



Working together to promote & celebrate achievement

Health & Safety Policy

Revised and applicable from 8th December 2023

Signed:

A handwritten signature in black ink, which appears to read "Irene Papadopolou". The signature is written in a cursive style with a long horizontal stroke at the end.

Chair of Governors

Policy Statement

The School aims to provide a healthy and safe environment for its students, staff and visitors. The school recognises that effective health and safety management is an essential element of its activities and is committed to an ongoing programme of upkeep and improvement of the premises.

The School operates in accordance with the standards defined in the Health and Safety at Work Act 1974.

The School will also ensure that the London Borough of Newham's safety obligations are fulfilled and will incorporate the pertinent safety policies of the council within the School policy

The School seeks to:

- Maintain the School premises as a safe environment for all staff, students and visitors.
- Provide appropriate training and instruction to all staff to ensure a healthy and safe working environment.
- Ensure that fixtures & equipment are properly maintained and safe to use.
- Minimise risks from the use, handling and storage of materials, which may require specific operating procedures or conditions.
- Enlist the advice and support of Health & Safety experts from public and private sector organisations to ensure the School is operating according to current legislation and regulations.
- Record and where necessary report any accidents at work.
- Update the policy to reflect changing legislation, regulations and safety issues.

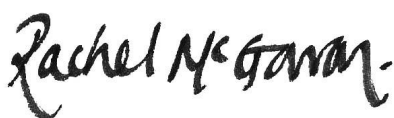
The school fully endorses the *Local Authority's Corporate Health and Safety Policy* enclosed.



Signed:

Mrs Irene Papadopoulos, Chair of Governors

Date: 07.12.23



Signed:

Mrs Rachel McGowan, Head Teacher

Date: 07.12.23

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ORGANISATION OF HEALTH AND SAFETY

Health and Safety Responsibility

Core H&S Team

Overall H&S Responsibility - Head Teacher (HT) - RMc (Mrs Rachel McGowan) H&S Coordinator - School Business Manager (SBM) - DOs (Mr Damian Osman) Site H&S Responsibility - Premises Manager (PM) – PMo (Mr Pat Moran)
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Asbestos Duty Holder - Premises Manager – PMo (Mr Pat Moran)

Legionella Coordinator - Premises Manager – PMo (Mr Pat Moran)

School Lifts – Premises Manager – PMo (Mr Pat Moran)

School Educational Visits Coordinator – Assistant Head Teacher - LSa (Louisa Sanderson)

Designated Safeguarding Lead– Assistant Head Teacher - KTh (Kalash Thakor)

COSHH Coordinator – Deputy Head Teacher - TOD (Tomas O Donnell)

Health & Safety Link Governor – Irene Papadopoulos

FSP Committee – monitoring of Health & Safety procedures, Review of Policy in light of legislative changes.

Plasnet Governing Board – receive reports from FSP on recommendations made.

Introduction

This policy is written within the framework of the Health and Safety at Work Act, 1974, and its subsequent Regulations. It is to be read in conjunction with the Corporate Health and Safety Policy of the London Borough of Newham.

This policy will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of this school. The phrase 'employee' includes all paid staff.

The success of this policy depends on the active support of all employees to achieve its objective. Health and Safety must be a regular topic on all departments' agendas.

The School recognises the need for a well-defined policy setting out the standards the School seeks to achieve for protecting staff, students and others, controlling risks and minimising injury. To implement this policy, there must be an effective organisation with a positive attitude to health and safety, coupled with necessary arrangements for the identification, assessment, elimination and control of hazards and risks. This Health & Safety and Welfare Policy sets out the organisation and arrangements for achieving this aim including the detailed responsibilities of staff.

General Statement

We all have a duty towards ourselves and all we work with. Please do not subject yourself or others to unreasonable risk. Assess potentially hazardous procedures. Use the correct equipment for a job. Staff are required to report hazards and follow procedures.

Professional Advice

The Council no longer provides Health and Safety advice directly, this function is now provided by The Education Space (formerly NPW) who provide professionally qualified Health and Safety Advisers who offer strategic level support to schools. Plashet School utilises this expertise and receives an annual Health & Safety audit via an SLA.

The School also receives an annual Fire Risk assessment from The Education Space as part of our SLA.

Individual Responsibilities

Head Teacher

The Head Teacher is responsible for ensuring that:

- a) There is an appropriate organisation within the School for implementing the Health and Safety Policy.
- b) Sufficient resources are allocated to enable health and safety to be successfully managed.
- c) the Corporate Health and Safety Policy and this Policy are brought to the attention of all staff;
- d) electronic versions of the Health & Safety Policy are available on the school website; other copies are distributed to third party organisations based on site such as ICT, Catering and Cleaning Contractors and that a record of distribution is maintained;
- e) a "Health & Safety Manual" is held in the South Reception, this comprises the Health & Safety Policy, Fire Evacuation Procedures, Disaster/Business Continuity Plan, Asbestos Register and the site Incident Book;
- f) the provisions set out in the Health & Safety Policy are implemented;
- g) other health and safety information is communicated to relevant staff;
- h) accidents are investigated and reported using formal procedures;
- i) adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- j) inspection reports are dealt with in appropriate manner;
- k) training needs are identified and met, and appropriate records are retained;
- l) assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;
- m) new employees receive appropriate health, safety and welfare information, instructions and training, including a copy of this policy, security information, and fire safety information and other safety procedures;
- n) fire precautions and procedures are implemented (including fire drills);
- o) liaison is carried out with contractors and appropriate LBN staff;
- p) appropriate arrangements are made with regards to lettings;
- q) health and safety performance is monitored;
- r) Regular health and safety inspections of the School are carried out.

- s) the schools CCTV is managed effectively to support health and safety performance

School Health and Safety Coordinator

The responsibilities of the School Health and Safety Coordinator are as:

- a) establishing arrangements for dealing with health and safety matters such as:
 - dissemination of health and safety information to all staff;
 - first aid;
 - accident reporting;
 - emergency evacuation procedures;
 - ensuring accidents are investigated;
 - ensuring health and safety matters raised by staff are dealt with;
 - maintaining a central file of health & safety information relevant to the establishment;
- b) coordinating all aspects of the Health & Safety Policy and practice;
- c) maintaining the Single Central Record (SCR) and ensuring that all staff and visitors have a valid DBS certificate or are supervised on site;
- d) consulting with employees;
- e) ensuring the implementation of the Health and Safety Policy is monitored;
- f) Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures, and have been vetted in accordance with the DFE's *Safeguarding Children* procedures.
- g) ensuring 'reportable' accidents are reported to the Borough;
- h) NB. Copies of completed accident forms are maintained. The forms will be retained for 7 years for adults and until the young person is 25 years old.

Premises Manager

The Premises Manager has an important role in ensuring health, safety and welfare throughout the site, as well as that of his own team. In particular, these are:

- a) ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- b) undertaking the weekly test of the fire alarm system;
- c) undertaking the weekly test of the emergency lighting system;

- d) undertaking the weekly test of the magnetic door release mechanisms;
- e) undertaking termly inspections of the communal areas of the School to identify hazards;
- f) undertaking termly inspections of the schools CCTV system

COSHH Coordinator

The COSHH Coordinator is responsible for ensuring that:

- a) managers consider whether the use of a hazardous substance they are intending to use could be eliminated altogether or replaced by a safer alternative prior to considering other control measures;
- b) suitable and sufficient COSHH assessments are completed for all the hazardous substances used on site;
- c) no new hazardous substance is used by the School's employees or students until a suitable and sufficient COSHH assessment has been completed;
- d) the Authority's COSHH 'Do's and Don'ts' poster is displayed in all locations where hazardous substances are stored and/or used regularly;

School Educational Visits Coordinator

The School Educational Visits Coordinator will be responsible for ensuring that:

- a) Comprehensive risk assessments are carried out, covering all foreseeable risks associated with the visit;
- b) Adequate supervision is assigned, in terms of both numbers and experience;
- c) All students have submitted signed parental consent forms;
- d) Any specific student medical conditions have been documented;
- e) Any necessary medication or equipment has been identified for inclusion on the visit;
- f) Emergency contact details between parents and the school are in place;
- g) All visits are approved by the governing body in accordance with the School's Policy.

Designated Safeguarding Lead

The school adopts the Ofsted definition of safeguarding used in Working together to safeguard children as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

The Designated Safeguarding Lead will be responsible for ensuring that:

- a) Any student identified as potentially being 'at risk' will be assessed by the school's safeguarding team;
- b) Where a student is confirmed to be 'at risk' the Safeguarding Lead will ensure that the student is provided with all necessary protections as detailed in the school's Safeguarding Policy.

Line Managers

Curriculum and Subject Leaders as well as Managers of support staff areas are responsible for implementing the Health & Safety Policy within their area of control and that the subject is a regular item on department meeting agendas.

CL/SL & Managers will need to agree joint responsibility if there is joint supervision of an area of the school. In particular, they will need to ensure that:

- a) appropriate health & safety information is held within the Department/Section;
- b) the health & safety manual is complied with and appropriate safety signs or notices are displayed;
- c) assessments for all risks to health and safety are carried out, the significant findings recorded, and the control measures as detailed in the risk assessment are implemented;
- d) relevant health and safety information is communicated to staff;
- e) Equipment within the Department is maintained in a safe condition. To achieve this, the Head of Department will ensure (through the Premises Manager) that the equipment is subject to regular inspections by competent staff and an annual maintenance programme.
- f) regular inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- g) records are maintained of the Department's health & safety activities;
- h) all accidents occurring in the Department/Section are reported; the causes are investigated and an accident report form is completed;
- i) reasonable arrangements for allowing Safety Representatives to carry out their functions are complied with;
- j) health and safety training needs of staff within the Department/Section are identified and met, or reported to the Head Teacher/HASCo;
- k) staff are aware of the fire procedures;
- l) new employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures;

Teachers

The health, safety and welfare of students in classrooms, laboratories and workshops are the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- a) know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- b) be aware of, and follow, health and safety guidance;
- c) exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- d) ensure that students' coats, bags cases etc., are safely stowed away;
- e) integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- f) follow safe working procedures personally;
- g) ensure protective clothing, guards, special safe working procedures etc. are used when necessary;
- h) Make recommendations on health, safety and welfare matters to the head of subject or team leader.

Offices

Office staff are expected to:

- a) Know the emergency procedures in respect of fire and first-aid and the Health and safety measures to be adopted in their areas of work and to ensure that they are applied;
- b) be aware of, and follow, health and safety guidance;
- c) Follow safe working procedures personally;
- d) Make recommendations on health, safety and welfare matters to the HASCo.

All Employees

Although prime responsibility for health and safety rests with the Borough, Governors and The Leadership Team, all employees have the following responsibilities:

- a) to take reasonable care for their own health, safety and welfare and that of other persons affected by their acts or omissions;
- b) to co-operate with their employer, so far as is necessary, to enable it to meet its responsibilities for health, safety and welfare;
- c) report any physical building hazards to the site team and then record them within the school pigeon-holes system;
- d) be aware of, and follow, health and safety guidelines;
- e) to use work equipment provided correctly, in accordance with instructions and training;
- f) to inform their line manager of any work situations which represent a serious and immediate danger to health, safety and welfare;
- g) female workers must notify their employer as soon as possible after they become pregnant in order that a risk assessment can be carried out by their line manager, to ensure the safety of the mother and unborn child. This is available, on request by the line manager, from the HASCo.

Governing Board

The full governing board, although not the employer, nor an employee of the Borough, has a role to play in the effective management of health & safety within the School.

Specifically, it should:

- a) ensure that it considers the health & safety implications of its decisions;
- b) ensure that adequate resources are allocated for health & safety;
- c) monitor the School's health & safety performance on an annual basis;
- d) review the School's health & safety policy and procedures to ensure their suitability.

The Governing Board receives the school's termly health and safety report within the Head Teacher's Report and discusses all appropriate health and safety related matters.

The Health & Safety link governor reviews accidents to students and staff in respect of:

- Date of accident
- Name (of staff or student)
- Time lost (days worked/lessons, etc.)
- Description of the accident
- Risk of future accidents happening, procedures for prevention & changes in practice

Information

Higher risk departments – Art, Music, Drama, Design and Technology, Science and PE have departmental risk assessments relating to specialist activities, equipment and materials utilised. All staff actively teaching these subjects must be aware of them. H&S **must** be a termly item on the agendas of all department meetings.

Fire & Emergency Evacuation Procedures

The school has a detailed fire evacuation plan. Information on the actions to be taken in the event of a fire is detailed on the fire action notices, which are located by fire alarm actuation points.

Fire Instructions: If you discover a fire, please raise the alarm at the nearest fire point to an exit route. The school has a responsibility for ensuring that our employees receive suitable and sufficient instruction on the actions to be taken in order to safeguard themselves and others in the event of a fire. Staff should not attempt to tackle a fire unless they have received training in the use of extinguishers and understand which is appropriate for each type of fire. The school uses Carbon Dioxide, Foam, Water & Wet Chemical extinguishers.

Evacuation Safety:

- Do not stop to collect personal belongings
- Close, but do not lock, your office/classroom
- Do not enter a building which has an alarm sounding
- If you are responsible for children, ensure that they remain together and leave in an orderly fashion on the way to the assembly point
- When you have reached the evacuation area, you should report to the evacuation coordinator
- Do not re-enter the building until it is declared safe to do so
- Do not put yourself, or those you have responsibility for, at risk

Fire Marshalls

Fire Marshalls are the senior fire safety officials on site in the event of a fire or other emergency. Their role and responsibilities are detailed in the Fire Evacuation Procedures.

Fire Wardens

Fire Marshalls are the junior fire safety officials on site in the event of a fire or other emergency. Their role and responsibilities are detailed in the Fire Evacuation Procedures.

Health & Safety Training

Health and safety training will be provided for staff where required, this will generally be provided by The Education Space and OneSource as the Local Authority's H&S specialists. This will include such areas as; Manual handling, ladder use, Fire safety, First Aid etc. The school is fully committed to providing appropriate training for staff.

Monitoring

The school holds an annual health and safety meeting every autumn term to review policies, procedures and protocols which reports to the Health & Safety link governor. There are termly whole school internal H&S audit inspections undertaken by the School Business Manager/HASCO and Premises Manager. Accidents are recorded and reported to the Governing Board each term in the Head Teacher's Report. Routine equipment maintenance checks are either carried out by the site services staff or through school/LBN-arranged contracts (fire extinguishers, PE equipment, etc.).

Investigations are made regarding incidents, accidents, causes of ill health and complaints as appropriate to the circumstances. As it pertains to Health and Safety, the school may use footage obtained from its CCTV system to determine the cause of accidents or incidents. Investigations are reported to the Full Governing Board on a termly basis.

The school carefully considers the findings of Local Authority audits of the premises and produces action plans. These are undertaken by the Local Authority, as deemed necessary, and typically within departments which are described as being 'high risk' i.e. Art, PE, Technology and Science. This also includes, periodically, the auditing of wider specific aspects of health and safety e.g. asbestos and legionella.

Staff Induction

New staff, teaching and non-teaching, including short term and supply staff, must know the school's H&S policy and procedures. This is a responsibility of line managers to disseminate. H&S is an integral part of staff induction. The school has a staff handbook and line manager's checklist for new staff.

Portable Electrical Appliances

All appliances are tested annually and approved for use by the school's electrical contractors. Any appliances that have not been tested, or have failed the test, should **not** be used. Staff are not permitted to bring in their own items of equipment to use without them being PAT tested through the school.

Equipment (General Note)

It is a requirement of schools' health and safety policies that all staff are advised that 'work equipment' should only be used for its intended purposes and, where appropriate, must have the CE Marking (European Law directive).

Work equipment is designed to perform specific functions. Using equipment in ways and tasks for which it was not designed is inherently hazardous, and strictly prohibited by this policy. The school requires all employee and students who use equipment to undertake pre-use inspections to identify obvious faults (e.g. damaged casings, exposed wiring, etc.). Staff are not permitted to modify equipment due to possible health and safety consequences.

Disposal of Equipment

The school has detailed procedures concerning the disposal of equipment. Please contact the HASCo.

Asbestos Duty Holder

The Asbestos Duty Holder ensures that there are written asbestos management systems in place to provide information to those that could be at risk of exposure to asbestos fibres and avoid such exposure, if possible.

The appointment of contractors or any other persons carrying out works will require comprehensive control systems in order to comply with the duty to supervise and monitor their activities.

Control and safety management systems include the following:

- Ensuring that only appropriately accredited and competent contractors work on site and where work involves working with asbestos, the contractor must be licensed by the Health and Safety Executive;
- Contractors must be given access to any relevant information from the asbestos register and must be advised to assume that materials contain asbestos unless there is evidence to the contrary;
- Ensuring that relevant information is held on site in a secure location and warning notices are displayed on site if relevant;
- Making sure that employees on the premises are fully aware that there are asbestos containing materials (ACM's) in the building (if applicable) and where it is located;
- Ensuring no works take place which could disturb asbestos containing materials without first consulting the asbestos register for the premises;
- Ensuring all contractors, and any other person undertaking work on the fabric of the building, sign the asbestos register confirming they had access to the information contained in the register and are carrying out the work in the full knowledge of the possible potential risks;
- Advising the Borough Asbestos Management Team where known asbestos or asbestos containing materials have become damaged or where planned works are programmed.

It is recommended that the duty holder **always** obtain a signature from persons carrying out the work, confirming that they are appropriately trained for the works, which they will undertake. This is essential where works could affect asbestos containing materials.

Waste Including Waste Electrical & Electronic Equipment (WEEE) Regulations

All waste generated by this school will be disposed of responsibly.

General waste will be disposed of in the wheelie bins provided by the Borough.

Any hazardous waste will be disposed of in accordance with the Hazardous Waste Regulations 2005. This may be via LBN facilities or through a specialist-licensed contractor.

Any waste being stored on site must be stored in such a way so as not to pose a risk to staff or pupils.

Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. Examples of hazardous waste include, fluorescent tubes, car batteries, insulating oils.

Any electrical or electronic waste must be disposed of in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations.

Any third party taking either hazardous waste or WEEE must be a registered waste carrier. The waste must be accompanied by a waste transfer note or hazardous waste consignment note (as appropriate) and taken to a suitable facility.

A record of all waste documentation (transfer notes, copies of licenses) must be kept by the school.

Members of staff must not take waste in their own private vehicles or in any LBN vehicle, unless they are a registered waste carrier (i.e. it is no longer possible to take waste directly to a municipal refuse site).

Further information on the implication of the WEEE Regulations can be found in the Environment Agency document "New rules for the disposal of electrical and electronic equipment"

Radiation

The Radiation Protection Officer (RPO) for Plashet School is Geetha Unnithan at the Education Space (NPW). The role of the RPO is to verify that the school operates a safe storage and handling of radioactive materials.

The in school Radiation Protection Adviser (RPA) is Susanna Taninki, it is the RPA's role to ensure that the school operates in accordance with the RPO's direction in respect of the storage and handling of radioactive material.

Display Screen Equipment

The Display Screen Equipment (DSE) Regulations 1992 require employers to minimise the risks to employees who habitually use display screen equipment as a significant part of their normal work.

Other people, who use DSE only occasionally, are not covered by the requirements of the Regulations; however, employers still have general duties under other health and safety at work legislation.

'Users', as defined by the Regulations, can be identified by completing the DSE User Questionnaire.

Assessment checklists are distributed, assessed and retained by the Senior Administrator.

Where users are identified, the following must be ensured:

- Workstations are assessed using the HSE workstation assessment checklist and the risks reduced, as applicable;
- Workstations meet the minimum requirements as outlined on the HSE checklist;
- Work is planned to allow adequate breaks or changes of activity;
- On request, eye tests are arranged, and a contribution made towards the eye-test, spectacles/contact lenses if they are required for DSE use (as authorised by the School Business Manager); and
- Health and safety training and information are provided.

Staff identified as responsible for carrying out DSE assessments will attend an appropriate training course.

When a DSE User requests an eye test, a copy of the Eye and Eyesight Test form should be completed by a qualified optician.

The school ensures that appropriate staff training is provided in this area.

Further information can be found in the LBN DSE guidance document Display Screen Equipment

Reporting Hazards

It is the responsibility of everyone to prevent the use of dangerous areas, furniture, equipment, substance or activity. Staff suspicious of gas leaks, etc. around the school should immediately report these to the Premises Manager, HASCo or a member of the LT. These will then be recorded under:

https://docs.google.com/document/d/18aemZXSSZ6cD5_R8X_Kz4sRqciepcNm_qZuBUYnycM/e/dit

Where possible and safe to do so, remove and label dangerous or defective equipment – isolate the hazard. If it is an urgent, possibly dangerous problem, then immediately inform the HASCo or Premises Manager or a member of LT.

If it is not urgent, inform the Premises Manager, Site Team, CL/SL, LT or HASCo as appropriate.

Risk Assessments

Under the Management of Health and Safety at Work Regulations, there is a requirement for all risks to health and safety to be assessed and for the significant findings to be recorded. In order to assist with this procedure, the Council has produced a form to record the significant findings.

Appropriate departments maintain their own risk assessment records covering relevant work activities. The HASCo retains copies of these. The H&S Coordinator keeps school-wide risk assessments. Risk assessments must be reviewed at least annually (more frequently if circumstances change during the year) and then signed by the responsible person. If there is no change to the existing document, this must be signed and dated.

Audit Inspection

The local authority undertakes periodic inspections of what it terms to be 'high risk' departments i.e. Science, PE, Technology and Art, as it deems necessary. Further LBN inspections may also be appropriate in respect of asbestos and legionella management of the school premises.

Supervision of Students

Timetabled Classes

Designated staff or cover staff are responsible for supervision. A register must be taken at the beginning of the lesson. Staff must exercise caution and discretion when allowing students to go to the toilet or leave the classroom. Students must have a written note in their planner from the member of staff responsible for supervising them.

Between Lessons

Where possible, teachers and supervisors should see students in and out of rooms and direct pupils away from congested areas.

Staff Duty Rota

This operates during the normal school day, not including the lunch break. A rota is created at the start of each term and circulated to staff. A copy of the rota will be displayed in the North Staff Room and South Communications room.

Lunchtime Supervision

Midday Supervisors and Leadership Team carry out lunchtime supervision. Year Coordinators and their Assistants carry out lunchtime detentions for lateness.

Before School

Students should not arrive before 8.20am other than for designated classes. The school is unable to provide supervision for students arriving before 8.20am unless they have been invited by a member of staff to attend an out-of-hours lesson. Where students are attending classes before the scheduled start of the school day, they should remain in the school reception area until the teacher collects them and takes them directly to the classroom.

After School

Students should leave the site immediately at the end of the normal school day, unless they are involved in organised activities with staff supervision. Parents must know the nature of the activity and agree in advance to their daughter's attendance. Students and their parents need to make arrangements for the journey home from school.

Staff running these extracurricular sessions must have authorisation to run the session from LT and must keep a student register. Premises Manager / Site staff must be notified of after school activities with a note of exactly who is remaining on site. At the end of extracurricular sessions, the staff running the session should escort the class to the South reception to ensure they do not remain on site.

Accident or Illness

Needing First Aid

Non-emergency injury or illness:

Students requiring first aid should be sent with a note to the School Nurse or First Aider if the nurse is unavailable. An assessment by the nurse/first aider will then be given and, if appropriate, treatment will be provided. Students are then either sent back to class or sent home (after contact with the parent(s) is made).

Serious injury or illness:

Staff must contact the school Nurse or First aider in an emergency. The school has approved *Accident and Incident Reporting* procedures. These are attached to this H&S Policy.

All first aid incidents are recorded on a central record maintained by the School Nurse.

Reporting of Accidents

Departments and other working areas of the school are required to display the appropriate wall chart concerning the reporting of accidents. Please refer to Section 5.0 of this policy.

Medicines

Must not be administered except by special arrangement with the school nurse (a letter from the student's parent/carer is required).

Trained First Aid Staff

The School Nurse maintains up to date lists for display in offices, staff-rooms and other appropriate areas of the school (the current list is attached). First-aid staff are insured against any liability while on the school site or on a school visit.

The school maintains appropriate first aid cover across the site. If staff are in school during the holiday periods, it is helpful to have first aid cover on the premises. Alternatively, those in attendance must have access to telephone numbers in respect of emergency services.

First Aid Boxes

These are located in the nurse's office, south reception, north admin office, science, design technology, Art & PE areas and the site staff's office. CL/SLs are responsible for checking that first-aid boxes are fully stocked. SL/CLs are also responsible for notifying the School Nurse if a first-aid order is required. All departments are issued with a summary of the contents to be included in a first aid box.

Blood Spillage

Must be cleared by the cleaning & site staff (wearing disposable gloves and, where required, an apron). All affected material must be placed in a plastic bag and taken to the Nurse's office for suitable disposal in the 'Yellow Bag'.

Sharps

All 'sharps' must be disposed of carefully using the 'sharps box'. Boxes can be located in the School Nurse's office. Parents/Carers of students will then remove and dispose of sharps boxes they have filled.

Defibrillator

The school has 4 defibrillators on its premises. These are retained in the South Reception, North Office and the Nurses room and are available by contacting reception or the school nurse.

Defibrillators are to be inspected regularly in accordance with the manufacturer's instructions. The person responsible for inspecting the defibrillators is Saira Darr. An inspection record is to be kept in close proximity to the defibrillator and completed on the occasion of each inspection.

Acid Attack

In the event of an acid attack on a student or member of staff, the affected areas should be doused in water as soon as possible and any affected clothing removed. Emergency services should be contacted immediately.

The sentry post on the south site, (adjacent to the main student gate) contains several 5L water bottles and a lidded bucket which holds scissors for cutting clothes and rubber gloves for first aider protection. The bucket can also be used if necessary to collect additional water. There is also a small pop-up shelter for privacy if clothes need to be removed.

Access to the School Site

Entry & Exit: Pedestrians & Vehicles

Vehicle and pedestrian traffic have been segregated on the South site but drivers should still be aware of pedestrians whilst leaving the site. On the North site, students will cross the carpark when moving between the Geography block and the main building. Staff therefore must take care when entering or leaving the North carpark.

Speed Limit

Strictly, 5 mph maximum at all times.

Parking

Parking is not permitted outside the marked bays.

Visitors, Contractors & Deliveries

Visitors must be directed to the designated visitor's bay in the South site carpark off Milton Avenue. All visitors must register with the reception office (or site services if the visit is out-of-school hours). Visitors will be allocated a visitor's lanyard and this must be worn onsite. Parents should only collect their children from the school reception and are not permitted in the main school building for collecting students. All contractors to be advised of/provided with the school's appropriate health and safety procedures by the Premises Manager or member of site staff on duty.

Liability

The Local Authority and school accept no liability for damage to cars on the school site, which are parked at their owners' own risk. This is in respect of the vehicles of staff, students and visitors.

Locking Up

Staff must begin leaving their places of work at 5.30 pm in readiness for a complete departure of the premises by 5.50pm at the absolute latest. Staff wishing to stay later than this must receive prior agreement from LT and the Premises Manager or other member of the site staff on duty. This is essential for health & safety purposes and to ensure the availability of appropriate site staff.

Staff Leaving the Site during the School Daytime

Staff leaving the site during the school daytime **MUST** sign out in the South reception, and sign back in on their return, using the signing book provided at the main school reception. This is for health and safety purposes, including school fire evacuation routines.

Weekends & Student Holidays

The School Business Manager issues holiday opening times prior to each school holiday. Staff using the building must sign in and out and adhere strictly to any H&S instructions. Agreement must be obtained from the Head Teacher for students to be on site outside normal school hours.

School Events & Lettings

Events

These include Year Group Parent's Meetings, Open Evening, Concerts, Plays, Productions, activities organised by school staff for students that are not a part of the school's weekly timetable. Organisers should be aware of the following:

Safety Points

- Do not overcrowd facilities
- Keep fire exits clear
- Let relevant participants know H&S hazards
- Everyone, including audiences, must be told the location of exits.
- Do not overload electrical points
- Avoid using unchecked electrical equipment check props and structures
- Do not bring in electrical appliances from home

Lettings

The Premises Manager, or Site supervisor on duty, is responsible for the onsite supervision of hirers of the school, they must advise hirers of the location of exits, extinguishers, and any relevant H&S hazards in the user area, and areas of the school where hirers must not go. The member of site staff will run through the appropriate H&S checklist with the hirer on the group's initial booking and then reinforce procedures, systems, etc. as required. Hirers are required to complete a Health & Safety Checklist in the presence of the member of the site team supervising the letting. This is undertaken annually or at the time of the first hiring by the group.

There are Risk Assessments (RAS) and procedures for the following activities:

Visits & Journeys

The school adheres to DfE Guidelines. Visits **MUST** follow the school procedures and be approved in advance by the Educational Visits Coordinator & Head Teacher.

Manual Handling

Do not lift or move heavy loads without help or the proper equipment.
All departments are required to make a manual handling risk assessment.

The Manual Handling Operations Regulations 1992 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. These regulations place specific duties on employers and employees.

Employers are required to:

Avoid the need for manual handling, so far as is reasonably practicable;
Assess the risk of injury from any hazardous manual handling that cannot be avoided; and
Reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Employees are required to:

- Follow appropriate systems of work laid down for their safety;
- Make proper use of equipment provided for their safety;
- Co-operate with their employer on health and safety matters;
- Inform the employer if they identify hazardous handling activities;
- Take care to ensure that their activities do not put others at risk.

All staff members involved in manual handling will be given suitable and sufficient information, instruction, training and supervision. Training will be recorded, monitored and reviewed.

The school retains appropriate central training records for this activity.

If a member of staff develops any medical/physical condition, the responsible person should be made aware immediately. A specific risk assessment must be carried out to cover the activities/tasks and control measures should be taken accordingly.

Further advice can be found on the HSE website www.hse.gov.uk

INDG 143- Manual Handling at Work

Working at Heights

Staff must use approved steps only and not use the scaffold tower unless they are trained and certificated. Under no circumstances should chairs be used as a means to work at height.

Ladders

Stepladders conforming to BSI standards must be used for access to high shelves etc. Do not use domestic quality ladders or chairs. Staff working at height must have received training (or be under the guidance of a trained member of staff) and must undertake an appropriate risk assessment before doing so.

South Annex Roof Access

Staff access to the South Annex roof is restricted to those having received harness training (List held by SBM) and they must always be accompanied. A safety harness must always be used on the roof in exposed sections and clipped to the harness wire (Mansafe).

Portable Electrical Equipment

Must be checked and labelled by the school's chosen contractors on an annual basis. Staff or students' electrical equipment must not be used at school. 'Failed' items are removed by the site team immediately after the annual PAT inspection.

COSHH

All potentially hazardous substances must have a COSHH assessment, which can be obtained from the COSHH Co. The basic principle of COSHH regulations is the need to eliminate the use of hazardous substances or substitution with a safer alternative.

Work Experience & Young Persons

Students on work placements/experience are regarded in health and safety law as employees and therefore must be provided with the same health, safety and welfare protection given to other employees. Work experience may be defined as a placement on an employer's premises in which a student carries out a range of tasks or duties, more or less as an employee, but with the emphasis on the learning aspects of the experience

Students who are under the age of 18, taking part in work experience/placements are considered Young Persons under health and safety law. The Management of Health and Safety at Work Regulations 1999 require employers to specifically take account of young person's when carrying out their risk assessments.

If young persons have not previously been employed in the workplace, then existing risk assessments should be reviewed accordingly. The assessment of risks to 'young persons' must be carried out before their employment or work placement period begins.

All young people and students on work experience will be provided with appropriate induction, information, instruction, training and supervision.

Mrs Frankie Clarke, CEIAG Lead is responsible for the administration of Work Experience.

School-Based Work Activities

If the curriculum contains in-school 'work' activities, these should be with the HASCo, so as a structured risk assessment can be made by the individual concerned.

Pregnancy

A risk assessment must be undertaken by the member of staff's line manager in respect of the school-based activities of the pregnant member of staff. The Head Teacher will trigger this risk assessment. This must be reviewed and updated throughout the member of staff's pregnancy. The HASCo will provide the form on request from the line manager.

Premises Manager/Site Staff Responsibilities

The site staff have a major role in H&S and must ensure their own H&S when doing jobs. They must adhere strictly to the school's Lone Working Policy.

Lone Working

Staff are required to work in accordance with the School's Lone Working Procedures (Please refer to the full policy within the school's Security Strategy below).

Maintenance

Where possible, act quickly but safely on jobs where there is a H&S risk. Remove defective equipment, barrier dangerous areas, lock unsafe rooms, warn potential users. Liaise with the SBM/PM.

Fire Safety Check

All fire alarms are checked weekly on Tuesday at 11.00am, checking of fire extinguishers also takes place weekly on Tuesday morning.

All staff are required to regularly check corridors, halls, toilets, and parking areas for potential hazards.

Paths & Grounds

The site team removes any obstacles and litter and 'grit' appropriate pathways when icy. Where an area or route are deemed unsafe, they will be cordoned off and appropriate notices displayed.

Substances

Appropriate staff must have signed COSHH assessments readily available and make sure they are read and acted on by Premises Manager/other site staff.

Protection Equipment

Protection equipment must be worn as required for the job (which may include steel-capped boots, eye protection, overalls etc.).

Equipment

Staff must ensure that equipment is properly maintained and suitable contractors check that electrical equipment. Staff must not bring into school their own equipment or tools as the school prohibits use of them.

Risk Assessments

Staff are required to ensure that appropriate risk assessments are in place prior to undertaking any activity, which may be 'hazardous'.

Control of Contractors

This school recognises its responsibilities in relation to the use of contractors.

In any client/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs sub-contractors, to carry out some or all of the work, all parties will have some health and safety responsibilities. The client in these circumstances may be the School or the local authority where the LA on behalf of the school has formed a contract.

Clients need to satisfy themselves that contractors are competent (i.e. they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. The degree of competence required will depend on the work to be done.

The client and contractor are required to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when work is in progress. Consideration should be given to those risks from each other's work that could affect the health and safety of the workforce or anyone else.

Clients are required to manage and supervise the work of the contractors. The more impact the contractor's work could have on the health and safety of anyone likely to be affected, the greater the management and supervisory responsibilities of the client. Clients therefore need sufficient knowledge and expertise to manage and supervise the contracted work.

The school will ensure that contractors visiting their premises do not pose a risk to their own health and safety or that of others present within the school.

The Premises Manager is responsible for ensuring that all contractors on site are aware of the asbestos log, fire and emergency evacuation procedures. The member of the site team on duty **MUST** ensure that contractors sign in and out of the school during the school day and also for any activities out of school hours.

The Premises Manager must inform all contractors of any known hazards that might affect them whilst at work. Contractors, in turn, must notify the Head of Establishment of any hazards arising from their activities, which may affect the occupants of the school.

Hot works are rarely undertaken. They are however permissible with the written consent of the PM, having been risk assessed and with fire fighting equipment in close proximity. Contractors employed directly by the building owner will report directly to them, but the PM will still maintain oversight of their operations.

The Catering Manager is responsible for the safety of the kitchen & cleaning areas and must notify the Premises Manager of any hazards.

All contractors should report to the establishment office on arrival. There are strict signing in/out procedures.

Further information is available from the HSE document "Using Contractors" - HSE INDG 368

Plashet School

Security Strategy

Governing Board Statement of Intent

- The Governing Board of Plashet School is committed to take all reasonable action to achieve the safety and security of its staff, pupils and visitors.
- It is further committed to taking all reasonable steps to protect the physical environment in which education takes place as well as all valuable items kept on education premises, this includes not only items of monetary value but also individual records and pupil/student work.
- The Governing Board is committed to providing support to staff and pupils in respect of security matters and thereby to assist in minimising any potential disruption to the delivery of education.
- In seeking to achieve these aims for security, the Governing Board expects the help and co-operation of all staff and pupils, and the support of parents; the strategy and the working practices to assist staff in so doing are set out in the remainder of this document.



Signed:

(Mrs Irene Papadopoulos, Chair of Governors)

Date: 07.12.23



Signed:

(Mrs Rachel McGowan, Head Teacher)

Date: 07.12.23

Security Organisation

Coordination

The Head Teacher has ultimate responsibility for the security of the site (and the liaison with parents/governors and outside agencies regarding security matters). However, certain duties are delegated to a specific individual member of staff, who reports to her, as follows:

Health and Safety Coordinator/School Business Manager: Mr Damian Osman

- Coordinates security matters within the school (working closely with the Premises Manager), including the personal safety of staff on the school site (e.g. in relation to visitors, difficult students, etc.).
- Arrangements for making and maintaining risk assessments.
- Liaising as appropriate with staff, governors, parents, students, the Local Authority, the local community, the LBN Health & Safety Team, the Metropolitan Police's Crime Prevention Officer, trade unions and any other relevant individual(s) or group(s).
- Actively monitoring the implementation of the arrangements within this strategy and, in particular, checking that specific tasks have been carried out.
- Reactively monitoring and reporting on the outcomes of this strategy and in particular – ensuring that incidents are investigated, recorded and reported – analysing record to inform risk assessment and resultant action – reporting outcomes to the governing body every term – producing an annual report and review of security for the governing body, together with a draft annual security plan.
- Appropriate compilation, revisions and then production of the school's Security Strategy Policy.

Security and Personal Safety Functions

All staff have a collective role in monitoring and improving levels of security and personal safety in our school. However, the following members of staff carry out specific functions and are responsible for the following arrangements, either themselves or by overseeing the staff within their team:

School Business Manager (Mr Damian Osman) – Storage of cash and financial records, visitors and contractors signing in and out arrangements, the school inventory; identifying and recommending use of school funds to LT/Governors concerning potential improvements to school security measures, and managing/monitoring the effectiveness of the site staff. Oversight of sub-contracted ICT service to maintain high standards of cyber security. Oversight of Data protection.

Premises Manager/Caretakers (led by Mr Pat Moran) – Arrangements for: visitors and contractors signing in and out (when school is not in session), locking and unlocking premises, schedule of alarm checks (fire and intruder), cleanliness of site, litter removal, graffiti removal, safe storage of waste, etc., monitoring the work of contractors on site. Working with the HASCo to ensure that the contents of the school security strategy are achieved and that the school is

secure to staff, pupils and visitors on a day-to-day basis. Recording of incidents. Liaising with the school's call-centre/security contractors concerning out-of-hours alarm call-outs. Day to day maintenance and operation of the schools CCTV system.

HR Officer (Ms Noreen Malik) Arrangements for secure storage of the staff's personnel files.

Assistant Head Teacher with ICT responsibility (Mr Sohal Gachi) – advice to teaching staff concerning cyber security, the safekeeping of ICT equipment and the backing up of computer records.

Science Technicians – Arrangements for: secure storage of tools, secure storage of hazardous and flammable substances, department inventory. Responsibility to be overseen by the appropriate CL/SL.

Radiation Protection Adviser (Ms Susanna Taninki) – Arrangements for the safe storage and use of radioactive materials as defined by the Radiation Protection Officer (NPW – Geetha Unithan)

Examination Officer (Miss Hayley Johnson – Laymen) – Arrangements for: secure storage of records and secure storage of examination papers.

Year Coordinators/YC Admin - Arrangements for secure storage of students' files.

Curriculum /Subject Leaders – Arrangements for: secure storage of department records, secure storage of equipment, all examination coursework and materials.

All Staff - Arrangements for: secure storage of their classroom/office resources (including equipment), coursework for examination classes and personal items.

ICT Network Support Team – Responsible for identifying and responding to reported ICT health and safety issues.

Security and Personal Safety Arrangements

Risk Assessment:

Risk assessments will be reviewed as required – i.e. if there is an incident related to the area in question, if the Local Authority advises of incidents in other schools, and, if the law requires it.

Guidance and Training

All staff and governors will be provided with appropriate security and personal safety information in respect of the school's strategy as necessary.

Training in techniques in dealing with difficult people will be provided for relevant staff.

Dealing with difficult students is part of the school's behaviour policy arrangements and safer working guidance.

Visitor Reception

- The visitors' entrance to the school is clearly indicated and all visitors (including contractors) are required to sign in and out using the signing-in equipment. All visitors are required to wear identification badges whilst on the premises.
- All visitors are presented with a tri-fold visitor guide detailing emergency evacuation procedure, first aid facilities and how to report a safeguarding concern, as well as other important information.
- The following procedure is to be followed by staff when encountering a visitor without a badge: Please refer to Section 3.5 below.
- Students encountering a visitor without a badge must notify the nearest member of staff.
- The site services team in line with the school's lettings' policy supervises hirers of the site.

Contacts with the Police

- On a regular basis, advice is sought from the Metropolitan Police Crime Prevention Officer concerning security arrangements and crime prevention.
- Any emergency contact with the police can only be done with the authority of the Head Teacher (or nominated member of LT) or with the authority of the Head Teacher e.g. by a member of the premises team during out of hours' activities such as lettings.
- When calling the police, the Head Teacher (or person acting on the authority of the Head Teacher) must give clear and sufficient information to allow the police to make a judgement about the scale of their response.

Dealing with Trespassers

- Staff are empowered to approach, politely challenge a visitor who is not wearing a badge, and then accompany him/her to the main school reception. At the very least, staff should advise a member of LT or a member of the site staff to approach the unidentifiable visitor.
- At reception, the receptionist will ask the stranger the purpose of the visit and, if appropriate, ask him/her to sign in and be issued with an ID pass.
- If the member of staff, member of LT or member of the site team has any suspicion about the stranger, they must inform the Head Teacher (or Deputy) immediately, and ask the stranger to remain in the reception area.
- If the stranger ignores the instruction, the Head Teacher (or Deputy) must be notified immediately.
- If a stranger is abusive, or a nuisance in any way, the member of staff must not take direct action, but **MUST** send for help, or inform the Head Teacher (or Deputy) as soon as possible. Staff must never put their own safety at risk.

- Staff are permitted to ask a stranger to leave the site under delegated authority from the Head Teacher.
- If the stranger refuses the instruction, the Head Teacher may inform the police if she considers that there is a threat to the safety of anyone on the premises. This is entirely a matter of judgement of the Head Teacher (or Deputy), who will have to judge also whether an incident threatens to undermine the confidence of parents in the security of the school.
- The police cannot arrest an intruder for trespass unless there is a breach of the peace, but have the power to arrest if there is a `minor nuisance'. They may be able to solve the problem without resorting to arrest.

Where there are Offensive Weapons:

- If staff suspect an offensive weapon is on site, they must immediately inform the Head Teacher (or Deputy).
- The Head Teacher (or Deputy) **MUST** call the police if the suspect is not a registered student, or where an incident involving a student takes place outside the school premises.
- The person will be kept under close surveillance while the police are awaited.

Students on Site during Holiday Periods

Staff are required to have any holiday student sessions authorised by the Head Teacher, prior to students being given access to the school during the holiday periods. This form must be completed in good time and a copy of all parental permission slips must be retained.

Lone Working Arrangements

Background to Lone Working

The school as an employer needs to ensure that there are systems and procedures in place so that staff are not left working in isolation in the school, and that a work colleague is always contactable in the event of an emergency. As a minimum, we should ensure that an effective means of communication is in place so that help can be obtained if necessary.

The exceptions to this are the times during the working week (before/after school and at weekends) when a caretaker is here and there are no other employees present. In these situations, it is essential that we plan for the unlikely occurrence of an emergency arising. In this particular case, it is essential that the caretaker is able to report his whereabouts to either a caretaking colleague or a family member.

The 'Lone Working Policy' ensures that the school, as an employer, takes due care of the health, safety and welfare of staff at all times.

In-House Arrangements Concerning the Supervision of the Site 'After Hours'

The following arrangements apply:

- As a general rule during times of school lettings (evenings and weekends), the attendance of one caretaker only, is required to be responsible for the supervision of the premises. However, the Premises Manager should undertake a risk assessment and, if deemed appropriate, an additional caretaker should be employed in special circumstances.
- If more than one building is required to be opened simultaneously for lettings, two caretakers must be deployed on site for the period of the letting.
- Similarly, on evenings when there are 'school activities' (Open Evenings, etc.) and there are two or more buildings open, there must be **two** caretakers on site. A risk assessment should be undertaken by LT in advance, and worked through with the Premises Manager, with potential hazards identified and addressed. LT responsibilities for the evening need to be clearly defined (in terms of security, supervision and, where appropriate, accompanying the caretaker when he is locking up). Consideration must also be given to the possible cancellation of any other scheduled lettings during these evenings.
- On evenings that are considered to be 'higher risk' (when there are two caretakers present) they must accompany each other in the locking up of the site.
- The premises are to be unlocked in the morning by a member of the site staff.
- The caretakers' 'locking up' procedure begins on the North site, which means that staff will need to get ready to leave the school at 5.30pm, departing from the site by 5.50pm at the very latest. The other buildings are then locked up sequentially as part of their routine, which means that staff in those buildings must also be clear from the site by 5.50pm at the very latest.
- No students should remain on site unsupervised after the end of the normal school day.
- The fire alarm must be observed at **all** times during the opening period of the school. If it sounds after the closure of the school day, staff and visitors on site must report to the designated assembly point.
- The caretaker on duty during lettings must carry a mobile telephone at all times.
- As a rule, the caretaker on duty must not be expected to undertake tasks unconnected to the letting (and he must not take risks), though other low-risk activities are permitted as long as the supervision of the site remains the priority at all times.

School's Lone Working Policy

The school's Lone Working Policy, in full, is as follows:

General Staff

- Staff should ensure that they are not left to work in isolation in the school, which means that a work colleague is always readily contactable in the building. If there are any changes to their working times, then these should have already been agreed with their line manager. Staff working outside of the normal school working day must advise the caretaker(s) on duty of his/her presence and location. If staff deem it necessary, on special occasions, to work late outside of their normal working routines, this should be discussed with the Premises Manager in advance, in order for him to identify if appropriate caretaking supervision is available.

Caretaking

- If a caretaker agrees to meet somebody at school (e.g. a contractor), he/she should ensure that a colleague is advised of this. The visitor (e.g. contractor) MUST be signed in for record purposes. If a client becomes violent or behaves in an aggressive manner, the member of staff should assess the risks and consider the possibility of leaving the premises. A member of staff must not remain in a situation where they fear for their personal safety (if they do leave the premises, this must be reported to a colleague).
- If a caretaker is on the premises alone, they should ensure that they have a mobile telephone. It is important that they are contactable at all times and that they are able to contact others in an emergency.
- If a caretaker is alone on site, they should assess the situation and only carry out activities that would be considered 'low risk'. For example, it would be inappropriate to climb a ladder or to deal with electrical equipment. If an activity, or being in a particular area of the school, presents a risk to a lone worker, then these should be avoided until a colleague is on site. If there are any doubts as to whether the member of staff has received sufficient training to undertake any task involved as a lone worker, then these tasks should not be performed until they feel comfortable. The caretaker should assess their own competency and experience to deal with situations. Above all, the caretaker should be 'sensible' in their approach to all tasks undertaken.
- A caretaker should consider the risks involved if returning after dark, and act accordingly. It would be sensible to carry a torch in these situations.
- A caretaker should carry as little valuables as possible.
- If there is an accident while a caretaker is on site, this should be reported to a work colleague and it should be recorded in the school's accident book.
- The LBN Security services or local police should be contacted if there are any circumstances, which are deemed 'suspicious'.
- If a caretaker is working late, their spouse or partner, for example, should be advised of when they are expected to return home. If the caretaker does not return after a previously agreed time, the caretaker should ensure that they are contactable on the mobile telephone. The school encourages staff to regularly call home to reassure partners/spouses, for example, that all is well.
- The caretaker's home telephone number should be passed to fellow caretakers for contact purposes in the case of an emergency.

Seeing Parents

All such meetings must be notified to (LT, Line Manager, etc.). It can then be decided whether another member of staff should be present or nearby. In addition, a decision can be made about the location (interview room booked through the reception staff) and an appropriate time.

Data Protection (ICT)

Please refer to the ICT policies as circulated to staff on an annual basis.

Storing Student Records

Paper records are stored in accordance with the school's Data Protection Policy and Records, Retention, Destruction and Archive Policy. Student records should not be taken from site for work purposes. If student data is required for meetings outside the school, a copy should be made and the original left in school.

Storing Coursework Required for Assessment

Coursework required for external assessment is stored in a safe and secure place within the department.

Storing Items of High Monetary Value

Cash/Cheques – For reasons of security and to minimise banking charges, the school discourages the use and storage of cash on the premises. Instead, school positively encourages parents to make payments for lunches, learning resources and trips online via the Parent Mail system. Any cash received, most often as a result of charitable fundraising, is counted, recorded and stored in the safe in the Finance Office to a maximum amount of £10,000 – in accordance with our insurance policy. With cash collection services no longer viable, this money is then transferred to the bank on foot by a staff member. In accordance with our insurance policy, one able bodied staff member is insured against both robbery and injury and such trips are irregular, infrequent and unpredictable. Cash is to be carried to the bank in maximum amounts of £2,500.

Equipment – All tools and equipment should be locked away when not in use. Electrical items/cameras/videos are particularly vulnerable to theft. Valuable equipment (e.g. ICT) is to be security marked via the schools sub-contracted ICT Technician.

Monitoring

Procedures to Support Security and Personal Safety

The School Business Manager will monitor compliance with the procedures set out in sections 2.0 and 3.0.

Outcomes

All incidents are to be recorded and reported using the internal log provided. The School Business Manager will investigate as necessary (where appropriate involving the relevant TU Safety Representatives) and ensure that, where required, the necessary form is returned to the LEA as per the standard procedures. At the end of each term, a summary of incidents will be prepared and provided as an appendix to the Head Teacher's Report to the Governing Board.

Report and Review

A report of thefts, illegal entries and other incidents is made to the Governing Board each term. Governors review each case and recommend the appropriate courses of action.

Security matters are brought to the attention of the Finance, Staffing & Premises Committee on a regular basis, and possible new measures to be introduced are discussed, with a view to further improvements being made to the site. Expenditure against the school's Building Maintenance, Building Development and Formula-Funded Budgets are approved as necessary.

The school's Security Strategy is subject to an annual review by the school, to be considered and then approved by the FSP Committee.

APPENDICES TO SECURITY STRATEGY

Plasnet School

Accident & Incident Reporting Procedure

The procedure for dealing with accidents & incidents for students and staff (visitors) is not dissimilar but there are differences in reporting and document retention and they will therefore be dealt with separately here.

Definition of an Accident:

An accident in this context is the receipt of an injury from normal day-to-day activities.

Definition of an Incident:

An incident in this context is the receipt of an injury due to the involvement of a third party, faulty equipment, inadequate instructions/procedures, failure to follow instructions/ procedures or hazardous environmental factors etc.

The differentiation between accident and incident will influence the documentation required and any follow up. Where the injury is serious, the process should be viewed as an incident unless the investigation clearly shows that the injury was received without a third party involvement or adverse environmental factors etc.

Severity

The severity of an injury will influence the procedure required and the documentation required.

Low: e.g. Minor cuts and abrasions, minor sprains and strains, small burns/blisters.

Medium: e.g. Cuts requiring stitches, dislocation/break of digits, head injury with potential concussion, hearing/sight damage, larger burns/blisters, convulsion/fit.

High: e.g. large bone break, dislocation of large joints, breathing / heart stopped, loss of consciousness, loss of hearing / sight, loss of digit/limb, disfiguring burn.

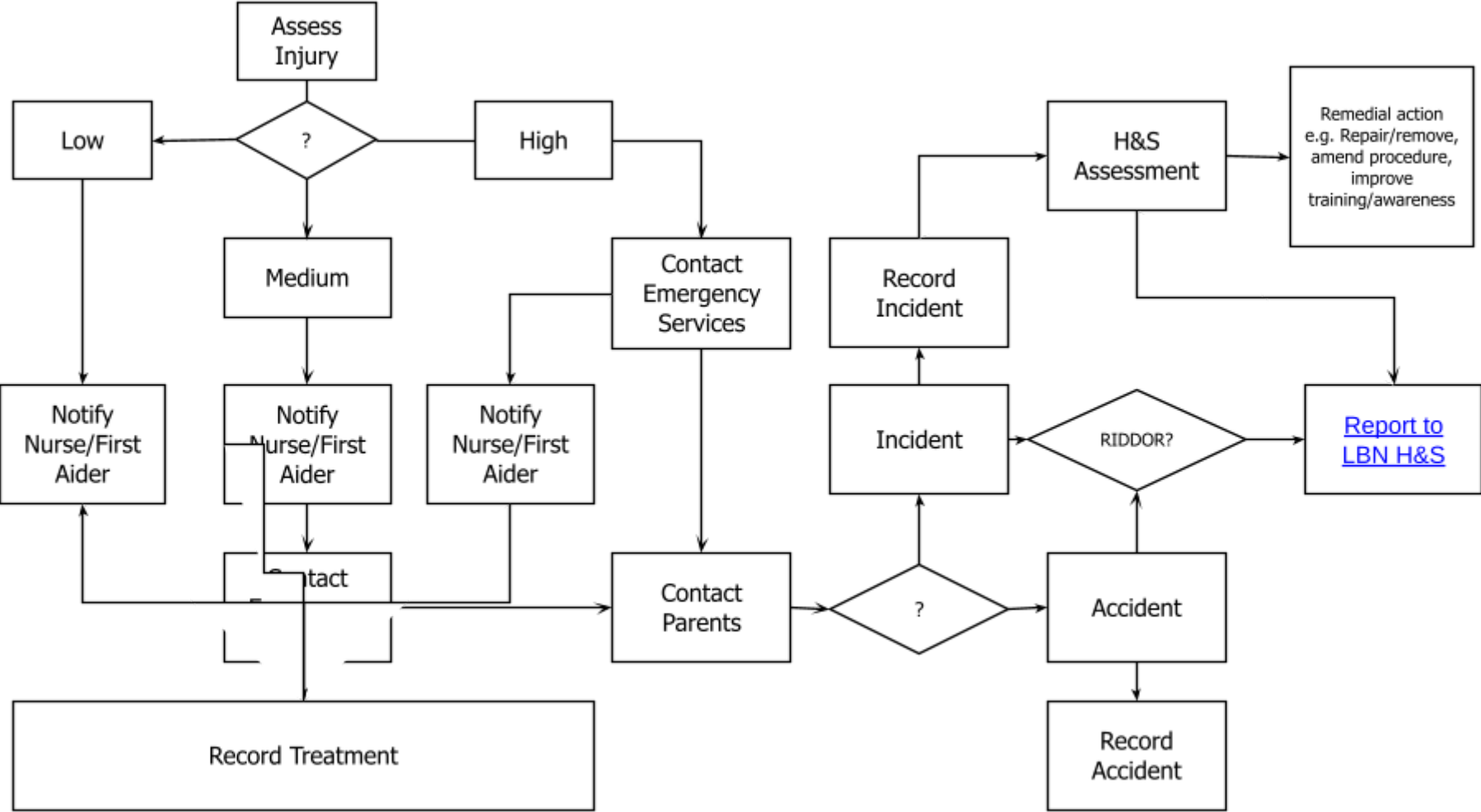
Students

The school nurse/first aider can treat low severity injuries. These do not require recording in the accident book but may require recording in the medical treatment register if treatment has been carried out.

Medium severity injuries will initially be assessed by the school nurse/first aider and then referred to further/emergency medical services.

High severity injuries should be referred directly to emergency services, and then the school nurse/first aider should be contacted to provide assistance until the emergency services arrive.

Plashtet School – Student Accident/Incident Procedure



Contacting Nurse/First Aiders

Where a minor injury has occurred and the student is able to make her way to a first aider, she should be escorted by a member of staff or student to the nearest first aid point (Nurse's Office, South Reception or North Office). Where the injury has occurred during supervision the teacher should where possible notify the relevant office to expect the student.

Where the student has a medium to high severity injury, the teacher/supervisor should contact the South Reception (or North Office if no reply) and request the nurse or first aider to attend the injury. Where the injury is a high severity the teacher should request immediate emergency assistance first.

Contacting Emergency Services

High Severity Injury:

The teacher/supervisor at the scene should contact the South Reception (North Office if no Reply) and request an ambulance, giving details of the nature of the injury and the student's condition. The Reception/North Office Staff should immediately dial 999 and request an ambulance. Once an ambulance has been requested they should then contact the school nurse/first aider and the Head Teacher. The site team should then be notified to ensure that the ambulance has access to the site.

Medium Severity Injury:

A medium severity injury may not necessarily require an ambulance; it is the responsibility of the school nurse/first aider to assess the medical requirements of the student. Where triage assesses that an ambulance is required, the first aider should notify South Reception/North Office and they should follow the high severity procedure.

Where an ambulance is not deemed necessary but the student does require further medical treatment, the first aider (nurse) should liaise with the Head Teacher and parents of the student to ascertain the most appropriate response.

Where a student needs to be transported to a hospital or other medical practice, a first aider or other member of teaching staff should accompany her if a first aider is not available. The member of staff should remain with the student until a parent/family member arrives to take responsibility for the student.

Reporting and Recording Injuries

All Medium and High severity injuries should be recorded in the accident book, all details of the nature and circumstances of the injury should be recorded. The Core H&S Team should review the cause of the injury and their findings should be recorded with the accident details on the LBN Incident Report Form

https://newham-self.achieveservice.com/service/oneSource_school_accident_incident_report_form

Where the injury is incurred during a work activity and results in the student being taken to hospital, the injury will be reportable under RIDDOR if it was incurred because of faulty equipment, inadequate supervision or inadequate safety measures.

Reporting under RIDDOR is not required if caused by an underlying medical condition, playground accident or sports injury etc. Injury to a pupil caused by another pupil is not reportable under RIDDOR. Injuries caused by another individual to a member of staff are reportable if a physical injury stops them attending work for seven days or more.

Records should be retained as a minimum until the injured student reaches the age of 25 years.

Contacting Parents

Where a student has received a medium to high severity injury, the student's parents should be contacted. The Head Teacher should contact or delegate a member of staff to contact parents once the nature of the injury is understood and the requirement for further medical treatment has been established.

Staff & Visitors

Injuries incurred by staff & Visitors should be treated in a similar fashion to students.

Contacting Nurse/First Aiders

Low severity injuries are not recordable and the injured member of staff should attend and request assistance from their nearest first aider. If the member of staff has difficulty making their way to a first aider, they should contact the South Reception or North Office to request first aid assistance.

Where the staff member has a medium to high severity injury, on identification of an injury, a colleague should contact the South Reception (or North Office if no reply) and request the nurse or first aider to attend the injury. Where the injury is a high severity the colleague should request immediate emergency assistance first.

Contacting Emergency Services

High Severity Injury:

The colleague at the scene should contact the South Reception (North Office if no Reply) and request an ambulance, giving details of the nature of the injury and condition (see "Contacting Emergency Services" below). The Reception/North Office staff should immediately dial 999 and request an ambulance. Once an ambulance has been requested they should then contact the school nurse/first aider and the Head Teacher. The site team should then be notified to ensure that the ambulance has access to the site. The staff member's line manager should be informed as soon as possible (for visitors, their employer/organisation should be contacted by the member of staff organising the visit or other delegated member of staff).

Medium Severity Injury:

A medium severity injury may not necessarily require an ambulance; it is the responsibility of the school nurse/first aider to assess the medical requirements of the student. Where triage assesses that an ambulance is required, the first aider should notify South Reception/North Office and they should follow the high severity procedure.

Where an ambulance is not deemed necessary but the colleague does require further medical treatment, the first aider (nurse) should discuss treatment with the member of staff where possible or liaise with the Head Teacher and next of kin to ascertain the most appropriate response.

Where a colleague needs to be transported to a hospital or other medical practice, a first aider or other member of staff should accompany them if a first aider is not available. The member of staff should remain with the colleague until next of kin / family member arrives.

Reporting and Recording Injuries

The H&S Coordinator, all details of the nature, should record all Medium and High severity injuries in the accident book and circumstances of the injury should be recorded. The Core H&S Team should review the cause of the injury and their findings should be recorded with the accident details on the LBN Incident Report Form. Where the injury is incurred during a work activity and results in the student being taken to hospital, the injury will be reportable under RIDDOR if it was incurred because of faulty equipment, inadequate supervision or inadequate safety measures. Reporting under RIDDOR is not required if caused by an underlying medical condition. Any physical injury at work, which leads to an absence of 3 days or more, should be recorded in the accident book, where the absence prevents the member of staff from working for more than 7 days is must be reported under RIDDOR.

Accident records should be retained as a minimum for 7 years. Incident records should be retained for 20 years.

Accident and Incident Investigation

The H&S Core Team must investigate any medium to high severity injury. The investigation must include:

- Witness statements from students and staff present.
- A report examining the physical and environmental aspects of the location.
- Collation of any relevant instructions relating to any activity being carried out.
- Photographic evidence of any perceived hazards or failed equipment/infrastructure.
- Details of the injury received and treatment required.
- CCTV footage of the accident or incident, if it exists

The evidence should be compiled and analysed, the causes of the injury should be ascertained where possible.

Recommendations should then be drafted in a report including:

- Repairs or improvement to infrastructure, equipment, plant and machinery.
- Changes to operating procedures for equipment, plant and machinery.
- Implementation of necessary changes to H&S Policy.
- Additional training/instruction for equipment/procedures under scrutiny.
- Improvement to signage and communication relating to the activity/location.
- Potential disciplinary/legal implications.

Any necessary changes to the H&S Policy should be implemented and reported to the Finance Committee.

Plashet School – Injury Related Forms

1. LBN have devised an online Incident Reporting System
https://newham-self.achieveservice.com/service/oneSource_school_accident_incident_report_form
2. Plashet School - Contacting Emergency Services
3. Plashet School - Student Injury Treatment Record

Plashet School - Contacting Emergency Services

**Dial 999, ask for ambulance and be ready with the following information
It is always better if someone who is with the patient rings 999.**

1. When you are connected to the ambulance service, you will be initially asked if the patient is breathing, you will then be asked if they are awake, or if there is any serious bleeding.
2. You will then be asked to confirm the address of the emergency: Plashet School, Plashet Grove, East Ham, E6 1DG 0208 471 2418
3. Give exact location in the school/setting – which building and what floor or area?
4. Give your name
5. Give name of child and a brief description of child's symptoms
6. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to

Speak clearly and slowly and be ready to repeat information if asked.

Plashet School - Student Injury Treatment Record

Date/Time	
Student Name	
Form Group	
Severity of Injury	Low / Medium / High
First Aider Name	
Assessment of Injury	
Treatment Provided	
Emergency Services Required?	
Emergency Services requested By?	
Head Teacher Notified (Time)	
Parents Notified By/Time	
Parent/Guardian Contact Details: Name Phone Relationship	
Site Team Notified (Time)	
Name of external Medical facility Ward/Location Contact Details	

Plashet School - First Aiders (and expiry date)

Name	Location/Role	Contact no.	Expiry
Saira Darr	School Nurse	148	17/11/2026
Farhat Roked	School Nurse	148	tbc
Joy Gibney	Attendance	133	03/05/2025
Pat Moran	Premises Manager	201	03/05/2025
Daniel Radu	Site Supervisor	201	17/11/2026
Pat Laming	SEN	162	03/05/2025
Noorie Gani	Midday Supervisor	Radio	01/12/2024
Maria Hilmi	Midday Supervisor	Radio	01/12/2024
Iram Mirza	D&T Technician	117	01/12/2024
Tahira Hussain	General Supervisor	Radio	03/05/2025
Damian Osman	SBM	143	01/09/2025