



Winterbourne Junior Girls' School

Health & Safety Policy

1. Statement of Intent

The Governors and Head Teacher of Winterbourne Junior Girls' School (WJGS) 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 & 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
- Ensure senior staff develop and maintain a culture within the school supportive of health, safety and welfare
- Establish an effective safety management structure and arrangements to implement requirements
- Ensure a systematic approach to the assessment and control of risks
- Ensure that employees are competent in the work that they are doing
- Ensure that employees actively participate in identifying hazards
- Minimise hazards entering the school
- Ensure the competence and management of contractors on school premises
- 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 & Safety Consultants as required.

Every employee is responsible for his/ her own Health & 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 & Safety is recognised and encouraged. This policy will be brought to the attention of, and issued to all members of staff.

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



Winterbourne Junior Girls' School Health & Safety Policy

Croydon's Health & Safety team, who can provide further guidance and resources, can be contacted at:

Health and Safety Consultancy
Resources Department
Bernard Weatherill House
8 Mint Walk Croydon
CRO 1EA
Telephone: 020 8760 5451
Email: healthsafety.adviceline@croydon.gov.uk

Croydon Safety Policy, reviewed May 2023 is embedded here for further information (Word) and in a separate appendices document (PDF).

[Council safety policy May 2023 KK 210523.docx](#)

Ratified at Full Governing Body, 11th July 2023



Winterbourne Junior Girls' School

Health & Safety Policy

2: Organisational Responsibilities for Health & Safety

As the employer, Croydon Council has overall responsibility for Health & 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 & 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.

Further resources and guidance can be sought from **Croydon's Health & Safety team**.

Roles and Responsibilities

The following Health & Safety responsibilities are in addition to the normal day-to-day duties associated with individual jobs.

Governing Body and Head Teacher

- To ensure there is an adequate, signed and up-to-date Health & Safety Policy for the school detailing responsibilities for ensuring Health & Safety within the school(*)
- To commit resources to fulfil the Health & Safety Policy
- To ensure that there is a Health & 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 & Safety on governors' meeting agenda
- To produce an annual report on Health & Safety
- To review periodically the adequacy of Health & Safety arrangements

(*Training needs: Role of Governors, Management of Health & 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 (*)



Winterbourne Junior Girls' School Health & Safety Policy

- 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 & Safety matters
- 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 safe hiring of school premises to third parties
- 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
- To pass on Health & Safety information received to the appropriate people
- To participate in Council safety audits

(* Training needs: Management of Health & Safety, Management of Contractors, Principles of Risk assessment, Accident Investigation)

School Business Manager

- To deputise for the Head Teacher in 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 (except where delegated to other employees)
- 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 (*)



Winterbourne Junior Girls' School Health & Safety Policy

Subject Leaders or nominated person

- To assist the School Business Manager 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 School Business Manager (*)
- To pass on Health & Safety information received to appropriate people
- To act on reports from above or below the hierarchy

(* Training Needs: Health & 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, if appropriate
- To bring problems to the relevant manager's attention
- To report all accidents and incidents

All staff have been given the following training:

- **Working at height training (internal) on 4th January 2016**
- **Manual handling training (external) on 3rd January 2017**
- **First Aid in the workplace (external) on 3rd January 2018**
- **Fire training INSET 22nd July 2019**
- **Unconscious Bias for Employees/Managers (as appropriate) July- September 2019**
- **Mental Health in Education March 2019**
- **Online Infection Prevention and Control May-June 2020**
- **Role of a fire warden (e training) on 3rd January 2023 inset day**

All staff are given a copy of the H&S Policy and asked to sign that they have read it.

TAs have all undertaken Level 2 Food Hygiene and Safety for Catering May 2020.

Reception staff

- To manage the front door and security system
- 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



Winterbourne Junior Girls' School Health & Safety Policy

Caretaker

- 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 & Safety records e.g. records on fire alarm servicing, etc.

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

Tony Temple, Caretaker, has been trained to undertake PAT testing. Other courses undertaken include:

- Asbestos Management in Schools 4th January 2022 (The National College)
- Site risk training day 26th April 2017 (JPro)
- Legionella Awareness training 4th January 2022 (The National College)
- Fire safety for Education providers 28 Dec 2022 (National College)
- Role of a fire warden 28 Dec 2022 (National College)

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 Head Teacher 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 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.
- c) Receiving reports from the Head Teacher 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 & Safety in educational establishments



Winterbourne Junior Girls' School Health & Safety Policy

- Staff training
- d) 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 actions are identified in the case of hazards.

3: Arrangements

Embedded below (Word) and in a separate appendices document (PDF) is a full index (last updated November 2015) of the resources currently provided by Croydon's Health & Safety team, who can be contacted at:

Health and Safety Consultancy
Resources Department
Bernard Weatherill House
8 Mint Walk Croydon
CR0 1EA
Telephone: 020 8760 5451
Email: healthsafety.adviceline@croydon.gov.uk



Croydon Health &
Safety Resource Index

- 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 & Safety information and training
- Appendix 7 - Work equipment
- Appendix 8 - Flammable and hazardous substances
- Appendix 9 - Moving and handling
- Appendix 10 - Health & Safety monitoring and inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk assessments
- Appendix 13 - Offsite visits
- Appendix 14 - Working at height
- Appendix 15 - Display screen equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Contractors
- Appendix 19 - Minibuses



Winterbourne Junior Girls' School Health & Safety Policy

- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Violence to staff



Winterbourne Junior Girls' School

Health & Safety Policy

Appendix 1: Fire Evacuation and Other Emergency Arrangements

Other relevant documents to consult regarding fire include:

- WJGS Safety Strategy 2022
- WJGS Fire Safety Policy 2022
- WJGS Emergency Evacuation Plan 2022

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is located at **Q:\Health & Safety\Winterbourne Junior Girls School PDF 2020** and will be reviewed internally on an annual basis, and re-commissioned every 5 years/time there are major structural changes if sooner.

Fire Instructions

These documents are made available to all staff and included in the school'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.

Fire and emergency evacuation procedures are detailed in the Staff Handbook and the WJGS Emergency Evacuation Plan and a summary posted in each classroom. These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by **The Head Teacher**.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Fire log book.

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment
- Ensure the alarm is raised BEFORE attempting to tackle a fire
- **Details of service isolation points** (i.e. gas, water, electricity) are held by **Tony Temple, Caretaker**
- **Material Safety Data Sheets for Chemicals and flammable substances**. These will be kept by **Caretaker/Head of Science** for consultation



Winterbourne Junior Girls' School Health & Safety Policy

Appendix 2: Inspection /Maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly in rotation by **Tony Temple, Caretaker** and a record kept in the Fire log book. Regular testing of the fire alarm takes on Mondays at 7.45am.

Any defects on the system will be reported immediately to **JPro Services Limited on 01732 356242**.

A fire alarm maintenance contract is in place with **JPro Services Limited on 01732 356242** and the system tested annually by them. Smoke and heat detectors are tested on a quarterly basis by **JPro**.

Inspection of Fire Fighting Equipment

JPro on 01732 356242 undertakes an annual maintenance service of all fire fighting equipment.

Tony Temple, Caretaker 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 **JPro**.

Emergency Lighting Systems

These systems will be checked monthly by **Tony Temple, Caretaker** and annually by **JPro Services Limited on 01732 356242**.

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

Means of Escape

Tony Temple, Caretaker carries out daily checks for any obstructions on exit routes and ensures all final exit doors are operational. A daily checklist embedded below (Word) and in a separate



Fire daily
checklist.xlsx

appendices document (PDF) is completed for fire safety each day:

Appendix 3: First Aid and Medication

All first aid and medication will be undertaken in accordance with the WJGS Medical Policy, which can be found on public share/policies.

First aid boxes are located at the following points:



Winterbourne Junior Girls' School Health & Safety Policy

- Reception
- Class rooms

Teaching assistants are responsible for regularly checking that the contents of the classroom first aid boxes are complete and replenished as necessary. A check should be made at least termly. Any deficiencies should be reported to **Louise Watts** who maintains supplies.

The following people are fully trained in first aid and should be contacted if first aid is required:

Name	Days in school	Role	Renewal date
Louise Watts	Monday- Friday	Office Manager	22/05/2024
Indira Raghubeer	Monday-Friday	TA	15/12/2023
Roshan Rahim	Monday-Friday	TA	09/11/20244
Yvonne Karera	Monday, Wednesday- Friday	TA	20/10/2025
Jayshree Shah	Monday-Friday	TA	06/10/2025
Natasha Sholay	Monday-Friday	TA	20/09/2026
Dhimitta Vaja	Monday-Friday Lunchtime only	LS	10/12/2023
Bi-Fatemah Chattun	Monday-Friday Lunchtime only	LS	23//03/2026

All staff have received the following training: First Aid in the workplace (external) on 3rd January 2018.

The **SBM Ruth Kidane** , will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The person in charge of the trip will check that any vehicles are properly equipped with first aid boxes before they are used /sufficient travelling first aid kits are taken.

Transport to hospital: If the First Aider or Head Teacher 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.

**Croydon University Hospital - Croydon Health Services NHS Trust
530 London Rd, Croydon CR7 7YE
020 8401 3000**



Winterbourne Junior Girls' School Health & Safety Policy

Records: All first aid treatments are recorded and kept at **Reception**.

Administration of medicines

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

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

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 from **Reception** and on Q:\Health & Safety\Accidents.

The Head Teacher will countersign the Council report form before the original copy is sent to the Health & 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 Head Teacher 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 & 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.



Winterbourne Junior Girls' School Health & Safety Policy

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

Where lone working cannot be avoided staff should:

- Obtain the Head Teachers/senior member of staff's permission and notify them 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.

The school has invested in 4 wireless remote fobs to set off the burglar alarm which are held by the Head Teacher, School Business Manager, and Caretaker (lone workers) with the 4th situated in Tutor Room 2 in case of danger, as part of the lock-down policy. In addition, there is a fixed lockdown button in Reception.

Appendix 6: Health & Safety Information & Training Consultation

The School Business Sub-Committee, (formerly Working Group), inaugurated 10th November 2016, is a sub-group of the full governing body (FGB) responsible for overseeing finance, premises, and health & safety and welfare issues affecting staff, pupils or visitors. The Sub-Committee will meet at least 3 times a year and will report in/make recommendations to the FGB which also meets at least 3 times a year. Action points from both Sub-Committee and FGB meetings are brought forward for review by school management.

Communication of Information

The Health & Safety Law poster is displayed in the Staff Room.

The Corporate Health & Safety Consultancy provides competent Health & Safety advice and can be contacted at:

Health and Safety Consultancy



Winterbourne Junior Girls' School

Health & Safety Policy

Resources Department
Bernard Weatherill House
8 Mint Walk Croydon
CR0 1EA
Telephone: 0208 760 5451
Email: healthsafety.adviceline@croydon.gov.uk

Health & Safety Training

Health & Safety induction training will be provided and documented for all new employees by **Ruth Kidane, School Business Manager**.

The Head Teacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the Health & 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 **Ruth Kidane, School Business Manager**, who is responsible together with the **Deputy Head Teacher, Tamryn Scott-Cree**, for co-ordinating Health & 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.

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's/line managers 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 **Tony Temple, Caretaker**, 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.



Winterbourne Junior Girls' School Health & Safety Policy

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required/recommended, conducted by **AGG Electrical Safety Testing Limited 01623 810 400**.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation. Ad hoc visual inspection is carried out by **Tony Temple, Caretaker**, who has the authority to decide whether the equipment may be used or not.

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. Such equipment will be inspected by **Playdowns Limited 01474 607622** annually.

Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Tony Temple, Caretaker 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.

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 school's nominated person(s) responsible for substances hazardous to health is **Tony Temple, Caretaker**.

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.



Winterbourne Junior Girls' School Health & Safety Policy

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

CLEAPSS supports practical science and technology in schools and colleges and has a range of resources that Primary and Secondary schools in the borough use:

<http://www.cleapss.org.uk/>

The CLEAPSS licence has been renewed by Croydon Council for 2023/2024, and WJGS has subscribed.

Radioactive Sources

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

- The Council's Radiation Protection Officer is within the Health & Safety Consultancy
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for the Council.
- Member of staff in charge of radioactive sources (RPS) is **Marcia Anthony-Watts** and is responsible for ensuring all records pertaining to radioactive sources are maintained.

At present there are no radioactive sources on site.

Appendix 9: Moving And Handling

All manual handling activities which present a significant risk to the Health & Safety of staff, whether they involve the manual handling of people or objects, will be reported to **Ruth Kidane, School Business Manager. Whole-school manual handling training was given by Priority Risk Ltd on 3rd January 2017.**

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 & Safety Monitoring And Inspection

A general workplace inspection of the site will be conducted termly and be undertaken/co-ordinated by **Ruth Kidane, School Business Manager.**

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



Winterbourne Junior Girls' School Health & Safety Policy

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 **Ruth Kidane, School Business Manager**, in conjunction with **Tony Temple, Caretaker**.

A named governor will be involved/undertake inspections on an annual basis and report back to the School Business Working Group/Sub-Committee and FGB.

Appendix 11: Asbestos

The Council Asbestos Policy, available in the Health & Safety manual will be followed.

The asbestos register is held by **Tony Temple, Caretaker** 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 **Ruth Kidane, School Business Manager/Tony Temple, Caretaker**, 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 **Ruth Kidane, School Business Manager/Tony Temple, Caretaker**.

Appendix 12: Risk Assessments

The school risk assessments will be co-ordinated by to **Ruth Kidane, School Business Manager**.

Generic risk assessments can be found listed in the **full index of the resources currently provided by Croydon's Health & Safety team under Section 3: Arrangements**.

Croydon's Health & Safety team can be contacted at:

Health and Safety Consultancy
Resources Department
Bernard Weatherill House
8 Mint Walk Croydon
CR0 1EA



Winterbourne Junior Girls' School Health & Safety Policy

Telephone: 020 8760 5451

Email: healthsafety.adviceline@croydon.gov.uk

All workplace activities, teaching and non-teaching (e.g. caretaking), premises and one off activities have been assessed by **Ruth Kidane, School Business Manager and Deputy Head Teacher, Tamryn Scott-Cree** and approved by the Head Teacher.

These risk assessments, together with this policy and other relevant documentation, are available for all staff to view and are held centrally in:

Q:\Health & Safety

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 year 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 **Ruth Kidane** 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.



Winterbourne Junior Girls' School Health & Safety Policy

Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health & 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 **Mary Berkeley-Agyepong, Head Teacher**.

All Offsite Visit activities must be risk assessed using relevant Council forms, these assessments are monitored and reviewed by **Mary Berkeley-Agyepong, Head Teacher**.

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: Working at Height

Working 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 are properly controlled.



Winterbourne Junior Girls' School Health & Safety Policy

Appendix 15: Display Screen Equipment (DSE)

All staff who use habitually computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time 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).

Appendix 16: Vehicles On Site

Vehicular access to the school site is restricted to school staff, contractors, deliveries and visitors only; parents/guardians are not allowed access when bringing children to school or collecting them.

The main external gates are open from 6am to 8.45am, and then 3.45pm to 6pm. The gates are kept shut between 8.45am and 3.45pm to prevent unwanted ingress/egress to the joint site. There is a vehicle barrier inside the gates in operation at all times which staff can open via an issued barrier card. Staff have also been issued with key fobs to open the external gates in case they have off-site business during the course of the working day.

Staff must **not** enter/leave the premises during the following times to prevent pedestrian/vehicle accidents:

- 8.35-9.15am
- 3.15-3.45pm.

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

The vehicle entrance must not normally be used for pedestrian access. Pedestrian access is via a segregated pedestrian gate next to the vehicle entrance.

Appendix 17: Lettings/Shared Use Of Premises

Lettings are managed by **Ruth Kidane, School Business Manager/Tony Temple, Caretaker** following council guidance. Each individual request is approved by **Mary Berkeley-Agyepong, Head Teacher**.

Appendix 18: Contractors

All contractors must report to Reception 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.

Tony Temple, Caretaker is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.



Winterbourne Junior Girls' School Health & Safety Policy

Appendix 19: Minibuses

WJGS has no minibuses.

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.

Individual concerns should be managed through Performance Management, mentoring, staff able to speak to Head Teacher/senior management, using the employee assistance programme, where appropriate.

All staff undertook online Mental Health Awareness training in summer 2019, as well as zero suicide training.

The school buys into the Council-brokered employee assistance programme each year, and details are provided to staff.

Appendix 21: Legionella

The school complies with advice on the potential risks from legionella as identified in the Council policy and Health & Safety manual.

Tony Temple, Caretaker 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.

Tony Temple, Caretaker will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

A contract is held with **First Environment Limited on 0870 240 2945** to monitor water hygiene and complete legionella risk assessments.

Appendix 22: Violence To Staff

The school follows **Department for Education's guidelines Use of reasonable force. Advice for headteachers, staff and governing bodies** - embedded below:



Use+of+reasonable
+force.pdf

Training shall be arranged by the school on this subject by the Head Teacher, as required.



Winterbourne Junior Girls' School Health & Safety Policy

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

Violent incidents will be reported using the Council's 'violence to staff form'.