



Joseph Hood Primary School

Health & Safety Policy



This statement is issued in accordance with the guidance issued by Merton Corporate safety Section July 2013. The general aims of these policy statements are accepted and the arrangements set out are designed to implement the general aims of Joseph Hood Primary School.

Review: Annually

Signed: _____ Chair of Governors

_____ Head Teacher

Date: September 2025

Date of Next Review: September 2026

- **Legal Requirements**

Health & Safety at Work etc Act 1974 - The act places a legal duty on employers to ensure, so far as reasonably practicable, the health, safety & welfare of employees and to ensure employees and others are kept safe. There must be a Health & Safety Policy statement in place setting out how health & safety is managed in the organisation.

Management of Health & Safety at Work Regulations 1999 - The regulation requires that there are arrangements in place to manage health & safety.

Insurance & Legal Obligations

The London Borough of Sutton is responsible for the following insurance:

- a) public liability insurance;
- b) insurance cover for community use of schools which details:
 - (i) professional indemnity and liability cover for school governors;
 - (ii) employers liability;
 - (iii) personal accident insurance;
 - (iv) third party claims;
 - (v) hiring of County premises;
 - (vi) buildings;
- c) a school journey insurance scheme.

It should be noted that the following are not covered by insurance:

- equipment hired on loan;
- equipment owned by staff/pupils/community users.

Members of staff should check their personal insurance for their vehicles, in the event of an accident whilst taking a child home, or for emergency treatment.

School and unofficial funds are covered by the authority, within the limits imposed for keeping money on school premises overnight to a maximum of £2500.

Health & Safety Policy

Statement of Policy

It is the policy of Joseph Hood Primary School to maintain high health & safety standards in order to protect pupils, members of staff, visitors and others who may be affected by school activities. In particular, it is the school's policy to ensure, so far as is reasonably practicable:

- ❖ Provide and keep plant and equipment and systems of work that are safe and suitable;
- ❖ Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors
- ❖ Provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work;
- ❖ Ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place:
- ❖ Provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks.

Organisation

School Governors

The Federation governors have responsibility for keeping under review standards of health and safety within both schools. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- ❖ Ensure the school has access to competent health and safety advice/advisors
- ❖ Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Local Authority-maintained schools, its legal duties as defined in health & safety legislation;
- ❖ Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards
- ❖ Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Executive Headteacher at least every term;
- ❖ Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises;
- ❖ Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
- ❖ Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

Health and Safety Governor

The elected Health and Safety Governor has the responsibility to liaise with the Executive Headteacher and others on health and safety issues. Their duties are to:

- ❖ Monitor the action plans developed from the health and safety audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements;
- ❖ Take an active part in school inspections and monitor the follow up actions;
- ❖ Review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school;
- ❖ Commend staff and students where health and safety improvements have been made;

Executive Headteacher and Head of School

Anita Saville and Libby Wright have overall responsibility for the day to day management of health and safety in the school. In particular, the Executive Headteacher has the following responsibilities:

- ❖ To ensure that appropriate health and safety standards are implemented and maintained at the school.
- ❖ Ensure that appropriate staff are appointed to manage specific areas of health & safety
- ❖ To ensure that school staff receive adequate health and safety training appropriate for their responsibilities.
- ❖ To ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties.
- ❖ To ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the Governors at least every term.
- ❖ Attend appropriate health & safety training in order to be able to understand and carry out their role.
- ❖ Ensure arrangements are in place for health & safety inspection & maintenance, including statutory inspections of plant & equipment across the school

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- ❖ Ensure that all legally required documentation such as Asbestos Management Plans and Legionella Control Schemes are in place
 - ❖ To ensure that health and safety monitoring and inspection arrangements are implemented.
 - ❖ To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
 - ❖ To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils.
 - ❖ To ensure that, where required, school specific risk assessments are undertaken and recorded.
To ensure that the health and safety requirements identified in any risk assessments are implemented.
 - ❖ To ensure there are adequate arrangements for first aid provision, both on school premises and on school outings, or activities.
 - ❖ Ensure suitable safeguarding and security procedures are in place.
 - ❖ Ensure accident/incidents are suitably investigated and recorded.

Appointed Fire Safety Manager

Natasha Harris - Site Manager & Kaley Marable - SBM have responsibility for the planning & organisation of fire safety matters within the school, in particular:

- ❖ Ensure there is a suitable and sufficient fire risk assessment in place.
- ❖ Ensure the school's Fire Safety Policy is up to date
- ❖ Ensure that fire precautions in the school premises are maintained to an appropriate standard
- ❖ Ensure fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of fire;
- ❖ Ensure that comprehensive records are kept of evacuation drills.
- ❖ Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- ❖ Ensure staff/students that require additional help to safely evacuate have an up to date Personal Emergency Evacuation Plan (PEEP)
- ❖ Ensure that the inspection & maintenance of fire safety systems and equipment is taking place and that a regular report is provided to the Executive Headteacher on the results of these checks.

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- ❖ Ensure that any lettings understand their health and safety requirements, including fire safety requirements.

Appointed Building Manager

Natasha Harris Site Manager/Kaley Marable SBM has responsibility for the planning & organisation of building safety matters within the school, in particular:

- ❖ Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with legal requirements and that any corrective action identified as necessary is promptly implemented and the required records are kept;
- ❖ Ensuring the schools Legionella Control Scheme is up to date.
- ❖ Ensuring the school's Asbestos Management Plan is up to date.
- ❖ Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with legal requirements and that records are kept;
- ❖ Ensuring that any necessary statutory inspections of lifting equipment, pressure vessels and exhaust ventilation equipment etc are undertaken and records kept;
- ❖ Arranging any necessary corrective action identified by health and safety inspections detailed above;
- ❖ Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are reported to the appropriate party for remedial action;
- ❖ Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action.

Appointed Contractor Monitor

Natasha Harris Site Manager/Kaley Marable SBM has responsibility for the monitoring & managing of contractors within the school, in particular:

- ❖ Ensuring the school's dedicated Contractor Managing & Monitoring Policy is up to date.
- ❖ Acting as the school representative in any dealings with contractors who are to work at the school;
- ❖ Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and

monitoring the standards of health and safety whilst the work is undertaken;

- ❖ Ensuring there is a procedure in place for informing contractors of, any hazards associated with the work area and the emergency arrangements in place.

General Safety Monitor

Kaley Marable SBM has responsibility for the general safety arrangements within the school, in particular:

- ❖ Ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- ❖ Arranging necessary refresher training for first aiders;
- ❖ Reporting to the Executive Headteacher the need to train further first aiders in order to meet the minimum required for the school;
- ❖ Ensuring that notices displaying the name and location of first aiders are kept up to date;
- ❖ Maintaining records of health and safety training undertaken for school staff;
- ❖ Maintaining local accident & incident records and ensuring that these are reported to the Executive Headteacher
- ❖ Ensuring that accidents, incidents and violent incidents are reported to the Action HR Health & Safety Team using the AMS system.
- ❖ Ensuring that any staff identified as Display Screen Equipment users are provided with advice regarding safe workstation set up.

Educational Visits Coordinator

Wendy Shepard, Assistant Head has been appointed as the Educational Visits Coordinator, their responsibilities include:

- ❖ Coordinating between staff organising the visit and the Executive Headteacher and/ the Educational Visits Adviser to ensure visits are arranged safely.
- ❖ Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- ❖ Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

Teaching Staff

Teachers within the school have a duty to follow the school's procedures and a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- ❖ Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils;
- ❖ Ensuring that they and students are familiar with the school's fire procedure and their role in it;
- ❖ Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- ❖ Ensuring equipment is only used (by staff and students) in the way it has been designed to be used (e.g. do not stand on chairs and tables when working at height);
- ❖ Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- ❖ Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used;
- ❖ Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- ❖ Ensuring that any off-site outing or activity for which they are responsible, only takes place following the completion of written risk assessments and consultation with the school's Educational Visits Coordinator.
- ❖ Attending any required health and safety training.
- ❖ Undertaking, as required, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- ❖ Reporting, promptly, any deficiencies in health and safety standards to the appropriate person
- ❖ Ensure safeguarding and security procedures are followed.

School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

School Pupils

All children are expected, within their expertise and ability, to:

- a) Exercise personal responsibility for the safety of themselves and their fellow students.
- b) Observe standards of dress consistent with safety and hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- c) Observe all the safety rules of the school and in particular the instructions of the staff in the event of an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

Note: The governors, Executive Headteacher and Head of School will make children (where appropriate) aware of these responsibilities through direct instruction and notices.

Arrangements

Standards and Guidance:

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health & Safety Team.

Where guidance does not cover a specific issue the school adopts the practices or standards recommended in, Health & Safety Executive or Department of Education publications or the relevant British or European Standard.

Competent Professional Health & Safety Support and Assistance:

The school receives Health & Safety advice & assistance from the Action HR Health & Safety Team.

The school sends a representative to the regular Schools Health & Safety Meetings arranged by the Action HR Health & Safety Team.

Staff Consultation:

Health & safety is an agenda item at all staff meetings; staff are also able to raise any health & safety concerns directly with the Executive Headteacher/Head of School.

The school's Finance and Health & Safety Premises Committee is chaired by a governor and meets twice a term. The Committee consists of governors, the Executive Headteacher and the SBM.

At this time there is no Staff Health & Safety Consultative Committee; however, should two or more union appointed health & safety representatives request, in writing that one is set up, the Executive Headteacher will ensure that this takes place within three months of the request.

General Health & Safety:

- Jewellery should not be worn by pupils, particularly earrings, necklaces and bracelets.
- Long Hair should be tied back
- Children must **walk** in school
- Children are not allowed to play with doors and windows, climb on furniture, should and/or indulge in rough play.

Supervision

The school hours are:

Nursery	08.45 am to 11.45am 12.15 pm to 15.15 pm
Key Stage One	08.45 am to 15.15 pm
Key Stage Two	08.45 am to 15.15 pm

Children should not enter the building before school opens unless they have permission to do so or are going to the school office. Staff must be present to supervise children as soon as they enter the building.

Children going to after school club are taken there by a teaching assistant at the end of the day.

Any child who is not collected at the end of the day should be taken to the school office by a member of staff and the parents contacted by the teacher, Executive Headteacher, Heads of School or administrative staff.

Except in an emergency, No teacher must leave a class unattended.

Teachers and assistants will be on duty for morning and afternoon playtimes. Staff should be vigilant at all times.

At lunchtimes the Midday Meal Supervisors will monitor the children in the playground.

All staff must exercise as much care and responsibility towards the children as that which would be taken by a caring parent.

- **Risk Assessment**

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment.

Risk assessment training is available to staff.

- **Selection of Staff**

The school selects staff having regard to the level of health & safety experience and competence required for the particular role. Training will be made available where a staff's skills require improvement to reach a suitable level.

The Executive Headteacher ensures that Disclosure & Barring Service (DBS) checks are undertaken for all school staff, (including, as required, volunteers).

- **Information, Instruction & Training**

The Executive Headteacher ensures that all staff receive adequate health & safety Induction including, emergency arrangements and how to obtain first aid.

Staff are provided with adequate in house instruction & training in order to be able to carry out their role safely and attend specialist training, both online and classroom based.

The Executive Headteacher ensures that staff experience and attendance to training are regularly reviewed in order that extra training can be provided when necessary.

- **Management of Organisational Change**

The governing body ensures that, where organisational changes are planned within the school, the health & safety implications are considered and managed effectively.

The Executive Headteacher/Heads of School keeps staff informed of organisational change through staff meetings and other school events such as inset days.

- **First Aid**

The Executive Headteacher ensures that sufficient numbers of qualified First Aiders are on duty at all times and that first aid supplies are available.

When events take place at the school, including those organised by the Parent Staff Association, the number of First Aiders required is taken into consideration.

Medicines and Accidents

- **Medicines**

The school has a medical policy in place.

Medicines, epi-pens and asthma inhalers are kept in the school office. Where school has two epi-pens for a child, one will be kept in the classroom and one in the school office.

Nursery staff keep medicines in appropriate first aid boxes in the nursery.

Only medicines prescribed by a doctor can be administered to children on the request of a parent.

Lists of paediatric first aiders are displayed around the school.

At lunchtime the supervisory assistants deal with minor accidents. First aiders will be available for more serious accidents of health related issues.

There is a file containing Health Care Plans which is kept in the office and with the SENCO for children who have serious medical conditions. There are also photographs of these children displayed in the school office. It is the responsibility of all first aiders and teaching assistants to refer regularly to these files.

- **Accidents**

Accidents, other than minor injuries, must be reported to the Executive Headteacher/Heads of School and in the case of a child the class teacher and parents.

If a child needs to go to the hospital in an emergency, parents should be informed immediately. If a parent is unavailable, a member of staff should accompany the child acting in "loco parentis".

In an emergency an ambulance should be called.

Full details must be reported to the Executive Head Teacher/Heads of School. An accident report form should be completed to the LA Health and Safety Officer through the HR accident reporting system. This will be completed by the School Business Manager.

Accidents or injuries to children, or adults requiring medical attention must be recorded in the accident book. These are kept in first aid boxes and in the school office.

A letter should be given to the child to take home, informing parents of a non-serious head injury, details of which must be given to the school office in the case of a parental enquiry. The class teacher must be made aware of the incident so that the child can be monitored on returning to the classroom.

Head injuries require a school accident reporting form to be completed and a courtesy call made to the parents/carers. Where a child has had a head injury, staff will be asked to monitor the child carefully.

The Executive Headteacher/Head of School will monitor the accident books to assess any need for preventative action.

Good Hygiene Procedures

- **Hand washing**

One of the simplest ways to stop infection spreading is to wash your hands with soap and water for 10 seconds, and to encourage children to do the same.

Always wash and dry your hands:

- before touching food;
- after using the toilet;
- after taking a child to the toilet;
- before (if possible) and after giving first aid.

All children will be asked to wash their hands before they eat their lunch.

- **Gloves**

Disposable or rubber gloves put an extra layer of protection. These are to be used if:

- you have an uncovered cut or sore on your hand;
- you have eczema;
- you are cleaning up blood, faeces, urine or vomit.

If you use disposable rubber gloves, these should be disposed of in a sealed bag.

- **Cuts, grazes, bites and scratches**

If you have a cut or graze on your hands, cover it with a waterproof plaster when you are with children.

If a child gets a cut, scratch or bite that breaks the skin:

- wash the cut with warm water;
- dry it.
- Bites to either adults or children will be assessed to see if further medical treatment is required.

Wrap any bloodstained dressings in polythene bags and dispose of them in a bin with a liner or put immediately into the large external bins. Soak any bloodstained clothes in cold water first, to get rid of the stains and then wash in hot water and detergent in the normal way.

- **Cleaning up blood, faeces, urine and vomit**

When cleaning up hard surfaces (work tops, tables etc.):

- cover spillage with the special absorbent powder which is kept in the medical room.
- don't forget to use gloves when cleaning up blood, faeces, urine and vomit.

- **Splashes of blood**

If splashes of blood get onto anybody's skin, eyes or mouth, wash them off immediately with lots of cold water.

Display Screen Equipment/ Workstation Assessment

All staff are provided with information regarding correct workstation set up as part of Induction. Where staff are identified as a workstation “user” they are encouraged to reassess their workstation annually, using the DSE audit form and/ or if they experience any pain or discomfort associated with working at a desk.

School Trips and Educational Visits

Joseph Hood Primary School follows the Educational Visits Guidelines provided by the Action HR Health & Safety Team. An Educational Visits Coordinator has been appointed and has attended suitable EVC training.

The school carries out a risk assessment for each trip. Where trips are planned to activity centres the school checks that there is an Adventure Activities Licence in place. Enquiries are made as to the training and competence of the centre staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent Educational Visits Adviser.

Preparations

The school follows LA advice relating to off-site activities practice. A copy is kept by the teacher with responsibility for school journeys and visits.

The named teacher for school journeys and visits is **Wendy Shepard**.

Before any off-site activity takes place, the approval of the governing body is required. This authority is delegated to the Executive Headteacher.

The teacher in charge of a visit or activity has the responsibility to complete a risk assessment form prior to taking the children out, listing potential risks and ways of minimising these risks. Ideally a pre visit should have been carried out, especially if the teacher has not been there before.

The teacher with responsibility for school journeys and visits must sign the form.

Parents must have full particulars of a visit before they are asked to give their consent.

Supervision Ratios

The school's agreed minimum ratios for supervision whilst on visits and out of school activities are:

Nursery: 2 children to 1 adult

Under 4-5's: 4 children to 1 adult

Under 8's: 6 children to 1 adult

8-11: 8 children to 1 adult

Parents and other voluntary supervisors must have their role explained to them and be given appropriate preparation and instruction in case of an emergency. Disclosure and Barring Service (DBS) checks should be undertaken on all adults who are supervising children.

Only police, traffic wardens and officially designated school crossing patrols have the right under law to control traffic. Therefore if a teacher needs to see children across a road, they must do so as a responsible person and to the best of their ability.

Record of groups going off-site

Prior to departure teachers must ensure they have completed a pre-visit, a detailed risk assessment, sought approval for the visit from SLT and that accompanying adults have group lists showing:

- their own group responsibility;
- who is travelling in which vehicle;
- the name and telephone number of the person at school who may be contacted in an emergency.
- the school mobile telephone number which will be held by the lead teacher on the trip

The School visit leader is responsible for ensuring a risk assessment has been completed and that staff take a copy of the risk assessment on the trip with a list detailing:

- the names of all adults and which children are in the groups they are supervising;
- the distribution, if travelling in separate vehicles;
- contact numbers for all adults travelling with the group.

Travel by Coach

- Coaches and minibuses should only be hired from reputable companies.
- Seat or lap belts must be worn and it is the responsibility of the leaders to ensure that they are used.
- Children should not occupy the front seats of a coach.
- To ensure adequate supervision, it is essential that supervising adults are spread throughout the coach and are not sitting together.

Emergency Action

In the event of an accident the senior member of staff in charge of the off-site activity should contact the school immediately so that parents can be informed. A mobile phone should be carried on each coach for this purpose.

It is the responsibility of the Executive Headteacher/Heads of School to inform the LEA officers if a serious accident occurs.

Availability of medical and special needs information

- Before going off-site staff must have current information on children with specific medical or special needs problems.
- Prior to departure, teachers should ensure that inhalers, or any other medicine required for specific medical conditions, are given to the supervising adult or first aider and travel with the children.

Hygiene Precautions for Children Who Come into Contact With Zoo or Farm Animals

The person in charge of groups should be aware of the possibility of the transmission of disease by contact either direct or indirect with infected animals or a contaminated environment.

All children must be advised on personal hygiene before any farm or zoo visit, or with any contact with animals and in particular the need to wash their hands after touching any animal and always before eating.

Children should not eat or drink in any building used to house animals or to store animal bedding or fodder.

In wet and muddy pastures or on any land or in any building soiled by animal faeces, visitors should wear impervious footwear and outerwear, capable of being cleaned and disinfected, e.g. wellington boots and plastic coats.

Children must never approach sick animals or animals showing signs of distress.

Building Management:

- **Fire Safety Management**

The school has a Fire Safety Policy in place that addresses local responsibilities and arrangements.

The most recent full Fire Safety Risk Assessment was carried out in May 2025 by Dobson and Gray, Health and Safety consultants.

The Executive Headteacher ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

Arrangements are in place to ensure that inspection & maintenance of all fire safety systems & equipment takes place; as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health & Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

- **Fire Safety Arrangements**

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by Executive Headteacher, SBM and site manager, following guidance and documentation available on the Action HR portal.

The plan specifies the action staff need to take in the event of fire. It covers all operational phases of the school.

Alarm System

Type: Electric break-glass with bell sounders

Maintenance: Service contract arranged by Spy Alarms

Routine testing: Different call points tested regularly by the Site Manager during weekly fire test

Fire Fighting

There are 3 types of extinguisher located throughout the school marked with coloured labels:

Black - Carbon Dioxide - for electrical fires

Yellow - Foam – for mixed fires

Red - Water – for general/common fires

Fire blankets are also located in the kitchen areas in school-staff room, club room, main school kitchen.

All are serviced annually by Standby; last completed February 2025.

Means of Escape and Emergency Exits

When the school is in session the designated fire exits must be kept clear and able to be opened from the inside without the use of a key. At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

Evacuation procedures

See Evacuation Plan

Fire Precautions

The following precautions should be followed:

- do not store inflammable materials near a source of heat;
- ensure fire exits are always accessible, clearly marked and kept clear ready for emergency evacuation;
- do not store solvents (including Tippex) within reach of children and keep them away from direct heat;
- spirits, paraffin or petrol should not be kept in school;
- keep matches in a locked drawer or a high shelf in a cupboard;
- do not use naked flames as part of any free choice activity;
- always closely supervise any activity, such as birthday celebrations, which use lighted candles;
- keep fabric displayed/stored in corridors to a minimum.

Contractors

The Executive Headteacher, supported by the Site Manager, will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the local authority.

Staff Fire Training

Records are kept of routine fire safety checks, fire drill, maintenance of equipment and staff training. These are kept in the **Fire Safety** file in the main

office and are monitored by the Executive Headteacher and the premises committee of the governing Body

Equipment Maintenance & Testing

The Fire Alarm system is tested weekly by the Site Manager, using random emergency call points.

The premises committee of the governing body will agree to the arrangements for maintaining and testing fire equipment. The office manager will arrange for the fire equipment to be tested annually by firms under contract.

All tests will be recorded in the Fire Safety File.

Smoking Policy

The school has a no smoking policy and all staff, visitors and contractors are expected to comply with this policy when on site.

Control of Substances Harmful to Health (C.O.S.H.H.)

It is the policy of Joseph Hood Primary School to ensure there are arrangements in place to both assess and manage the risks of any hazardous substances used on the premises. To this end there is a Control of Substances Hazardous to Health Policy in place.

Where any chemicals are in use at the school these are subject to COSHH assessment and suitable control measures identified. Where contractors are used they are required to provide copies of their COSHH assessments for review. The school maintains a COSHH register

Data sheets, relating to the cleaning agents in use, are provided by the cleaning company. These are kept in the cleaners' cupboard and maintained by them.

All harmful substances must be appropriately labelled and stored out of the children's reach.

In term time, the Site Manager's storage areas should be kept locked during the school day.

Cleaning agents, disinfectants, bleaches and stain removers must be handled carefully, used in the proper concentration and kept in appropriate, carefully labelled containers and stored out of the reach of children.

Protective gloves should be worn when using cleaning agents or substances which have been deemed hazardous.

Any staff involved in the management of COSHH receive suitable training that is refreshed at least every three years.

- **Asbestos management**

The school has an Asbestos Management Plan in place that summarises how asbestos is managed across the school.

An annual survey of asbestos management at the school is conducted by the LA. Actions from the inspection are always carried out.

The most recent Management Survey was carried out by Life Environment Services in 2023. Arrangements are in place for regular, professional re-inspection of any identified asbestos.

Suitable training is provided to any staff involved in the management of asbestos and this should be refreshed every three years.

All contractors and members of staff working in areas of the school that may contain traces of asbestos are required to sign the register.

- **Legionella**

There is a Legionella Control Scheme in place at the school. The Duty Holder, Anita Saville Executive Headteacher has ensured that a suitable and sufficient assessment has been carried out at Joseph Hood Primary School to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.

The assessment was carried out by specialist water management company, Reef and is reviewed termly. Reef visit the site on a monthly basis to carry out the water checks.

The Duty Holder has appointed Natasha Harris – Site Manager as a competent person to take day to day responsibility for managing any risks identified in the assessment. In order to enable the Responsible Person to carry out their role the Duty Holder has ensured that they have attended appropriate training and received suitable instruction.

- **Plant and Equipment**

There are managed contracts in place to ensure that required inspection, testing & maintenance of all plant and equipment. These contracts are organised & managed in house by Natasha Harris– Site Manager/Kaley Marable - SBM

Inspection & maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer and five yearly fixed electrical inspections by a specialist contractor, NICEIC qualified for electrical work.

The static load lifting equipment has regular maintenance and receives an annual London Borough of Merton. Any equipment used for the moving & lifting of people, (mobile hoist, ceiling track hoist, hydraulic changing tables etc) plus any lifting accessories, (including those only use in lifting static loads) receive a six monthly examination, (in line with the requirements of LOLER) carried out by London Borough of Merton appointed contractor

The passenger lift at the school receives an annual inspection & maintenance under contract with Gartec and the six monthly thorough examination, (in line with the requirements of LOLER) carried out by Gartec
Arrangements are in place to ensure the findings from inspections are reviewed and recommendations actioned.

The fall arrest equipment and lightening protection is inspected by PTSG on an annual basis.

- **Maintenance & Use of Equipment**

Faulty or dangerous equipment should be reported to the Executive Head/Head of School immediately.

The office staff should ensure that new equipment is security marked and entered into the school inventory. Damaged or unsafe equipment should be disposed of safely and removed from the inventory.

Safety Inspections

The premises committee carry out safety inspections at termly intervals and record outcomes. Items for action are allocated to the responsible person. Outcomes are monitored by the premises committee.

Electrical appliances are tested every year and a record of the assessment is kept in the school office. The school business manager arranges for a suitably qualified person to carry out this duty. The office staff record new electrical equipment as it arrives.

P.E. equipment, both indoors and outdoors, is inspected annually by an approved contractor.

Hazard Reporting Procedures

Staff should be alert to hazards at all times and report any concerns immediately to the head teacher or deputy head.

Slips, trips and falls

Slips, trips and falls account for a high percentage of injuries in school. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables.

Control measures

Schools often have varied and complex sites. The measures to control the risks will vary according to the different areas of the site and the different activities being undertaken. Each is assessed separately and a range of practical measures adopted to control the risk depending on the assessment. The risk factors to consider include:

- environmental (floor, steps, slopes etc);
- contamination (water, food, litter etc);
- organisational (task, safety, culture etc);
- footwear (for example, footwear worn for evening events may not always be in line with a daytime 'sensible shoe' policy);
- individual factors (e.g. information and training, supervision, pedestrian behaviour etc).

Cleaning regimes and slip and trip accidents are closely linked, so for slips and trips to be tackled successfully within a school, cleaning methods must also be considered. However, the responsibility for cleaning is not just with a cleaning contractor, but everyone in the school, e.g. teachers and pupils keeping their classroom clear, as well as dealing with the spillages that happen within the classroom.

- **General Site Safety**

The school ensures high standards of health & safety across the site by carrying out regular in house, testing, inspection and site checks. These include

equipment & systems checks, such as call point testing & water temperature monitoring as well as general site checks to ensure walkways & travel routes are clear and that fire doors are unblocked.

Arrangements are in place to deal with snow & ice on external walkways and playgrounds. It is ensured there is a supply of grit/ salt at the site during the winter months.

Relevant health & safety signs are displayed throughout the school, particularly with regard to smoking restrictions, evacuation directional signs and fire procedural signage. The legally required Health & Safety Law poster is displayed in the school reception area.

In order to prevent accidents involving pedestrians & vehicles the school has carried out a car park risk assessment and suitable control measures are in place.

- **Playground and Gym Equipment**

The school follows the Playground and Gym Equipment Guidance provided by the Action HR Health & Safety Team. All new equipment purchased is obtained from an EC supplier and is CE marked. Only equipment that meets BS EN 1176 is purchased and safety surface installed beneath the equipment meets BS EN 1177.

The playground risk assessment takes the play equipment into consideration and control measures are in place to reduce the potential for accidents. All equipment receives regular in house visual checks and an annual professional inspection by a specialist contractor.

- **Work at Height**

Regular review is carried out of any work at height activities taking place at the school; where tasks are significant or undertaken on a regular basis written risk assessments are completed.

All ladders and step ladders and other working at height equipment provided at the school meet the Class 1/ EN 131 standard and any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

- **Manual Handling**

The school carries out a regular review of any manual handling tasks taking place; this includes handling of "static loads" and where any pupils require

moving & lifting assistance. Where tasks are significant or undertaken on a regular basis written risk assessments are completed.

Where any member of staff is required to undertake manual handling tasks, (either static load or people moving) they are provided with appropriate training, that is refreshed at least every three years.

- footwear (for example, footwear worn for evening events may not always be in line with a daytime 'sensible shoe' policy);
- individual factors (e.g. information and training, supervision, pedestrian behaviour etc).

Cleaning regimes and slip and trip accidents are closely linked, so for slips and trips to be tackled successfully within a school, cleaning methods must also be considered. However, the responsibility for cleaning is not just with a cleaning contractor, but everyone in the school, e.g. teachers and pupils keeping their classroom clear, as well as dealing with the spillages that happen within the classroom.

Building Maintenance & Security

All contractors are selected with the consent of the premises committee of the governing body

All contractors should report to the school office to sign 'in' and 'out' and wear a school visitor badge.

Relevant safety information (including the asbestos register) for building contractors to consult are kept by the Site Manager.

Staff should ensure that access to fire doors is unhindered. This is monitored by the head teacher and the premises committee of the governing body.

Playgrounds and paths are cleared and/or salted by the Site Manager in adverse weather conditions.

Thermometers are available to measure room temperatures to ensure they are maintained at an acceptable level.

Insurance & Legal Obligations

The London Borough of Merton & Sutton is responsible for the following insurance:

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- a) public liability insurance;
 - b) insurance cover for community use of schools which details:
 - (i) professional indemnity and liability cover for school governors;
 - (ii) employers liability;
 - (iii) personal accident insurance;
 - (iv) third party claims;
 - (v) hiring of County premises;
 - (vi) buildings;
 - c) a school journey insurance scheme.

Lettings

The governors, Executive headteacher and the SBM must ensure that:

- hirers using any equipment or facility provided by the school are familiar with its safe use and briefed accordingly;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.
- Satisfactory safeguarding arrangements are in place

Staff and Visitors

Staff Training & Induction

All employees must provide an up to date Disclosure Certificate issued by the Disclosure and Barring Service. Supply workers and volunteers, including parent helpers, must also be checked by the Disclosure and Barring Service.

Staff training is carried out when appropriate either at Monday morning briefings or at Staff INSET.

New staff, both full and part time, receives induction training on appointment.

Work experience students and supply staff are given a school leaflet, by the office staff, which outlines procedures relating to health and safety. It is the responsibility of the class teachers to ensure that no work experience student is given a task, which is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of the work experience.

Workstation assessments are conducted by staff as appropriate.

Disabled Visitors, Staff & Children

- Access is available to most areas of the school.
- The toilets for use by disabled people are inspected regularly for ease of access.
- An internal lift is available to give disabled people access to the upper building. This is maintained on an annual basis.

Contractors, Agency Staff and Visitors:

- **Managing and Monitoring Contractors**

The school has a dedicated policy in place for the managing & monitoring of contractors. The school is also aware of, and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health & Safety Team.

- **Engagement of Agency and Supply Staff**

When agency or supply staff are employed, the school ensures that it informs the agency of any special occupational qualifications required or training necessary for health & safety reasons.

The Executive Headteacher ensures arrangements are in place for agency and supply staff to receive first day health & safety instruction, (Induction) including emergency arrangements and how to obtain first aid.

The school ensures that the agency obtains DBS checks.

- **Work Experience and Young Persons**

If a work experience placement is to take place at the school, the Executive Headteacher/SBM ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information.

Accidents, Incidents & Violence:

- **Accident & Incident Reporting**

All accidents & incidents are recorded locally and in house investigation is carried out to establish cause & prevent a recurrence. The school also makes use of the Action HR Health & Safety on line Accident Management System, (AMS) to report accidents & incidents.

The Action HR Health & Safety Team carry out incident investigations as required and report eligible incidents to the Health & Safety Executive under the Reporting of Incidents, Diseases & Dangerous Occurrences Regulation 2013

• **Violence**

Joseph Hood Primary School does not tolerate any violence or aggression towards staff. "Violence" could include:

- ❖ Verbal abuse
- ❖ Threatening behaviour
- ❖ Anti social behaviour
- ❖ Damage to property
- ❖ Physical violence
- ❖ Online or social media bullying

Staff are trained to deal with members of the public in a calm, courteous and polite manner. They are always encouraged to listen to their difficulties. If they are unable to resolve a situation they must always refer the matter on to their line manager and ultimately to the head teacher.

If such an incident occurs the member of staff must report the matter directly to the Executive Headteacher so that there can be a full investigation and debrief including the offer of counselling if required.

Where staff are involved in a violent incident this is recorded and reported to the Action HR Health & Safety Team via AMS.

Further reporting to an appropriate authority is determined on a case by case basis.

Lettings

The governors and Executive Headteacher must ensure that:

- hirers using any equipment or facility provided by the school are familiar with its safe use and briefed accordingly;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff.

Stress in the Workplace

The contact number for the Employee Assistance Counselling Programme is given to staff via the weekly bulletin, and members of staff have opportunities to attend courses where appropriate.

Lone working

Procedures are in place to minimise lone working.

A signing in/out system is in place during the school holidays for staff and contractors.

If someone remains in the building alone, a phone system is in place to report them leaving the building to another adult at an appointed time.

Moving & Handling Activities

Children and staff should only lift equipment and furniture within their individual capability. Training will be provided for any hazardous moving and handling activities, particularly if these relate to support for children with physical disabilities.

When working at height (e.g. displaying materials), step ladders or kick-stools should be used. Chairs must not be used for this purpose.

No adult should move a child unless they have received specific training by a responsible person as detailed in the local authority moving and handling policy.

Teaching of Science, Art, Craft and Technology

Teachers have a responsibility to ensure that all those helping supervise children during these lessons should have read this code of practice.

The teacher in charge must:

- adequately prepare lessons and organise activities according to the facilities available;

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- anticipate hazards and draw attention to them, giving clear instructions as to how injury and damage should be avoided;
 - be properly organised and have numbers in the group such that the group is under complete control at all times;
 - not leave the class unless it is competently supervised;
 - check all project work for possible hazards and seek advice whenever there is any doubt.

Children must:

- be aware of rules which apply to art, craft and technology lessons;
- obey instructions absolutely and immediately;
- not carry out unauthorised activities.

Safe Working

Accidents can arise from handling tools and equipment and correct techniques must be adopted at all times.

At all times areas must be kept tidy and material should be cleaned away as soon as possible after use.

All teachers and those working with children should be conversant with the correct use of all equipment and tools.

Faulty equipment should be reported and taken out of use immediately until repaired.

Equipment, tools and materials should be safely and appropriately stored.

Accidents

All accidents major or minor must be reported at once to the teacher in charge. She/he must decide whether to deal with it her/himself, or call assistance.

All those working with children should be fully conversant with the schools' fire drill.

Code of Practice for P.E.

The provisions of this code apply to gymnastic halls, playing fields, swimming pools and other areas where P.E. is taught and practised, including off-school sites. They should be interpreted, according to the requirements of **The Health**

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and Safety at Work Act, that everything **reasonably practical** is done to ensure that hazards are reduced to a minimum.

Where joint activities are carried out, or where pupil projects span several curriculum areas, it should be noted that other codes of practice may have to be taken into account.

The leader of the curriculum team which manages P.E. will be responsible to the safety officer for the management of health and safety for P.E. Our PE lead is Daniel Fallon.

The leader must:

- ensure that all teachers and pupils are aware of this Code of Practice;
- ensure that all teachers with responsibility for taking P.E. perform their functions under the code;
- arrange that all teachers undergo initial training, updating and regular practice in **Risk Assessments** and **Planned Accident Response**;
- advise the Safety Officer on safety matters within P.E; and when appropriate, advise other people within the school;
- ensure that all statutory checks, directed checks and good practice regarding equipment and facilities are carried out;
- ensure that all P.E. procedures incorporate safety concerns at all levels (e.g. schemes of work);
- keep the safety section of the P.E. policy updated with duplicates in the main school safety file where appropriate;
- ensure that newly qualified teachers and student teachers are adequately supervised;
- ensure that this code, with its delegated responsibilities is revised annually and that teachers annually receive a copy of the relevant parts;
- annually review the training requirements for teachers and report the results to the safety officer.

The teacher in direct charge of pupils must:

- prepare lessons and supervise pupil work by adapting **standard risk assessment** to the circumstances prevailing; i.e. equipment, facilities, weather, situation, ages, abilities and numbers of pupils;
- plan his/her own responses, and those of their pupils in the event of an accident - **planned accident response**;
- take part in training for **standard risk assessment** and **planned accident responses**;
- ensure that pupils are aware of hazards, know the procedures needed to avoid hazards, and become progressively trained in safe working habits including the use of **risk assessment**;

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- be aware of information (medical and other) that may lead to a person (teacher/pupil) experiencing special hazards;
 - not leave pupils unless competently supervised;
 - apply the same approach to their personal work; ensure appropriate clothing etc.;
 - ensure that student teachers are adequately supervised and follow the above procedures;
 - ensure that other persons, temporarily taking P.E., are aware of permanent or other hazards; e.g. visitors, teachers, pupils and staff from other organisations, outside contractors, supply teachers;
 - keep up to date with information in the **safety file**.

Children must:

- be aware of the rules which apply to Physical Education activities and be alert for hazards;
- obey instructions;
- wear appropriate clothing and footwear;
- tie long hair back.
- Only wear stud earrings and not hoops

Children must not:

- enter the hall for P.E. unless a teacher has given them permission to do so;
- use P.E. equipment unless given permission to do so by a teacher.

Risk Assessment

Under the Health and Safety Regulations 1992 this applies to **all** risks encountered in P.E. activities.

Standard Risk Assessment

These should be made by reference to appropriate literature (see below) and the schemes of work that teachers use for planning their daily work. They should then be referred to in those schemes of work.

The assessment should take into account the normal conditions in which the activity will take place and suggest courses of action.

For example: age and abilities of the pupils numbers and groupings of the pupils

The Risk Assessment Itself

Individual teachers will then adapt the standard assessments to match the actual conditions for which they are planning. At the start of the lesson they will then check that everything is in order and that the pupils understand any necessary restrictions.

Planned Accident Response

If despite all the planning of Risk Assessments, an accident occurs then all teachers should have a scheme of action prepared that will protect the life and health of:

- other pupils in the class;
- the person(s) to whom the accident has occurred.

The aim must be to minimise further risk and to sustain life until trained help is available.

Accident Reporting

It should be noted that all accidents must be reported on the appropriate forms, again as part of whole-school procedures. The analysis of these forms is part of the Borough's monitoring duties.

Supervising Cookery Lessons

If you are cooking with children, please take note of the following points:

Safety

There are more fatal accidents occurring in the home than anywhere else. Therefore, safety education must be seen as a matter of importance when working with children in school. Certain safety rules should be taught as part of basic cookery lessons and should include:

- the need for care and consideration when moving around the cooking area;
- hygienic food handling;
- suitable clothing, footwear and hairstyles for practical work to reduce risk of fire and food contamination;
- safe methods of carrying equipment and handling materials;
- fire precautions.

Working Areas

Staff must check the working area and ensure that it is clean and safe to work in.

Electricity

Do not let children plug or unplug electrical equipment.
Do not handle electrical equipment with wet hands.
Multi adapters or extension leads must be used with care.
Equipment must be switched off when not in use.

Flooring

The floor should be clean and dry. Personal possessions, such as bags, baskets and coats should be hung up or stored appropriately so they do not constitute a hazard.

Furniture, Fittings and Appliances

Working surfaces should be clean.

Equipment

All equipment should be in good condition, clean and stored appropriately.

Food Hygiene

The importance of high standards of personal hygiene must be stressed. Hands should be clean, clean protective clothing should be worn and long hair tied back when handling food.

Dry foods should be stored in the containers provided and properly labelled. No rubbish or waste materials should be allowed to accumulate in the kitchen.

Prevention of fire, burns and scalds

When using electric hotplates, avoid leaning across the cooker, and exposing loose material such as hair, tea cloths and clothing.

The safe positioning of pan-handles is important to avoid scalds and burns with hot liquids and foods.

Be familiar with the positioning of fire fighting appliances and the school fire drill.

Only adults, not children should be using the hotplates and ovens.

First Aid

It is important that all those working with children in the kitchen or preparing food elsewhere in the school, knows who has a first aid qualification.

Classroom Code of Practice

Introduction

As the class teacher, you are the manager of your children's education and of the classroom itself. In terms of health and safety, this means that you are responsible for the use and storage of materials that are potentially dangerous to your children as well as yourself and visitors. At the same time your children must take risks under your control as an essential part of their education and must learn the skills involved to make such work safe as independent people.

This involves knowing your children really well and being able to assess their levels of competence in different manual and social skills in order to determine whether an activity can take place:

- outside of your immediate view;
- under general supervision within class;
- under close supervision after direct training or retraining;
- at all.

Your own competencies are also very relevant and it is your Executive head teacher's/Heads of Schools' direct responsibility to ensure that you have sufficient experience, training and qualifications to be deemed competent to undertake any hazardous operation.

Your Executive Headteacher/Heads of School and you, together, must also make similar decisions regarding the competencies of any classroom helpers and student teachers.

In the terminology used in health and safety, this comes under the heading of

Risk assessment.

This is the requirement to plan work in advance taking into account:

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- your own experience and skills (competencies);
 - information on hazards supplied by the Council (see Health and Safety File);
 - the circumstances under which you will be working; e.g. the classroom itself, with furniture, equipment, displays, etc.;
 - the competencies of the children;
 - the numbers of children and their ages.

Where problems arise in the planning then you will have to decide what is necessary for the children's' education to progress properly. This may be by finding alternative ways of operating or by increasing the children's skills and awareness. Only in the rarest of cases will it mean banning an activity altogether.

It would, of course, also be wise to plan what needs to be done in the event of something going wrong in spite of all this planning; and to practice this with the children.

The Classroom Teacher is responsible for the management of health and safety within their classroom and must:

- prepare lessons and supervise pupil work in accordance within information on hazards, competencies of themselves and their children, and in the circumstances prevailing in the classroom; i.e. use risk assessment in their work;
- plan her/his own responses and those of the children in the event of an accident; i.e. use planned accident responses;
- take part in training for the use of risk assessment and planned accident responses;
- ensure that pupils are aware of hazards, know the procedures to avoid them commensurate with the age and abilities, and become progressively trained in safe working habits and skills;
- be aware of information (medical and otherwise) that may lead to a person (teacher, child, helper) experiencing special hazards;
- apply the same approach to their own personal work; i.e. when preparing classroom displays or teaching aids;
- ensure that classroom helpers and student teachers are adequately trained and supervised, and follow the same approach;

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- ensure that visitors to the classroom are aware of any permanent or temporary hazards;
 - plan and manage the storage of hazardous materials and equipment in the classroom, bearing in mind the ages and abilities of children in the room;
 - report any hazards that need attention beyond her/his competence and ensure that any material/equipment is not used and that the children are kept away from the hazard;
 - regularly check the state of equipment needing replacement items or maintenance;
 - keep up-to- date with information in the *Health and Safety File*.

Table of Mandatory Arrangements

Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Accident Reporting and Investigation	Anita Saville Executive Headteacher	H&S Policy Page 8	Sept 2025	Sept 2026
Asbestos Management	Natasha Harris Site Manager	H&S Policy Page 21		Asbestos review October 25
Client Handling	Anita Saville Executive Headteacher	Merton Moving handling policy H&S folder		
Communication and Consultation with employees on health and safety matters	Anita Saville Executive Headteacher	H&S Policy Page 12	Sept 2025	January 2026
Control of Hazardous Substances	Natasha Harris Site Manager	H&S Policy Page 21		
Critical Incident Management	Libby Wright Head of School	Critical incident Policy H&S folder	Summ er 2025	Summer 2026
Educational Visits / School Trips, including residential visits and any school-led adventure activities	Wendy Shepard Leadership Team	H&S Policy Page 16		
Facilities / Buildings Management	Anita Saville Executive Headteacher	H&S Policy Page 15		
Fire Safety and Emergency Arrangements including Evacuation Procedures	Anita Saville Executive Headteacher	H&S Policy Page 18		
First Aid Arrangements and Supporting Medical Needs	Anita Saville Executive Headteacher	H&S Policy Page 13		
Health and Safety Training for all staff	Libby Wright Head of school	H&S Policy Page		
Lettings	Kaley Marable SBM	H&S Policy Page 29		
Legionella	Natasha Harris Site Manager	H&S Policy Page 30		
Lone Working	Anita Saville Executive Headteacher	H&S Policy Page 30		

Subject Heading	Name and Job Title of Person Responsible	Location of Arrangement	Date of Issue	Date of review
Maintenance and Servicing of Services, Plant & Equipment (including statutory examination, inspection and testing)	Anita Saville Executive Headteacher	H&S Policy Page 22		
Managing Work Related Stress	Anita Saville Executive Headteacher	H&S Policy Page 30		
Manual Handling of Static Loads	Natasha Harris Site Manager	H&S Policy Page 25		
Occupational Health Services (Employee Assistance)	Kaley Marable S.B.M.	H&S Policy Page 30		
Risk Assessment (including general and activity/task specific)	Anita Saville Executive Headteacher	H&S Policy Pages 33-38		
Safety in School sessions-PE, Science, Cookery, Art	Anita Saville Executive Headteacher	H&S Policy Page 30		
School / Workplace Safety Inspections	Anita Saville Executive Headteacher	H&S Policy Page 23		
School Security	Natasha Harris Site Manager and Libby Wright HOS	H&S Policy Page 26		
Selecting and Managing Contractors	Natasha Harris Site Manager Anita Saville Executive Headteacher	H&S Policy Page 28		
Slips, Trips and Falls	Anita Saville Executive Headteacher	H&S Policy Page 23		

Violence and Aggression to Staff	Anita Saville Executive Headteacher	H&S Policy Page 28		
Workstation (Display Screen Equipment) Assessments	Anita Saville/Libby Wright Executive Headteacher/ HOS	H&S Policy Page 15		