



St. Jérôme Church of England
Bilingual School

**Health, Safety and
Security Policy**

April 2016

Executive Headteacher.....

Revd D. R. Norris

Chair of the Governing Body.....

Ian Fernandes

Review Date:~ Summer 2017

General Statement of Health and Safety Policy

- The safety, health and welfare of staff, pupils and visitors at this school is paramount.
- The Trust acknowledges and fully accepts the duties and responsibilities for the management of health and safety at the school, placed upon them by the law and has overall responsibility for policy formulation, implementation and development.
- The Governing Body is committed to achieving and maintaining the highest standards of health and safety, by pursuing proactive improvements in health and safety performance.
- The Governing Body will take all steps within its power to meet all relevant statutory health and safety legislation and common law requirements.
- The Governing Body comments on health and safety and security systems in the Annual Report to Parents and highlights any improvements
- The Head of School has been delegated day-to-day responsibility for health, safety and welfare at the school and will meet this by ensuring that the Academy's risk assessment is kept up to date and implemented upon.
- The Head of School and other staff members' specific responsibilities for health and safety are laid out in documents attached. Staff will be made aware of these duties on induction and annually at staff meetings.
- Specific instructions for emergency or routine activities are also laid down on the attached documents.
- Adequate resources, including the provision of training and instruction to ensure the competence of all employees, will support this policy.
- All employees, pupils and visitors have a duty to act responsibly and to co-operate fully with management and to be proactive to prevent injury or occupational ill health, either to themselves or others. All employees, pupils and visitors are encouraged to contribute to the implementation of these policies.

The Governing Body is responsible for:

- Ensuring the school has an appropriate policy and arrangements for health and safety;
- Active and reactive monitoring of health and safety matters within the Academy including annually reviewing health and safety arrangements and policy and implementing new arrangements where necessary;
- Ensuring that appropriate funding is allocated to maintain the site and premises in a safe condition;
- Ensuring that risk assessments are made and recorded of all the Academy's work activities, including those off site, which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting any hazards which the establishment is unable to rectify from its own budget
- Ensuring the annual safety audit report is completed and an action plan arising from the audit is put in place.

Responsibilities of the Head of School

The Head of School is responsible for:

- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice, seeking specialist advice on health and safety matters where appropriate;
- Ensuring that risk assessments are made and recorded of all the academy's work activities, including those off site, which could constitute a significant risk to the health and safety of employees or other persons;
- Identifying and providing for staff health and safety training, including induction, and arranging for training records to be kept;
- Participating in health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring the purchase and maintenance of equipment and materials and ensuring that it complies with current health and safety standards and

- monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the academy site; Ensuring the maintenance and repair of equipment is carried out by a competent person;
- Ensuring that procedures are in place in case of fire or other emergencies, that firefighting equipment is available and properly maintained, and that emergency drills are carried out regularly and monitored for effectiveness;
 - Ensuring that First Aid equipment is available with trained first aiders;
 - Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;
 - Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated and action taken;
 - Liaising with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the academy to prevent the spread of infection. That where parental/guardian's assistance is required when keeping children away from the academy when sick, all communication will be followed up in writing;
 - Ensuring that records on children in the academy's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk;
 - Ensuring that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required;
 - Ensuring that Health and Safety Handbooks, notices and Asbestos management plan are kept up to date;
 - Ensuring appropriate procedures for risk assessment and authorisation of academy visits is followed.

Note: in the absence of the Head Teacher these responsibilities fall to his/her immediate deputy.

Premises Manager

The Premises Manager has an important role in Health and Safety. It is important that he/she is trained in all aspects of personal safety

In addition to the responsibilities imposed on all staff members the Premises Manager will take primary responsibility to:

- Ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use;
- Make arrangements for the safe working of contractors on site, ensuring, as far as is reasonable, that their work is segregated from academy users and ensuring they consult the asbestos management plan;
- Keep play areas free of rubbish and safe and ensure that snow and ice is cleared or prevent access to hazardous areas;
- Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry;
- Ensuring that all statutory inspections are completed and records kept and including portable electrical equipment;
- All fire appliances are properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed;
- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Participating in any Health and Safety Audits

Responsibilities of teachers

- All teachers must ensure that their areas of responsibility are checked on a daily basis to ensure that no health and safety hazards are present;
- Check fire exits in the classroom area are working, unobstructed and are unlocked during the Academy day;
- Not to issue medication to any child but report any signs of illness, in themselves, or of in any child to the Head of School immediately;
- For parents to sign the medications permission form;
- Implement policies and procedures within their classroom; be aware of location of nearest first aider, fire exits and evacuation procedures;
- Under no circumstances to leave a child on its own, and ensure that there is sufficient adult to child ratio in classroom/areas at all times;
- Report any accidents involving children in the classroom or areas for which they are responsible, make sure all incidents are recorded in the accident book and where appropriate the Head of School is informed;

- Check equipment for damage or hazards that could cause harm and supervise children when using equipment that could cause harm;
- Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue then the Head of School should be advised.

Responsibilities of all staff

All staff employed at the Academy have a responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work and familiarise themselves with H&S aspects of their work;
- Check classrooms/work areas are safe;
- Ensure safe working procedures are followed, check equipment is safe before use and report defects;
- Co-operating with Academy governors and the Head of School on all matters relating to health and safety by complying with the health and safety policy;
- Use protective clothing etc. made available and not intentionally or recklessly misuse any equipment provided in the interests of health safety and welfare;
- Report immediately to the Head of School any serious or immediate danger accidents or near misses, and any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Take an active interest in promoting health and safety and suggest ways to reduce risk

General and Specific Issues

Accidents, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the Accident Reporting Procedures book as soon as possible after the event. Serious incidents should be brought to the

attention of the Head of School who will report to the Executive Headteacher as necessary. A list of the reportable injuries/incidents is available.

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book (First Aid cupboard)	Head of School
The accident book shall be monitored termly and outcomes reported to the governors	Head of School
Serious accident reports will be sent to the LAT by:	Head of School
The person responsible for monitoring accidents and incidents to identify trends and patterns is:	Head of School

Asbestos management plan Management Plan

As part of the refurbishment of the building at St Jerome C E Bilingual School all asbestos was removed from the building.

The Head of School and Premises Manager shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the asbestos management plan. The asbestos management plan must be kept up to date

All contractors shall be referred to the asbestos management plan before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the asbestos management plan before commencing work.

The person responsible for making arrangements for dealing with asbestos in compliance with the LAT and DFR's policy, and ensuring that the premises asbestos management plan is consulted by visiting contractors and other relevant persons is:	Building refurbished in 2016 and all asbestos removed.
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The premises asbestos management plan is kept in:	Building refurbished in 2016 and all asbestos removed.
The person responsible for ensuring that the log is updated as appropriate following work on the fabric of the building is:	Building refurbished in 2016 and all asbestos removed.

Audit, Review, Performance Measurement and Action Plan

The person responsible for ensuring that the Academy's individual Health and Safety arrangements are in place is:	Exec Head Teacher
The person(s) responsible for carrying out an annual review of the Statement and its implementation in the school is/are:	Exec Head Teacher
The person responsible for compiling and implementing the academy's annual health and safety action plan, including action for improvements in the appropriate development plan is:	Exec Head Teacher Premises Management Company
Employee absence statistics for the purposes of performance measurement are kept:	Head of School

Bullying/Harassment

The Academy's policy on behaviour (including bullying) is on the Academy's website
Records of bullying incidents and action taken are kept & reported to the governors.

Cash Handling

Staff should keep to a minimum the amount of cash entering and being handled on the premises. Maximum limits have been set for the size of each individual cash transaction. Cash is kept in a safe and monies are banked at

least weekly. Counting of accumulated cash occurs at an appropriate location within the school. Other deterrents have been implemented, such as CCTV cameras covering entrances and exits and controlled access to the premises. Staff responsible for carrying monies to and from the bank should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

Catering

The person responsible for registering the food premises with the local Environmental Health Officer of the Council is:	Nominated Contractor
The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	Nominated Contractor
Person responsible for Catering Equipment (Dough mixers, Slicing machines, Potato peelers) safe use and risk assessment is:	Nominated Contractor
Person(s) authorised to operate and use is/are:	Nominated Contractor

Cleaning

The procedure for recording and monitoring the Academy's cleaning must be followed. Regular checks must be made on areas that require meticulous cleaning such as kitchens, dining areas and toilets.

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet.

A cleaning site record book is kept to monitor cleaning in the Academy by:	Premises Manager
The cleaners will be notified of problems by:	Premises Manager
Spillages, leaks or wet floors should be reported to :	Premises Manager

Contractors

Note: The Academy will normally use contractors as recommended by LDBS/Consultants

All contractors who work on the premises are required to abide by the schools H&S procedures and the LDBS code of conduct and are also required to ensure safe working practices by their own employees under the provisions of the Health & Safety law and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

The person responsible for selecting contractors and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is:	Premises Management Company
The person in control of contractors is:	Premises Management Company
Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors and the Property Handbook is allocated as follows:	Premises Management Company
All contractors shall be referred to the asbestos log book before commencing work by:	Building refurbished in 2016 and all asbestos removed.

Display Screen Equipment

Employees who are classified as users of display screen equipment will have an assessment of their workstations. They will be entitled to a regular eye test.

The competent (trained) person responsible for carrying out display screen equipment risk assessments is:	Premises Manager
The person responsible for implementing the requirements of the risk assessment is:	Head of School

Electrical Equipment

The Head of School and Premises Manager will ensure that testing, inspection and maintenance of equipment as outlined in the property log book is undertaken as required. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the Head Teacher or Premises Manager who will arrange for repair or replacement.

The Head of School will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines. Training must be provided for staff expected to carry out Electrical Appliance Testing

Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of ladders and stepladders is:	Premises Management Company
Person(s) authorised to use ladders and stepladders up to a specified height is/are:	Premises Manager

Equipment used for the manual handling of loads and equipment used for the manual handling of people.

The person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in a safe condition is:	Premises Manager
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Caretaking and Cleaning Equipment, including moving and handling equipment; powered cleaning equipment, power tools, hand tools

Person responsible for selection, inspection, maintenance, training, Supervision, safe use and risk assessment is:	Premises Management Company & Safesmart online training
Person(s) authorised to operate and use is/are:	Premises Manager

Fire and other Emergencies

The Governors and Head of School will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the Academy.

Academy plans will indicate the actions to be taken in the event of a major incident;

to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;

to call the emergency services when appropriate;

to safeguard the premises and equipment, if this is possible without putting persons at risk.

Plans are agreed by the governing body and are rehearsed regularly, once a term, by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

Fire Prevention and Detection Equipment Arrangements

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	School Office	Premises Manager
Emergency Lighting System	School Office	Premises Manager
Smoke Detection System	School Office	Premises Manager
The person responsible for carrying out a termly visual inspection of all emergency firefighting equipment (for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Premises Manager
The approved contractor responsible for conducting the annual test of firefighting equipment inspection and maintenance is:		Premises Manager

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head of School or their deputy in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

The person (and deputy) responsible for ensuring and supervising (where appropriate)	Person	Deputy
the controlled evacuation of people from the building or on the site to a place of safety.	Head of School	EYFS Leader
summoning of the emergency services	Admin and Finance Manager	Head of School
that a roll call is taken at the assembly point	Head of School	EYFS Leader
that no-one attempts to re-enter the building until the all clear is given by the emergency services is: (e.g. Head of School or other member of the senior management team)	Premises Manager	Head of School

The person responsible for arranging, recording and monitoring fire drills at least once per term is:	Head of School
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept: (e.g. in the school office)	Premises Manager's Office
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Governing Body

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	on back of all doors
Bomb Alert	On back of all doors
Person threatening violence	Physical Restraint policy (children)

Health and Hygiene

Boys and girls with long hair (shoulder length or longer) must wear their hair tied back at all times.

First Aid

All staff will be aware of the Academy's procedure in dealing with first aid emergencies.

First Aid boxes will be well stocked and the contents checked regularly, access to the boxes is restricted to key staff and placed in strategic areas around the school. First aid notices are displayed within classrooms and all other waiting areas stating the names and locations of first aiders. Contact information should also be displayed on these notices.

Training of First Aid Personnel

All first-aiders will hold a valid certificate of competence, including Paediatric first aid, approved by the Health and Safety Executive. First aid certificates are only valid for three years. Therefore, the Head of School will ensure that appropriate records are kept regarding training of first-aiders.

First Aid Assessment

A first aid assessment is carried out, which identifies the minimum numbers of first aiders required within school, under employment law, and for the number and age of children in the Academy.

The following employees are first aiders have been trained to First Aid Certificate level (see Safeguarding file located in Head of School's office)

Name	Location	Date of Expiry of Certificate
TBC	TBC	TBC

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the school

Display Point	Display Point
Medical Room	Medical Room

First aid boxes and first aid record books are kept at the following points in the Academy.

Location of First Aid Box(es)	First Aid Record Book(s)
Medical Room	Medical Room

Travelling first aid boxes are kept at the following points in the school.

Location of Travelling First Aid Box	Medical Room
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A termly check on the location and contents of all first aid boxes will be made by.	Head of School
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Use of first aid materials and deficiencies should be reported to: who is responsible for their replenishment.	Head of School
The person responsible for ensuring first aid qualifications are maintained is:	Executive Headteacher

Hazardous Materials COSHH Risk Assessment

The Premises Manager undertakes an annual risk assessment to identify all hazardous and potentially dangerous chemicals and ensure that these are stored safely. An inventory must be completed and key staff trained and informed.

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Copies of all the hazardous substances inventories are held centrally in:	Premises Managers Office
The person responsible for undertaking and updating the COSHH risk assessment is:	Premises Managers Office
The person responsible for ensuring follow up action on the report is completed is:	Premises Managers Office

Health and Safety Inspections and Information

Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

The person responsible for distributing all health and safety information received from London Borough of Harrow and elsewhere and for the maintenance of a health and safety information reference system is:	Head of School
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	School Office
New employees will be informed of all relevant health and safety information as part of the induction process by:	School Office
Health and Safety Documentation will be kept in the Health and Safety handbook which is kept:	School Office
The person responsible for maintaining it is:	Head of School

Risk Management documentation will be kept in the Risk Management Handbook which is kept:	Premises Managers Office
The person responsible for maintaining it is:	Premises Manager
The person responsible for deciding on the appropriate circulation of each document is: Employees will sign to confirm they have read and understood the information.	Head of School
The Health and Safety Law Poster is sited:	Staffroom

Health and Safety Training

The person responsible for drawing to the attention of all employees to the following health and safety matters as part of their induction training is:	Head of School
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Health and Safety Policies:

Educational Visits Policy

Codes of Safe Practice and Guidance

Premises Asbestos management plan - Building refurbished in 2016 and all asbestos removed.

Risk Assessment

Fire and other Emergency Arrangements

Accident Reporting Arrangements

First Aid Arrangements

Safe Use of Work Equipment

Procedures for Hazardous Substances

Good Housekeeping, Waste Disposal and Cleaning Arrangements

Hazard Reporting and Maintenance Procedures

Special Hazards/Responsibilities Associated with their Work Activity

Special Needs of Young Employees (e.g. Work Experience Placements)

The person responsible for provision of the health and safety training needs of staff is:	Executive Headteacher
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Insurance

Insurance Company	Details
The school is currently insured via the RPA with the EFA.	

Lettings

The Governing Body notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that renting the building complies with the terms of this Policy.

The Head of School and Governing Body will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal Academy hours for an activity then, for the purposes of this Policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

The person responsible for co-ordinating lettings of the premises In accordance with the lettings procedure is:	Premises Manager
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Head of School
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Premises Manager

Locations of Main Service Isolation Points

The locations of the positions of all main service isolation points are as follows:

Service	Location of Isolation Point Details
Water	To be identified by contractors on hand-over by 22 nd August
Electricity	As above
Gas	As above

Lone Working

All staff should be aware of the following procedure for lone working in the Academy.

Where work activities are likely to be undertaken by a lone worker or outside normal working hours then these factors should be considered in the assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for a non-hazardous work activities which have not been subject to a formal risk assessment.

- assessing if the work is a "one person" job
- the remoteness or isolation of the workplace
- any problems of communication
- the possibility of violence or criminal activity by intruders
- the nature of possible injury
- emergency egress (e.g. are fire exits open out of hours?)

Manual Handling

All staff engaged in the pushing, pulling, lifting or carrying of equipment / pupils will receive training prior to being asked to do such work, risk assessments will be carried out and wherever possible equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils. Consideration should also be considered for staff who may be pregnant.

The person(s) responsible for identifying and monitoring hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Premises Manager
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Medicines

The policy on medicine should be made clear to all staff and parents

Prime responsibility for a pupil's health rests with the parents/guardians who should write to the Head of School giving adequate information on their child's medical condition, and requesting that medication be administered to him or her. Teachers should then be consulted by the Head of School and asked to volunteer - individual decisions on involvement must be respected.

This policy includes written procedures for managing and administering medication to pupils.

The person responsible for dealing with the administration of medicines and inhalers including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Nominated First Aiders
	Head of School
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	Head of School

Noise

Any employee concerned about the noise levels at work should report the matter to: who will arrange for remedial action or for an assessment to be made	Head of School
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PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Premises Manager
Person(s) responsible for regular (daily) visual inspection is/are:	Premises Manager
Contractor responsible for annual full inspection and report is:	Premises Manager

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

Play Equipment

The outdoor play equipment is provided only for children who are members of the Academy under appropriate supervision:

The person responsible for the selection, siting, inspection, maintenance, training, supervision, safe use and risk assessment of outdoor play equipment is:	Premises Manager
The person responsible for following up the annual play equipment inspection report is:	Premises Manager
The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Premises Manager
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Head of School
Person(s) responsible for regular (daily) visual	Premises Manager
Contractor responsible for annual full inspection and report is:	TBC

Premises Security

The person (and their deputy) responsible for unlocking and locking the building, is:	Premises Manager

Repairs and Maintenance

The name and telephone number of the school's attached maintenance surveyor is:	TBC
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Risk Assessment

The Head of School will ensure that annual updates are undertaken on the school premises and methods of work, and new assessments are done for changes in practices or working environments and all out of school activities.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial control measures where required.

Daily weekly and half termly checks are also made by the Premises Manager (See detailed list in Appendix)

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Head of School
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Rubbish

The person who should be contacted about by rubbish is:	Premises Manager
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All staff are responsible for ensuring the good housekeeping of their own areas.

Waste will be carefully stored, and only in the designated area.

Clinical waste is potentially very harmful and should be dealt with in a responsible manner.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

School Security

The Governing Body and Head of School will consult with staff to agree a security procedure for dealing with incidents that occur during and out of school hours, ensure all staff are trained and know what to do should one of the incidents occur.

- Aggressive parents or visitors
- Thefts
- Break-ins and burglaries
- Ensure the building is locked up and nominating emergencies key holders
- Contacting the Schools Liaison Police officer
- Protecting our children, staff, visitors and contractors from the risk of abuse (whether verbal or physical)

It may be necessary to ban individuals from the premises if they continue to be verbally or physically abusive to members of staff other parents or children.

Letters confirming the Academy's policy on aggressive behaviours should be sent to them within 24 hours to prevent further breeches.

Smoking

There is a no smoking Policy throughout the Academy premises.
There is a sign on display at the main entrance.

Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Premises Manager
Person(s) authorised to operate and use is /are:	Premises Manager

Stress

The persons responsible for monitoring absence owing to stress related illness is:	Executive Headteacher
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Supplies (Purchasing/Procurement and Deliveries)

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

Head of School	The Finance and Admin Manager
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Deliveries of goods will be reported to: who will arrange for them to be taken to the appropriate location.	Premises Manager
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Swimming

Children are taken to have a fully implemented Risk Assessment. A fully qualified instructor and a qualified lifeguard teach the children. The children are accompanied at all times by two appropriate adults.

Training

Safety Induction is given to all new employees on the first day of employment. These instructions should take the form of EXPLANATION OF THE RED CARD SYSTEM.

Training is given to all Key staff and staff with special responsibilities such as the Premises Manager and First Aid staff

The following is a list of training that staff can attend.

- First Aid
- Portable Appliance Testing
- Manual Handling
- Ladder Training
- Primary School Swimming
- Disabilities Awareness Course for Teachers & Helpers
- Display Screen Equipment
- COSHH

The School keeps a record of all staff who have been trained and the expiry dates of any certificates.

The record is kept in the school office by the Finance and Admin Manager.

Tree Safety

All Trees in school playgrounds or overhanging are checked for dangers, and arrangements made by:

Premises Manager

Trips

All Group Leaders or staff taking pupils on school trips, follow the Academy's policy

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits is:
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Head of School

The Head of School is responsible, in conjunction with the driver, for ensuring that any vehicles kept or hired by the academy are operated in accordance with the law.

Academy owned, hired or leased minibuses or coaches are only to be used for journeys approved under their local procedures.

Visitors

On arrival all visitors should report to the reception area where they will be issued with a visitor's badge, and will sign the visitors book

Office

An employee seeing an unidentified person should inform the school office

Visits and Recommendations of Enforcing Authorities e.g. HSE Officers, Health & Safety Advisers, Environmental Health Officers

The person responsible for co-ordinating visits and recommendations, co-ordinating action and reporting matters requiring authorisation/action to the Local Governing Body is:

Head of School

Work Experience

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, and liaising with partners as appropriate is:

Head of School

Appendix 1 Emergency Response Flowchart
Appendix 2 Detailed Roles and Responsibilities
Appendix 3 Major Emergency Response Contact List
Appendix 4 Parking of Motor Vehicles on the Premises
Appendix 5 Risk Assessment for Visits and Educational Trips
Appendix 6 Safety Audit
Appendix 7 Maintenance Report
Appendix 8 Fire Drill Procedures
Appendix 9 Bomb drill

Appendix 1
Emergency Response Flowchart

TASK	PERSONNEL	TIME SCALE
Obtain the facts of the incident as accurately as possible	Most senior member of staff first notifies of incident	Within Hours
Senior management to meet with support personnel	Where appropriate any outside officers who may be able to help with planning as well as senior management team	Within Hours
Assign roles	See Detailed Roles & Responsibilities	Within Hours
Contact families	Head of School / Exec Headteacher	Within hours and continue until completed
Call a staff meeting to give information	Head of School / Exec Headteacher	Same day if practicable
Give relevant information to pupils in small groups	Head of School / Exec Headteacher	Same day if practicable
Arrange a debriefing for staff involved in crisis event	Head of School / Exec Headteacher	Same day if practicable
Debriefing for pupils involved in the crisis	Head Teacher / Exec Headteacher	As soon as possible allowing for H&S
Identify high risk pupils and staff	Leadership Team	Next Few Days
Promote controlled discussion in classes	Class Teachers	Next few days and weeks
Organise special staff meetings to discuss issues e.g. special assemblies, attending funerals	Executive Headteacher	As soon as necessary
Identify the need for group or individual treatment	Leadership Team	Incrementally over days and weeks after crisis

Organise treatment etc.	Executive Headteacher	As required
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Appendix 2
Detailed Roles and Responsibilities

ACTIONS	RESPONSIBILITIES	NAMES
Ensure accurate lists of contact persons is readily available (both for activity staff and emergency contact points)	Finance and Admin Manager	Karen Smith
Contact emergency services	Finance and Admin Manager	Karen Smith
Immediate action to safeguard students and staff evacuation and roll call in accordance with fire/bomb threat procedures	Head of School	Elizabeth Walton
Staff telephone numbers	Finance and Admin Manager	Karen Smith
Opening of appropriate parts of the school	Premises Manager	Recruitment in progress
Ensure premises is secure	Premises Manager	Recruitment in progress
Informing Chair of Governors and Education Department/Directorate of Educational Services	Executive Headteacher	Daniel Norris
Contacting parents/guardians/relatives	Head of School	Elizabeth Walton
Liaison with media	Executive Headteacher Governing Body	Daniel Norris

Appendix 3
Major Emergency Response Contact List

Updated list held in office

CONTACT	NAME	PHONE NUMBER
Ambulance		999
Fire Brigade		999
Police		999
Governing Body	Ian Fernandes	
Executive Headteacher	Daniel Norris	
LDBS	Liz Wolverson	020 7932 1154
Public Relations Officer	Harrow	TBC
Health and Safety Advisor	Harrow	TBC
School Nurse	Harrow	TBC
Educational Psychologist	Harrow	TBC
Employee Healthcare Unit	Harrow	TBC
Child Guidance Service	Harrow	TBC
Home/School Liaison Officer	Harrow	TBC
Education Welfare Officer	Harrow	TBC
Social Services	Harrow	TBC
Counselling Services	Harrow	TBC
Local Religious Group	St John the Baptist Church Greenhill Harrow	TBC
Other Voluntary agencies	n/a	
Press and Media contacts local contacts	Harrow	TBC
This list was last update Date:	April 2016	
This list was last updated Date:		
This list was last updated Date:		

Appendix 4
Parking of Motor Vehicles on the Premises

St Jérôme C of E Bilingual School

Title: Mr. Mrs. Ms. Name:.....

You have been severally granted permission (subject to the conditions below) to park your motor vehicle at the above establishment. Please note, the school reserves all right and authority to terminate this permission without explanation or notice but undertakes not to do so unreasonably.

Make, model and colour of vehicle:.....

Registration Number:.....

CONDITIONS

You park at your own risk and accept responsibility for any accident or damage to people or property arising as a result of your vehicle being parked on the above premises.

You park your vehicle only on the approved parking site and cause no inconvenience to the educational activities taking place on the premises.

You must take special precautions to ensure that: -
The brake cannot be released and the vehicle cannot be set in motion
The fuel tank is securely locked.

You must at all times proceed slowly and with great care on any part of the premises in order to avoid collision with people or property.

You must remove your vehicle from the premises at the end of the day before the time set for the locking of the gates.

You must let the Headteacher know at once if:
You change your vehicle (whereupon a new form will be issued)
You no longer require to use this permission

Signed:.....Date:.....

Appendix 5
Risk Assessment for Visits and School Trips

See Application for Approval of an Educational Visit

Before announcing that a visit is to take place, a detailed risk assessment must be carried. It is essential that the fullest information is obtained about the place to be visited. If at all possible there should be an on-site as well as locality check. The assessment need not be a formal return, but staff are advised to keep a record of the risks assessed and the results of the assessment.

The record may be needed after the event.

The Risk Assessment depends on a number of factors; the following items are suggested for consideration

Where?

When?

For how long?

How many?

How old?

What is known about the pupils concerned- health - behaviour etc.?

What is known about the destination?

What is known about the travel arrangements?

Are there any special risks?

What are the general risks?

What level of supervision is proposed - journey there - during visit – return?

Anything else that ought to be considered?

Once the above have been answered for each of them the next questions are:

What can be built into the arrangements to remove the risk completely
What can be built into the arrangements to reduce the risk acceptably
In the sum total of the resulting risks of the trip too great a risk to take

What are the common risks when off site with pupils?

Injury to pedestrians
Inadequate supervision

Wandering off
Too few staff to cope with emergencies and supervise the rest
Driver fatigue
Inebriation by whatever means e.g. alcohol - drugs etc.

Appendix 6 Safety Audit

Daily Checks by Premises Manager

1. Building Fabric
2. Is floor covering safe and free from damage? - potential trip hazards
3. Are all windows - frames intact?
4. Do sufficient windows open to provide adequate ventilation?
5. Are heating pipes radiators fixed and not leaking
6. Are all fixed furniture partitions etc. in good secure condition?
7. Are toilets in usable condition e.g. seats chains etc.?
8. Is there soap- towel -toilet paper- in the toilets?
9. Are toilet cleaned twice daily according to daily Log?
10. Do doors open close lock etc.?
11. Are all stacked materials stacked safely?
12. Are there pieces of discarded furniture awaiting removal?
13. Is all furniture in good usable condition?
14. Gas Heating
15. Check all equipment for physical damage
16. Check gas taps
17. Check flexible convectors
18. Do igniter systems work efficiently?
19. Are all pilot lights working?
20. Is there a smell of gas?
21. Is there a smell of fumes?

Premises Management Consultant to walk the whole building and grounds, including cleaners' areas, stores etc. They will provide all checks and records.

1. Check of general fabric of the area [sockets broken windows broken furniture damage toilets other obvious hazards]
2. Have matters reported been rectified?
3. Are flammable materials in correct place?
4. Are extinguishers in place [specialist areas + staff resource areas]?
5. Are any corridors - exits blocked?
6. Are smoke doors OK?
7. Have any pieces of equipment become in need of repair – servicing?
8. Are contractors in your area? Have you been notified of their purpose the level of disruption duration of works any special arrangements?
9. Is fire notice alarm system in place?
10. Is the weekly fire point check Log in place?
11. Are safety/first aid notices in place?
12. Are subject specific potential hazards under control.

Teachers to check classrooms and report faults directly on caretakers weekly Defects Log.

Have all meters been read and logged and reported.

Appendix 7

Maintenance Report

To be laid out in the Premises Management Companies Report following inspection of the new building.

All exterior areas	Arrange window cleaner	annually
All exterior areas	Check bins and empty	daily
All exterior areas	Sweep around all walls to playgrounds	weekly
All exterior areas	Water plants in summer	1 weekly
All exterior areas	Sweep all playground	1 weekly
All exterior areas	Inspect and clean gulley grills	2 weekly
Playgrounds	Power hose	1 monthly
All exterior areas	Inspect all roofs	each holiday
All exterior areas	Inspect all metal work, abrade and patch paint as necessary	each holiday
All exterior areas	Inspect and clear gutters	each holiday
Car park	Inspect and sweep	holiday
All exterior areas	Power hose then weed kill around walls at beginning of holidays	6 monthly
Gates/doors	Oil all gate hinges, catches and locks and check tightness of bolts/locks	6 monthly
Infant playground	Check all and rectify bolts and paintwork on playground furniture	6 monthly
All exterior areas	Hose out gullies	1 yearly
Infant playground/The House exterior	Cut back hedges etc. hanging over fences	6 monthly
Playground areas	Power wash and woodstain Benches, sheds and planters	1 yearly
All weather football pitch	Inspect condition	1 yearly

Solar Panels	Inspect condition	1 yearly
Plant Equipment	Inspect condition	Premises Management to survey site and schedule

Appendix 8 Fire Drill Procedures

When Alarm Sounds:

Nursery	N/A
Reception Stop immediately Proceed in a quiet orderly line to playground door Line up in playground	Wait in silence while register is taken Return to classroom when instructed
Year One Stop immediately Proceed in a quiet orderly line to playground door	Not until September 2017
Year Two Stop immediately Proceed in a quiet orderly line to junior playground door Line up in playground	Not until September 2018
Year Three Stop immediately Proceed in a quiet orderly line to door Exit to be determined when building available and children in these year groups	Not until September 2019
Year Four Stop immediately Proceed in a quiet orderly line to door Exit through nearest playground door	Not until September 2020
Year Five Stop immediately Proceed in a quiet orderly line to door Exit through nearest playground door	Not until September 2021
Year Six Stop immediately Proceed in a quiet orderly line to door Exit through nearest playground door	Not until September 2022
ICT Suite Stop immediately	Not until September 2017

Food/Science Room	Not until September 2017
Hall (Class Lesson) Stop immediately and stand still Proceed in a quiet orderly line to hall door Exit through double doors and down stairs to playground	Wait in silence while register is taken Return to classroom when instructed
Hall (Lunchtime or Assembly) Stop immediately and stand still Wait and listen to instructions on how to leave Exit through doors to playground	Wait in silence while register is taken Return to classroom when instructed

Appendix 9 BOMB DRILL

The fire alarm will not be sounded unless it is safe for all the children to follow the fire drill procedure.

If the fire alarm can be sounded: follow the procedure for fire drill, then classes to obey instructions from the person in charge to proceed to the playground of St Jérôme Church of England Bilingual Primary School.

If the situation requires other actions:

The person in charge will issue specific instructions to each class in specified order, they must then walk in an orderly crocodile following a specified route and await further instructions.