

WINTERBOURNE Nursery & Infant School



Health & Safety Policy

Spring 2018

Agreed by governors: 22nd May 2018
Next review: September 2019

Health and Safety Policy

Winterbourne Nursery and Infant School

Part 1: Statement of Intent

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

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

In particular, the Governors and Head Teacher aim:

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

The Governors and Head Teacher will commit suitable resources (human, time and financial) to the achievement of these aims. They will seek competent advice from the Corporate Health and Safety Consultants as required.

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

The important contribution that employees and their representatives can make in improving health and safety is recognised and encouraged. The Governors and Head Teacher will establish and maintain a school safety committee for this purpose. This policy will be brought to the attention of, and/or issued to, all members of staff.

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

This policy statement supplements:

- Croydon Council's general policy statement of intent;
- The Department for Children, Young People & Learners Health and Safety Policy.

The above, and other health and safety policies and guidance, may be downloaded by staff from London Grid for Learning.

Part 2: Organisational Responsibilities for Health and Safety

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

Overall Approach

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

Policies and arrangements on key topics are contained within the Department for Children, Young People and Learners Health and Safety Manual which is reviewed and maintained by the Health and Safety Consultancy. A copy of the manual is held by the Head Teacher and is available for staff to see. The most up to date version of the manual is available on London Grid for Learning.

Roles and Responsibilities

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

Governing Body and Headteacher

- To ensure there is an adequate, signed and up-to-date Health and Safety Policy for the school detailing responsibilities for ensuring health and safety within the school(*).
- To commit resources to fulfil the Health and Safety Policy.
- To ensure that there is a Health and Safety Plan for each year (*).
- To prioritise actions where resources are required (*).
- To ensure actions are undertaken.
- To monitor achievement of plans and extent of compliance with standards (*).
- To monitor trends in accidents and incidents (*).
- To receive, and where appropriate, action inspection reports.
- To include health and safety on governors' meeting agenda.
- To receive and where appropriate action the minutes of the school's Health and Safety Committee.
- To produce an annual report on health and safety.

- To periodically review the adequacy of health and safety arrangements.

(*Training needs: Role of Governors, Management of Health and Safety and Principles of Risk Assessment)

Head Teacher

- To ensure staff are competent to undertake tasks delegated to them (*).
- To identify staff training needs and to arrange for appropriate training (*).
- To ensure risk assessments are undertaken (*).
- To ensure appropriate action is taken on identified significant risks (*).
- To ensure that there are procedures for serious and imminent danger.
- To investigate accidents and complete the appropriate paper-work (*).
- To consult staff and safety representatives on health and safety matters.
- To co-operate with and provide necessary facilities for trades' union safety representatives.
- To ensure the induction of new and transferring staff and volunteers (*).
- To manage the contracts for catering and cleaning contractors and report concerns to the Client Officer as appropriate.
- To manage maintenance contracts e.g. for gym equipment.
- To ensure the competency and management of visiting contractors (*).
- To ensure the safety of visitors to the school.
- To ensure regular inspections of the school's premises.
- To submit inspection reports to governors, when necessary
- To pass on health and safety information received to the appropriate people.
- To participate in Council safety audits.

(* Training needs: Management of Health and Safety, Management of Contractors, Role of a Safety Committee, Principles of Risk assessment, Accident Investigation)

Deputy Head Teachers or nominated person

- To deputise for the Head Teacher in his / her absence (*).
- To undertake risk assessments in conjunction with Heads of Departments (*).
- To undertake risk assessments for all activities of school, including those off site.
- To undertake risk assessments for the activities of school ancillary and support staff e.g. caretaker, secretary, etc (*).
- To report to the Head Teacher with the results of the risk assessments.
- To undertake workplace inspections with the Heads of Departments (*).

(*Training needs: As for Head Teachers, but in addition Risk Assessment and Workplace Inspections)

Heads of Departments or nominated person

- To assist the Deputy Head Teacher to undertake risk assessments of activities both within departments and off site (*).
- To draw up departmental procedures to manage significant risks (*).

- To arrange for staff training and information (*).
- To Induct new, transferring and volunteer staff (*).
- To undertake workplace inspections with the Deputy Head Teacher (*).
- To pass on health and safety information received to appropriate people.
- To act on reports from above or below the hierarchy.

(* Training Needs: Health and Safety Management, Risk Assessments and Workplace Inspections)

Staff

- To check that classrooms and work areas are safe.
- To check that equipment is safe before use.
- To ensure that safety procedures are followed.
- To ensure that appropriate protective equipment is available and used, when needed.
- To participate in risk assessments, inspections, audits and the health and safety committee, if appropriate.
- To bring problems to the relevant manager's attention.
- To report all accidents and incidents.

School Secretary or nominated person

- To manage the front door and security system e.g. site manager
- To dispatch completed accident investigation forms.
- To administer first aid, if appropriate (*).
- To ensure first aid equipment is up-to-date and available.
- To monitor unwell children.

(* Training needs: First Aid)

Caretaker, Site Manager or nominated person

- To monitor condition of any asbestos in the school and report problems.
- To test the fire alarm each week.
- To ensure all signage (e.g. fire escape routes, trip hazards, etc) is appropriate and maintained.
- To monitor the school's cleaners to ensure they work safely (*).
- To organise or undertake portable electrical appliance testing (*).
- To arrange and manage for contractors to undertake small repair works (*).
- To report hazards.
- To maintain health and safety records e.g. records on fire alarm servicing, etc.

(*Training needs: Asbestos Awareness, Safe Use of Chemicals, PAT testing, Managing Contractors)

Monitoring

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

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

PART 3: ARRANGEMENTS

- Appendix 1 - Fire evacuation and other emergency arrangements
- Appendix 2 - Inspection and maintenance of emergency equipment
- Appendix 3 - First aid and medication
- Appendix 4 - Accident reporting procedures
- Appendix 5 - Lone working
- Appendix 6 - Health and safety information and training
- Appendix 7 - Work equipment
- Appendix 8 - Flammable and hazardous substances
- Appendix 9 - Moving and handling
- Appendix 10 - Health and safety monitoring and inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk assessments
- Appendix 13 - Offsite visits
- Appendix 14 - Work at height
- Appendix 15 - Display screen equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Contractors
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Violence to staff

Detailed information is given in the CYPL Health and Safety Manual

APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located in *[log book]* and reviewed on an annual basis.

Fire Instructions

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

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

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

EMERGENCY PROCEDURES

Fire and Evacuation

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

Emergency contact and key holder details are maintained by *site manager*.

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire log book held in the Headteacher's office.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires using portable fire fighting equipment only **if it is safe to do so without putting themselves or others at risk.**
- Ensure the alarm is raised BEFORE attempting to tackle a fire.
[Staff should be made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use.]
- **Details of service isolation points** (i.e. gas, water, electricity) *[information held by the site manager.*
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Caretaker/Site for consultation.

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by *site manager* and a record kept in the Fire log book. Regular testing of fire alarms will occur every Friday at 5.00pm.

Any defects on the system will be reported immediately to A.D.T. Tel 08448001999

A fire alarm maintenance contract is in place with A.D.T. Tel 08448001999 and the system tested annually by them.

Smoke and heat detectors are tested on a quarterly basis by A.D.T. Tel 08448001999

INSPECTION OF FIRE FIGHTING EQUIPMENT

TYCO Fire & Integrated Solutions Tel 01614554400 undertakes an annual maintenance service of all fire fighting equipment

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

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to A.D.T. Tel 08448001999

EMERGENCY LIGHTING SYSTEMS

These systems will be checked monthly by *site manager* and annually by A.D.T. Tel 08448001999

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

MEANS OF ESCAPE

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

APPENDIX 3

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Main office, dining halls, playground.

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

TRAINED TO FIRST AID AT WORK LEVEL:

A list of names is available in the school office and displayed on the wall.

TRAINED TO EMERGENCY AID LEVEL:

A list of names is available in the school office and displayed on the wall.

TRAINED TO EYFS PAEDIATRIC FIRST AID LEVEL:

A list of names is available in the school office and displayed on the wall.

Sue Connelly will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

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

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

In the event of an injury phone 999.

Records: All first aid treatments are recorded and kept *the first aid record book*.

Administration of medicines

All medication will be administered to pupils in accordance with the DfES document "Managing Medicines in Schools and Early Years Settings" and Council guidance.

See module 14 of the Health and Safety Manual

APPENDIX 4

ACCIDENT REPORTING PROCEDURES

In accordance with the Council Accident/Incident Reporting Procedure employees must report:

- Accidents, dangerous occurrences, and near misses on the standard Council Incident and Dangerous Occurrence Report form.
- Violent incidents and verbal abuse on the standard Council Violent Incident Report Form.

Copies of these forms are available *in the school office*.

The Headteacher will countersign the Council report form before the original copy is sent to the Health and Safety Consultancy. A copy should also be kept at the establishment.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

In the event of a fatality, major injury or an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of more than 3 days (including weekends and holidays)

These incidents will be reported immediately or as soon as possible to the Corporate Health and Safety Consultancy by telephone.

APPENDIX 5

LONE WORKING

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

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

Where lone working cannot be avoided staff should:

- Obtain the Headteachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.

- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- A buddy system should be in place for lone workers.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and if the premises are unfamiliar take a colleague.)
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague or the police. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt “uncomfortable”. Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The Governing Body meets once a month and Health and Safety issues are reported to the committee members. Action points from meetings are brought forward for review by school management and/or a member of the Governing Body.

Communication of Information

Detailed information on how to comply with the Council’s health and safety policy is given in the CYPL Health and Safety Manual.

The Health and Safety Law poster is displayed in *Jenden Hall main entrance and Main School Building*.

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

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by Sue Macaskill and Headteacher.

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

Employees will be provided with :

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

Training records are held by *HT* who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

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

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

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to *HT, site manager and Sue Macaskill* any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

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

Electrical Safety

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

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

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

External play equipment

The external play equipment will only be used when supervised.

Curriculum

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

Any local exhaust ventilation (LEV) provided shall be inspected at least every 14 months.

See the Schools Property Handbook for inspection and service frequency of school equipment.

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) the heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2004**” (the “COSHH” Regulations).

In all other areas the establishment’s nominated person(s) responsible for substances hazardous to health is the site manager.

They shall ensure:

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

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

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance in Managing Ionising Radiations and Radioactive sources.

APPENDIX 9

MOVING AND HANDLING

MANUAL HANDLING OF LOADS

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

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

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

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

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

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

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

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

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

Responsibility for following up items detailed in the safety inspection report will rest with *site manager and Headteacher*.

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

APPENDIX 11

ASBESTOS

The Council Asbestos Policy, available in the health and safety manual will be followed.

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to *the site manager* who will contact the Councils Asbestos Manager.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to

APPENDIX 12

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by *the Headteacher and site manager* following guidance contained in the CYPL Health and Safety Manual.

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

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by *the site manager* and approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally in the school office.

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

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

Pregnancy Risk Assessment

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

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

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

Curriculum Activities

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

APPENDIX 13

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Council's Offsite Visits Manual found on London Grid For Learning.

The school's Educational Visits Co-ordinator (EVC) is/are *Ann – Marie James*.

All Offsite Visit activities must be risk assessed using relevant Council forms, these assessments are monitored and reviewed by the Headteacher and Ann – Marie James

The following visits must also be approved by the CYPL director:

- Visit countries abroad – including exchange visits
- Visit UK destinations for more than 24 hours
- Take part in a visit involving a special risk regardless of duration or destination

APPENDIX 14

WORK AT HEIGHT

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

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

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

The Head Teacher shall ensure:

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

APPENDIX 15

DISPLAY SCREEN EQUIPMENT (DSE)

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

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

See the health and safety manual for the DSE policy.

APPENDIX 16

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Gates are kept shut between:
8.45 am to 3.45pm

The children's and parent's access shall be kept clear of vehicles.

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

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

APPENDIX 17

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by HT and Governing Body following council guidance

APPENDIX 18

CONTRACTORS

Detail how contractors are selected who staff should report concerns to etc..

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

The site manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

APPENDIX 19

MINIBUSES

Not applicable

APPENDIX 20

STRESS

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and the Council's management standards. Performance Management, mentoring and staff are able to speak to Headteacher or senior management if they have any issues or concerns.

APPENDIX 21

LEGIONELLA

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

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

A contract is held with First Environment Ltd Tel 08702402945 to monitor water hygiene and complete legionella risk assessments.

APPENDIX 22

VIOLENCE TO STAFF

The school follows Croydon Council's guidelines "Permissible Forms of Positive Handling Strategies with Children" which can be found on LGfL.

Training shall be arranged by the school on this subject by the Inclusion Manager.

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

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