

**Lloyd  
Williamson  
Schools**

**Health and Safety  
Policy**

**2021**

## **Introduction**

LWS fully recognises our responsibility for providing a safe environment for our children, pupils and students, staff and visitors. All staff have responsibility for promoting their own safety and that of all child and adult users of the schools including visitors. Staff have a responsibility to follow all Health and Safety policies and carry out their duties with due diligence. Staff additionally are responsible for reporting any significant risks or issues to Lucy Meyer (Principal and H&S Officer) and or Bevan Binedell (BB).

Overall responsibility for the day-to-day oversight of all matters pertaining to Health and Safety lie with the Principal (H&S Officer) and her deputy (BB).

LWS outlines the following plan as guidance for managing H&S matters at the schools:

1. Responding with priority any H&S concerns raised by staff, children or parents.
2. Monthly meetings between H&S Officer and her deputy to run through any concerns and formulating risk assessments.
3. Termly meetings between H&S Officer and her deputy to report on statistics on accidents, COSHH updates, Fire drills and updates to relevant policies.
4. Regular (based on need) meetings between the H&S Officer and Head of buildings to assess the external and internal fabric of the buildings and decide on action plans as necessary.
5. H&S Officer to call upon competent persons to maintain and service boilers.
6. The Head Chef is responsible for all H&S policies and guidelines (including all recording requirements) pertaining to catering and the cleaning of food preparation areas. These are subject to inspection by the Environmental Health Officer.
7. LWS has a contract with an external pest control company (Chrystal).
8. BB takes risk assessments for legionella on all sites at least annually. Reporting of any issues are covered in monthly meetings.
9. LWS employs 24 cleaning as external cleaners.
10. LWS carries out fire risk assessments for all school buildings. At the Upper School this is done by the Landlords.

11. All staff employed by the LWS are trained in paediatric first aid within 6 months of joining the school where practically possible. Additionally, we have a minimum of 6 full first aiders spread across all sites of LWS.
12. All adults joining the school, including students, are given a full induction on entry.
13. The H&S policy is reviewed at least annually as needed.
14. COVID-19: our COVID-19 risk assessment and policy are an ongoing living document. LWS responds to requirements and guidance as necessary and hold a COVID Secure Certificate.
15. An updated H&S policy is available on the school website as well as on BRIGHT HR. All staff have a duty to read, understand and comply. It is their prerogative to ask questions regarding anything they do not understand.
16. There is a separate Safeguarding Policy.

### **Aim**

The aim of this policy is to create a whole school approach to all H&S matters, and to raise awareness of policies, precautions and procedures to be observed and implemented in order to raise a culture of health and safety within the schools. This policy maintains that all adult users are accountable for following policies and procedure and raising concerns. This policy has due regard to the Health and Safety at Work Act (1974) and RIDDOR regulations. It is written with regard to current guidance from the DfE as published

### **Objectives**

- To promote a culture of safety and welfare for all users
- To promote a culture a culture of care and consideration for the safety and wellbeing of others
- For each adult user to be fully conversant in first aid, fire drills and what to do in an emergency
- To teach students, pupils and children to have good wellbeing and safety knowledge and practice in order to keep themselves and others safe e.g. safety rules in laboratories, PSHE topics etc.
- To encourage children, pupils and students to have good personal hygiene and a healthy lifestyle e.g. healthy meal options, handwashing and oral hygiene etc

LWS promotes wellbeing and safety in all areas:

- Sensible and safe use of the classroom environment e.g. furniture, equipment etc
- Moving about and around the school buildings and outside areas
- Walking to the external parks (regular)
- When on visits (educational or otherwise)
- When carrying out investigations and experiments

### **Responsibilities:**

**Everybody** in the workplace has a duty of care to themselves and others. *The Management of Health and Safety At Work* regulations, (1999, reg. 14) covers employees' duties:

*Employees must use all machinery, equipment, dangerous substances, means of production, transport equipment, and safety devices in accordance with any relevant*

*training and instructions, and inform their employer or fellow employees of dangerous situations and shortcomings in the health and safety arrangements.*

The **School Proprietor** will:

- Ensure that there is an effective policy for Health and Safety
- Ensure that all risks are evaluated relating to accidents at work, health risks at work and also risks to the public through any school activity
- Be familiar with the basic requirements of the Health and Safety Act 1974
- Ensure that members of the Senior Management Team are communicating effectively with each other and with staff, parents and pupils on matters relating to Health and Safety
- Act quickly to address health and safety issues brought to her attention
- Monitor and update the Health and Safety Policy as necessary

The **Senior Management Team** – Co-Principals and the Nursery Managers will:

- Have day-to-day responsibility for all Health and Safety issues
- Ensure any problems in implementing the policy are negotiated and dealt with
- Check procedures are being followed

The **Designated Health and Safety Officer** will:

- Support the Proprietor and Senior Management Team in developing and reviewing this policy
- Act as first point of referral, along with the Senior Management Team, for health and safety concerns
- Report concerns to the Proprietor
- Undertake appropriate training as necessary or directed
- Carry out routine health and safety checks
- Help to create and maintain a climate where health and safety is given high priority
- Keep a health and safety log of incidents, drills, concerns and action taken

The **Teaching Staff and Non-Teaching Staff** will:

- Be familiar with and understand the Health and Safety Policy
- Check classrooms/work areas are safe
- Undertake appropriate training as necessary or directed
- Give due regard to their own health and safety and that of others
- Check equipment is safe and used appropriately
- Ensure safe procedures are followed
- Report defects to the Health and Safety Officer
- Carryout special tasks e.g. First Aid
- Suggest ways of eliminating hazards
- Provide appropriate guidance and model good practice for pupils.

**Lucy Meyer** is the Designated Health and Safety Officer at the school and any concerns over these issues can be reported to her, the Nursery Managers or her deputy (BB).

### **Care and Awareness**

Staff are aware of:

- The ability of each individual to protect him/herself;
- Concern and consideration for the safety of others;
- Knowledge of what to do in an emergency;
- To be alert and controlled in an emergency.

Staff will demonstrate good safe practice this includes all COVID-19 measures outlined in a separate file and memos including the use of PPE.

## **Procedures:**

### **Road Safety**

Due to the nature of the school site, Road Safety is one of our priorities.

We encourage pupils to walk to school whenever possible.

Road safety is taught/discussed at regular intervals in the school year when the children go on school trips either on foot or using public transport.

Signs are displayed at schools requesting 'No Idling'. This is also reiterated in our newsletter. Where possible, parents are encouraged to join 'car runs' to minimise the number of car drops.

With regard to car parking, we encourage parents who park their cars on the streets near the schools to show drop off / pick up, to show due consideration for the safety of other public road users and pedestrians. All parking regulations must be adhered to and parking is at the users' risk.

Cycling and scooters: students can cycle to school and the school encourages the use of safety gear at all times, as well as road safety. When off the school premises, safety is the sole responsibility of the parents. We have limited cycle and scooter storage, and this has to be applied for to the school office.

NB: since the school split into two sites, traffic has become less of an issue.

### **Animals in School**

LWS have school pets. This includes dogs, hamsters, axolotls, guinea pigs, xenopus and fish. This list can change over time.

Children's parents or carers are informed about school pets and if they do not want their children to be in contact with school pets due to religious, cultural or allergic reasons etc this can be recorded in writing on the School Contract.

The likelihood of diseases being passed on from pet animals is low. However, allergic reactions to mammals, birds and animals cannot be discounted. These might result from handling the animals or being in close proximity and be detected by the development of skin rashes, irritation to the eyes and nose or breathing difficulties. Staff will watch for the development of allergic reactions in pupils who come into contact with the animals. Children known to have allergic reactions to specific animals will have restricted access to those that may trigger a response. When animals are handled, good hygiene will be practiced.

When handling animals:

- Children will not consume food or drink
- Children will wash their hands with soap and water before and directly after handling animals
- Children will be taught to care about the welfare of the animals at school. This includes practical management of their care, empathy, to protect themselves as well as the pet and to enjoy their company safely.

## General Responsibilities during the School Day

1. Qualified staff on duty are available from 0730 until 1800 in case of accident. During COVID restrictions, the schools may close earlier, and times are communicated to parents via email. Parents are aware of the general school hours and these are published in the prospectus and the Parents Handbook.
2. All breaktimes are supervised by staff on a rota system. Staff must ensure that they arrive promptly to supervise pupils. All accidents and incidents are reported on the Accident and Incident Report form. During wet weather, children will be supervised in the school. Daily (or as used) H&S written checks for potential hazards in the Nursery playground, Athlone Gardens or the Venture Centre are made by staff responsible for the children using the playgrounds. Broken equipment must not be used and must be reported to a member of the Senior Management Team, who will decide upon the action to be taken, as necessary. It is the duty of supervising teachers to decide whether or not it is safe to enter the Venture Centre based on their checks on a particular day, or if the equipment is safe to use in certain weather conditions. This can be in negotiation with the Senior Management Team.
3. Unless accompanied by a member of staff on a school trip, no EYFS, KS1 / 2 (up to the age of 9yrs) pupil is allowed out of the school during the day unless collected by a parent/guardian. For children aged 9 and above written permission from the parents must be given for children to walk home unaccompanied.
4. KS3 children can walk between the school sites / playgrounds in groups of at least two students and must be in eyesight of at least one member of accompanying staff. This is to allow them to be independent of the younger children. KS4 students are allowed to move between sites on their own in groups of at least 2. We reserve the right to remove this privilege.
5. Pupils are never left unsupervised except in cases of extreme emergency. Pupils excused from lessons, e.g. PE, swimming, will have adequate supervision.
6. Teaching staff do not leave the premises before 1600 / before the end of their shift without prior arrangement with the Senior Management Team. Arrangements must always be made, *by the teacher who left early*, for another member of staff to get their children ready to go home or to After School Club.
7. Apprentices must never be left in sole charge of children.

## First Aid

It is the responsibility of the *Designated Health and Safety Officer's deputy*, on a monthly basis, to ensure that the First Aid boxes are stocked appropriately and to inform the DHSO of anything needing to be replaced.

Notices are placed to ensure that all adults know the position of First Aid boxes. We recommend when practicable to have another adult present when administering First Aid. We operate an open door policy with complete transparency.

As per recommendations, we use water or sterile wipes to wash all the cuts and grazes. Ice packs must be applied (wrapped in a cloth) on bruises or bumps. Bandages, plasters and triangular bandages are also kept, should they be needed. Ointments, lotions and creams

should not be used as cross contamination/bacterial infections could be caused by the use of them. Plasters must only be used after checking that the child is not allergic to them.

No drugs/medicine will be kept in First Aid boxes. A contents list will be kept inside or near each box and supplies ordered as necessary. The contents will comply with the Health and Safety (First Aid) Regulations 1981.

### **Sick Children**

Staff will attempt to limit the spread of infections as much as possible within the nursery and school.

Staff take many precautions on a daily basis to ensure that the children and themselves are protected from germs, including wearing gloves, using anti-bacterial spray and washing hands thoroughly throughout the day.

The following guidelines are adhered to by staff in relation to common ailments experienced by children and young people:

\*Please note that those ailments marked with an asterix are notifiable diseases.

Pregnant staff visitors and parents/carers are requested to inform the school of their condition in order that they may be notified immediately of any disease that may affect the pregnancy.

Children should remain away from school for the following periods of time – weekends count as two days of the period:

- CHICKEN POX: seven days from the first spot or until the spots have scabbed over (look like raisins)
- COMMON COLD: none but please treat immediately
- COLDSORES: none but please treat immediately
- CONJUNCTIVITIS: (pink eye or weeping tear-ducts) none but please treat immediately
- DIARRHOEA and VOMITING: two days from last loose motion – for symptoms in babies, please discuss with Baby Room staff
- GERMAN MEASLES (RUBELLA)\*: seven days from the first spot
- HAND, FOOT AND MOUTH: seven days from onset
- HEADLICE: none but please treat immediately. Parents will be requested to pick up their child, but the child can be returned to school following treatment. Guidelines for treatment are available at the School Office
- IMPETIGO: until dried and crusted over
- INFLUENZA (this is not just a bad cold but a separate illness): two days after the end of the temperature
- MEASLES\*: ten days from start of rash

- MENINGITIS\*: until fully recovered and fitness confirmed by doctor
- MUMPS\*: ten days from first symptoms
- RINGWORM: none but please treat immediately.
- SCABIES: three days from first treatment
- SCARLET FEVER\*: seven days from start of treatment
- SLAPPED CHEEK: none
- THREADWORM: none but please treat immediately

Whilst waiting for the arrival of parents or the nominated person to collect a sick child, staff will do their best to make the child comfortable and will seek further medical advice if necessary. Depending on the ailment and its severity, the child may be kept in the sick bay or waiting with the administrator to be picked up by parent.

For infestations such as head lice, staff will inform parents immediately and whilst children will not be excluded, they must be treated to limit the spreading of such problems. Parents and carers will be notified there has been a case of head lice at the school or nursery setting.

#### **Procedure in the event of contact with blood or other bodily fluids**

Staff should take the following precautions to avoid risk of infection:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- use suitable eye protection and a disposable apron where splashing may occur
- use devices such as face shields, where appropriate, when giving mouth to mouth resuscitation
- wash hands after every procedure

If a member of staff suspects that they or any other person may have been contaminated with blood and/or other bodily fluids which are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water and/or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- Record details of the contamination
- take medical advice (if appropriate)

#### **Administering Medication During School Hours**

The Lloyd Williamson Schools agree to assist in *prescribed medication*. In order to do so:

1. Parents must complete and sign authorisation for medicines to be administered to their children. This needs to include the quantity and frequency of administration. (The form is available at the school Office).
2. The medicines must be brought into school in a properly labelled container which states:
  - Full name of the child
  - The name of the medicine



- The dosage
- The time of administration.

Medicines will be kept in a locked storage and can be refrigerated if necessary.

Staff must not administer unprescribed medicine. Children needing medication of this kind are either sent home or parents are asked to come to school to administer the medicine themselves.

Pupils may carry their own inhaler but it must be named. If an epipen is required, parents must ensure that one is kept in the School Offices and taken on outings and to playgrounds. It is the responsibility of parents to make sure that medicines are up to date and clearly labelled. Details of medical problems can be found in the children's file and relevant staff are informed.

Staff who need inhalers and/or epipens must carry them on their person and ensure that colleagues know how to access and use them.

Notifications about allergies (staff and children) are kept by the catering and administration staff.

Staff Medication it is each staff members' responsibility that should they bring any medication to school for their own use it is stored securely in their locked staff locker away from children.

### **Accident Reports**

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by a member of staff. The accident must be recorded on the Accident/Incident Report form, together with any first aid administered and the name of the teacher involved. Parents should sign the Accident/incident Report form.

If a member of staff, contractor or visitor has an accident this must be recorded on an Accident/Incident Report form, and any first aid administered must be recorded. Near miss accidents must also be recorded whether an adult or child is involved.

Significant accidents must be reported to the Senior Management Team as soon as possible.

When an emergency occurs, or a child is taken ill at school, the following procedure should be followed:

- An ambulance should be called if necessary
- First Aid care should be administered if appropriate
- The parents should be contacted (or the person with parental responsibility)
- The child's records should be extracted to see what medication the child is taking and for what condition (to be given to the emergency services)

Staff must not take the child to hospital in their own car. Always rely on the emergency services.

### **Vaccinations**

Via the government, vaccinations such as HPV and flu will be offered on the school premises by qualified authorised personnel. Parents will be given consent forms and it is their personal decision whether or not vaccinations happen.

### **Types of Incidents Requiring Reporting to *Social Services/RIDDOR* Procedures**

LWS will refer to current guidelines about RIDDOR reporting as necessary.

### **Notifiable Diseases**

Notify to the Principal and/or the Senior Management Team in the first instance. The following is a list of notifiable diseases:

Acute Poliomyelitis	Acute Encephalitis
Anthrax	Cholera
Diphtheria	Food Poisoning
Dysentery	Lassa Fever
Leprosy	Leptospirosis
Malaria	Marburg Disease
Measles	Meningitis
Meningococcal Septicaemia	Mumps (without meningitis)
Ophthalmia Noenatorum	Paratyphoid Fever
Plague	Rabies
Relapsing Fever	Rubella
Scarlet Fever	Smallpox
Tetanus	Tuberculosis
Typhoid Fever	Typhus
Viral Hepatitis	Yellow Fever
Viral Haemorrhagic Fever	Whooping Cough
Severe Acute Respiratory Syndrome	

Any other tropical/unusual disease may also be notifiable.

### **Health and Safety with specific regard to EYFS**

- In order to encourage children's development of independence skills, Cherubs (3-4s) and Sprites (4-5s) may go to the toilet on their own.
- They must ask permission of an adult before leaving the room. The staff will keep an eye on timings etc and go to help if needed.
- Handwashing afterwards will be both encouraged and checked for.
- In the event of a toileting accident, children will be reassured, and spare clothing provided as necessary.

### **Smoking Policy**

No smoking allowed in any part of the school premises. Staff wishing to smoke must do so out of sight of the school and children who may be on their way to the park. Please note: staff must never enter the building smelling of cigarettes.

### **Fitness to Work**

The Lloyd Williamson Schools will ensure, as far as reasonably practicable, that staff are fit to work. Staff must not be under the influence of alcohol or drugs when working at The Lloyd Williamson Schools. The Lloyd Williamson Schools expect staff to declare any medical condition, which may affect their ability to work with children.

The Lloyd Williamson Schools will ensure that all staff have been subject to the procedures set out in the Safeguarding Policy.

The Lloyd Williamson Schools will, as far as reasonably practicable, ensure that staff, managers and volunteers are suitable for their post, and are able to apply themselves both mentally and physically to their jobs.

## **Fire Safety**

It is the duty of the H&S Officer, her deputy and the SMT to ensure that all staff and pupils are aware of the Fire Drill procedure. Fire drills are carried out at least once per term.

On discovering a fire (see also Fire Evacuation Procedure):

- Break the nearest alarm if one is available
- Telephone for the Fire Brigade – dial 9999 (the first 9 is for an outside line) and state the address, the nature of the fire (if known) and if anyone is trapped inside
- If circumstances allow, teachers take the class they are teaching to the assembly point allocated for each building via the nearest exit
- All staff to be fully conversant and practiced in the evacuation of very small children
- Classes will assemble at the assembly point
- Teachers will check that all children are present
- Designated Fire Marshalls to check the buildings unless unsafe to do so
- Children/Staff will remain at the assembly point until given the 'all clear' by a member of the Senior Management Team or H&S team.

Individual staff must be familiar with the following information about fire procedures:

- Where all the school alarm points are situated
- How to operate the alarms
- What to do when the alarm sounds
- Where all fire extinguishers are located
- Where all the normal exits and emergency exits are and where the assembly point is, outside the building, if there is an evacuation.

The fire alarm system is tested regularly including a weekly bell test. The Health and Safety Officer's deputy must conduct the weekly bell test.

All portable electrical equipment is checked annually (PAT testing)

All fire safety checks, and risk assessments are recorded. They are evaluated and revised as necessary.

## **Fire**

There are separate risk assessments covering each building, evacuation of babies etc.

All staff undergo what to do in the event of a fire training in their induction.

We have fire wardens on each site who are trained in the use of extinguishers.

Fire extinguishers and blankets are checked to be in working order by external consultants at least annually. Currently we usually use Delta Tech for this.

PAT testing is done annually by Clark Electrical

Risk assessments are carried out by a competent adult employed by the school. Additionally external agencies carry out risk assessments at the Lower School (due at the start of 2021) and at the Upper School. The Upper School is assessed by a contractor employed by St Pius. We additionally do our own ongoing checks.

Staff complete online training in Fire Awareness with Educare.

Fire drills are carried out a minimum of three times a year (taking into account the school closures due to Covid).

Fire doors are checked that they are free, easy to open and not locked during daily opening checklists. Any concerns are logged in a risk assessment and remedial works, memos etc completed and recorded.

## **Emergency Evacuation – Contingencies**

If the school building has to be vacated for gas leaks, bomb alerts etc., the children will be evacuated using standard fire drill and will make their way to the meeting point. Staff must take the emergency contact details with them. In the event of a tornado, everyone should remain inside the school. Staff and children should safely make their way to a safe place, away from windows, typically the conference area on the middle floor outside the Co-Principals' offices. If there is a chemical attack, everyone should remain in the building, shut all the windows and doors and await instructions from the police via the Senior Management Team. In the event of a terrorist attack in London, and where transport links fail, the children will be kept at school under the supervision of staff until parents, or a nominated replacement, can pick them up.

There are specific areas in the case of 'lockdown' (in case of attack) – staff must be aware of the lockdown area for their class.

## **Equipment**

The furniture, equipment and toys provided are appropriate to encourage the development of the children and to help to create an accessible and stimulating environment.

The Lloyd Williamson Schools ensures that equipment is mended or replaced if faulty or damaged. The equipment will be of suitable design and condition, well maintained and conform to safety standards. There are adequate tables and chairs to allow each child to be seated.

Only an adult, and never a child, should move the playground equipment into the play area. A teacher of the first group that visits the nursery playground should check the equipment daily.

If an injury or accident occurs whilst using any equipment, it is recorded on an Accident/Incident Report form.

All equipment should be clean and stored correctly. The sandpit must be covered at night.

When using computers, laminators and any other office equipment, such as guillotines or kitchen equipment, staff must always follow the maker's instructions.

VDU assessments are carried out annually or as necessary for admin staff.

## **School Visits**

School visits are an essential part of the curriculum in this school. Permission for school visits must always be gained from the Senior Management Team. The visit must have a clear educational value. Staff must follow the School Policy on Educational Visits.

It is the responsibility of the individual teacher to:

- a) Organise and plan the visit.
- b) Inform parents of the arrangements made prior to the visit. Consent for a trip is part of the *Terms and Conditions* contract signed by parents.
- c) Provide the Co-Principals with written details of the visit, which should include travel times, address and telephone number of destination, names of people on the trip and risk assessment (to be kept in the School Trips file kept in the School Office).
- d) Give parents the name of a school contact person.
- e) Ensure that a First Aid Kit and an authorised school mobile is taken on each visit (staff are NOT allowed to take personal mobiles on trips).

Pupils must be aware of the necessity for good behaviour and road safety awareness before the visit. Good order, discipline and positive attitudes to safety must be adhered to. Parents are informed of bad behaviour during school visits.

A guide for staff on adult/pupil ratio is:

1:2	6 months-3 years old
1:4	3-4 years old, Sprites (Reception)
1:6	Pegasus (Yr1), Dragons (Yr2), Unicorns (Yr 3)
1:10-15	Griffins (Yr 4), Minotaurs (Yr 5), Centaurs (Yr 6), Chalkers (Yr 7-9), Hydras (Yr 10 & 11).

Sometimes it is necessary to invite parents/volunteers to accompany the teacher and pupils on a trip. They will be selected carefully by the teacher and will be known to the children. They will not be left in the sole charge of children.

**Basic Safety Rules – In the Classroom to minimise the risk of accident:**

- The layout of the classroom is important, exits should be kept clear and pupils' bags not allowed to be kept in the classroom;
- Fire doors should be kept clear;
- Non flammable materials should be used for display;
- Electrical equipment should be used correctly and checked regularly;
- Safety electric socket covers should always be in place in sockets where there is no plug;
- Furniture must be checked for defects;
- Staff should take care when using heavy equipment;
- Teachers should make pupils aware of the danger from detachable pen tops or pencils with erasers;
- Toys used in school must be an appropriate type, in good condition, used properly and stored safely;
- Staff should not stand on chairs to mount display; step-ladders (available in the Nursery kitchen) should always be used.

**Basic Safety Rules – in PE (Safe practice and responsible behaviour are very important):**

- Jewellery of any kind is not permitted in school except for single stud earrings – up to one in each year – for students. Where jewellery, for religious purpose has been agreed to be the Senior Management Team, this must be removed before PE.
- Pupils must wear the PE uniform in PE Lessons, including suitable footwear.
- Long hair should be tied off the face.
- Play/PE equipment needs to be kept in a safe condition, stored correctly and checked regularly by the PE teacher/coordinator.
- When swimming at Kensington Leisure Centre, the emphasis in lessons is to develop safety and confidence in the water as well as the pupil's ability to master the fundamentals of some of the recognised strokes; pool rules and procedures must be spelt out clearly to the children and understood by them.
- Good order and discipline are vital.
- Staff and pupils should know how to handle apparatus, and care should be taken when positioning the apparatus.
- Mats should be used when a child has to jump over or jump down from apparatus.
- P E work should be matched to the pupil's capabilities.

**Safety in Practical Lessons:**

Staff at the Lloyd Williamson School undertake to develop an attitude of safety awareness in general in children and young people. When appropriate, and as a guide, teachers should pay attention to the following:

Making things:	Safety code for using tools and glues Safety code when testing things
Glassware:	Safety code when dealing with broken glass First Aid
Heating and Burning:	Suitable sources of heat Some sources of heat not recommended Fire fighting equipment Safety code for heating things Safety code for measuring temperature Techniques for heating over open flames.
Electricity:	Mains electricity Sources of electricity for investigations Safety code for electricity
Chemicals:	Suitable chemicals Dangerous chemicals Safety code for handling and storing chemicals Disposal of dangerous and unwanted chemicals
Animals:	Examples of suitable animals Animals which should not be kept Safety code for keeping animals.
Plants:	Examples of suitable plants Poisonous plants Safety code for using plants
Micro-organisms:	Examples of suitable materials Safety Disposal of cultures
Ourselves:	Safety code for investigating ourselves
Science 'Out of Doors':	Safety code for environmental areas

Risk assessments for experiments are kept in the Science labs at the Upper School (St Charles site).

### **Violence at Work**

Our school is concerned that all employees should be able to carry out their work at all locations and in all circumstances with the minimum risk of encountering violent or aggressive behaviour from their clients or members of the public. Staff should report incidents of aggressive behaviour from children or parents to the Senior Management team as soon as possible.

### **Building Maintenance**

Day-to-day repairs are scheduled on a priority basis by the Proprietor. Priorities are decided by:

- Health and Safety,
- Budget Allocation

The Proprietor is informed immediately about Emergency repairs e.g. loss of services.

### **Security**

We aim to ensure that the premises are made as secure as is possible and protected against vandalism. The main building is alarmed. Keys are held by the Proprietor, the co-Principal, and any staff on early morning duties.

All visitors to the school must sign the Visitors Book and are required to wear a visitor badge for the duration of their visit.

- Staff at the Nursery should always send visitors to the School Office entrance on Ladbroke Grove.
- All doors should always be closed and secured so that they are not able to be opened from the outside.
- All entrances and exits must be kept clear at all times.

### **Hygiene**

1. Hygiene is part of Staff Training. Staff direct children to wash their hands after using the toilet and before eating.
2. Children are encouraged to develop healthy habits through good practice and education.
3. A policy for healthy eating is maintained at school. Educational projects are carried out to encourage an understanding of healthy eating and good hygiene.

### **Cleaning of Buildings**

The school areas used by staff and pupils should be cleaned to a good standard by the contract cleaning team. Any concerns raised by staff or children to be reported to the Co-Principal who will liaise with the contractors.

### **Storage and Use of Hazardous Substances**

Storage of all cleaning materials is to be in locked cupboards – there is a hook on each door, which must be in place unless there is someone in the room/cupboard. COSHH records are kept at Telford Road and PGT1. LWS considers always the first rule of COSHH, which is to remove or reduce the use of hazardous chemicals.

There is a specific policy on COSHH

### **Contractors on School Premises**

Work of a disruptive nature during the school day will be avoided. When necessary, a risk assessment will be carried out regarding the nature of the work to be carried out, working hours and duration of the work, and who will be present at the school to carry out the work. External contractors (if working during school hours) are required to provide an up to date DBS, proof of insurance and, as necessary an RA on the work to be carried out. Permits to work will be requested as necessary. The majority of work is carried out by Corne Meyer who has undergone relevant checks and training. Specific risk assessments are carried out depending on work being undertaken. Whenever possible works will be carried out during holidays and weekends.

Contractors (e.g. Crystal Services) will be required to sign in, hand in mobile phones and follow all Covid measures including wearing a face mask. They will be supervised around the premises by a member of staff.

### **Manual handling**

All staff should undergo manual handling training via Educare before carrying loads.

Manual Handling operations are defined as *any transporting or supporting of a load including: lifting, putting down/lowering, pushing, pulling, carrying, moving, either by hand or bodily force. Load includes any person, animal or inanimate object.*

Best practice is to create a hierarchy of measures for reducing the risks involved in tasks requiring manual handling.

Risk assessments will include looking at the hazards, deciding who might be harmed and how, evaluating the risks and precautions needed to carry out a task, record findings and review the assessment as necessary.

Factors taken into consideration are:

- The nature of the TASK
- The LOAD
- The working ENVIRONMENT
- The INDIVIDUAL CAPABILITY

Manual handling tasks in the School are avoided so far as is practicable. For tasks which cannot be avoided, all possible steps are taken to reduce the risk of injury to the lowest possible level. All manual handling operations are subjected to the risk assessment process.

- General handling tasks such as moving paper supplies, furniture, materials, books, and equipment have standing risk assessments and must be carried out safely and with help, where necessary.
- A specific risk assessment **MUST** be completed for any specialist or unusual handling operation e.g. moving equipment stored at height, pushing and pulling heavy trollies, setting up temporary staging, moving gas cylinders and chemical etc, and general movement of heavy workplace equipment.
- The SMT will consider whether the object needs to be moved at all. If it does, can this be completed using a trolley or other mechanism? SMT will decide if a risk assessment must be undertaken and will ensure those undertaking such tasks have received appropriate training.
- Staff must **NEVER** attempt to lift or move something which is beyond their capability (see above).
- Always **ASK FOR HELP** if you need it.
- When carrying large, heavy, or awkwardly shaped objects, choose your route carefully. Whenever possible, avoid the stairwell.

All staff who undertake manual handling activities must adhere to good lifting techniques, including:



1. Planning the lift including how many staff are needed etc
2. Keep the load close to the waist
3. Adopting a stable position with a straight back
4. Make sure you have a good hold on the object
5. Keeping the back straight as you lift
6. Keeping your head up
7. Moving smoothly without jerk like movements
8. Putting the load down as necessary to adjust position

In the manual handling of a child with a physical disability, a risk assessment will be made and advice will be taken from specialists such as: Physiotherapists, Occupational Therapists under the guidance of the SEND.

### **Dealing with Asbestos**

Asbestos surveys have been undertaken by the managing agents/landlords at the upper School and Lower School. There is one location at Telford Road where there is asbestos – this is in the housekeeper's Cupboard in the Staff Kitchen. Undisturbed asbestos is not a problem. There is another location at the Upper School which is in the cupboard of the Top floor corner classroom. Signage is present and contractors are made aware of location. It is highly unlikely any works will need to be carried out in these locations as they are cupboards.

Whenever an asbestos problem *is* suspected, the H&S Officer will respond immediately with appropriate action.

### **Hot Works**

The H&S Officer is the person responsible for ensuring that an appropriate risk assessment is made when hot works are carried out in or on the school premises. It is extremely unlikely that any such works would be carried out whilst the schools are open or by anyone who is not a competent contractor.

In the unlikely event that such work is undertaken, the following procedure applies:

1. A risk assessment is carried out
2. The area is cleared of all combustible material
3. Appropriate fire extinguishers are provided
4. Someone must keep a watch for any fires breaking out
5. When grinding, cutting or welding or similar activities take place, the work area must be screened off with non-combustible material.
6. Extra care must be taken in activities which cause sparks.
7. Gas cylinders should be in a vertical position and fitted with a regulator and flashback arrestor

### **Working at Height**

It is unlikely that any member of staff will be required or likely to be working at height. In the unlikely event that it is unavoidable, a risk assessment must be conducted which must take into account:

- The HSC document INDG402 (Safe Use of Ladders and Stepladders) must be adhered to
- Students nor staff must ever stand on desks or chairs
- The most suitable equipment for task must be provided
- Only competent adults are allowed to work at height

## **Water Quality**

Regular legionella testing is conducted throughout the school buildings. Copies of these tests are kept for a minimum of 5 years and stored in a secure location.

Cold water temperature is taken to make sure it is below 20C. Hot water needs to be above 50C. Boilers should be kept at 55C – 60C.

In the event of a positive water sample, the H&S Officer will take remedial action and any outbreak of the disease will be reported to the HSE and Health Protection Agency.

## **New and Expectant Mothers**

LWS aims to ensure that suitable arrangements are in place to protect the health, safety and welfare of members of staff who notify us that they are pregnant, breast feeding or have recently given birth.

The SMT will complete a Risk Assessment for the employee. It must be carried out with the specific employee and take account of any medical advice that has been provided by her doctor. The completed risk assessment must be retained and treated as confidential; a copy will be given to member of staff. The individual assessed will be informed of any significant risks to them / their child. Any required actions or recommendations will be discussed between the member of staff and the SMT.

The Risk Assessment should be reviewed as necessary, as the member of staff's condition changes. The staff member must notify the SMT of any changes to their condition so that any revision to the Risk Assessment can be made. Revision will be fully documented and communicated both to the member of staff and the SMT.

The member of staff being assessed should:

- inform their doctor of the nature of their work
- follow any arrangements implemented for their protection at work
- not act in a manner that could adversely affect their own health and safety, or that of their child
- keep the SMT informed of any concerns or difficulties they may have

## **Stress**

LWS pays due consideration to the HSE management standards so that workloads can be considered, appropriately designed, organised and managed. LWS offers appropriate support (e.g. EAP, supervision meetings, mentoring etc) for members of staff when stress related issues have been identified.

The SMT will consider the following standards when exploring options for stress management with members of their team:

- **Demands** (workload, work patterns and the work environment)
- **Control** (autonomy to decide how some of the workload is performed)
- **Support** (reassurance and encouragement, EAP resources provided by LWS)
- **Relationships** (the sense of belonging to a team for the aim of positive team spirit)
- **Role** (individuals understanding their place and purpose)
- **Change** (healthy 360 degree communication)

The SMT will endeavour to:

- Give constructive feedback
- Consult with members of staff during periods of change
- Ensure the team has been trained effectively to enable them to do their job e.g. TA 101 training from a UKCP registered Psychotherapist
- Monitor workloads and working hours
- Offer a positive working environment: to include staff member of the month rewards, birthday and Christmas gifts, celebrations of life affirming events, mental health training as needed etc

Where issues of stress are identified, the SMT will:

- Raise awareness of support mechanisms available (e.g mentoring, EAP counselling etc)
- Undertake a risk assessment to identify the sources of stress
- Put an action plan in place to address any issues identified
- Monitor any phased return to work and allow the individual to provide relevant feedback
- Record and maintain confidential notes if relevant

Employees should report any issues of concern to the SMT and cooperate with any remedial issues that are put into place.

## **Working from Home**

Members of staff working from home (primarily due to COVID-19 restrictions) are subject to the same rules, procedures, school policies and expected standards of conduct and performance as when working at school. If you have any health and safety concerns or if an accident or incident takes place relating to work, this must be reported immediately to the SMT.

If staff are using a screen for prolonged periods of time without significant breaks a VDE RA must be completed.

## **Sun Protection**

Parents of children who attend LWS are requested to apply sunscreen to their children and to provide sunhats as necessary. Specific risk assessments are conducted in extreme hot weather.

## **Visitors to the Schools and Nurseries**

During the COVID-19 pandemic the number of visitors to the premises have been limited to: H&S contractors and new parents.

Outside of COVID restrictions, all visitors must report to the School Office. They are required to sign in and will be given a visitor's badge to wear. They are informed that mobile phones are not to be used during the visit. Phones are taken away from contractors and kept securely until they leave. At the end of their visit, they must again report to the School Office, return the badge and sign out. For potential new parents, personal details are taken before the visit. Badges are not required if they accompanied by either the Co-Principals or Nursery Managers throughout the visit.

If an unknown individual appears suspicious or out-of-place on the premises, a member of staff should approach them (if safe to do so), politely ask for their name and purpose in the School and make them aware of procedures for visitors. They should be escorted to the School Office and be signed in as a visitor. Anyone found on the premises who should not be there should be escorted (if it is safe to do so) off the premises immediately. The incident should be referred to the Co-Principal who will take appropriate action as necessary.

### **Young Persons**

We have taken this to be individuals aged under 18 but we recognise our duty of care to young staff under 25 and will act appropriately including referrals to DSL as needed e.g forced marriage etc. Occasionally the school may have young apprentices or work experience students in the schools and nurseries.

The school will complete all H and S paperwork in accordance with the young person's school or college.

Before starting their placement the YP will complete the school's induction training.

If an apprentice, the individual will additionally be expected to undergo all training, checks etc as older members of staff.

Specific risk assessments will be written dependent on the YP's location and placement description in the schools e.g. if in nursery or school.

The YP must be supervised at all times.

Staff must be aware of the safeguarding policy and take this into account when working with a young person.

### **Tutoring and Baby Sitting**

LWS staff are not allowed to baby sit any students or children from the schools / nurseries. Failure to adhere to this policy may lead to disciplinary action. Tutoring is only allowed through the school and members of staff are not allowed to undertake personal contracts with parents for any work of this nature. Tutoring agreed to by the school must be on school premises and at an agreed time with the school Principal. Tutoring is paid through payroll. No cash payments may be taken.

### **Opening and Closing checklists**

It is the responsibility of the nursery staff and the staff at the Upper School to complete the opening checklists prior to the children arriving to school at 7:30 a.m. During Covid the staff in each bubble additionally are required to complete a checklist for their bubble. It is the responsibility of all staff at the end of the afternoon lessons to make sure his/her classroom is secure, the windows closed and equipment and lights switched off before they leave the premises. All chemicals must be locked away in the Science labs.

### **Glue Guns**

These can become very hot to the touch and must never be without supervision from a responsible adult. Only Centaurs and above may use the glue guns but staff should use their judgement on each individual child as to whether they should be allowed to use the gun. There should be a designated area in the classroom for glue gun use. Once an item has been glued it should be set aside for a minimum of five minutes to cool down before being touched.

Should a user suffer a burn please use the First Aid treatment and run under a cold tap for a minimum of twenty minutes. An accident form must be completed.

### **Protective Personal Equipment**

Children must wear protection such as aprons or an old shirt over their clothes in painting or messy activities. For secondary children you may enforce this dependent on each child.

Lab coats should be worn in any practical experiments in the Upper School.

Goggles must be available at all time and worn as necessary.

For nappy changing and all activities involving bodily fluids aprons and gloves must ALWAYS be worn.

During Covid – please see measures. Masks must be worn when walking around the school, when teaching out of your bubble and by LSAs.

### **Electrical and Gas Safety**

All electrical control panels and switch rooms will be kept secure and display electrical hazard signs. Basement at Telford Road may only be accessed by permission of the Senior Management Team.

Users of electrical equipment should visually check for defects before use. If a defect is noticed, LM or CM must be notified. The equipment should be taken out of action until checked, if in any doubt, the equipment will be disposed of

All portable electrical appliances issued for use by the School will be PAT tested annually by Clark Electrical. Staff living in the school will be notified prior to testing and must hand in electrical equipment for testing or provide room keys on the day.

We use socket covers in the nurseries and schools.

### **P.E. policy**

We are aware that there is always an element of risk during P.E. sessions but we aim to reduce this risk as much as possible.

For both staff and students: footwear and attire must be appropriate for the skills/games being played.

Jewellery (except for small studs) must be removed.

Long hair must be tied up and away from the face.

For hockey, the children must provide their own shin guards and mouth guards.

Teachers should remain vigilant at all times and aware of what the children are doing.

On P.E. days children attend in their P.E. kits except for footwear – this stops the issues of children forgetting their P.E. kits. Staff should check that students have changed into their appropriate footwear.

### **Swimming Safety**

Swimming lessons take place at Kensington Leisure Centre which is approximately 15-20 minutes walk from the Upper School. Staff have a duty of care and responsibility for the safety of their pupils particularly as we walk to and from the Centre. As per all trips a trip form must be completed and the trips bag taken plus a school mobile phone. Staff are not allowed to take their own phones on trips. Male and female staff must accompany the children when travelling to and from the Pool. A portable First Aid kit and mobile phone must be taken.

The older children must be allowed to change in cubicles. Transgender children will change in the section of their choice within the cubicle. A male teacher should be in attendance in males' changing room and a female in the females' changing room to not cause embarrassment for other users.

Teachers must be clear in their expectations of the children and make sure the children are well versed in the rules of the pool e.g. no running and where the toilets are.

The teachers must make sure they are aware of the location of the first aid box and the location of exits in the event of an emergency. A Pool lifeguard is provided by the centre but staff should always be alert.

Adult to pupil ratio must be at least 1:10 throughout the trip and by the pool. Children should wear Lloyd Williamson Schools bright yellow swimming caps so they can be easily identified.

### **Safe Projector use**

Staff and children should never stare directly into the beam.

Room blinds should always be used where possible.

Staff should minimise time standing facing into the beam and should stand to the side whenever possible.

Pointers should be used whenever possible.

Students should use a pointer or stick if asked to point something out.

### **How to work safely with ICT including printers**

Some general points to consider:

- Ensure that all electrical installations are carried out by a qualified electrician.
- All equipment must be of a reliable standard and must be checked annually by qualified PAT tester.
- Ensure that no cabling is trailing on the floor and that plugs are not overloaded.
- Ensure that seating is suitable for the size of pupils using it.
- Ensure that the tables/desks are strong enough to carry the weight of the equipment.
- Follow health and safety guidance regarding the height, position and distance of screens.

- Children must be supervised at all times and be reminded of correct use of equipment and moving safely around the room e.g. no running, sitting on tables etc.
- Food and drink must never be consumed near the equipment or during lessons.
- Check there is no direct sunlight or glare on the screens and that children can see the display adequately.
- Make sure there is fresh air.
- Make sure the children have time looking away from the screens regularly.
- As with all electrical equipment, all equipment should be turned off at the mains during extended breaks e.g. Christmas
- If you are using laptops, ensure that they are located on firm desks or tables.
- If using the tablets make sure children and students know how to handle them with care.
- Ensure that all electrical equipment is located away from water supplies, and that pupils have a sound understanding of electrical safety.

### **Use of Visual Display Equipment**

For staff (usually administrative staff and SMT) who use VDE for prolonged periods of time, a risk assessment must be completed at least once a year or, if a new member of staff is employed or, if the somebody's job role changes to more of an administrative role.

The schools will ensure that chairs, arm rests etc are supplied for any staff (as above) who requests it or if a concern is raised on the VDE risk assessment. The school will cover the cost of eye tests.

Updated 24.12.2020

Aaron Williams and Lucy Meyer