



WALTHAMSTOW HALL
SEVENOAKS

HEALTH & SAFETY POLICY

Includes Early Years Foundation Stage

Introduction

The Governing Body will take all reasonable and practicable steps to provide and maintain the following:

- Adequate control of the health and safety risks arising from work activities.
- To consult with employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees and pupils.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

Risk, Compliance and Wellbeing Committee

Matters of health and safety within the School are overseen by the School's Risk, Compliance and Wellbeing (RCW) Committee, which is chaired by a member of the Governing Body and meets a minimum of termly. Any member of the Committee may request the Chairman call an extraordinary meeting should events demand it.

The School also has a Staff Health and Safety (H&S) Committee, which reports to the RCW Committee and is formed from members of staff. Its purpose is to oversee risk management, compliance and wellbeing matters at or affecting the School, its pupils, staff and visitors. The H&S Committee is responsible for reviewing and monitoring risk management, compliance (including safeguarding and therefore also child protection matters) and wellbeing (mental and physical) of pupils and staff throughout the School, including oversight of health and safety matters at or affecting the School, its pupils, staff and visitors, in order to advise and make recommendations to the Governing Body concerning such matters.

Responsibilities

Whilst the Governors have ultimate responsibility for Health and Safety, day to day responsibility is delegated to the Headmistress and the Bursar (the Health and Safety Officer). The Bursar is accountable to the Governing Body for the Safety, Welfare and

Health of the staff. Day to day management of Health and Safety is the responsibility of the Estates Manager.

The Bursar is accountable for:

- The production and maintenance of the School's Health and Safety policy and ensuring that School procedures are consistent with the policy.
- Its application.
- Monitoring and reporting to the Health and Safety Committee on the effectiveness of the policy.
- The provision of general advice about the implication of the law.
- The identification of health and safety training needs.

Co-operation

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee. Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the School owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc.

To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the School risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or Health and Safety Representative all hazards, potential hazards, defects in equipment and any shortcomings in the School's/college's work systems or procedures.

Employees should not be in any doubt that the School will apply disciplinary procedures to any employee who is in breach of the School's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the School's operations, and for those who may become involved in them.

Responsibilities for all employees are clearly laid down in the Staff A-Z Handbook. It is the duty of all to take reasonable care for the health and safety of themselves and others and to bring any known hazards to the attention of visitors to enable them to fulfil their duty of care. It is also a general obligation to ensure that any hazard or defect is reported to a health and safety representative in a timely manner for remedial action.

Health and Safety Officer. The Bursar is the School's designated Health and Safety Officer; he is accountable for implementing the Health and Safety Committee's policy. Day to day responsibility for managing health and safety is delegated to the Estates Manager.

Staff Representatives. The membership of the Health & Safety Committee comprises:

The Bursar (Chairman)

Deputy Head
Estates Manager (Secretary to the H&S Committee)
Head of Design (& Art)
Head of Science
Head of Art
Director of Sport
The Maintenance Coordinator
Senior Caretaker
School Nurse
The Catering Manager
Head of Drama / Theatre Technician
The Senior Technicians from: Science, Art / Design
The Network Manager
Staff representatives from the SS and JS common rooms

The Chairman of the Committee may invite others to attend all or part of meetings of the Committee, as required. Any such invitees shall not have voting rights. The Chairman of the RCW Committee will be invited to attend.

Accident and Near Miss Reporting

In order to learn and reduce accident rates, all near misses and accidents are to be recorded; the Bursar coordinates all reports, investigates as necessary and reports to the H&S Committee termly. Appendix A provides further guidance on what reporting of accidents and near misses and what accidents and health issues must be reported to the Health and Safety Executive.

Focus

The School's works programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- The safe use, storage, handling and transport of articles and substances
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- The provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.
- Consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities. Due diligence is undertaken in

respect of Prevent and supervision maintained on visiting contractors who may come into contact with pupils.

Policy Review

This policy will be regularly reviewed, by the H&S Committee and the RCW Committee annually. In conducting the policy reviews, due regard will be given to the following:

Planning - The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

If appropriate, the School will consider the risk to safety involved in:

- Dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the School building, water quality, and the use of radioactive material.
- Contractors in the School.
- Vehicle movements within the School grounds.
- Workplace arrangements, including housekeeping.
- School trips.
- Centers licensed by the Adventure Activity Licensing Authority.
- Work experience arrangements.
- Violence to staff.
- School security.
- Stress management.
- Letting of School premises to outside bodies.
- Pupils with special needs, i.e. manual handling.
- Any other site-specific issue, e.g. swimming pool, etc.

Organisation - A review of the School's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control - Ensuring that the safety requirements are implemented throughout the School by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review - All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Termly Health and Safety meetings will be held and reported to the RCW Committee. In turn, the Chairman of the RCW Committee will

brief the full Governing Body each term. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Health & Safety Management

The School's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy. In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the School's management team during management and board meetings.

A copy of the policy will be given to all employees when they join the School. When changes have been made to the policy, copies will be placed on the Schools' noticeboards.

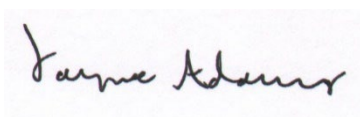
This is a Governing Body policy. It will be reviewed regularly by the Governing Body.

This policy has regard to the guidance issued by the Secretary of State.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed: March 2023

Next Review Date: March 2024



Signed: Date:17 March 2023....

Mrs J Adams
Chairman of the Governing Body

Annexes:

- A. Fire Risk and Safety Policy
- B. Legionella Policy
- C. Asbestos Policy
- D. Risk Assessment Policy including Early Years Foundation Stage
- E. Accident and Near Miss Recording and Reporting Policy (RIDDOR)

FIRE RISK AND SAFETY POLICY

General Statement

Walthamstow Hall is a responsible employer and takes its fire safety duties seriously. For this reason, this policy has been formulated to help the School comply with its legal obligations to staff and visitors under the **Regulatory Reform (Fire Safety) Order 2005**, as well as the **Management of Health and Safety at Work Regulations 1999**. The Fire Risk and Safety Policy is endorsed by the Governing Body of the School. These include the provision of a safe place to work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy is an extension of our Health and Safety Policy. It should be read in conjunction with guidance on Fire Safety Training and our Risk Assessment Policy relating to Fire.

All members of the School have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to cooperate fully with the School's senior management in complying with any procedures that may be introduced as measures to protect the safety of pupils, staff and visitors.

Walthamstow Hall takes steps to ensure that prevention of fire is given a high priority and that the management of fire incidents will be undertaken in such a way as to prevent injury or ill-health to employees, pupils, visitors, contractors or others who may be affected by the activities of the School.

The School's senior management will keep staff and pupils informed of any changes that are made to the fire safety procedures and fire risk assessment. Also, all visitors to the premises are to be briefed in the evacuation procedures and made aware of fire safety procedures.

Aims and Objectives

- To promote good fire safety working practices
- To encourage fire safety awareness in staff at all levels
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises
- To identify and implement reasonably practicable control measures to control risks from fire
- To conduct regular fire evacuation drills and testing of emergency equipment
- To conduct regular fire safety inspections
- To minimise the risk from hazardous substances (see also the main Health and Safety Policy)

Procedures

The following procedures have been introduced to maintain high standards of fire safety:

- A fire risk assessment has been undertaken which will be reviewed annually and after any major works have taken place that may have impacted on its effectiveness.
- The fire evacuation procedures are to be practiced at least termly.
- Staff will be trained as necessary to carry out extra responsibilities such as being fire marshals/wardens.
- Members of the maintenance staff are to be trained annually in the appropriate use of the School's Fire extinguishers.

- All members of staff and temporary employees are to be provided with annual refresher training on the appropriate use of the various fire extinguishers around the School and will receive practical, hands-on use of the extinguishers every 3 years.
- All members of staff and temporary employees are to be provided with induction training that includes how to raise the alarm and the available escape routes.
- All escape routes will be clearly signed and kept free from obstruction at all times.
- All fire-related equipment is to be regularly serviced and maintained. If anybody should notice faulty or missing equipment, they are to report it to the Estates Manager or the Bursar.
- Alarm systems are to be professionally maintained and tested and staff and pupils are to be warned should a test take place during School hours.
- Emergency lighting is to be provided in all places of assembly and regularly tested by a qualified electrician.

Full details of fire risk assessments and procedures for individual buildings in the School are held by the Estate's Maintenance team.

Responsibilities

The Governing Body will ensure that the appropriate policies and procedures are in place and have nominated the Bursar to be responsible for implementing the policy and its procedures. He will have responsibility for:

- Supervising the day-to-day management of fire precautions.
- Ensuring that all staff take part in training and fire drills.
- Co-ordinating and directing the relevant staff in a fire emergency.

Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Estates Manager and Heads of Department will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc).
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- Consult regularly with the Fire Marshals.
- Include fire prevention and evacuation procedures during the induction process with all new starters.
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

Procedure in the Event of a Fire SENIOR SCHOOL

It is the School's Policy that, on the Fire Alarm being sounded, priority is to be given to evacuating pupils and staff. The Bursar is to investigate the cause of the alarm and take whatever action is necessary.

On Discovering a Fire

- Raise the alarm immediately by shouting Fire! Fire! Fire!
- Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you and if able, any open windows.
- Activate the nearest fire alarm.
- Members of staff should ensure that the Bursar is told immediately about the fire; pupils are to tell a member of staff of the fire and to say where it is.
- The Headmistress's secretary will call the Fire Brigade if instructed to do so by the Bursar.
- Go to the School's Fire Assembly Point (currently the Front Lawn).
- The Receptionist is to bring out the registers for Form Tutors and the Signing out book to check attendance.
- The School Secretary is to bring out the part time staff signing in/out sheets to check against attendance.
- The Deputy Head's Secretary is to bring out the staff lists.
- The Headmistresses' PA is to bring out the Visitors' Book.
- The EBH duty staff will bring out the VI form signing out sheets during lunch time.

On hearing the Fire Alarm

- Close the windows of the room if this can be done quickly and safely.
- Members of staff are to evacuate their classes to the School's appointed Fire Assembly Point immediately, using the nearest safe fire exit, closing the door on exiting.
- Pupils who are not in class, or who are in music or drama lessons, are to go straight to the Fire Assembly Point.
- Roll call is to be taken.
- If anybody has a visitor, they are to ensure that they accompany them to safety.

At Roll Call

- Form Tutors are to check and account for their pupils.
- Staff line up by department as per the attached sketch plan.
- The Staff Secretary will check that all full-time teaching and admin staff are present.
- The School Secretary will check that all part time teaching and admin staff are present and whether any full-time staff have signed out.
- The Bursar's Assistant will check that the Bursar's office, catering and maintenance staff are all accounted for.
- The Director of Music will ensure that all peripatetic music teachers are accounted for.
- Visitors are to be accompanied to the Fire Assembly Point.
- The Deputy Head is to consolidate reports and inform the Head and Bursar if anybody is missing.

- In the event of a missing pupil or member of staff, the Form Tutor or Head of Department is to inform the Bursar where the person was last seen or is likely to be and the Bursar will organise a search.

Fire Safety Officer (*This will be the Bursar, or, in his absence, the Estates Manager*)

- Establish whether anybody is missing.
- Organise a search, if it is safe to do so, as necessary.
- Investigate the cause of the alarm – this will be indicated on the fire alarm control panel.
- Instruct the Headmistress's secretary to call the Fire Brigade as necessary.
- Liaise with the Fire Brigade on arrival.

Living-In Staff

All living in staff are issued with specific instructions concerning what to do in the event of a fire during silent hours and weekends and one of them is appointed as living in fire warden. The instructions are amended and re-issued whenever there is a change of staff.

Procedure in the Event of a Fire at EBH Arts Centre

It is the School's Policy that, on the Fire Alarm being sounded, priority is to be given to evacuating pupils and staff. The Bursar is to investigate the cause of the alarm and take whatever action is necessary.

A copy of the class teaching list must be kept by each class exit door in EBH for use in case of emergency.

On Discovering a Fire

- Raise the alarm immediately by shouting Fire! Fire! Fire!
- Activate the nearest fire alarm.
- Members of staff should ensure that the Bursar is told immediately about the fire; pupils are to tell a member of staff of the fire and to say where it is.
- Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you.
- Go to the EBH Fire Assembly Point on the School Field behind EBH for roll call.

On hearing the Fire Alarm

- Close the windows of the room if this can be done quickly and safely.
- Members of staff are to evacuate their classes immediately to the EBH Fire Assembly Point on the School Field for roll call, using the nearest safe fire exit, closing the door on exiting.
- Roll call is to be taken.
- If anybody has a visitor, they are to ensure that they accompany them to safety.

At Roll Call

- Class Teachers are to check and account for their pupils.
- Visitors are to be accompanied to the Fire Assembly Point and staff are to check that all staff are accounted for.
- No-one may return to the building until told to do so by staff in charge.
- Bursary and Estates staff will have been alerted by the link to the main School system and will attend to investigate.
- The Bursar or Estates Manager will call the Fire Brigade if necessary and notify the Headmistress.
- Pupils who are not in class, or who are in music or drama lessons at the Main School campus will have been logged out on the class teaching list and will be subject to the Main School fire procedures.
- In the event of a missing pupil or member of staff, the class teacher is to inform the Bursar where the person was last seen or is likely to be and the Bursar will organise a search.

Fire Safety Officer (*This will be the Bursar, or, in his absence, the Estates Manager*)

- Establish whether anybody is missing.
- Organise a search, if it is safe to do so, as necessary.
- Investigate the cause of the alarm – this will be indicated on the fire alarm control panel.
- Instruct Bursary staff to call the Fire Brigade as necessary.
- Liaise with the Fire Brigade on arrival.

Procedure in the Event of a Fire VISITORS

It is the School's Policy that, on the Fire Alarm being sounded, priority is to be given to the prompt evacuation of people; members of the public should not attempt to fight fires unless they have had the necessary training or can do so without endangering themselves or others.

Fire Precautions

- The School has a comprehensive fire alarm system with alarm points in every building; please make sure you know where the nearest point is.
- Fire action notices are positioned prominently in every room; they tell you where to go in an emergency; *please read the one in the room or the hall you are using.*
- Emergency exits in all halls are illuminated and have back up batteries; ensure they are on before any public performance starts.
- There are plenty of fire extinguishers prominently positioned, but **these should only be used if there is no risk of endangering life.**
- Brief everybody present before the event starts about where fire exits are positioned and where to go on evacuation.

On Discovering a Fire

- Raise the alarm immediately by shouting Fire! Fire! Fire!
- Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you.
- Activate the nearest fire call point (alarm).
- Go to the Fire Assembly Point (currently the Front Lawn) or the nearest lit area, if it is dark.
- Call the Fire Brigade: a personal mobile phone will do. Give your location:
WALTHAMSTOW HALL, HOLLYBUSH LANE, SEVENOAKS, TN13 3UL
Or EBH, 11 BAYHAM ROAD, SEVENOAKS, TN13 3XA.
- Account for everybody who had been present.

On Hearing the Fire Alarm

- Evacuate the building by the nearest fire exit.
- Assemble at the Fire Assembly Point or the nearest lit area, if it is dark.
- Check for missing persons.
- Contact the duty caretaker, who will attend site having been notified of the alarm automatically. His mobile number will have been in the booking confirmation for the event.
- If there is a fire, call the Fire Brigade: a personal mobile phone will do. Give your location:
WALTHAMSTOW HALL, HOLLYBUSH LANE, SEVENOAKS TN13 3UL
Or EBH, 11 BAYHAM ROAD, SEVENOAKS, TN13 3XA.
- In the event of somebody being missing, organise a search, but **do not re-enter any building until the Fire Brigade or a member of the School's staff, if present, confirms that it is safe to do so.**



FIRE ARRANGEMENTS

In the event of a fire or fire practice at the Senior School responsibilities are as follows:

Task	08:30 - 1:30pm	1:30 – 3:30 pm	3:30 – 4:00 pm	After 4:00 pm
Check cause of alarm and Call Fire Brigade <i>if required</i>	Bursar, or in his absence, the Estates Manager or Caretaker			
Take register list to assembly point for checking	Receptionist	Receptionist	Receptionist	Staff on Late Study duty/Snr staff on duty (until 6:00pm)
Take signing out book to front lawn	Receptionist	Receptionist	Receptionist	
Take staff signing out list	Mrs Press	Mrs Press	Mrs Press	
Take full time staff list	Mrs Seeds Mrs Manning (Wed only)	Mrs Seeds Mrs Manning (Wed only)	Mrs Seeds Mrs Manning (Wed only)	
Take out Visitors signing in book	Mrs Press	Mrs Press	Mrs Press	Mrs Press
Take LVI signing out sheets from Lang Centre to front lawn	Duty staff during lunch time only. Sixth Form students should sign out at the Hub Reception			
Take out Visiting Music Staff & Sports Coaches Signing In Book		Receptionists		
Take out Support Staff List		Mrs Robinson		
Take out Late Study Register (after 4:00pm)		Staff on Late Study Duty		

Procedure in the Event of a Fire JUNIOR SCHOOL SITE INCLUDING EARLY YEARS

It is the School's Policy that, on the Fire Alarm being sounded, priority is to be given to evacuating pupils and staff. The Assistant Head and/or caretaker is to investigate the cause of the alarm (whoever is nearest) and take whatever action is necessary.

On Discovering a Fire

- Raise the alarm immediately by shouting Fire! Fire! Fire!
- Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you and if able, any open windows.
- Activate the nearest fire alarm.
- Members of staff should ensure that JMT are told immediately about the fire; pupils are to tell a member of staff of the fire and to say where it is.
- The Junior School Office Manager or caretaker will call the Fire Brigade if instructed to do so by the Assistant Head and also notify the Bursar and Headmistress at the Senior School Site.
- Go to the School's Fire Assembly Point (the Play Area known as The Dell).
- The Junior School Office Manager is to coordinate the registers from Form Teachers to check against attendance.
- The Junior School Office Manager is to bring out the staff signing in book; the visitor's book; the Music lesson timetable and clubs registers as appropriate.

On hearing the Fire Alarm

- Close the windows of the room if this can be done quickly and safely.
- Members of staff are to evacuate their classes to the School's appointed Fire Assembly Point (or designated Covid assembly points) immediately, using the designated entrance exit or if this is not possible, then nearest safe fire exit closing the door on exiting.
- Pupils who are not in class are to go straight to the Fire Assembly Point.
- Roll call is to be taken.
- If anybody has a visitor, they are to ensure that they accompany them to safety.

At Roll Call

- Form Teachers are to check and account for their pupils.
- The Junior School Office Manager will check that all full time, part time and admin staff are present.
- The Chef in Charge will check that the catering staff are all accounted for.
- Visitors are to be accounted for by the Junior School Office Manager.
- The Assistant Head is to be informed if anybody is missing.
- In the event of a missing pupil or member of staff, the Form Teacher is to inform the Assistant Head where the person was last seen or is likely to be and the Assistant Head will organise a search if it is safe to do so.

The Senior Teacher will:

- Establish whether anybody is missing.

With the Fire Officer (the caretaker) the Senior Teacher will:

- Organise a search, if it is safe to do so, as necessary.

- Investigate the cause of the alarm – this will be indicated on the fire alarm control panel.
- Instruct the Junior School Office Manager to call the Fire Brigade as necessary.
- Liaise with the Fire Brigade on arrival.

Procedure in the Event of a Fire Visitors to the Junior School

It is the School's Policy that, on the Fire Alarm being sounded, priority is to be given to the prompt evacuation of people; members of the public are not to attempt to fight fires unless they have had the necessary training or can do so without endangering themselves or others.

Fire Precautions

- The School has a comprehensive fire alarm system with alarm points in every building; please make sure you know where the nearest point is.
- Fire action notices are positioned prominently in every room; they tell you where to go in an emergency; *please read the one in the room or the hall you are using.*
- Emergency exits in all halls can be illuminated and have back up batteries; ensure they are on before any public performance starts.
- There are plenty of fire extinguishers prominently positioned, but **these should only be used if there is no risk of endangering life.**
- Brief everybody present before the event starts about where fire exits are positioned and where to go on evacuation.

On Discovering a Fire

- Raise the alarm immediately by shouting Fire! Fire!
- Evacuate immediately, ensuring nobody else is left in the room, and close the door behind you.
- Activate the nearest fire alarm.
- Go to the Fire Assembly Point (currently the Play Area known as The Dell).
- Call the Fire Brigade: a personal mobile phone will do. Give your location:
WALTHAMSTOW HALL JUNIOR SCHOOL, BRADBOURNE PARK ROAD, SEVENOAKS TN13 3LD.
- Account for everybody who had been present.

On Hearing the Fire Alarm

- Evacuate the building by the nearest fire exit.
- Assemble at the Fire Assembly Point (currently the Play area known as The Dell) or the nearest lit area, if it is dark.
- Ring the Fire Brigade.
- Check for missing persons.
- Contact the duty caretaker; her/his mobile number will have been in the booking confirmation for the event.
- In the event of somebody being missing, organise a search, but **do not re-enter any building until the Fire Brigade or a member of the School's staff, if present, confirms that it is safe to do so.**



JUNIOR SCHOOL - FIRE **ARRANGEMENTS**

In the event of a fire or fire practice responsibilities are as follows:

Task	08:30 -12:30pm	12:30 – 5:00pm	After 5:00 pm
Check cause of alarm and Call Fire Brigade if required	JS Caretakers		
Take register absence list to own assembly point for checking	Mrs Crofts	Mrs Atkinson	Not Applicable
Take <u>staff</u> signing in/signing out folder to assembly point	Mrs Brown	Mrs Brown	JMT on duty (until 6:00 pm)
Take <u>visitors</u> signing in/signing out folder to assembly point	Mrs Brown	Mrs Brown	JMT on duty (until 6:00 pm)
Take <u>class</u> registers to assembly point	Mrs Crofts	Mrs Atkinson	Not Applicable
Take <u>Fire Arrangements</u> folder to assembly point	Mrs Brown	Mrs Brown	JMT on duty (until 6:00 pm)
Take out Breakfast Club register (7:15 – 8:30am)	Staff Leader for Breakfast Club		
Take out Late Stay register (3:15 - 4:00pm)	Staff on Late Stay duty		
Take out ASC register (4:00 – 6:00pm)	Staff Leader for After School Club		

LEGIONELLA MANAGEMENT POLICY

General Statement

Walthamstow Hall is a responsible employer and takes its duties in relation to water hygiene and the management of Legionella seriously. The School's objective is to control, prevent and minimise the risk from Legionella to staff, students and visitors so far as reasonably practicable by operating and maintaining plant and equipment in accordance with the HSE Approved Code of Practice L8.

Legionnaires' disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. It can affect anybody, some people are at higher risk, including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune systems are impaired. The bacteria occur naturally in rivers, lakes etc. as well as in the water systems of premises, such as schools.

This document sets out the School's policy and lists its objectives and the procedures it has put in place in accordance with the Approved code of Practice (ACOP) L8 and endorsed by the Governing Body of the School.

Objectives:

- To clearly identify the responsibilities of individuals as appropriate.
- To ensure that suitable and sufficient risk assessments are in place where there is a risk of legionella in the hot and cold-water systems or other plant and systems containing water which is likely to exceed 20°C and which may release a spray or aerosol during operation or when being maintained.

Guidance:

- The School has in place a Legionella risk assessment which is regularly reviewed and updated.
- An Action plan (Written Scheme) of control measures that take account of the risk assessment and prevents or minimises the risk from exposure to Legionella is used by the maintenance team and attached at Appendix I.
- A programme of training for members of staff with responsibility for water systems to provide a level of competence commensurate with their involvement in the control procedure is ongoing.
- Refurbishment and alteration works to be planned to incorporate schemes to prevent or minimise the risk.

Roles and Responsibilities

The Governing Body will ensure that the appropriate policies and procedures are in place and have nominated the Bursar to be responsible for implementing the policy.

Duty Holder: The Bursar

- Is responsible for the issue of the Legionella Policy.
- Has a duty to comply with ACOP L8.

- Reports to the School Governing Body.
- Has sufficient knowledge to competently carry out this role.

Responsible Person: The Estates Manager

- Is responsible for drafting the Legionella Policy and will take a lead role in its implementation.
- Is responsible for the issue of a Written Scheme of control.
- Will endeavour that all maintenance and capital works contractors comply with ACOP L8 and the School's legionella policy.
- Will endeavour that all maintenance team are competent and receive suitable training.
- Has sufficient knowledge to be able to competently carry out this role.

The Maintenance Co-ordinator:

- Is to inspect and monitor the water and PPM management system on a monthly or more regular basis if the need should arise.
- Is to report to the Responsible person any significant breaches immediately which need to be urgently rectified.
- Is to ensure appropriate records are maintained and updated.
- Is to ensure appropriate persons are competent, tested and trained to work on water systems.
- Is to act as deputy Responsible Person.

Procedures

- The Estates Manager will take advice from time to time from a competent specialist with suitable accreditation (Legionella Control Association or similar) to fulfil their obligations/duties as a responsible person.
- The Estates Manager will appoint an external consultant to carry out a review of the risk assessment at regular intervals or when there are major changes to the use of a building or control measures are ineffective.
- Control measures to be carried out in accordance with the written scheme for controlling the risk from exposure to Legionella – see Appendix I.
- Endeavour that sinks, baths, WC cisterns, showers etc. that are not regularly used are flushed on a weekly basis and a log of compliance is maintained.
- Monitor hot and cold-water temperatures at each designated location at specified periods or as and when required. Incorrect temperatures to be reported to the Estates Manager.
- Check, clean and descale shower fittings as required (Sports Hall, Sixth Form Centre, Squash courts).
- Annual clean and chlorination of the cold-water storage tanks.

WRITTEN SCHEME FOR CONTROLLING THE RISK FROM EXPOSURE TO LEGIONELLA

Correct and Safe Operation of the System

In general, conditions that permit legionella to proliferate and an aerosol to be created should be avoided. Where this is not practical, the risk should be minimised by reducing the release of droplets and controlling the water quality.

In relation to all water systems, proliferation may be avoided by: -

- Avoiding water temperatures between 20°C and 45°C.
- Avoiding water stagnation.
- Careful selection of materials.
- Preventing the build-up of sediment by keeping the system clean.
- Using a water treatment programme.
- Correct and safe operation of a well-maintained system.
- Maintaining comprehensive records of system conditions and modifications.

Control Measures

Control measures specific to individual parts of the system are given below. Italicised measures are not required under L8 but are included because they represent current best practice.

Management/control

Three monthly

- Inspection of all records by 'responsible person'.

Bi-annually

- Review risk assessment.

Water source

Six monthly

- Take temperature.

Water storage tanks

Six monthly

- Check lid is secure.
- Check rodent filter or vent.
- Examine internal and external condition of tank.
- Check temperature of incoming mains water and stored water temperature away from the ball valve.

Annually

- Visually inspect.
- Clean and disinfect if required.
- Record total water consumed by the tank over a typical day to establish that there is a reasonable flow through the tank.

Calorifiers and Water Heaters

Monthly

- Check hot water temperatures at flow ($>60^{\circ}\text{C}$), return and drain ($>50^{\circ}\text{C}$) and re-adjust as necessary.
- Check thermostats and re-adjust as necessary.
- Check operation of drain valves, thermometers and recirculation pump if fitted.

Three monthly

- *Flush/drain calorifier to minimise the accumulation of sludge.*

Annually

- Drain and inspect internals. Clean and disinfect internals.

Hot and cold-water distribution system (including designated drinking water outlets and showers)

Weekly

- Flush little used outlets, without release of aerosols.

Monthly

- Check hot and cold water temperatures at sentinel outlets. Cold $<20^{\circ}\text{C}$ after two minutes, hot $>50^{\circ}\text{C}$ after one minute.

Quarterly or as required

- Descale and disinfect showerheads.

Annually

- Check plan of hot and cold pipework.
- Check hot and cold water temperatures at representative outlets. Cold $<20^{\circ}\text{C}$ after two minutes, hot $>50^{\circ}\text{C}$ after one minute.

Swimming pools

Every two hours

- Manually check that disinfectant and pH levels in pool are within national guideline ranges (pH 7.2-7.4 pools, free chlorine 1-2ppm pools).

Daily

- Check filters – backwash pool sand filters as required to maintain total dissolved solids level below that of the incoming mains plus 1000mg/l.

Monthly

- Take full bacterial analysis from pools.

Log all results and actions

ASBESTOS POLICY

General Statement

Walthamstow Hall is a responsible employer and takes its duties in relation to Health and Safety and the management of asbestos materials seriously. The School's objective is to control, prevent and minimise the risk from asbestos to staff, students and visitors so far as reasonably practicable.

This document sets out the School's policy and lists its objectives and the procedures it has put in place.

Objectives:

- To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.
- To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

Guidance:

- The Bursar will be the duty holder as specified in the Control of Asbestos at Work Regulations 2012 ("CAW").
- It is the School's policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).
- Where asbestos exists or is suspected in any of the School buildings, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Bursar will arrange for this to take place with assistance from the Estates Manager / Maintenance Coordinator.
- An asbestos register is maintained for each part of the School showing the location, type and condition of the asbestos. The Bursar assisted by the Estates Manager and Maintenance Coordinator are responsible for the up keep of the register.
- Details of the asbestos register will be made available to visiting contractors as required.
- Where asbestos exists, and the material assessment score indicates a high asbestos hazard, warning signs will be displayed.

Roles and Responsibilities

The Governing Body will ensure that the appropriate policies and procedures are in place and have nominated the Bursar to be responsible for implementing the policy.

Duty Holder: The Bursar

- Is responsible for the issue of the Asbestos Policy and the management of the plan.
- Has a duty to comply with the Control of Asbestos at Work Regulations 2012 ACOP.
- Reports to the School Governing body.
- Has sufficient knowledge to competently carry out this role.

Responsible Person: The Estates Manager

- Is responsible for drafting the Asbestos Policy and will take a lead role in its implementation.
- Is responsible for the issue of an Asbestos Management Plan.
- Endeavour that all maintenance and capital works contractors comply with the Control of Asbestos at Work Regulations 2012 ACOP and the School's Asbestos policy.
- Endeavour that all maintenance team are competent and receive suitable training.
- Has sufficient knowledge to be able to competently carry out this role.

The Maintenance Co-ordinator:

- Is to inspect and monitor the Asbestos Register on a regular basis.
- Is to report to the Responsible person any significant breaches or variations in condition immediately which need to be urgently rectified.
- Is to ensure appropriate records are maintained and updated.
- Will act as deputy Responsible Person.

Asbestos Management Plan

- The Asbestos Register and the control measures in place under this guidance will be reviewed annually by the Bursar and Estates manager and updated as appropriate.
- Asbestos containing materials (ACM) that have been identified around the School to date have been removed by a licensed contractor or encapsulated and labelled as appropriate. The ACM are listed on the Asbestos Register and inspected at least annually to monitor any deterioration or change.
- The Bursar and the Estates Manager will take advice from time to time from a competent specialist with suitable accreditation to fulfil their obligations/duties.
- The Estates Manager will appoint an external consultant to carry out a review of the Asbestos Register, Management plan and risk assessments at regular intervals or when there are major changes to the use of a building or control measures are ineffective.
- Where an employee, contractor or pupil believe that they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.
- Where extensive refurbishment work is to be undertaken, the Estates Manager will appoint an external consultant to carry out a refurbishment and demolition survey.
- Where any higher risk works are likely to involve contact with asbestos e.g removal of asbestos lagging, an HSE licensed contractor will be appointed to carry out the works.

- Low risk short duration works can be carried out by non-licensed workers provided they have been thoroughly briefed, received appropriate instructions and training and the correct risk control measures are in place.
- Waste materials containing asbestos must be disposed of as hazardous waste and a waste consignment note must be obtained.
- Where any School employees may undertake activities where asbestos could be disturbed they will be provided with awareness training.

RISK ASSESSMENT POLICY **including Early Years Foundation Stage**

This policy has been drawn up with regard to the following:

- Handbook for the Inspection of Schools : commentary on the Regulatory Requirements.
(www.isi.net)
- Charities and Risk management (CC26), 2017.
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/589944/CC26.pdf)

Additional ISBA recommended references:

- A: Health & Safety Executive, Five steps to risk assessment
(<http://www.hse.gov.uk/risk/fivesteps.htm>)
- B: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014), DfE website.
- C: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- D: "Insurance" Chapter K of the Bursar's Guide
- E: Early Years Foundation Stage: Statutory Framework (2021)
- F: Home Office guidance on duties under the Counter Terrorism Act 2015
(www.gov.uk/government/publications/prevent-duty-guidance)

Introduction

All independent schools are legally required to have risk assessments in place that cover a great many of their activities, including all the many educational visits and trips that are made by their pupils. Schools are required by law to assess the risks to their employees and to pupils, Governors, contractors and visitors who could be affected by their activities.

Contents of Policy

This policy is a practical guide to the process of conducting generalist risk assessments at Walthamstow Hall and on Senior School visits, there is a separate School Visits Policy for the Junior School. Schools need to ensure that all their employees have a basic understanding of the general principles of conducting risk assessments as part of their induction training. Refresher training will be required at regular intervals, particularly for staff who work with chemicals. Accurate record keeping of training and safety and maintenance checks form an important part of the process. Similarly, time and effort needs to be spent by teaching and pastoral staff in ensuring that all pupils develop a basic understanding of risk and the need to stay safe.

Role of the Staff Health and Safety (H&S) Committee

The H&S Committee is the main forum within the School for discussing and for monitoring risk assessments, induction and training programmes. Risk assessments are a standing agenda item at those meetings. The Bursar, who is the Health and Safety Officer at Walthamstow Hall, is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to the H&S Committee, the Governing Body and to the Senior Management Group.

Related policies:

- Educational Visits.
- Fire Risk and Safety Policy.
- Security, Access Control, Workplace Safety and Lone Working.

What is a risk assessment?

A risk assessment can be defined as “a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.” (ISBA May 2010) or simply “identifying sensible measures to control the risks in your workplace” (HSE 2017).

Risk assessments should take into account:

- A hazard: something with the potential to cause harm such as chemicals, electricity, working with ladders, an open drawer etc.
- A risk: an evaluation of the probability or likelihood of the hazard occurring.
- A risk rating: an assessment of the severity of the outcome e.g. loss of life, destruction of property.
- Risk control measures: the measures and procedures that are put in place in order to minimise the consequences of unfettered risk e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers, insurance etc.

The risk assessment process will consist of the following 6 steps:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did?
- What are you going to do to stop it?
- How are you going to check that your plans are working?

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

Why have risk assessments?

Risk assessments are a legal requirement but they are also a logical course of action. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures are often simple and cost effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

What areas require risk assessments?

There are numerous activities carried out at Walthamstow Hall, each of which requires its own separate risk assessment. The most important of these cover:

- Pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding.
- Fire risk and safety procedures.
- Educational visits and trips.
- Management of visitors on school premises.
- Traffic and pedestrian interaction on site.

- The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site.
- Risk areas which are not directly related to health and safety, including but not limited to:
 - (i) Financial.
 - (ii) Recruitment procedures including governing body oversight.
 - (iii) Reputational.
 - (iv) Terrorism, including the prevention of fundamentalism and extremism.
 - (v) Pupil self-harming.
 - (vi) Security, specifically in boarding or EYFS areas, as appropriate.

Separate policies cover Fire risk and School trips. However, risk assessments are also needed for many other areas, including:

Educational

- Science experiments.
- Design and technology.
- Food Technology.
- Each sport and PE activity.
- Duke of Edinburgh award activities.
- Art and Textiles including use of hazardous materials etc
- Music (including minimising the risk of hearing loss to staff).
- Drama (including the theatre backstage, props room and lighting box; staging a performance).
- ICT.

At Walthamstow Hall we make use of model risk assessments as a basis for our educational activities and visits. We subscribe to the CLEAPPS Advisory Service that provides model risk assessments for our lessons in Science, Design and Technology, Art and Textiles. We provide access to professional training courses for both teachers and technicians who work in these areas. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping herself safe on the streets, in the home and in all situations. Our PSHEE programmes and Prayers (Assemblies) are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and electronic worlds, and on sensible precautions that should be taken. Assemblies are also used to brief pupils about any hazards due to building works and maintenance. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Medical Centre has risk assessments for first aid. The accident forms are maintained in the Medical Centre and the School Nurses are responsible for ensuring that accident reports are passed to the Bursar, Senior Deputy Head and the Headmistress. The School's separate First Aid Policy explains the procedures that we would follow in the event of a medical emergency.

Safeguarding / Child Protection / Prevent Duties

Our suite of Safeguarding Policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the School is not exposed to the risk of employing leaders who are prohibited from involvement in the management of the School by the NCTL, staff who are barred from working with children by the DBS, or who are not allowed to work in the UK by UKBA. Staff also undertake relevant training to promote the Prevent duty to ensure that pupils are safe from terrorist and extremist material and influence. By extending this regime to Governors and volunteers, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning: risk assessments and training are required for every item of industrial catering and cleaning equipment but staff can be assumed to be familiar with domestic items such as electric kettles or vacuum cleaners and need only to be reminded of the trip hazards associated with all equipment that has trailing leads and visually to check the condition of plugs and leads. Risk assessments and training are also required for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: Risk Assessments are carried out on a generic basis for classrooms where the functional location poses no specific hazard and a similar approach is taken to corridors and stairs. Accident sites are routinely inspected to decide whether a specific assessment is required to establish whether a systemic hazard exists or has developed. Particular emphasis in training is given to minimising the risk of fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance and Grounds: Risk assessments and training are required for every tool and item of equipment, but staff can be assumed to be familiar with items that they habitually use at home. Risk assessments and training are also required for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Office staff: Risk assessments are required for the display screen equipment and cables used by those staff, primarily office-based, who spend the majority of their working day in front of a screen.

Access by pupils

Risk assessments of all areas of the School reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design and technology area, the food technology area and the theatre. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the School.

CONDUCTING A RISK ASSESSMENT

There are several possible techniques for assessing risk. At Walthamstow Hall the Science, 3DDesign, Art and Textiles and Food Technology Departments follow the CLEAPPS guidelines for identifying risk and use their associated model risk assessments. The HSE now recommends the following methodology:

- What are the Hazards?

- Who might be harmed and how?
- What are we already doing?
- Do we need to do anything else to control the risk?
- Action by who?
- Action by when?
- Confirmation actions done.

Medium Risk Activities

On occasions, we undertake a few medium risk activities with older pupils such as skiing, skating and orienteering, but only using specialist / qualified instructors. Some of our scientific experiments carried out by our Sixth Form students also have a residual amber rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear appropriate personal protective equipment (PPE) such as goggles and to follow instructions.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All staff and pupils are expected to wear PPE for tasks that have been assessed as requiring its usage.

We will always employ specialists to carry out high risk tasks at the School. The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety.
- Asbestos.
- Legionella.
- Gas safety.
- Electrical safety of buildings.
- Work at high levels.
- Work with lead.

The pro forma for risk assessments for Walthamstow Hall is attached.

At Walthamstow Hall we maintain a 'bank' of risk assessments for staff on the Central Resources area of the School intranet. These are for staff to refer to and adapt for their own use. The Staff H&S Committee maintain a coordinated list of risk assessments; this includes details on review information.

Review of Risk Assessments

All risk assessments should be reviewed regularly, ideally on a regular basis and biannually as a minimum.

Risk assessments are also reviewed and recorded when major structural work is planned, or in the event of an accident. The School's arrangements for the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the School, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

Responsibilities of all staff

All members of staff are given a thorough induction into the School's arrangements for risk assessments and health and safety, which is recorded. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together

with that of pupils and visitors. They are responsible for cooperating with the Headmistress, other members of the Senior Management Group and the Bursar in order to enable the Governors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Bursar.

Accident reporting

The Bursar is responsible for recording and reporting any notifiable accident that occurs on School premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence regulations (RIDDOR)(INDG453 10/13) (2013). All notifiable accidents and near misses are reviewed by the Health and Safety Committee of the Governing Body with a view to assessing whether any measures need to be taken to prevent recurrence.

Governor review of risk

Governors review the Risk Register at each full Governing Body meeting and in each sub-committee. Risk management is a standing item on the agenda of every Governing Body meeting and sub-committee meeting.

Appendixes:

- Appendix 1: General Risk Assessment Form
- Appendix 2: School Visits Form
- Appendix 3: Example of an EYFS General Risk Assessment Form
- Appendix 4: Example of completed Junior School General Risk Assessment Form
- Appendix 5: Example of completed Senior School CLEAPPS Assessment Form

**Appendix I to
Annex D
To WH H&S Policy**

General Risk Assessment Form

For activity:

Date:

Staff:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables.	Better housekeeping in staff kitchen needed, eg on spills.	All staff, supervisor to monitor.	From now on	xx/xx/xx
		Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	Arrange for loose carpet tile on second floor to be repaired/replaced.	Manager	xx/xx/xx	xx/xx/xx
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires	Staff trained to spot and report (to Estates manager) any defective plugs, discoloured sockets or damaged cable/ equipment. Defective equipment taken out of use safely and promptly replaced. Staff told not to bring in their own appliances, toasters, fans etc	Confirm with Estates Manager the system for making safe any damage to building installation electrics, eg broken light switches or sockets. Confirm when the next safety check of the electrical installation will be done	Staff	xx/xx/xx	xx/xx/xx
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects	Trolley used to transport heavy items when collecting deliveries etc. High shelves for light objects only	Remind staff that they should not try to lift objects that look or appear too heavy to handle	Line Managers	From now on	xx/xx/xx
Date:						
Teacher in Charge						
Signature:						
Deputy Head's Signature						

Risk Assessment for School Visits Form

DESTINATION:

Accompanying Staff:

Means of Travel:

Date of Travel:

Mobile Phone No.

School Office: 01732 451334

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Date:						
Teacher in Charge Signature:						
Deputy Head's Signature						

**Appendix 3 to
Annex D
To WH H&S Policy**

Example of an EYFS Risk Assessment

For outside areas and activities – RECEPTION CLASSROOMS

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and Trips	Pupils could trip and fall when going up or down the slope to the gate.	No direct access to top playground Pupils watched closely between Reception garden and playground	They are reminded to walk	Staff	From now	xx/xx/xxxx
	Pupils could slip on the floor of “The Ark” in damp/wet weather	Constant reminders to pupils to walk in the Ark when playground is wet	Improve surface of the Ark to make it non-slip	Caretaker	xx/xxx	xx/xx/xxxx
	Pupils could trip on the Wooden steps to raised grass area	Remind pupils to watch their footing	Consider making the steps non-slip	Estates Manager	xx/xxx	xx/xx/xxxx
Animal/bird faeces on the grass.	Pupils could pick up diseases or dirty hand/clothes	Areas checked daily	Area put out of bounds if necessary	Staff	From now	xx/xx/xxxx
Concussion/trauma	Toilet overflow pipes at child height, danger of hitting head	Regular reminders to be aware of pipes sticking out	Pipes to be marked with Hazard Tape	Caretaker	xx/xxx	xx/xx/xxxx
Water tray	Children could fall in or put their face into the water leading to shock or drowning	Ensure area around tray is clear of hazards Appropriate behaviour	Adult supervision and reminding of appropriate behaviour	Staff	xx/xxx	xx/xx/xxxx
	Drinking dirty water in the water tray could lead to disease/illness	Water drained out each evening and refilled before the pupils use the outside area	Checked prior to use	Staff	xx/xxx	xx/xx/xxxx
Sand Tray	Pupils could ingest sand ‘food’ or get sand in their eyes	Reminders about correct use of sand and their imaginary play Adult supervision.	Sand to be changed regularly	Staff	xx/xxx	xx/xx/xxxx

**Example of a completed Junior School Risk Assessment Form
For minibus travel between Junior School and Senior School sites**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and Trips	Pupils may be injured when entering or exiting the bus	Driver to place the freestanding step by door to provide an extra step. Driver stands by door when pupils are getting onto the minibus and gives assistance if needed. Pupils advised by driver to line up quietly and take turns to get on the bus patiently. Use School minibus with which pupils are familiar. A classroom assistant walks to the bus with the pupils and assists as necessary.		Drivers	From now	xx/xx/xxxx
		Driver parks minibus in a safe place near to swimming pool/Ship Theatre/front door, away from any moving vehicles Driver instructs pupils to remain seated until the door has been opened Driver instructs pupils to stand and patiently take turns to disembark Driver places freestanding step in front of door and assists pupils to step down as needed Driver summons help of a first aider if needed via mobile phone and does not leave the pupils		Drivers	From now	xx/xx/xxxx
Impact with minibus	Pupils playing in the Driveway could be run over	Minibus drivers observe the speed limit of 5mph (signs on entry to driveway). Speed bumps slow all vehicles down. Fencing along driveway prevents pupils running through rhododendrons onto driveway.	Pupils reminded of the danger from the minibus Staff to supervise pupils when waiting for the bus	Staff	From now	xx/xx/xxxx

Minibus involved in an accident	Pupils could be injured or suffer shock	All passengers and pupils instructed by Drivers to wear seatbelts School minibuses are regularly maintained Pupils are instructed to travel quietly to prevent distractions for the driver Driver has hands-free mobile phone and is in mobile phone contact with both JS and SS. Booster seats can be fitted if necessary. School's Incident Management Procedure to be followed in case of serious accident		Drivers	From now	xx/xx/xxxx
Travel sickness	Pupil suffers from travel sickness or illness	JS and SS First Aiders are a short distance away from any point on the route between sites Driver has hands-free mobile phone and is in mobile phone contact with both JS and SS Classroom Assistant travels with Pre-Prep pupils Pupils carry own medication e.g. inhalers if necessary Emergency contact details of parents held in the School Office		Staff	From now	xx/xx/xxxx
Pupils left unattended	Younger pupils may wander off and get into trouble	Driver/Classroom Assistant will escort pupils to agreed meeting point e.g. swimming pool main door/Ship Theatre door/SS main entrance and waits with them until the teacher arrives Pupils are not to be left on their own under any circumstances If teacher is delayed the driver will make mobile phone contact with the School office Should the minibus be late arriving, teaching staff to wait with pupils until driver arrives		Staff	From now	xx/xx/xxxx
	Younger pupils unable to enter locked doors at the JS	Driver ensures all pupils disembark safely by the side door (by the library), opens the door and waits until they are all safely inside.	Pre-Prep pupils are escorted by their classroom assistant back to their classroom	Drivers	From now	xx/xx/xxxx

A child goes missing	A child becomes separated from the party on the SS site	Pupils given an assembly point in case of separation All children are in JS School uniform and easily identifiable Head counts frequently, including leaving the lesson/activity, seating on minibus Minibus does not leave until all pupils accounted for In case of a missing pupil Missing Pupil Policy to be followed		Staff	From now	xx/xx/xxxx
Date:						
Teacher in charge Signature:						
Assistant Head's signature:						

**Appendix 5 to
Annex D
To WH H&S Policy**

**Example of a completed Senior School CLEAPPs Form
BIOLOGY DEPARTMENT RISK ASSESSMENT**

Practical: U6 GENETICS with Drosophila (fruit flies)					
Generic Risks: (please tick the boxes below, indicating the Generic Risk Assessments that are covered in this practical)					
/	R1: Good Lab Housekeeping	/	R14: Human Body Fluids	/	R27:
	R2: Using Glassware		R15: Cell sampling		R28:
	R3:		R16: Dissection		R29:
	R4: Using Bunsen Burners		R17: Food testing		R30:
	R5: Using beaker waterbaths		R18:		R31:
/	R6: Handling chemicals	/	R19: Activities involving chemicals		R32:
/	R7: Chemical Spills		R20:		R33:
/	R8: Using dangerous chemicals		R21:		R34:
	R9: Disposal of waste		R22:		R35:
	R10: Using plant material		R23:		R36: Using electric water baths
	R11: Microbiology		R24: Using electrical equipment		R37:
	R12: Materials from butchers/abattoirs		R25:		R38:
	R13: Fieldwork and fieldtrips		R26:		R39:
(Refer to Master File for details of referenced Risk Assessments)					
Specific Hazards:					
Activity or chemical	Hazards	Probability	Risk category	Existing Controls	Accepted Risk
FlyNap (contains 50% Triethylamine)	Getting into eyes	Remote	0	Goggles to be worn	Yes
	Getting onto skin	Remote	0	Disposable vinyl gloves to be worn Lab coat to be worn	Yes
	Inhalation	Remote	0	Well ventilated room, very short exposure time.	Yes
	Ingestion	Remote	0	Verbal instructions TEACHER TO HAVE CONTROL OF THE FLYNAP AT ALL TIMES Material safety data sheet to be displayed. At this time there is no Hazcard or Student Safety Sheet to cover this product.	Yes

Signature.....
Date.....

Walthamstow Hall Accident and Near Miss Recording and Reporting Policy (RIDDOR)

Introduction

Health and Safety Executive guidance makes it clear that pupils and visitors “are not at work.” The reporting requirements are therefore restricted to cases when a person is killed or taken to hospital, or “*the accident arises out of or in connection with the work activity.*” This is further defined as:

- “work organisation (eg the supervision of a field trip),
- “plant or substances (eg lifts, machinery, experiments, etc),
- “The condition of the premises.”

The guidance explicitly excludes “playground accidents due to collisions, slips trips and falls,.....unless they happen.....because of the condition of the premises or equipment, or inadequate supervision.”

The Accident Book

The Medical Centre is responsible for maintaining an accurate record of all accidents that happen to pupils, staff, visitors and contractors at the School, or on School-led activities outside School. iSAMS was previously used to record all accident information; this was replaced with Child Protection Online Management System software, known as CPOMS. Accidents are now recorded on this system. An add-on to the system called StaffSafe allows for low level concerns and accident data to be recorded for all staff.

All staff are expected to complete the CPOMS report unless they are so incapacitated that doing so is impracticable. In such cases, details of the incident should be recorded by the Sisters on CPOMS or on an Accident Form. Pupils at the Senior School should attend the medical room and the Sisters will record the details of the accident and provide any first aid required. At the Junior School, the duty first aider should record details on CPOMS. The wording of the form is designed to encourage a logical and thorough record of every accident in a common format, leading the reporter through each stage. Details recorded include: the name and status of the person injured, when, where and how the accident occurred, what happened, what injury resulted and whether the injury was sufficiently serious to meet the criteria, known as a “Notifiable Accident,” that require it to be reported to the Health and Safety Executive (HSE)

Completed paper accident report forms are forwarded to the Headmistress, the Deputy Head and the Bursar, for any further action that may be necessary (see below). CPOMS accident reports are automatically notified to the Bursar for review. Forms for accidents to pupils, staff and visitors are kept for up to 21 years. In order to ensure strict privacy, as well as compliance with the Data Protection Act (2018) (DPA18), they are stored in a locked filing cabinet in the School’s Medical Centre or the Bursary. Accident reports are considered at every meeting of the School’s H&S Committee and trends are monitored.

'Notifiable Accidents'

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), places a statutory duty on the School to report the following for employees (and contractors):

- Work-related deaths.
- Specified Injuries:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs.
 - Any scalding requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness.
 - Requires resuscitation or admittance to hospital for more than 24 hours.
- Accidents which result in the incapacitation of a worker for more than seven days.
- Diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work, must be reported:
 - Carpal tunnel syndrome.
 - Severe cramp of the hand or forearm.
 - Occupational dermatitis.
 - Hand-arm vibration syndrome.
 - Occupational asthma.
 - Tendonitis or tenosynovitis of the hand or forearm.
 - Any occupational cancer.
 - Any disease attributed to an occupational exposure to a biological agent.
- Acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.
- Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury.

- Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:
 - The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
 - Plant or equipment coming into contact with overhead power lines.
 - The accidental release of any substance which could cause injury to any person.

Further details are available from the HSE website.

- Any injury that causes an employee to be away from work for more than three days must be **recorded** but does not necessarily require to be reported.
- Injuries to pupils and visitors who are involved in an accident at the School or on an organised activity are only reportable under RIDDOR if the accident results in:
 - The death of the person, and arose out of or in connection with a work activity.
 - An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).
- The lists of specified injuries and diseases described above only apply to employees. If a pupil injured in an incident remains at School, is taken home or is simply absent from School for a number of days, the incident is not reportable. Playground accidents that do not require a pupil being taken to hospital are only reportable if they result from “the condition of the premises or equipment, or inadequate supervision”. The notification process for pupils and visitors is identical to the one for staff.

RIDDOR reports are to be made by the Responsible Person (the Bursar). All incidents should be reported online; fatal and major incidents only may be reported by telephone on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm).

Escorting Pupils to Hospital

Where a parent or guardian is unavailable to escort a pupil to hospital, a member of staff will accompany them. The School Nurse will ensure that a pupil's parents are informed as soon as possible, if their daughter is taken to hospital, or suffers from anything other than a trivial injury.

Accident Investigations

All notifiable accidents, unusual or serious need to be investigated in order to:

- Prevent recurrences and learn from events.
- Keep statistics so that trends can be identified and discussed by the Health and Safety Committee.
- Report to Insurers in support of a claim (if appropriate).

Copies of all statutory paper accident report forms should therefore be sent to the Headmistress and the Bursar; CPOMS accident reports are automatically notified to the Bursar. At Walthamstow Hall, it is our policy to encourage all members of staff to take an active interest in improving the health and safety of our community. Members of staff are therefore urged to report near misses, or trivial accidents that could potentially have been more serious, so that they can be investigated, and any defects put right. These can be reported via CPOMS or direct to the Bursar or Estates Manager.

The investigation will normally be carried out by the Bursar; but may involve other members of staff or the H&S Committee. Witness statements may be taken, and in serious cases, a full written report, including photographs and recommendations will be produced for the Senior Management Group, the H&S Committee and the RCW Committee. The H&S Committee formally discusses accidents once a term.

Promoting Awareness

All new staff and pupils are made aware of the Walthamstow Hall policy for recording, reporting and investigating accidents through staff meetings and via form tutors. New staff are required to familiarise themselves with all of the Health and Safety Policy and Appendixes and procedures. In addition, safety posters, together with first aid boxes are displayed throughout the School, together with lists of qualified First Aiders. The School Nurses are responsible for checking that all first aid boxes and eye washes are kept replenished.

Training

Training is available to staff, if you are interested ask what is available. Routine training, such as reactions to a fire, is conducted annually during INSET days. Bespoke training such as use of the defibrillators, First Aid or manual handling training is arranged as required for qualified staff. Special training eg: in assessing risk, is given to staff who are engaged in potentially risky occupations (e.g. Science, D&T, PE and Maintenance), or who take part in visits out of School. (More details are given in our separate Educational Visits Policy).

Safety Equipment

We are strict in ensuring that pupils always wear the recommended protective equipment both in curriculum activities and in organised sport. Any pupil can expect not to be allowed to play sport without the following essential safety equipment:

- Lacrosse: mouth guards and protective goggles.
- Squash: protective goggles.
- Fencing: mask, gloves and padded jacket.

We supply goal keeping equipment for lacrosse. We supply safety goggles, gloves and overalls for Science and DT.

Staff are supplied with all the safety equipment Personal Protective Equipment (PPE) needed for their work, such as ear-defenders, reinforced footwear, gloves, masks etc. Their induction training makes clear that failure to wear the equipment can be treated as a disciplinary issue.

The Bursar is responsible for ensuring that worn-out or unserviceable equipment is replaced when necessary.

Insurance

Walthamstow Hall has £10M of Employers' Liability Insurance and £20M of public liability insurance, as well as a group travel policy and an "occasional use" motor policy. We recommend Personal Accident Insurance cover to all parents and include Personal Accident Insurance cover in the School fees. The Bursar is responsible for arranging insurance and dealing with the Insurers in the event of a claim. Staff therefore need to ensure that the Bursar is informed as soon as possible of an accident that could result in an insurance claim.