

PINNER WOOD SCHOOL



HEALTH & SAFETY POLICY

Approval Authority

Effective From: September 2023

Date Ratified by GB:

Next Review Date: September 2024

Signed by Chair of GB:

Health and Safety Policy Document

The Governing Body and Head teacher will ensure adequate resources, including finance to implement the policy.

The Governing Body and Head teacher are committed to this policy and all staff are required to comply. They are encouraged to support the Governing Body and Head teacher's commitment to continuous improvement in the schools health and safety performance. For the policy document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Head teacher's name: Miss Sarah Marriot	Chair of Governors' name: Mrs Ophelie Barbet
Date:	Proposed review date 1 year from date signed

HEALTH AND SAFETY POLICY DOCUMENT

PART ONE

STATEMENT OF INTENT

The school's Governing Body and Head teacher recognise and accept their responsibilities both under law and also under the Local Authority's delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Head teacher.

In particular the Governing Body and Head teacher are responsible for and committed to:

1. providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
2. maintaining safe access to and egress from the premises;
3. preventing accidents and work related ill health;
4. assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
5. complying with statutory requirements as a minimum;
6. ensuring safe working methods and providing safe equipment;
7. providing effective information, instruction and training;
8. monitoring and reviewing systems to make sure they are effective;
9. developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
10. setting targets and objectives to develop a culture of continuous improvement;
11. ensuring a healthy working environment is maintained including adequate welfare facilities;
12. ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
13. Ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Head teacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc., or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

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PART TWO – ORGANISATION

Organisation – Introduction.

To achieve compliance with the Governing Body statement of intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this policy document.

The duties of the Governing Body

The Governing body has overall responsibility for ensuring compliance with this safety policy document. In consultation with the Head teacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

Members of the Governing Body make up part of Pinner Wood's Health, Safety and Environment (HS&E) Group which meets termly to review health and safety compliance procedures, independent audits undertaken by Harrow / specialists and to assist in prioritising actions going forward. The group also periodically tours the school premises for updates on ongoing projects and health and safety across the school site. The group reports to the Resources Committee. Information relating to health and safety is distributed to the staff via morning briefings and two health and safety notice boards. This policy document becomes part of the induction process. This policy document is to be revised yearly or earlier if there are any significant changes.

The duties of the Head teacher

The Head teacher has day-to-day responsibility for ensuring compliance with this safety policy document. In consultation with the Governors, the Head teacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Head teacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are always maintained.

The Head teacher is part of Pinner Wood's Health, Safety and Environment Group. The Head teacher also takes the morning briefings to staff and in this role passes health and safety information to the staff. The school management is as follows

<i>Mrs Johanna Bretayne</i> <i>Deputy head</i>	<i>Miss Sarah Marriott</i> <i>Head teacher</i>
	<i>Miss Amy Reeves and Mr Nathan Mainwaring</i> <i>Assistant Heads</i>
	<i>Mr Carl Batson</i> <i>Site Manager</i>

<p>The duties of employees</p> <p>All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's health and safety policy document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.</p>	<p>The staff handbook and the induction documents/ process provide all necessary and relevant information to staff.</p>
<p>Pupils</p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<p>Pupils are instructed and advised in class and at school assemblies as to what is expected of them.</p>
<p>School health and safety representatives</p> <p>The Governing Body and Head teacher recognise the role of health and safety representatives who may be appointed by a recognised Trade Union. Health and safety representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints, and carry out school inspections within directed time but, wherever practicable, outside teaching time. Trade Union Representatives are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.</p>	<p>Mr Carl Batson oversees health and safety at Pinner Wood any HS&E problems are reported to him, and he reports directly to the Head teacher. Other bodies who may get involved with HS&E Inspections are:</p> <p>Adam Shaw – Assistant Site Manager Sarah Marriott – Head teacher Governors</p> <p>Unions Represented at Pinner wood are :-</p> <p>Unison –representative – GMB – representative – N.U.T. –representative-- VOICE- representative-- Mrs Beverly McKeon</p>

<p>Temporary staff</p> <p>Temporary staff are provided with information and guidance which includes the health and safety policy document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Head teacher whilst on the school site.</p>	<p>Temporary staff are inducted into their role via the school induction process and the staff handbook.</p>
<p>Teaching staff</p> <p>Teaching staff have a day-to-day responsibility for ensuring compliance with this safety policy document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<p>Teaching staff undertake a yearly HS&E classroom checklist.</p> <p>Teaching staff responsible for P.E. equipment have received instruction on its assembly and dismantle.</p>
<p>Teaching assistants</p> <p>Teaching assistants have a day-to-day responsibility for ensuring compliance with this safety policy document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<p>Teaching assistants are inducted and have read the staff handbook.</p> <p>Teaching assistants receive fire training and some also receive Evac chair training.</p>
<p>The duties of external visits coordinators (EVC)</p> <p>The external visits coordinator (EVC) ensures that all off-site activities and educational visits, regulations and standards for offsite visits are followed. The EVC works with group leaders to ensure the aim of the educational visit is achievable and in line with those of the School.</p>	<p>The Pinner Wood external visit coordinator is the Assistant Head teacher - Mr Nathan Mainwaring</p>

The duties of premises manager (Bursar, Business Manager, Site Manager)

The premises manager has a day-to-day responsibility for ensuring compliance with the school safety policy document and taking effective action and/or immediately referring to the Head teacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.

The Site Manager/ Premises Manager, Mr Carl Batson has responsibility for ensuring the safety of all the people on the school premises- staff/pupils/ contractors and visitors/ water management/ building maintenance/pat testing/ cleaning staff/and grounds staff. He reports directly to the Head teacher.

Volunteer and parent helpers

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.

Volunteer and parent helpers are made aware of the schools emergency procedures via the induction process.

<p>PART THREE - ARRANGEMENTS</p> <p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements (customise to meet your own situation)</p>
<p>Communication</p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc.:</p>	<p>Sarah Marriott - Headteacher</p>	<p>The school communicates with all staff via morning briefings or directly with the Headteacher.</p> <p>Pupils via their class room and assemblies.</p> <p>Parents via the main admin office and written information delivered through Parent Mail or home via their children.</p> <p>Contractors via the site manager's office.</p>
<p>Consultation with employees</p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>	<p>Sarah Marriott - Headteacher</p> <p>The Governing Body</p>	<p>The school HS&E Group meet termly, regular morning briefings.</p> <p>Staff meetings and staff feedback opportunities regularly.</p>

Section 1 - RISK ASSESSMENT

<p>Risk assessment</p> <p>The school uses a risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPS/AfPE etc. Risk assessment is the responsibility of the school's management team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>	<p>Sarah Marriott - curriculum area's</p> <p>Carl Batson - risk assessments</p>	<p>Carl Batson and Adam Shaw - for premises/ site risk assessments D&T – Art – Talia Hazlewood and Georgina Sapio PE – (all sport)- Greg Williams Nursery and quad play- Jane Baker</p> <p>School visits and excursions – Mr Nathan Mainwaring (Assistant Head)</p>
<p>School trips/offsite visits</p> <p>The school complies with DFE Guidance on offsite visits and school journeys. A separate school trips procedure has been produced.</p>	<p>Mr Nathan Mainwaring – Assistant Head teacher</p>	<p>In this section the school may want to add any local arrangements/processes for planning delivering and reviewing (e.g. by Governors) and named External Visits Coordinator etc</p>

<p>Working at height</p> <p>The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.</p>	<p>Carl Batson and Adam Shaw</p>	<p>Working at height training has been undertaken by Mr Batson and Mr Shaw. Mr Batson and Mr Shaw are responsible for the upkeep of the ladder register. The site management staff are usually main users of the school step ladders however there is a two-step aluminium step ladder in each of the class rooms to aid the teacher and teaching assistant to safely reach the sundela boards to hang displays and teaching aids within the class room. All teachers and teaching assistants have received a toolbox talk and a leaflet to explain the correct use of ladders in the class room.</p>
<p>Noise</p> <p>The school is aware of their responsibility for assessing the risk of noise and where noise is identified as a significant risk the school ensure appropriate control measures are put in place</p>	<p>Adam Shaw</p>	<p>There is no significant noise risk at Pinner Wood School. We have purchased a decibel meter to monitor the use of music in the school.</p>

<p>Violence to staff</p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process.</p>	<p>Sarah Marriott - Head teacher</p>	<p>Any violence or perceived aggression would immediately be reported to heads of year / Head teacher and or the Deputy Head teacher. Pinner Wood follow the London Borough of Harrow Risk assessment reference : M6-16 PREVENTION OF VIOLENCE AND AGGRESSION AT WORK.</p> <p>This document is kept in the meeting room with the H&S policy.</p>
<p>Security arrangements including dealing with intruders</p> <p>Risks to security of the premises and property are assessed through the risk assessment process</p>	<p>Sarah Marriott - Head teacher/ Site Managers / Admin office staff</p>	<p>In the event of an emergency, such as fire or flooding, Miss Sarah Marriott would be contacted and she would summon the authorities. The staff in the admin office would evacuate or sound the lockdown alarm taking with them the evac tablet and the emergency envelope containing a map of the school and its emergency points and extinguishers and other vital information. The Site Managers would also become part of the emergency team and ensure the buildings are clear and guide emergency crews.</p> <p>In the event of an intruder alert, the lockdown procedure would be implemented.</p>
<p>Personal security/lone working</p> <p>The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety</p>	<p>Sarah Marriott - Head teacher</p>	<p>A lone worker is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Such staff may be exposed to risk because there is no-one to assist them and so a risk assessment may be required (Please see Site Risk Assessment located on the shared staff drive).</p> <p>Pinner Wood School is a large site and it is easy to find yourself working in isolation, especially out of normal school hours so please inform a colleague if you find yourself in this position. Lone working for anyone at Pinner Wood would be a rare occurrence however it does happen but only for a limited number of people these are:</p> <ul style="list-style-type: none"> Carl Batson Adam Shaw Jo Bretayne Sarah Marriot Heather Loake After school club cleaner. <p>When anyone is to lone work, an in house risk assessment form is available in the meeting room policy folder and a risk assessment must be made. Completed RA'S to be returned to the LONE WORKING FILE.</p>

<p>Hazardous substances (Control of Substances Hazardous to Health CoSHH)</p> <p>Where hazardous substances are used a designated employee carries out risk assessments and adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost. Where necessary this safety policy document is supplemented by a local departmental policy relating to the specific activities of the department or area.</p>	<p>Carl Batson</p>	<p>A simple COSHH cupboard is kept with all chemicals for cleaning /painting / gluing is kept in rooms 132 and 134. Mr Batson is responsible for maintaining the COSHH register for Pinner Wood School.</p>
<p>Personal protective equipment</p> <p>Employees/Managers assess based on risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed, that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>	<p>Sarah Marriott - Head teacher</p>	<p>P.P.E. is supplied where necessary, Site staff purchase P.P.E. for specific tasks but have access to eye protection/ gloves / ear defenders. Lunchtime and teaching staff have access to gloves, and may request specific items relating to their teaching requirements. All cleaning staff are supplied with a uniform and all necessary P.P.E. All Contractors working at Pinner Wood would as part of the R.A.M.S. and the permit to work ensure that P.P.E. is supplied and worn. A check of contractors P.P.E use would be made by site management.</p>
<p>Manual handling (typical loads and handling pupils)</p> <p>Risks of manual handling are communicated within general risk assessment.</p> <p>Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Site Managers and the Head teacher are responsible for assessing the appropriate approach to handling tasks.</p>	<p>Sarah Marriott - Head teacher</p> <p>Carl Batson – Site Manager</p> <p>Adam Shaw – Site team</p>	<p>All staff are instructed at induction not to lift or try to move any heavy object. The procedure is to inform the site management staff who would assess the lift and if significant undertake a risk assessment the site management have a variety of trucks/ trolleys and lifting equipment and techniques to lift and carry for the staff.</p>

<p>Curriculum safety (including extended schools activity/study support)</p> <p>Heads of service/departments ensure that risks related to curriculum areas are identified and controlled following the national guidelines such as CLEAPSS. For any activity falling outside of national guidance a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>	<p>Sarah Marriott - Head teacher</p> <p>All teaching staff</p> <p>Site management</p>	<p>No equipment other than P.E, sports, play and cooking are used at Pinner Wood School. All items are checked for PE and cooking (seven ovens) are checked by a specialist outside body annually. Play and sports equipment are assessed with daily use anything found unsafe would be discarded immediately. A weekly check is undertaken of the play equipment and seating / gazebo / tables etc.</p>
<p>Work experience placements</p> <p>Work experience coordinators follow the working practices outlines in “work –related learning and the law” guidance for schools and school - business link practitioners and work experience a guide for secondary schools</p>	<p>Jo Bretayne - Deputy Head teacher</p>	<p>The work experience coordinator is Mrs Jo Bretayne, All work experience candidates undertake a briefing with Mrs Jo Bretayne where they are made to understand about the issues of safety/ safeguarding they will also be given an induction into Pinner Wood School.</p>

<p>Display screen equipment</p> <p>The majority of staff within the school are not considered to be DSE users. Head teachers/ heads of department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>	<p>Sarah Marriott - Head teacher</p> <p>Heather Richardson</p>	<p>D.S.E use register is maintained by ***Vacant*** and is kept in the Site Managers office.</p>
<p>Friends Association</p> <p>The school offers support to the Parent Teacher Association (PTA) and provides a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>	<p>Mrs Neesha Patel</p>	<p>Mrs Patel is responsible for coordinating all safety aspects of the activities the Friends of Pinner Wood undertake. She will undertake herself or delegate the responsibility of Risk assessing the events Friends of Pinner Wood organise.</p> <p>The risk assessments will be passed on to Sarah Marriott and the Site Office.</p>
<p>Playground supervision/play equipment and maintenance</p> <p>A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process</p>	<p>Sarah Marriott - Head teacher</p> <p>Carl Batson- Site Manager</p> <p>Adam Shaw- Site team</p>	<p>All playgrounds are supervised at all times of use. Separate playgrounds are allocated to different year groups taking into account the age of the children and their development with a differing range of equipment and play opportunities in each playground. Playgrounds are: Year 1 and 2 / year 3 and 4 / year 5 and 6 Nursery and Reception play is conducted in the quadrangle totally enclosed within the school building. All standing equipment is checked weekly and under goes a yearly assessment from an external body.</p>

Section 2 - PREMISES

<p>Mechanical and electrical (fixed and portable)</p> <p>The School responds appropriately to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of any other person, as low as reasonably achievable.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in: Site Management Office</p>	<p>Adam Shaw – Site team</p>	<p>All P.A.T records are kept in the site team office. Previously yearly PAT testing has been undertaken of all electrical items on site. Since 2014 only those items with heavy usage or items that are prone to movement are PAT tested every year. Everything else undergoes a check at use and also visually on a yearly basis during the summer holiday break by Adam Shaw.</p> <p>If any problems are found the item is taken out of service and disposed of.</p> <p>Annual PAT testing is now completed by an external contractor.</p>
<p>Maintenance of machinery and equipment</p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment.</p>	<p>Carl Batson – Site Manager</p>	<p>All equipment – electrical / gas / lifts / boilers have inspections via outside contractors they also have insurance checks on a yearly basis.</p>

<p>Asbestos</p> <p>To minimize risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • Having a named officer who has responsibility for implementing the asbestos management plan. • Where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 	<p>Carl Batson – Site Manager</p>	<p>The named officer for managing asbestos is Carl Batson, who maintains the asbestos register and plan.</p> <p>All contractors are made aware of the asbestos register and its contents where asbestos removal has been less invasive. A specialist company with coordinated supervision from Harrow Council health and safety department have been contracted to remove the asbestos providing a re-occupation cert and associated air test certificates. All of these documents are kept in the asbestos management plan / register.</p>
<p>Service contractors</p> <p>Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods consider how they will impact upon staff, students, and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>A copy of this policy is sent to all contractors holding a service / maintenance contract with Pinner Wood School. A briefing / induction is held on their arrival at the school premises.</p>
<p>Building contractors</p> <p>This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>Pre build meetings are held where the contractors are given induction and asked to supply R.A.M.S for the intended work and any related HS&E documents. Timescales and hours of work would be agreed with the contractors.</p>

<p>Small scale building works</p> <p>This includes day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>A contractor visiting the school would</p> <ol style="list-style-type: none"> 1. Report to the reception area and sign in 2. The site manager would induct and show the asbestos register 3. With the site manager risk assess the contracted task 4. Fill in a Permit to work
<p>Lettings (shared working – playgroups etc)</p> <p>The school ensures that the hirer/tenant has public liability insurance in place to indemnify the school from all such hirer's/tenant's claims arising from negligence. If any part of the school is let, the Head teacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>	<p>Lettings Administrator</p>	<p>The Lettings Administrator handles all lettings to the school. The Business manager will ensure all relevant paperwork is complete and insurance in place before the letting takes place.</p>
<p>Slips/trips/falls</p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Head teacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>The school is patrolled regularly. Any hazards or obstructions are dealt with before the school opens or if in the school day the area will be cordoned off and the problem dealt with immediately.</p> <p>All class rooms are visually checked by the teacher and any problems reported and dealt with immediately by the site team.</p>

<p>Cleaning</p> <p>A cleaning schedule is in place which is monitored by the Head teacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>I.F.S. are the cleaning contractor for Pinner Wood School A deep clean is always undertaken at the end of the summer break just before the children and staff return.</p> <p>Pabulum catering are responsible for the cleaning of the kitchen area.</p>
<p>Transport arrangements (on-site)</p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>	<p>Sarah Marriott - Head teacher</p> <p>Carl Batson – Site Manager</p> <p>School Governors</p>	<p>Work to the car park has been completed along with associated fencing.</p>
<p>Bus duties (supervision of pupils boarding school buses)</p>	<p>Sarah Marriott - Head teacher</p>	<p>The school undertakes a risk assessment for every school visit. The school only uses a reputable coach company, all coaches having the recommended safety features.</p>
<p>Caretaking and grounds maintenance (and grounds safety)</p> <p>The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>Ground's work is contracted to Coopers and Sons who report directly to the site manager. Records of work undertaken and any work outside of the contract are kept in the site mangers office. A termly review of ongoing projects and H&S issues is undertaken by the HS&E Group and actions are allotted and followed until signed off. An annual audit is undertaken by Harrow or an independent specialist, this audit is reported to the HS&E Group</p>

<p>Gas and electrical appliances</p> <p>Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.</p>	<p>Sarah Marriott - Head teacher</p> <p>Carl Batson, Adam Shaw – Site team</p>	<p>Annual checks and maintenance are carried out to a high standard. Records are kept in the Site Office.</p>
<p>Glass and glazing</p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low-level glazing (below 800 mm), such as glazing in doors and high-risk glazing such as glazing within PE departments is toughened, laminated glass and complies with safety regulations or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>	<p>Carl Batson – Site Manager</p>	<p>A risk assessment which recommended the replacement of most of Pinner Wood School windows as they were the very old and poorly fitting critical windows. The school has undertaken a rolling programme of replacement of these windows. All new replacements are and will continue to be fitted with safety glass and opener stops as standard. With a few exceptions, the old windows have now been replaced (2020)</p>
<p>Water supply/legionella</p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible person has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in place to deal with any actions should they arise.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>Sandess Water Treatment Ltd are the contractor used to manage the water risk at Pinner Wood. We have a legionella management plan / risk assessment. A process is in place to deal with any actions and Sandess provide timely and correct advice / instructions to the site management department.</p>

<p>Snow and ice gritting</p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g., access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>Carl Batson coordinates dealing with adverse weather conditions.</p> <p>Pinner Wood has a salt / grit spreader. Any movement of snow or gritting is usually undertaken outside of school hours.</p> <p>There is a snow and ice risk assessment together with a gritting plan which will be accessible via the shared drive and a hard copy in the meeting room files, together with all other revised risk assessments.</p>
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Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS

<p>Infectious diseases</p> <p>The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'.</p>	<p>Heather Richardson - Welfare</p>	<p>Poster located in the welfare room.</p>
<p>Dealing with medical conditions</p> <p>The school accommodates pupils with medical needs wherever practicable and refers to DFE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>	<p>Sarah Marriott - Head teacher</p> <p>Heather Richardson - Welfare</p>	<p>The supporting children with medical conditions policy is held in the policy folder and on the shared server, the responsible person is Heather Richardson.</p>

<p>Drug administration</p> <p>The school accommodates pupils with medical needs wherever practicable and makes reference to DFE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or Paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>	<p>Heather Richardson - Welfare</p>	<p>Children with specific conditions such as anaphylactic shock or other conditions which would require immediate action from a staff member have their photos and a summary of their condition posted in the staff room all staff that teach such children are made aware and receive training in the administration of their medications.</p>
<p>First aid</p> <p>The school follows the statutory requirements for first aid and provides suitably trained first aid staff.</p>	<p>Heather Richardson - Welfare</p>	<p>A list of trained first aiders are displayed throughout the school and available to view on Medical racker Their certificates are held in the main admin office in the personnel files.</p>
<p>Reporting of accidents, hazards, near misses</p> <p>All staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a recurrence.</p>	<p>Heather Richardson - Welfare</p>	<p>A first aider would record information on Medical Tracker.</p> <p>RIDDOR reporting is undertaken by Heather Richardson.</p>
<p>Fire safety and emergency evacuation</p> <p>A risk assessment has been carried out and a safety management plan is in place</p>	<p>Sarah Marriott - Head teacher</p> <p>Carl Batson – Site Manager</p>	<p>F.R.A. is carried out by Trinity Fire and Security. Termly fire drills are made / the fire alarm is tested weekly / all fire equipment is maintained - records kept with the site manager.</p>

<p>Crisis and emergency management</p> <p>A crisis management team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The Team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications, equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after the practice emergency exercise, if deficiencies are found immediate corrections are made.</p>	<p>Sarah Marriott - Head teacher</p> <p>Johanna Bretayne – Deputy Head teacher</p>	<p>Sarah Marriott - Head of crisis management Carl Batson - HS&E /premises coordinator Adam Shaw - Premises coordinator</p> <p>A grab bag and info pack are kept in the reception area and are collected in an emergency along with the evac tablet by office staff</p> <p>An Evacuation bag is located at the exit by the Site Management Office and is to be taken out by any member of exiting staff.</p> <p>Fire emergency plan is included in the induction documents and staff hand book.</p>
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Section 4 - MONITORING AND REVIEW

<p>Monitoring</p> <p>Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors, and other visitors</p>	<p>Sarah Marriott - Head teacher</p> <p>Governors</p> <p>Premises committee</p> <p>HS&E COMMITTEE</p>	<p>Sarah Marriott - Head teacher Governing Body</p> <p>Report to the premises committee and the HS&E committee</p>
<p>Inspections</p> <p>Regular safety inspections are carried out by the nominated person/s All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>	<p>Sarah Marriott - Head teacher</p> <p>Governors</p>	<p>Termly HS&E inspections and document audits are undertaken by the Governing Body.</p>
<p>Review</p> <p>The School has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various 'ad hoc' and un-planned checks and inspections.</p>	<p>Sarah Marriott - Head teacher</p> <p>Site manager</p>	<p>HS&E report detailing all HS&E documents is presented to the Governors yearly including the accident log and any possible trends identified.</p>

<p>Auditing</p> <p>As a means of confirming that the necessary systems comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>	<p>Sarah Marriott - Head teacher</p>	<p>We have undertaken a health and safety audit and have attained the safety excellence mark which will be reviewed in 2020.</p>
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Section 5 -TRAINING

<p>Staff health and safety training/competence</p> <p>The school is committed to ensuring that staff are competent to undertake the roles expected of them. The Head teacher/Heads of department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>	<p>Sarah Marriott - Head teacher</p>	<p>Office ensure that all supply teachers and student teachers have a current DBS then contact Mrs Jo Bretayne or Carl Batson / Adam Shaw to escort the teacher to their classroom where they will be informed of the fire exits / location of toilets / location of staff room / location of welfare room.</p>
<p>Supply and student teachers</p> <p>The school's expectations are made clear to the supply and student teachers through the provision of supply/student teacher handbook. Teachers on supply and student teachers are given a copy of the staff handbook, health and safety policy document and other relevant policies. The Head teacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When Supply and student teachers attend the school to cover for staff absence at short notice the Head teacher/responsible person gives guidance on the work to be covered.</p>	<p>Main office staff</p>	<p>Add further information here e.g. name of the responsible person for ensuring safeguarding ● code of conduct ● security arrangements etc are provided to both student and supply teachers.</p>

<p>Volunteer and parent helpers</p> <p>Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors' badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>	<p>Sarah Marriott - Head teacher</p> <p>Carl Batson / Adam Shaw – Site Management</p>	<p>Volunteer and parent helpers sign in at the reception and are given a visitors badge. They are then escorted to their place of work. They will receive an induction and a staff handbook which they must sign for after they have read.</p>
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Section 6 - HEALTH AND WELLBEING

<p>Pregnant members of staff</p> <p>The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out.</p>	<p>Sarah Marriott - Head teacher</p> <p>Heather Richardson - Welfare</p>	<p>Pinner Wood School will use the expectant mothers risk assessment whenever an expectant mother makes herself known to the school.</p>
<p>Health and wellbeing including absence management</p> <p>The school has carried out a risk assessment based on the health and safety executive's management standards for work-related stress. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>	<p>Sarah Marriott - Head teacher</p>	<p>Pinner Wood School has support of Harrow Council who provide a stress support area either on line or by phone. Appraisals often identify areas of stress which are addressed by the department manager. Absence is recorded and managed by the main office via Mrs Grace.</p>
<p>Smoking on site</p>		<p>No smoking anywhere on the school site.</p>

Section 7 - ENVIRONMENTAL MANAGEMENT

<p>Environmental compliance</p> <p>The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>	<p>Carl Batson, Adam Shaw – Site team</p>	<p>Harrow Council provide a waste and recycling collection service. Pinner Wood has a recycling bin in every class room and office the school also runs an ECO group.</p>
<p>Disposal of waste</p> <p>All waste classified as ‘hazardous’ is collected by specialist firms and disposed of in the approved manner</p>	<p>Carl Batson, Adam Shaw – Site Management team</p>	<p>Any Hazardous waste i.e asbestos is removed as part of a disposal contract and all documents are kept with the asbestos register located in the Site Management Office</p>

Section 8 - CATERING AND FOOD HYGIENE

Catering and food hygiene

All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).

Sarah Marriott - Head teacher

Pabulum catering run the Pinner Wood kitchen and have registered and passed all relevant hygiene / competence required by Harrow Council.

Section 9 – HEALTH AND SAFETY ADVICE

Information

Carl Batson – Site Manager
Adam Shaw – Site Team

Harrow Council