken to prevent injury and ill health to personnel by protecting individuals from hazards at work. This also includes pupils and visitors to the school whether it is for pursuance of their employment or other activities. Compliance to the legal requirements under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions will be considered to be the minimum acceptable standard.

This is approached 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 safety policy as school activities and the associated risks change

All personnel employed within the school have a legal obligation 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 to the headteacher any incident which has led, or could have led to damage or injury
- assisting in any investigation with regards to accidents, dangerous occurrences or near misses

In line with the Safety Organisation set out in Part 2 of this policy, it is the responsibility of all line managers to ensure compliance with safety arrangements within their areas of responsibility. From time to time, safety arrangements are adopted for the control of risk and reflect the procedures, which are to be followed within the school.

Part Two: Safety Organisation

Objectives

2.1 The objectives of Kelvin Grove Primary School health and safety policy are:

- to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice
- to ensure that places and methods of work are safe and healthy through the arrangements set out in Part 3 and others which are adopted from time to time as appropriate to changing circumstances
- to protect personnel, whether they be employees, pupils, members of the general public visiting the school or contractors and their employees from any foreseeable hazards
- to ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonable and practicable
- to ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare
- to ensure that awareness with regards to all aspects of safety is fostered by all personnel
- to 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
- to ensure that full and effective consultation on all matters is encouraged

Responsibilities

2.2 Responsibilities of individuals within the school are as follows:

Board of governors. The ultimate responsibility for all aspects of health and safety at work within Kelvin Grove Primary School rests with the board of governors

Headteacher. The headteacher is responsible for the effective implementation of the safety policy and encouraging staff, through regular monitoring, to implement health and safety arrangements.

Deputy Headteacher/School business manager. The deputy headteacher and the school business manager are responsible for ensuring that the day-to-day requirements regarding health and safety at work are met and to assist the Headteacher in the effective implementation of the safety policy and encouraging staff to implement health and safety arrangements.

Teachers and support staff. The responsibility of applying safety procedures on a day-to-day basis rests with all teachers and support staff. All accidents will be reported, by them, to the Headteacher in accordance with current procedures in order that the cause of any accident can be identified, with their involvement, and remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed to their own individual responsibility with regard to the Health and Safety at Work Act 1974 and that they frequently make inspections of their area(s) of responsibility, taking prompt remedial action where necessary. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the headteacher/school business manager so that the associated risks are assessed and any precautions deemed necessary are implemented.

Employees and pupils. Employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of the school, contractors, and members of the public. They are required to co-operate with the headteacher, line managers, safety representatives and the school business manager, and

adhere to safety guidance given, in helping to maintain standards of health and safety within the school.

Safety representatives. It is the responsibility of safety representatives to make such proposals as they see fit with regard to methods of achieving improvements in health and safety aspects in their area(s) of responsibility.

Safety committee. The safety committee as a whole, or through individual members, are to monitor health and safety performance and recommend any action necessary should this performance appear or prove to be unsatisfactory.

Contractors. It is the responsibility of contractors and their employees to read and comply with the school health and safety policy.

Risk Assessments

The health and safety committee will identify risks that will be assessed and these are stated under part 4 of this policy. Where a risk assessment shows that further action is required the committee will consider the changes required to the procedure of policy for that specific area.

The Headteacher and line managers must ensure that safe working procedures are developed through:

- assessing the tasks
- identifying the hazards
- defining a safe method
- implementing the system
- monitoring the system

Risk Assessment Process

The purpose of this risk assessment is to obtain an idea of the size or scale of the risk. This is to ensure that the hazards identified are prioritised for further action to be taken. The risks that have been identified are based on the potential consequences of harm and the likelihood that harm will occur.

Definitions

Hazard	The potential to cause harm and the result of that severity of harm to an individual.
Likelihood	The chances of that harm occurring in context of the task being carried out. i.e. exposure to the hazard.
Risk	An estimation of the likelihood and potential severity of harm by a defined hazard. (= Hazard X Likelihood)
Residual risk	An estimation of the risk after additional control measure are applied.
Controls	Procedures put in place to reduce and or eliminate the consequential exposures to the

	hazard and/or to reduce the likelihood of a defined hazard.
Reasonable practicability	Decisions taken in deciding what controls are chosen, will not jeopardise LBL services through excess cost or may reasonably predictably result in injury or ill health.
Rating of a hazard	The ranking scale applied to a hazard in accordance with its severity of harm.
Risk assessment	The process of identifying foreseeable risks occurring as a result of an activity.
Risk Assessor	An appointed competent individual assigned to carry out the process of a risk assessment.

The purpose of risk assessments are to identify, rank and scale risks and therefore prioritise risk. The risks that are prioritised can be targeted in an action plan above devised through the process of the risk assessment.

In carrying out the risk assessment the risk assessor will identify the reasonable foreseeable risks that arise from the organisations activities.

It is the managers responsibility to ensure that detailed risk assessments are carried out in behalf of London borough of Lewisham (LBL) for the activities they control. The manager will endeavour to apply the test of reasonably practicability and target resources according to the level and spread of risks identified.

For different activities undertaken within the London borough of Lewisham, the management will need to undertake specific risk assessments, that identify the hazards and risks associated with the activity.

Rating of hazard and corresponding numerical value	Severity of Harm
High 3	Major consequential loss to individual or Lewisham Council. A protracted period off work or many months. Examples include: lacerations, burns, concussion, serious sprains, fractures, deafness, dermatitis, asthma, work related upper limb disorders, amputations, major fractures, poisonings, multiple injuries, fatal injuries, occupational cancer and other life shortening diseases.
Medium 2	Hazard capable of resulting in personal injury/illness requiring absence from work. Medical attention required. Medium is also any hazard that cannot be classified as neither high or low
Low 1	Hazard resulting in minor injury requiring first aid treatment only. Minor potential loss consequence to individual and Lewisham Council. Examples are minor cuts and bruises, eye irritation from dust; nuisance and irritation minor fractures etc. This can include no injury with potential loss to production/damage to equipment

Likelihood of Hazard

Rating and corresponding numerical value	Likelihood of exposure
High: 3	Likely to occur imminently or in very short time scale. Hazards exists permanently or hazard events occur frequently
Medium: 2	May occur occasionally. It is not Low or High
Low: 1	May occur in time, however hazard exists infrequently or hazardous event occurs very infrequently.

Existing Controls

The likelihood of harm is also based on the existing controls that are in place. Areas to be identified are: specific hazards, legal requirements, codes of practice or guidance from the manufacturers or suppliers.

People at risk

All employees are included automatically, however some groups are particularly at risk:

- New employees
- Visitors
- Children
- Young people
- Pregnant women
- People with disabilities
- Contractors

These factors below are to be considered in deciding the likelihood of harm are:

- The number and groups of people exposed
- The frequency and duration of the exposure to the hazard
- Failure of the services e.g. water and electricity
- Failure of plant and machinery components
- Exposure to elements
- Protection of personal protective equipment
- Unsafe acts of persons who do not know hazards;
(E.g. have no knowledge or physical capability to do work; under estimates the risks they are exposed; take short cuts to complete the tasks, may disregard rules or horseplay.

The risk rating/severity tables

The table below shows the simple method, which is to be used for deciding what actions to take in the process of the risk assessment.

The risks are classified according to their estimated likelihood of exposure and consequential severity of harm.

Likelihood of Exposure

	Low =1	Medium =2	High =3
<u>Severity of harm</u>			
Low =1	1	2	3
Medium=2	2	4	6
High=3	3	6	9

Severity of Harm X Likelihood of Exposure = RISK

When the severity of the harm and the likelihood of exposure to the harm is multiplied together, this value can be used to decide what additional controls are needed to reduce the risk to ensure the risk of injury is reduced.

An action plan is required at this stage to demonstrate what is/will be done to reduce the risk.

The risk assessor needs to think about:

- ◆ The information gathered with regard to defined activities
- ◆ The acceptability of the risk
- ◆ The level of understanding of the risk by persons exposed and their supervisors
- ◆ The level of training and information provided.

The table below gives the means for establishing an order for the risks to be managed and controlled.

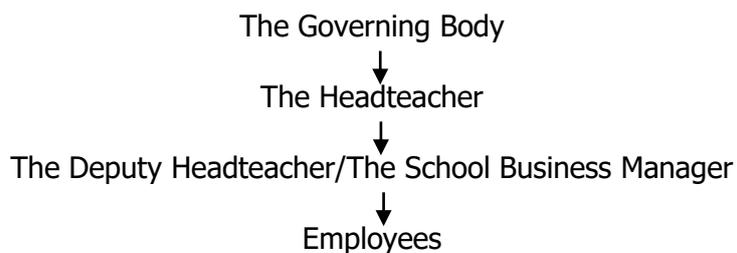
RISK BASED ACTION AND CONTROL

Risk Rating	Action and Timescales
LOW 1-2	No additional controls are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MEDIUM 3-5	Efforts should be made to reduce the risk but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.
HIGH 6-9	Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm, and so any improved control measures. Otherwise work should not start, or be stopped until the risk has been removed or reduced. Considerable resources may also have to be allocated to reduce the risk. If it is not possible to reduce risk even within unlimited resources the work has to remain prohibited

Once developed, safe-working procedures must be communicated effectively to protect all personnel working within their area(s) of responsibility from dangers to their health and safety. They are also to familiarise themselves with laid down procedures and ensure that personnel under their control are fully conversant with these procedures.

2.3 Responsibility for assessing and controlling risks rests with all personnel within the school. However, risk assessment and training shall be performed in consultation with the headteacher.

2.4 Lines of responsibility and accountability are as follows:



2.5 Safety committee

The safety committee is to comprise of:

- Nominated governor (as an observer)
- The Deputy Headteacher
- The School Business Manager
- The PE/Clubs Co-ordinator
- A Teacher
- The Premises Officer
- The Senior Meals Supervisor
- The After School Club Manager
- Union representatives

The committee will meet as deemed necessary but not less than four times annually.

2.6 Terms of reference of the safety committee

Under Section 2 (7) of the Health and Safety at Work Act 1974, the safety committee have the function, in consultation with the staff and pupils they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and pupils. Specific functions will include:

- assisting in risk assessment and the development of school safety procedures and safe systems of work
- following risk assessment, provide advice that will contribute to procedures for the health and safety policy and the staff handbook
- reviewing risk assessments annually
- ensuring that new procedures are communicated to relevant groups/individuals and are consulted upon with staff where necessary
- ensuring that newly appointed staff are suitably informed of health and safety procedures and policies upon induction
- the examination of audit reports and relevant data statistics and trends so that reports can be made to the board of governors on unsafe and unhealthy conditions and practices, together with recommendations for corrective action
- consideration of reports which safety representatives may wish to submit
- monitoring the effectiveness of safety procedures and safe systems of work
- monitoring the effectiveness of the safety content of employee training
- monitoring the adequacy of safety and health communication and publicity in the school

Part Three: Safety Arrangements

3.1 Introduction

It is the responsibility of the headteacher to do everything possible to prevent injury to individuals. This will be achieved so far as is reasonably practicable by adoption of arrangements and procedures developed out of risk assessment for the control of risk.

All personnel have a statutory duty to co-operate in fulfilling the objectives of the board of governors and a personal responsibility to take reasonable care to ensure that their actions do not cause injury to themselves and to others. Employees are required to observe special rules and safe methods that apply to their own work and to report hazards discovered by them to their line manager. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

The Health and Safety Law poster is displayed next to the school office and any leaflets that the school receives are distributed by the safety committee. Health and Safety advice can be sought from a member of the committee.

Site safety inspection are carried out termly with the headteacher or school business manager and a governor with responsibility or health and safety. A report is produced and following actions addressed. The governor with responsibility for health and safety will report upon this at the Business Management Committee meeting.

All staff are reminded of the school's health and safety arrangements at the September INSET day every year. Staff that join the school mid-year are inducted by the relevant person stated below, in addition they are asked to sign the New Starter Checklist once they have read the health and safety and child protection procedures.

The safety arrangements set out below are for the information, guidance and compliance of all personnel in Kelvin Grove Primary School.

Specific Arrangements for Health and Safety

3.2 Induction

Health and Safety Induction will be carried out before a newly appointed member of staff begins work with a designated member of staff; which is as follows:

Deputy Headteacher (Inclusion)	Teachers Agency Teachers Agency Teaching Assistants Students
Deputy Headteacher Foundation Stage Leader School Business Manager	Children's Centre Staff Foundation Stage Staff Administration Staff Premises Staff Cleaning Staff Volunteers
PE/Clubs Co-ordinator After School Club Manager	Club Leaders/PE Teachers Play Workers (ASC) Play Workers (Breakfast) Club Staff Agency Play Workers
Senior Meals Supervisor	Meals Supervisors

Designated members of staff will use the Health and Safety Induction Checklist (Appendix xxx) as an aide to complete the process. The designated member of staff and the newly appointed member of staff will sign the checklist. This checklist will be counter signed by the school business manager and stored in the newly appointed member of staff's personnel file. There is a shortened version containing key information for agency staff.

3.3 Accidents and Injuries Reporting

Any accident, injuries or near misses should be recorded. The accident should be entered in the accident report book. Pupil accident books are held at first aid stations (the hall, KS1 area and KS2 area). It can also be done digitally using S:\Premises Files\Accident & Near Miss Records. Record occurrence and 'save as' the date of incident, forward via email to the premises manager. Accidents to staff and visitors and near miss situations should be recorded in the accident/near miss book held in the staff room. Accidents that require a child, staff member or visitor to require off site medical assistance are reported to the local authority on form CS2. If an injury requires hospital treatment it must be reported to HSE using form F2508 following the requirements of current legislation (RIDDOR, 1999). The health and safety committee review accidents on a termly basis. In line with this legislation the headteacher is to ensure that the board of governors are informed of all accidents of a serious nature and any dangerous occurrences where applicable.

For further information please refer to the First Aid & Accident Policy (**Appendix 1**)

3.4 Accident investigation

- All significant accidents or incidents that are considered to be dangerous 'near miss' situations are to be reported to the Headteacher. They in turn are to report the incident to the school business manager who will complete the required forms as stated above.
- The Headteacher/school business manager is to carry out an immediate investigation into the incident in order that the cause of the accident can be identified and measures taken to prevent a recurrence.
- Investigations such as these are essential in order that accidents, damage to equipment and property, and losses, are kept to a minimum.
- The Headteacher is responsible for the co-ordination of such investigations.
- All contractors must ensure that accidents involving their personnel are reported to the school business manager of the school as well as their own reporting chain.

3.5 Reporting procedures

Any practice or condition that is likely to have an adverse effect on health and safety of personnel, or damage to equipment or property, is to be reported to the Headteacher or school business manager. Such reports are to be recorded in the 'near miss' book. They are also reported to the health and safety committee and the governing body termly.

3.6 Out of school visits and activities

All personnel that arrange or actively participate in school visits or out of school activities must follow the procedures outlined in the Educational Visits Policy (**Appendix 2**).

3.7 Defective tools and equipment

- All defects found in hand tools, power tools or any other equipment must be reported immediately to the school business manager.
- The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been effected.

3.8 Means of access

- When using access equipment such as ladders, crawling boards, etc., the correct equipment is to be used for the job to be undertaken. Stepladders should always be supported by an assistant.
- Always use correct routes of access. Do not use short cuts; they can result in serious accidents.

3.9 Machinery

All teachers and supervisors controlling the use of machinery must be familiar and comply with the following legislation.

- The Factories Act 1961: Safety (General Provisions)
- The Abrasive Wheels Regulations 1970
- Woodworking Machine Regulations 1974
- Operations at Unfenced Machinery Regulations 1938
- Lifting Plant and Equipment (Records of Test & Examination, Etc.) Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Health and Safety (Safety Signs & Signals) Regulations 1996
- Electrical Equipment (Safety) Regulations 1994

3.10 Good housekeeping

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.
- No dogs on the school site or left unattended outside the school.

A schedule of building maintenance checks carried out by the premises officer can be found at the end of this policy (**Appendix 3**).

3.11 Electrical equipment

- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment.
- The protective outer sleeve of electric cables is to be firmly secured within the electric plugs. Where the outer sleeve is not secured within the plug and the connecting live wires are visible, a qualified person is to be tasked to re-wire the plug correctly.
- Electrical equipment that is known to be, or suspected of being faulty, must not be used.
- If electrical equipment becomes faulty whilst in use it is to be isolated from the source of supply and secured so that it cannot be used until repair has been effected.
- No electrical appliances are permitted on the school site unless the safety officer has carried out a Portable Appliance Test. All electrical appliances will be PAT tested once per year.
- All electrical wiring within the school is tested on a 5 yearly cycle.
- Report any faults to the premises manager.

3.12 Use of harmful substances

- No new materials or chemical substances are to be brought into use unless a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment has been carried out and clearance given for use by the school business manager. The user department is to be in possession of a Safety Data Sheet. Please refer to the school's COSHH Policy (**Appendix 4**)
- When using harmful substances, whether they be material or chemical substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the school business manager. Refer to Asbestos Management Procedures Manual (Rev 5.0)
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3.13 Smoking

Smoking is not permitted on the school site.

3.14 Consumption of food

Food is only to be consumed in dining areas except when part of curriculum activities.

3.15 Emergency Procedures

In the event of fire or any emergency that requires an ambulance, the police or a fire engine call the Headteacher and school business manager should be informed immediately. The school business manager will call the emergency services. The fire safety and emergency plan will be

followed according to the circumstances. Please refer to the Fire Prevention, Precautions and Emergency Evacuation Policy (**Appendix 5**).

In the event of a critical incident not covered by the above, the business continuity plan should be followed (**Appendix 19**).

3.16 Visitors

Visitors must report to the school office, sign in the visitor's book and are issued with a visitors badge. On the reverse of the visitor's badge there is a reminder to read the safeguarding information leaflet and the health and safety for visitors leaflet.

It is the duty of all personnel within the school to ensure the health and safety of all visitors to the school. For more information please refer to the Visitors to School Policy (**Appendix 6**)

3.17 Contractors

Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the headteacher. Please refer to the Contractors on Site Policy (**Appendix 7**).

3.18 Use of vehicles

Personal vehicles should not be used to transport pupils unless the Headteacher has been informed and ensured that safeguarding requirements can be met and business insurance is in place.

3.19 Legionellosis

The primary aim is to prevent the build-up of the Legionella Pneumophilla organisms in water systems and to prevent inhalation of infected water droplets. The school business manager is responsible for ensuring that a risk assessment is carried out and that the control measures are adhered to. A risk assessment has been carried out for the management of legionellosis and the existing control measures are as follows:

- An additional risk assessment to be carried out if changes to the water supply within the school take place
- All showers are to be cleaned monthly, or after more than one week's non-use, to prevent slime, corrosion and scale build-up. This will involve dismantling the showerheads to clean and disinfect inside the spray nozzle
- Water storage tanks are to be covered
- 6 monthly water sampling is carried out and where necessary whole tank/pipe chlorination
- Records are to be maintained of any maintenance, water treatments or disinfection.

3.20 Manual handling of loads

Personnel are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out. Health and safety information and advice is available on all aspects of health, safety and welfare from a member of the safety committee. For further information please refer to the Manual Handling Policy (**Appendix 8**).

3.21 Fire Prevention

It is the policy of Kelvin Grove Primary School to ensure that all employees, students, contractors and visitors are protected from the risks of fire. With this aim appropriate fire

prevention/precaution measures shall be taken. Also, appropriate evacuation procedures shall be developed, implemented and periodically tested. All persons shall be provided with sufficient appropriate fire awareness training and instruction. All premises shall comply with relevant fire safety legislation and recognised good practice. Please refer to the Fire Prevention, Precautions and Emergency Evacuation Policy (**Appendix 5**).

3.22 Gym Equipment

Kelvin Grove Primary School has a wide range of facilities and resources to support the teaching of the Physical Education curriculum – please see PE Policy (**Appendix 9**). The P.E. equipment is stored in a cupboard off the hall which is easily accessible to staff and supervised children. We have a large hall with markings and some fixed large climbing apparatus for gymnastics. In Physical Education general teaching requirements for health and safety apply. Children are expected to change into suitable clothing and remove jewellery. Teachers are expected to lead by example and also wear appropriate clothing. In both outdoor and indoor lessons clear safe boundaries are set for the children by using line markings or cones. Equipment is checked for safety by the Physical Education Co-ordinator and also by teachers prior to using it. Further guidance from the department of education can be found in the publication “Safe Practice in Physical Education”, published by The British Association of Advisers and Lecturers in Physical Education (BAALPE) covers a wide range of safety matters in physical education.

- The gymnastics apparatus and playground equipment are checked annually by outside contractors
- The children are encouraged to consider their own safety and the safety of others
- Staff are trained in how to use and get the equipment out safely
- The equipment is checked before and after use and any defective equipment is removed.

3.23 Administration of Medicines

At Kelvin Grove we will only administer medicines that are essential where it would be detrimental to a child’s health if the medicine were not administered during the school day. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration. We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies, which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this. For example, for medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. Where this is not possible the parent can request to the school in writing for a member of staff to administer their child with the prescribed medicine. The letter must state: The child’s name and class, dosage and frequency. For further information please refer to the Administration of Medicine Policy (**Appendix 10**).

3.24 Security

The Headteacher and Governors aim to ensure that pupils are secure at all times on the Kelvin Grove site. The entrance gates will only be open between 8.30am and 9.05am and 3.05pm and 3.30pm. In the main building any visitors must access the school through the front entrance and will only be admitted when a security check has been made by one of the Administration Team. For further information regarding school security please refer to the school’s Security Policy (**Appendix 11**).

3.25 Lone Working

Kelvin Grove Primary School recognises that there may be an increased risk to the health and safety of its employees whilst working alone. A lone worker is an individual who spends some or all of their working hours working alone. This may occur:

- during normal working hours at an isolated location within the normal workplace or when other staff are not nearby.

When working alone cannot be avoided a risk assessment must be carried out. For further information please refer to the school's policy for Lone Working. (**Appendix 12**)

3.26 Violence and Abuse

Kelvin Grove School will not tolerate violence and abuse from anyone. Parents/Carers and visitors are reminded that smoking and swearing are not permitted on the school site. All staff are reminded to model 'good behaviour' and follow the procedures set out in the Managing Violence and Abuse Policy (**Appendix 13**). More information regarding bullying and racism can be found in the Anti Bullying and Anti Racist Policy (**Appendix 16**).

3.27 Physical Restraint

From time to time there are children in school with behavioural difficulties who present behaviour that may necessitate the use of restrictive physical interventions to prevent injury to themselves, others or the damage to property. At Kelvin Grove, staff that have an up to date qualification from the Local Authority's approved trainer are authorised by the Headteacher to use restrictive physical intervention. As far as possible all staff who deal directly with pupils, teachers, teaching assistants and lunchtime supervisors will be trained in the use of restrictive physical intervention.

If physical interventions are used as a strategy to regain control of a child's behaviour, these strategies are agreed in advance with the parent or carer. Further information can be found in the Managing Violence and Abuse Policy (**Appendix 13**).

3.28 Working at Height

It is the policy of Kelvin Grove Primary School to ensure that, where possible working from height is avoided. The Work at Height Regulations 2005 apply to all work situations from where a person could fall from a distance liable to cause personal injury, access to and from such a place, this includes work at ground level where there is a risk of falling into an excavation etc. Where working at height cannot be avoided a risk assessment must be carried out. All staff that work at height must have the relevant training. For further information please refer to the school's policy for Working at Height. (**Appendix 14**)

3.29 Stress at Work

Kelvin Grove School is committed to implementing a stress management policy for all employees throughout the organisation. This includes improving the organisational environment through effective and sensitive management, enabling individuals to cope successfully with the demands and pressures of work, and providing support for

employees whose health and well-being are affected by stress. For further information please refer to the school's policy for the Management of Stress. (**Appendix 15**)

3.30 Asbestos

It is the policy of Kelvin Grove Primary School to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to the exposure of any asbestos containing materials that may present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises. Please refer to the school's policy for the management of asbestos (**Appendix 17**).

3.31 Display Screen Equipment

It is the policy of Kelvin Grove Primary School to comply with the Health and Safety Executive Display Screen Equipment Regulations 1992 and subsequent amendments. The school aims to protect the health and safety of employees who use Display Screen Equipment (DSE) as part of their normal working activity, by identifying, assessing and controlling risk. Please refer the school's policy for the use of Display Screen Equipment (**Appendix 18**).

3.31 Disabled Toilet Distress Alarms

The disabled toilets have alarm activation pull cords. They are located in the following areas:

- Dining hall
- KS1 Corridor
- Paxton Building X2
- Reception Class Huts
- Children's Centre

If the alarm has been activated the beacon will flash outside the toilet. Staff must alert the premises manager or school office so that the door can be released and the person inside assisted. If the fire alarm is activated a beacon will flash inside the toilets.

3.32 Panic Alarms

There are mobile panic alarms in the nursery and the children's centre.

The nursery panic buttons are linked to ADT and when activated a signal is sent to ADT who notify the police and the premises staff. The police would be called and the premises staff will investigate. The alarms are checked and serviced under the school's statutory maintenance arrangements.

The children's centre has panic alarms installed at the centre and are issued with portable panic alarms. If the hard wired alarms are activated a signal will be sent to the flashing beacon/siren in the school office. The office staff will notify premises staff who will investigate. If required the premises staff will call the police and notify the headteacher. The children's centre staff makes regular home visits and can activate their mobile alarms in the event of an emergency.

3.33 Personal Protective Equipment

Where staff require PPE, the need is defined as an action on the risk assessment. PPE equipment is managed by the premises staff and the medical staff who manage the stock, storage, maintenance and replacements.

3.34 Health and Safety Information and Advice

For further information and advice with regards to health and safety please see the Lewisham Council Health and Safety Guidance of the Health and Safety Executive website on the following address:

Part 4: Areas Identified for Risk Assessment

- Asbestos
- Substances hazardous to health
- Display screen equipment
- Electricity
- Fire and explosion
- Premises Officers Activity
 - Winter working
 - Use of machinery
 - Litter picking
 - Use of step ladders and extension ladders
 - Grass cutting
 - Roof access
 - Gardening
- Manual handling
- Stress
- Temperatures
- Transport (offsite visits)
- Challenging behaviour including violence to staff
- Teaching Resources and Equipment
- Working alone
- Working environment (staff and pupils) movement around building hall parents room staff room
- General cleaning
- Playground and play equipment
- Individual clubs
- Food hygiene
- Contractors on site
- Pregnancy
- General (IWB) and specific teaching activities pond and gardening ict food tech
- Swimming
- Physical Restraint
- Volunteers
- Events
- Security
- First Aid