

## Health and Safety Policy

### Part 1. The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, (also referred to as HSWA, the HSW Act, the 1974 Act of HASAWA) the Governing Body of the school will take all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities. It is the duty of the Academy to manage risk by undertaking comprehensive risk assessments using the Management of Health & Safety at Work Regulations 1999: SI 1999/3242 and the Coronavirus Act 2020.
2. In particular, the Governing Body will ensure, so far as it is reasonably practicable: -
  - (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
  - (c) That equipment and systems of work are safe and without risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, the school will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities. This would include, for example, visitors, contractors etc., and may involve providing appropriate information, suitable safety arrangements and monitoring these against agreed safety standards.
5. The Principal with the assistance of the Senior Leaders and all their staff will implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason, the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.
7. The school undertakes to monitor and review its systems and control measures to ensure they are effective. The Finance, Sites and Building Committee are delegated this role.
8. This policy statement supersedes any previously issued.

## Legislation

The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings

The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register

The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff

The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

## **Part 2. Responsibilities for implementing the policy**

### **1. The Governing Body**

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors, with assistance from the Principal and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will: -

1. Make arrangements to ensure the school has a written, up to date, health and safety policy.
2. Have in place clear procedures to evaluate risk, identify hazards and put in place risk control measures (including safe systems of work).
3. Delegate health and safety responsibility to specific staff and ensure that these persons are formally informed of their responsibilities and carry them out.
4. Ensure that persons have sufficient knowledge, experience and training to perform the tasks required of them.
5. Ensure a governor attends appropriate health and safety briefings provided by the school or appropriate outside agencies.
6. Have health and safety on the agenda at Governing Body meetings as appropriate.
7. Ensure that health and safety performance is measured,
8. Ensure that the school's Health and Safety Policy is reviewed annually,
9. Ensure the Principal, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below,

The Governing Body will provide

1. A safe environment for pupils, staff, visitors and other users of the premises.
2. Equipment and systems that are safe.
3. Safe arrangements for transportation, storage and use of articles and substances.
4. Safe and healthy conditions that take account of
  - statutory requirements
  - Approved Codes of Practice
  - DfE or LA guidance (where appropriate)
5. Adequate information, instruction, training and supervision.
6. Provision of all necessary safety and protective equipment.

### **2. Responsibilities of the Principal**

The Principal acts as the officer in charge of the day to day management of the school will carry out the duties detailed below. In his absence the Head of School will carry out these functions.

The Principal will:

1. Pursue the objectives of the Governing Body with respect to health and safety.
2. Ensure this Policy is communicated adequately to all relevant persons.
3. Ensure health and safety is an agenda item in staff meetings.
4. Ensure risk assessments of the premises and activities carried out on the premises are undertaken and recorded and appropriate actions are taken to remove potential hazards or reduce the level of risk.
5. Ensure their duties as the Responsible Person (Pauline Reid) for Building Health and Safety (RPBS) for local management of premises related issues, including asbestos, fire safety, legionella and glazing are carried out to the best of their ability in accordance with current standards and regulations, including in terms of nominating their Deputy RPBS, attending any specific training provided and putting in place the arrangements required.
6. Ensure appropriate information on significant risks is given to visitors and contractors or any other relevant third parties.
7. Ensure suitable co-operation and co-ordination between the school / contractors (or service providers/ others) to ensure that relevant information is shared, risks associated with both parties' activities are considered and adequate control measures put in place to ensure the safety of anyone who may be affected by the work.
8. Co-operate with accredited Safety Representatives, offer them assistance to carry out their prescribed functions including in terms of consultation and receiving written reports on possible hazards, responding to these in writing within the required timeframe,
9. Ensure appropriate consultation arrangements are in place with staff / Safety Representatives and if a safety committee/group is requested by two or more Safety Representatives work with them to set one up and maintain it.
10. Ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept.
11. Ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All accidents/ incidents must be reported to the Principal. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE).
12. Ensure emergency procedures, including the Emergency Evacuation Plan, are in place and adequately communicated.
13. Ensure that all machinery and equipment is inspected, tested (as appropriate) and maintained so that it remains in a safe condition (this includes PATCO for electrical equipment, SMS Limited for local exhaust ventilation, gas appliances and lifting equipment). Also, to ensure that materials and equipment purchased are safe and without risk when properly used.

14. Ensure the training needs of both new and existing staff are assessed, that all staff (whether permanent or temporary) are provided with adequate information/instruction/ training on health and safety issues, including as part of the induction process for all those who are new or have changed their role, and that relevant training records are kept.
15. Include health and safety performance of the school (and, as appropriate, any specific health and safety items) in the annual report of the Governing Body.
16. Ensure arrangements are in place to monitor premises and activities health and safety performance.
17. Keep abreast of the changes in the Departmental and Government's Health and Safety policies and procedures e.g. as advised and included within relevant Schools Bulletins and pass on the information to the staff concerned.

### **3. Responsibilities of the H&S Co-ordinator**

The Academy H&S Co-ordinator is:	Dave Rooney
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He is responsible for:

1. Co-ordinating and managing the risk assessment process for the school.
2. Co-ordinating the termly general workplace health, safety and fire safety inspections.
3. Making provision for the inspection and monitoring of work equipment and, as appropriate fire safety equipment, throughout the school.
4. Keeping records of all health and safety activities.
5. Advising the Governors of situations/activities which are potentially hazardous to the health and safety of staff, pupils or others.
6. Ensuring staff are adequately instructed in health, safety and welfare matters in connection with the school and its activities.
7. Ensuring unsafe conditions that have been reported are dealt with to agreed timescales.

### **4. Responsibilities of Deputy Responsible Person(s) For Building Health & Safety**

The role of Deputy RPBS, will be nominated by the Principal (as the RPBS) to deputise for and support them in the local management of premises related issues i.e. asbestos, fire safety, legionella and glazing. The Principal may nominate just one person for this role, or different members of staff for the various topic areas and those nominated could include, e.g. Assistant Heads or Health and Safety Co-ordinator, Site Controller or other appropriate staff. Nominated Deputy RPBS's must be competent to carry out their role and attend any specific training provided.

Pauline Reid School Business Manager, is the nominated deputy RPBS.

## 5. Teaching/Non-Teaching Staff Holding Posts/Positions of Special Responsibility

This includes: All Teachers/Office Staff/Lunch Supervisors, /Teaching Assistants/  
Cleaners/Breakfast and After School Club Workers.

They are responsible for:

1. Applying the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Principal for the application of health and safety procedures and arrangements. Heads of Domains are specifically responsible for: -
  - drawing up safety procedures for their subjects, where necessary,
  - reviewing these and the health and safety arrangements they put in place to ensure they remain relevant and take account of experience,
  - ensuring, so far as reasonably practical, that staff and pupils follow safe practices and that equipment is regularly checked and used as is appropriate,
2. Carrying out regular health and safety risk assessments of the activities for which they are responsible and submitting reports to the Principal or the School's RPBS, as appropriate.
3. Ensure that all staff (both permanent and temporary, including new starters) under their management are given instruction in the health and safety procedures for their area of work.
4. Resolve health and safety matters that members of staff refer to them, or refer any problems to which they cannot achieve a satisfactory solution to the Principal.
5. Carry out regular inspections of their areas of responsibility to ensure that all plant, machinery and equipment is appropriately guarded where necessary and is in good and safe working order. Also, to ensure that furniture and activities are safe and record these inspections where required.
6. Ensure that any toxic, hazardous or highly flammable substances in their area of responsibility are risk assessed, correctly used, stored and labelled (COSHH).
7. Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to ensure the health and safety of other staff, pupils and any others who may be affected, in areas under their control.
8. Assess the training needs of themselves / their staff and raise any requirements with the Principal.
9. Ensure all accidents/ incidents occurring in areas under their control are reported and investigated appropriately.

## **6. Responsibilities of Class Teachers**

### **Class teachers have responsibility to:**

1. Ensure effective supervision of their pupils and to be familiar with the school's emergency procedures (fire, first aid, lock down etc.) and to carry them out when the need arises.
2. Follow health and safety procedures applicable to their area of work. Complete a classroom health & safety report every Monday.
3. Give clear health and safety instructions and warnings to pupils as often as necessary.
4. Ensure the use of personal protective equipment and guards where necessary.
5. Integrate all relevant aspects of safety into the teaching process.
6. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation and, where necessary, assessing any potential risks.
7. Report all accidents / incidents / dangerous occurrences and defects to the Principal

## **7. Responsibilities of all staff**

Apart from any specific responsibilities that may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Follow all instructions on health and safety issued by the DfE, School or any other person designated as having responsibility for a relevant aspect of health and safety
3. Act in accordance with any specific health and safety training received.
4. Report all accidents/ incidents and near misses in accordance with current procedure.
5. Co-operate with other persons to enable them to carry out their health and safety responsibilities.
6. Inform their Line Manager of all potential hazards to health and safety and report any defects they observe in the premises, plant, equipment or facilities.
7. Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
8. Exercise good standards of housekeeping.
9. Know (and where necessary follow) the emergency procedures e.g. for fire, first aid, School Emergency Plan etc.

All employees who authorise work to be undertaken or authorise the purchase of equipment must ensure that the health and safety implications of such work or purchases are considered.

All staff given responsibilities for specific aspects of health and safety must satisfy themselves that those responsibilities, as appropriate, are re-assigned in their absence (with the approval of the relevant Line Manager).

## **8. Hirers, contractors and others**

When the premises are used for purposes not under the direction of the Principal, the Principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Principal will take all reasonable steps to ensure that hirers, contractors and others who use the school premises, conduct themselves and carry out their operations taking all health and safety requirements into account. This will include appropriate communication, co-operation and co-ordination as identified in items 2.6 and 2.7 above.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity, the organiser of that activity must still ensure that all the requirements of this policy and specifically this section are complied with.

When the premises are hired to third parties, they must be made familiar with this Policy and any relevant standards in connection with their proposed activities. They must also comply with all safety directions given to them by the School/ Governing Body (including emergency procedures) and, will not, without prior consent of the Governing Body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Take any action which may physically affect the fabric of the building
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for any person using the premises or staff/ pupils at the school.

All contractors/others working on the school premises must ensure the safe working practices of their own employees and anyone who may be affected by the activities they are carrying out. They must also communicate, co-operate and co-ordinate with the school in order to ensure the safety of all persons who may be using the premises or may be affected by their activities.



## **9. Pupils**

Pupils (as appropriate to their age and aptitude) are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the health and safety rules of the school and in particular instructions given by staff in an emergency.

They must not misuse, neglect or interfere with things provided for their health and safety.

## **10. Monitoring the Effectiveness of the Policy/Health and Safety Advice**

This is to be monitored by the Governing Body and appropriate external agencies at their request.

### **Part 3. Procedures and Arrangements**

The following procedures and arrangements have been established within the school in compliance with the school's Health and Safety Policy and to eliminate/reduce health and safety risks and to comply with legal requirements.

#### **1. Accident/Incident Reporting**

All staff are required to ensure that all accidents/incidents and near misses are reported. The Principal, Mr Rooney is responsible for ensuring accurate recording of accidents and ensuring the Lowbrook Accident/incident report form is fully completed. The Principal will also ensure the reporting of more serious accidents/ incidents to the Health and Safety Executive (HSE) where required. The accident/incidents log is maintained in the school office and reviewed at all SLT meetings and reported to the full governing body.

#### **2. Asbestos (Management of)**

An asbestos survey of the school has been undertaken and the school and Building Services both hold copies of the asbestos register (either in hard copy or via the MICAD asbestos database). The Academies asbestos register/survey is located in the School Office. A comprehensive survey was commissioned post Academy conversion and was completed by TM facilities Services. A further pre-refurbishment survey was carried out in October 2016 by Oracle Solutions.

The person responsible for ensuring that the asbestos register is regularly reviewed and updated in the event of any changes is the Principal, Mr. Rooney.

The Principal (RPBS), Mr Rooney, supported by the Business Manager Pauline Reid who is responsible for ensuring that arrangements are in place to ensure prior to any work being carried out by School staff/contractors/others, which might affect the fabric of the building (including drilling holes in walls/ ceilings etc), the asbestos register must be referred to and an asbestos Permit to Work must be in place and being operated. Where asbestos has been identified within

the asbestos survey they must also carry out regular checks to ensure no damage has occurred. All staff must be made aware of the relevant arrangements, how to report any damage to asbestos materials and what the emergency procedures are.

Any damage to asbestos, or substances suspected to be asbestos, must be reported immediately to the RPBS and the area must be cordoned/locked off immediately and until it is made, or verified as being safe by a competent person.

### **3. Contractors**

All method statements and risk assessments are obtained in advance of contractors starting work and all CDM requirements are adhered to. Reporting of incidents is through the Principal, Mr Rooney, the school's RPBS for CDM and in his absence the Deputy Principal, Mrs Denham or the School Business Manager, Mrs Reid.

### **4. Display Screen Equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out reporting of concerns is directly to the Health and Safety Officer, Mr Rooney and in his absence Mrs Reid.
- 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use).

### **5. Electrical Equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to the school's Business Manager, Mrs Reid or Principal, Mr Rooney.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- All isolators switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person
- Annual PAT testing is carried out annually and actions arising are followed up immediately. A five yearly comprehensive inspection of the main electrical system.

## **6. Fire Procedure**

Mr Rooney, the RPBS, & Business Manager Pauline Reid are responsible for the Fire Risk Assessment and have carried out a full Fire Risk Assessment. Fire tests are carried for the fire alarm weekly, emergency lighting monthly and drills termly. A full fire risk assessment is carried out annually and all staff are trained in the fire evacuation procedures.

Full procedures are as outlined in the Fire Safety Logbook.

## **7. Emergency Procedures**

Lowbrook follows the RBWM emergency procedures guidance. If the site needs to be evacuated then we will meet at Cox Green School or the Community Centre depending on the circumstances of the emergency. Parents can be contacted by the school's website and texting system. If parents are unable to pick their children up Mr Rooney will act in Loci Parentis and all other staff will be encouraged to assist where necessary but it is the school's policy that their own family circumstances will take priority. If Mr Rooney is not present the Head of School, Bianca Iasi will resume this role.

## **8. First Aid**

All teachers and support staff are trained in the St. Johns or NDA Training Emergency First Aid course every three years and appropriate members of staff have undertaken the two day Paediatric First Aid course which is the requirement for Foundation Stage. First aid 'bum bags' are located in each classroom with a full first aid kit available in the medical room. Staff in each class are responsible for regular checking and restocking of the first aid boxes and should advise any shortcomings to Mrs West the School Nurse. The School Office will summon the ambulance if required and if parents are unavailable or cannot be contacted, then a member of staff will accompany a child to hospital. Procedures during a major incident are overseen by the Principal, Mr Rooney, or a member of the SLT in his absence. All appropriate paperwork as mentioned in the above sections is to be carried out and reported upon. This is the responsibility of the Health and Safety Officer, Mr. Rooney.

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 1.
- As much detail as possible will be supplied when reporting an accident.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

## **9. Control of substances hazardous to health**

The COSHH register is updated annually and when new substances are purchased. All dangerous substances are kept to a minimum within the school and those that are used are locked in the Service Master cleaner's lockable storage cupboard.

#### **10. Lettings/shared use of premises/use of premises outside school hours**

All lettings are covered by a lettings contract between the hirer and the school. The hirer must possess public liability insurance to a value of at least £5 million and sign into and out of the premises for each hire. The lettings officer remains contactable and available during the duration of the letting. Emergency procedures are displayed throughout the school and visitors are inducted in these procedures prior to hiring the school's facilities. Several fundraising events are licensed during the year. Mr Rooney is the licensee for all licensed events.

#### **11. Lone Working/work outside of normal school hours**

Lowbrook adheres to its Lone Working Risk Assessment. In précis members of staff are permitted to work on the premises by themselves but it is their responsibility to inform a suitable adult regarding their presence.

#### **12. Managing Medicines/Drugs**

Lowbrook has a detailed policy outlining procedures which staff follow. In précis this is voluntary within the school; it seeks detailed information from parents and additionally seeks written permissions. Please refer to policy for detail.

#### **13. Maintenance and Inspection of Equipment**

The School Business Manager, Mrs Reid has an updated premises register in the school office which includes a list of all the current service contracts in place for the periodic inspection, examination and testing of plant and equipment. All records are kept updated for easy verification.

#### **14. Manual Handling and Lifting**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **15. Outdoor Play Equipment**

The playground and outdoor play equipment are checked visually each day before use. The climbing frame are always supervised. Hazards are reported to the Principal, Mr Rooney or School Business Manager, Mrs Reid. The large play equipment and fun run are checked annually by Universal Services and any faults are rectified immediately.

## **16. PE Equipment**

The PE equipment is checked visually before each lesson and the gymnastics frame and mats are always supervised. Hazards are reported to the Principal, Mr Rooney or Bursar, School Business Manager Mrs Reid. The equipment is checked annually by Universal Services and any faults are rectified immediately. The football posts are secured appropriately and weighted down before all games.

## **17. Risk Assessments**

Mr Rooney, the Principal and in his absence Mrs Denham, Deputy Principal are responsible for ensuring these are undertaken. They are also responsible for special arrangements for undertaking specific risk assessments (e.g staff who are pregnant, young people where appropriate e.g for work experience).

## **18. Safety Committee**

The Finance, Sites and Buildings Committee oversee the Health and safety policies and procedures within the school.

## **20. School Transport**

When parents are transporting children, this is a private arrangement and does not come under the school's liability. Parents who opt to drive are made aware of this. In addition, the school uses the Cluster minibus and ensures all drivers are fully licensed and those who obtained licences after 1997 complete MIDAS minibus training or full D1 training as appropriate. All records are checked and held within the school office.

## **21. Security**

Designated staff members are responsible for opening up the school site in the morning and a representative from Service Master are responsible for securing the site in the evening. The school is part of the Arena Security Services Ltd key holding service and details of keyholders are kept up to date on the contractor's database.

## **22. Site Maintenance**

Upkeep of the school site is the responsibility of the Principal, Mr Rooney. In emergencies the school engages Strictly Education for reactive maintenance. Contractors are used for minor jobbings and appropriate procedures prior to commencing work are in place. A central record is kept in the School Office for the recording of any minor defects that are brought to the attention of staff members.

### **23. Glazing**

All new windows and doors are installed to current safety standards. Broken windows are replaced immediately.

### **24. Legionella**

SMS Environmental currently handles the Legionella contract and regular monthly inspections are undertaken by them. The Principal, Mr. Rooney is the RPBS with the deputy RPBS, Mrs Reid.

### **25. No Smoking**

No smoking, including the use of e-cigarettes, is allowed in any school buildings or on the premises. Although UK law does not ban e-cigarettes in the workplace, the Academy exercises its right to ban their use on its premises.

### **26. Staff Training**

The school has a detailed induction policy where all Health and Safety issues are discussed and staff members are given a copy of this and other appropriate policies.

### **27. Swimming**

Lowbrook does not have its own swimming pool but procures the use of the Braywick Leisure centre and its staff. The Braywick Leisure Centre is managed by RBWM Leisure Services and has all the appropriate risk assessments and fully trained staff in place.

### **28. Visitors**

All visitors and approved contractors to the school are required to sign in upon arrival and display a visitor's badge. A DBS check is required for all approved contractors. Emergency arrangements are displayed by the signing in book along with a map of the school. Ofsted are required to show their Ofsted number for our safeguarding purpose. Visitors are all made aware of the Designated Safeguarding Lead(s) in school and are advised to read the leaflet provided, which also outlines our evacuation procedures.

### **29. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Principal, David Rooney, retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

- Access to high levels, such as roofs, is only permitted by trained persons

### **30. Violence**

Lowbrook has a no tolerance approach to violence, threats of violence, verbal abuse or cyber abuse of its staff. Reporting of violence or verbal abuse is recorded in the behaviour log and in the child's file of the parent who is the offender. Any physical abuse is reported to police and the parent involved will be barred from the school site. In instances of verbal abuse a letter from the Principal, Mr Rooney will be sent to parents outlining the inappropriateness of their behaviour and they will be only seen by appointment and with a senior member of staff present in the future. If this behaviour is repeated the parent will be similarly barred from the school using powers delegate through the 1996 Education Act and the police will be informed.

In the case of cyber abuse of staff, the Principal will address this issue with the parent involved, report to the appropriate service provider e.g. Facebook and if necessary invoke the above procedures.

If the Principal is the victim of the violence or abuse the Chair of Governors will carry out the above procedures with the assistance of external advice where appropriate.

The school has a lock down procedure in place in the event of an intruder and practices lockdown once a term.

### **31. Monitoring**

This policy is updated annually and further record keeping is outlined above in the relevant sections. The Sites and Building Committee are reported to and have full access to all records.

### **32. Caretaking and Cleaning**

The school does not have a caretaker but employs Service Master, commercial cleaning Specialists. Their staff are fully inducted into the school with appropriate policies and procedures.

### **33. Covid 19**

The government closed all schools, nurseries and further education colleges from Friday 20 March 2020 due to the Covid 19 Pandemic. This was for all children except those of key workers (including NHS staff, police and fire staff) and at risk children (including those who have a social worker or have an education health and care plan). Schools opened partially for children in EYFS, Year 1 and Year 6 in June. Full school opening was achieved by the Academy on the 1st of September. The Academy continues to do all within its power to safeguard and protect all of our pupils in these difficult times where isolation, partial and full closures are possibilities. This policy reflects the Pandemic situation and operates and plans for partial or full closure. All school risk assessments have been complete with the most up to date guidance on Covid 19 and a specific Covid 19 risk assessment is in place reviewed and monitored as the guidance and Pandemic changes. The Covid 19 Risk Assessment is to be read in conjunction with this policy.



We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **Cleaning of the environment**

- Clean the environment twice a day by Service Master
- Clean the environment, including toys and equipment, frequently and thoroughly

### **Related Policies**

Medicines in School

Risk Assessment

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Signed:

Chair of Governors

Signed:

Principal



**Appendix 1**

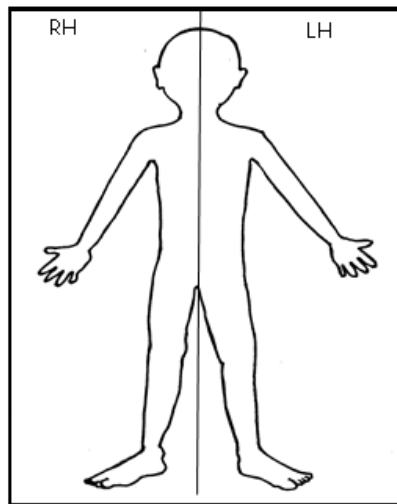


**First Aid Record Sheet**

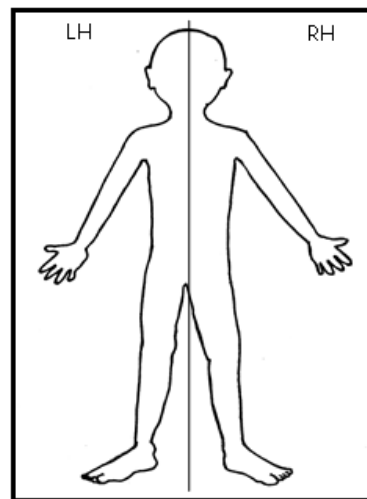
Name .....

Date ..... Time.....

**Front View**



**Back View**



Injury    Graze    Cut    Sting    Bump

Other .....

Place    Playground    Field    Classroom    Hall    Fun Run

Other.....

Cause/hazard.....

Action    Washed with water    Cleaned with wipe    Plaster    Cold compress

Other.....

Follow up    Referred to teacher    Referred to Principal    Parent phoned

Other.....

Signed .....

Print name.....

## **Controlling work on the fabric of your building**

If effective management of asbestos is to be achieved in our premises then a formalised procedure must be put in place. This Authority has adopted a permit to work system in relation to the management of asbestos. What this means is that no one may carry out any work that disturbs the fabric of any RBWM building without the written approval of the Building Manager RP (BS) (Responsible Person for Building Safety) or their appointed deputy. **To gain that approval this Permit to Work Form must be completed.**

**TO NOTE – WHERE ABESTOS SURVERYS HAVE BEEN CARRIED OUT BY RBWM THESE HAVE BEEN TO TYPE 2 I.E NON-INVASIVE (see footnote) AND THEREFORE CONTRACTORS \*\* MUST BE ADVISED THEY NEED TO PROCEED WITH DILIGENCE**

### **PERMIT TO WORK – MANAGEMENT OF ASBESTOS:**

1. Property Name:
2. Location of work:
3. Brief description of work:

\*(Delete as appropriate)

4. **Asbestos Register Check** – Confirm

- |   |           |
|---|-----------|
| a) Has the Asbestos Register been checked                             | YES*/NO*  |
| b) Has contractor/person doing the work been advised of the outcome** | YES / NO* |
| c) Is asbestos present in or near the area of work?                   | YES*/NO*  |
| d) Is the asbestos likely to be disturbed by the work?                | YES*/NO*  |

If YES you **must** refer to Building Services (Helpdesk Ext 6476). Following their advice and any necessary actions being taken, if confirmation is received that it is safe to continue with the proposed work you must detail any requirements/procedures identified in line with health and safety requirements:-

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**The following Checklist Must be Completed for all Permits to Work for them to be valid**

- |   |          |
|---|----------|
| 5. Risk assessment/method statement in place        | YES*/NO* |
| 6. Print Name and Designation of Authorising Person |          |

.....

- |   |  |
|---|--|
| 7. Print Name and Company/Organisation (Lead Person/Supervising Contractor) |  |
|---|--|

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8. PERMIT VALID FROM (DATE/TIME) ..... TO (DATE/TIME) .....

**Authoriser's Signature:**

**Agreed by Supervising Contractor's Signature:**

I have read & agreed the content of this Permit to

Work

.....

Title .....

Date .....

#TYPE 2 ASBESTOS SURVERY – Samples are taken of all likely asbestos containing materials apparent, but they are non-invasive and will not include sampling of apparently identical materials. Therefore, there are limitations regarding any potential asbestos materials concealed within the structure and for any works undertaken this must be taken into account in the Risk Assessment.