

# Sydenham School

## Health and Safety Policy



Approved by	Emma Wijnberg Full Governing Body	Date: 14/03/2025
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## 1. Statement of Intent.

This is a Statement of Organisation and Arrangements for Sydenham School. The statement does not replace London Borough of Lewisham's Policy but is supplementary to it for the benefit of all users of our facilities and premises.

Sydenham School will ensure the health, safety, and welfare at work of all its employees. The School will also ensure, so far as is reasonably practicable, that non-employees such as students, visitors and contractors are not exposed to health and safety risks from the work activities of the school. The school will further ensure that, as far as is reasonably practicable, that sufficient information, instruction, training, and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own health and safety.

The School is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety at Work Act 1974 (HASWA) and associated Regulations. A detailed description of how this is achieved can be found in our Health & Safety Policy.

Our policy is to encourage and maintain a positive and proactive health, safety, and environmental 'culture' amongst all staff, to ensure safe working conditions, welfare facilities, equipment, and systems of work and wherever possible to apply the HSE's published guidance 'HSG65 – Successful Health and Safety Management'. We also apply the same values to the learning experience of our students. We will provide such systems, procedures, information, training, supervision, and resources as is necessary to achieve this.

We will comply with all relevant health and safety legislation, adhere to Council policies, procedures, and arrangements, to reduce and where possible, prevent accidents, incidents, illness, and infectious diseases.

We acknowledge our legal duty to ensure the health, safety, welfare and environmental well-being of our staff and others who may be affected by our activities, including all students, visitors, contractors, and those using our facilities, or taking part in school-sponsored activities. This Policy Statement acts as a preface to more detailed arrangements and delegated responsibilities governing key safety topics and is reviewed annually.

Environmental impact is assessed as part of our general management strategy and steps are taken to minimise and control waste at procurement and disposal stages. We take steps to minimise our 'carbon footprint' and encourage recycling / sustainability. We apply and promote a 'Good neighbour' policy to all our activities.

All staff are expected to read, embrace, and fully apply the values specified within our Health & Safety Policy and to perform their distinctive roles accordingly.

### Summary of Organisation, Arrangements and Responsibilities

Overall responsibility for health and safety rests with the Governing Body. The Headteacher is responsible for implementing this policy and for delegating school roles accordingly. Please see flow chart in Appendix 1.

Risk control is a line management responsibility and ensuring the highest possible standards of health and safety is considered an integral part of day-to-day tasks. Steps are taken to ensure that all personnel have sufficient information, training, authority, and resources to enable them to carry out their duties safely, specifically including the need to fully engage in, and ensure the integrity of the risk assessment process. All staff members have a legal duty to ensure their own safety and also that of others to whom they have a duty of care.

The school retains the services of the Local Authority to provide an over-arching 'competent body' and to provide specialist guidance in the detailed implementation of this Policy.

Signed




Headteacher

Emma Wijnberg

Date:

14/03/2025

Signed



Chair of Governors

Patrick Cullen

Date:

14/03/2025

1.1. The School will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by the School's activities.
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice.
- c) ensure that suitable and sufficient assessments are undertaken, and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations.
- d) provide and maintain plant and systems of work that are safe and without risks to health.
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- f) maintain any place of work under its control in a condition that is safe and without risks to health.
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work.
- h) provide such information, instruction, training, and supervision as is necessary to ensure the health and safety at work of its employees and governors, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in Council premises.
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work.
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information.
- k) make arrangements for the provision of a suitable occupational health service for staff.
- l) monitor health and safety performance to verify that The School's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved.
- m) develop and maintain a positive and proactive health and safety culture.

- 1.2. The School will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.
- 1.3. The School recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.
- 1.4. The School will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The School.
- 1.5. The School is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Head Teacher and the Finance & Resources Committee of the Governing Body.
- 1.6. This Policy requires the commitment, co-operation, and active involvement of all School employees to ensure its success and effectiveness.
- 1.7. All contractors and consultants working for the school are required to comply with this Policy.
- 1.8. The School will ensure that procedures are established for appointing and monitoring the competency of contractors.
- 1.9. The school will review this Policy Statement at least annually.
- 1.10. The School will ensure that this Policy is effectively communicated to all staff.
- 1.11. Failure on the part of any School employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.

- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height.

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

### 3. Organisational Responsibilities for Health & Safety

#### 3.1. The Local Authority and the Governing Body

The London Borough of Lewisham has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Governing Body.

The Governing Body delegates operational matters and day-to-day tasks to the headteacher and staff members.

Below are those with special responsibilities and their responsibilities under this Policy:

#### 3.2. The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The Governing Body has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

In consultation with the Head Teacher, the Governors will:

- a. Ensure that suitable resources and strategic direction are available to discharge the School's health and safety responsibilities.
- b. Ensure that assessments of risks to staff, students and others affected by school activities are undertaken to identify and introduce the health and safety measures necessary to manage those risks.
- c. Ensure measures are in place to inform employees about risks and the measures in place to manage them.
- d. Ensure that suitable resources are in place to provide adequate health and safety training.
- e. Monitor, via reports to the F&R Committee and the Full Governing Board, the overall performance of the Schools health and safety management systems.
- f. Ensure that any decision made is in line with the Council's or School's own policies and procedures as they relate to health and safety.

The Link Governor for Health & Safety for Sydenham School is currently Matthew Wingate.

### 3.3. The Headteacher

The day-to-day responsibility for all school health, safety, and welfare organisation and activity rests with the Headteacher, who will:

- a. Ensure the effective implementation of the Local Authority's Health & Safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within Sydenham School.
- b. Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within their own School.
- c. Demonstrate personal commitment to health and safety by providing visible and active leadership and leading by example.
- d. Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within their School.
- e. Ensure adequate staff ratio to the supervision of students.
- f. Ensure all School business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully consider health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- g. Ensure that School employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- h. Ensure that adequate Health & Safety training is provided for staff and that this Policy is brought to the attention of all employees.
- i. Ensure the objectives and content of the Health and Safety Policy are fully understood by all School Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- j. Ensure that School health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).
- k. Sign off all risk assessments.
- l. Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
- m. Ensure that the job descriptions of Managers, School Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and school function.
- n. Ensure suitable persons are nominated to undertake key health and safety functions within the School.
- o. Co-operate and work closely with the Local Authority, Safety and Wellbeing Team to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.
- p. Ensure that within the School, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time through the means of a termly Health & Safety Committee meeting and Health & Safety walks including union reps and the link governor for Health & Safety.
- q. Ensure that in their absence, Health & Safety responsibilities are delegated to another member of the Senior Leadership Team.

### **3.4. The School Business Manager**

The School Business Manager is the Health & Safety Lead in the school and is responsible for the day-to-day management of all school health, safety, and welfare organisation and activity. They will:

- a. Manage the effective implementation of the Local Authority's Health & Safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within Sydenham School.
- b. Lead on the development, update, and review of the Health & Safety Policy on an annual basis or sooner, if legislation changes.
- c. Lead on ensuring that the school buildings and premises are safe and regularly inspected.
- d. Be responsible for risk management including implementing emergency procedures regarding school closures.
- e. Control and co-ordinate the emergency evacuation and lock down procedures.
- f. Report to the Governing Body on Health & Safety Matters.
- g. Lead on Health & Safety audits and on implementing actions from its findings.
- h. Lead and run the Health & Safety Committee and Health & Safety walks.
- i. Develop, update, test and review the school's Business Continuity Plan.
- j. Lead the Facilities Manager to ensure all risk assessments are completed and reviewed.
- k. Lead and run the staff's wellbeing team on a termly basis.
- l. Ensure appropriate fire- and lock-down drills are carried out on a termly basis as a minimum.
- m. Tender and monitor cleaning and catering contracts, ensuring that cleaners and kitchen staff are appropriately trained and have access to personal protective equipment, where necessary.
- n. Ensure staff's post-specific Health & Safety training needs are identified and acted upon training courses and qualifications are recorded by post and with date of completion and expiry.

### **3.5. The Facilities Manager**

Under the guidance of the School Business Manager, the Facilities Manager is responsible for the statutory maintenance schedule and the day-to-day action on all school health, safety, and welfare organisation and activity. They will:

- a. Be the first point of contact with Public Health England (PHE) and work with the School Business Manager to ensure that the school responds appropriately to any directive.
- b. Ensure the school is compliant with all relevant Health and Safety legislation and regulation, to include the Statutory Maintenance Audit.
- c. Be responsible for the effective operation of the statutory maintenance schedule and equipment maintenance and repair.
- d. Ensure checks are carried out at the appropriate intervals (as per the daily site report) for: Asbestos. Legionella. Emergency Lighting. Lightning Protection. Firefighting equipment, lifts, and signage.
- e. Maintain a record of COSHH assessments and monitor any new hazardous substances being brought into the School.
- f. Provide operational advice and guidance to managers and staff on all health and safety matters.
- g. Carry out monthly Health and Safety checks of the buildings and grounds, logging items for action and referring hazards to the School Business Manager, having first taken the necessary emergency action.
- h. Investigate accidents and incidents, prepare reports, and send them via the LA's reporting platform as required.

- i. Assess and respond to health and safety hazards.
- j. Act as the Schools contact for the Fire Officer.
- k. Ensure that policies and procedures for the Facility Team are regularly reviewed and put into effect.
- l. Carry out risk assessments for the school (preparation and review).
- m. Be responsible for implementing and regularly reviewing Health and Safety risk assessment and legislation for the Premises Team, devising appropriate safe procedural operations, and arranging relevant training.
- n. Arrange specific Health and Safety training for all staff as required, either individually, in groups or for whole staff as requested by the Headteacher and the School Business Manager.
- o. Play an active role in fire evacuation duties. Act as a fire warden and lead the team of wardens.
- p. Manage fire safety equipment provision, means of escape procedure.
- q. Liaise with the Headteacher and the School Business Manager to ensure fire evacuation and lock down processes are timetabled at least once termly.
- r. Ensure the reception and scrutiny of all contractors' Risk Assessment Method Statements and any other Risk Assessments undertaken on their scheduled work before any work commences.
- s. Ensure that hirers of the premises, for any event, are aware of their obligations under health and safety legislation, the school's and Lewisham Council's health and safety policies.
- t. Hold (or undertake training for) a suitable health and safety qualification.

### 3.6. Staff

Sydenham School staff have a duty to take care of students in the same way that a prudent parent/carer would do so.

Staff will therefore:

- a. Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- b. Co-operate fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- c. Work in accordance with training and instructions.
- d. Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related illness or any other work situation representing a serious and immediate danger so that remedial action can be taken.
- e. Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- f. Model safe and hygienic practice for students.
- g. Understand emergency evacuation procedures and feel confident in implementing them.
- h. Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- i. Where necessary, wear any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- j. Observe safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures always.
- k. Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- l. Attend health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- m. Attend local health and safety and safety induction on their first day of employment.
- n. Wear the school identity card that is issued to them, so that it is readily visible whilst in the school site.

### **3.7. Staff with special responsibility**

Curriculum Leaders, Department Heads and the Facilities Manager have special responsibilities.

These jobholders will be responsible for:

- a. The local arrangements to ensure the effective control of risks within the specific areas under their control.
- b. The local arrangements for the purchase, inspection and maintenance of equipment and its specification.
- c. The coordination of the school's health and safety policy in their own department or area of work, directly responsible to the Head teacher for the application of the health and safety procedures and arrangements.
- d. Establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc..
- e. Resolving health, safety and welfare problems referred to them by members of their staff or referring to the Head teacher or line manager any problems they are unable to resolve within the resources available to them.
- f. Ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible.
- g. Ensuring their staff is adequately trained to undertake their job and to operate and maintain equipment safely.
- h. Obtaining relevant advice and guidance on health and safety matters.

### **3.7. Special obligations for any teacher or support staff**

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- a. Raise any health and safety concerns outside their control related to their class area with their immediate line manager.
- b. Exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- c. Know the health and safety measures to be adopted in their own teaching areas and to ensure that they are applied.
- d. Give clear instructions and warnings to students as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim).
- e. Identify and discuss training needs with their Line Manager and undertake adequate training relating to their post.
- f. Set a good example by following safe working procedures personally.
- g. Ensure the use of protective clothing and guards where necessary.
- h. Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- i. Build in safety education in curriculum planning.

### 3.8. Students

Students will be reminded that they are expected to:

- a. Follow the school's health & safety advice, on-site and off-site and all instructions of staff given in an emergency.
- b. Exercise personal responsibility for the health and safety of themselves and others.
- c. To report and health and safety incidents to a member of staff.
- d. Observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines.
- e. Use machinery safely and responsibly, as instructed by their teacher.
- f. Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

### 3.9. Contractors

- a. All contractors under local control will be appropriately selected and competent in terms of health and safety.
- b. Contractors must be made aware of and abide by the school's health and safety policy and not endanger students, staff, or other visitors to the site.
- c. The Facilities Manager will be responsible for the co-ordination of contractors' activities on site.
- d. The Headteacher and/or the School Business Manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, students and visitors to the premises. This might be achieved by the posting of suitable notices by the Head teacher, or by the contractor, in consultation with the Head teacher.
- e. All contractors must report to the Facilities Manager before any work takes place and prior to each working session.
- f. All contractors must present their Risk Assessment Method Statements and any other Risk Assessments undertaken on their scheduled work to the Facilities Manager before any work commences.
- g. The Facilities Manager should inform the contractor of any conditions which may affect their safety and that of others.
- h. More information about the Management of Contractors can be found in the school's [Premises Management Policy October 2022.pdf](#)

### 3.10. Visitors and Other Users of the Premises

The Health & Safety at Work Act etc. 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to School premises/ workplaces.

- a. All visitors to the school, must comply with the School and Council's Health and Safety Policy and procedures.
- b. All visitors are required to record their visit to the school in the visitor management system, maintained by reception.
- c. Visitors are required to wear a 'visitors' identification badge that is issued at reception.
- d. Where reasonably practicable, visitors will always be accompanied by a responsible member of staff.
- e. Should a fire/emergency occur, or the fire alarm activated whilst visitors are on School premises, the person who is accompanying the visitors will take him/her to the fire assembly point.

- f. Should an incident/accident occur involving a visitor this must be reported using the Councils Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- g. If the incident is of a serious nature or fatal the Head Teacher and the Corporate Health and Safety Team must be contacted immediately.
- h. Where applicable, adequate consideration must be given to visitors, contractors, and members of the public in Service Unit risk assessments, including the provision of suitable and sufficient control measures.
- i. Persons 'hosting' visitors including meeting convenors must ensure:
  - Visitors are alerted to the establishment's fire procedures.
  - Visitors adhere to the School's 'No Smoking' Policy.
  - Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access, or other vehicles.
  - Visitors record their presence on the premises in the appropriate logbook.
  - Where applicable, visitors are provided with and wear an identification badge.
  - Visitors are accompanied or authorised to enter the premises.
  - Visitors remain within authorised areas and not enter any restricted area unless permission is granted, and the person is accompanied.
  - Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
  - Visitors report all accidents, incidents and near misses to the host.
  - Visitors wear protective clothing that is supplied, when necessary.

### **3.11. Lettings**

Hirers of the premises, for any event, must be aware of their obligations under health and safety legislation, the school's and Lewisham Council's health and safety policies.

Hirers are further obliged to:

- a. Sign the school's Lettings Agreement Form.
- b. Comply with the terms and conditions as laid down in Conditions of Hire of Sydenham School.
- c. Provide their own insurance cover for their event/club, including their own public liability insurance (where appropriate) before the start of the event/club.
- d. Provide their own risk assessment to the school of their event/club before the start of the letting.

## **4. List of current Sydenham School's Health & Safety Representatives**

The current school's Health & Safety Representatives are:

- Emma Wijnberg – Headteacher
- Matthew Wingate – Link H&S Governor
- Simone McAllister – School Business Manager
- David Allan - Facilities Manager
- Robert Hiscocks - Senior Science Technician / GMB - Health & Safety Representative
- James Kerr – NEU representative

Other staff would be most welcome to join the committee.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety

Representatives are appointed, they will be given adequate time and facilities to fulfil their functions.

## 5. Site Security

The Facilities Manager and his Premises Team are responsible for the security of the school site in and out of school hours.

They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Facilities Manager and his Premises Team are key holders and will provide first response to an emergency.

## 6. Fire

Please refer to the school's [Fire Safety Policy](#).

## 7. COSHH

Please refer to the school's [COSHH Policy](#).

## 8. Gas Safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.
- Gas pipework, appliances and flues are regularly maintained.
- All rooms with gas appliances are checked to ensure they have adequate ventilation.

## 9. Legionella

The management of legionella is to ensure the supply of water is maintained to the highest standards and that the risk to the health of staff, pupils, visitors, and the public is kept to an absolute minimum. It applies to any work activity and any location where water is used or stored. This applies particularly where mist, spray or droplets may be generated. This includes buildings containing air conditioning systems, hot and cold-water systems, especially showers and spray taps.

The Facilities Manager is appointed as the person managerially responsible for the control of Legionella.

Please refer to the school's [Legionella Management Policy Sept 2020.pdf](#)

## 10. Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
- A record is kept of the location of asbestos that has been found on the school site.

Please refer to the school's [Premises Management Policy October 2022.pdf](#) for more details.

## 11. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions.
- In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

### 11.1. Department and Faculty Heads must ensure:

- a. The safeguarding of machines.
- b. A Machinery/equipment inventory is held.
- c. Work equipment is safe and properly maintained.
- d. The safe use of machinery.
- e. Risk assessments are carried out where appropriate.
- f. Provision of adequate training for employees on work equipment, machinery etc.

## 12. Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.

Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Any potential hazards will be reported to the Premises Helpdesk immediately.

- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. The testing of fixed installations is carried out by competent persons every five years.
- Only trained staff members can check plugs.
- All isolator switches are clearly marked to identify their machine.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
- The Facilities Manager and the Premises Team ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person. All tests on portable electrical appliances are logged.
- All persons should undertake daily visual inspections of their electrical appliance before use.
- Departments and faculties should ensure good cable management to prevent slips trips and falls and damage to equipment etc.
- Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- Residual Current Devices (RCDs) are in use throughout the school.

## 13. PE equipment

- a. The Curriculum Leader (PE) is responsible for ensuring that equipment is safe to use and that there is clear written guidance and procedures in place for the activities that take place.

- b. All activities are supervised.
- c. Rules are followed for staff and other users of sports equipment and facilities.
- d. Only authorised and trained staff supervise activities.
- e. Staff check that equipment is set up safely.
- f. Students are taught how to carry out and set up PE equipment safely and efficiently.
- g. Any concerns about the condition of the gym floor or other apparatus will be reported to the Premises Helpdesk.

#### **14. Display Screen Equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out by the Facilities Manager. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use). This request needs to be made to the Head of HR.

#### **15. Lone Working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning
- Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

Please refer to the school's [Premises Management Policy October 2022.pdf](#) for more details.

#### **16. Working at Height**

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

In addition:

- The Premises Team retains ladders for working at height.

- Students are prohibited from using ladders.
- Staff will wear appropriate footwear and clothing when using ladders.
- Contractors are expected to provide their own ladders for working at height.
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
- Access to high levels, such as roofs, is only permitted by trained persons.

Please refer to the school's [Premises Management Policy October 2022.pdf](#) for more details.

## 17. Manual Handling

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

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

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

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

## 18. Off-site visits and residential trips

When taking students off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details.
- There will always be at least one first aider on school trips and visits.
- The Local Authority must be informed of all residential, overseas and high-risk trips by submitting their checklist.

Current EVC trained staff:

- Emma Wijnberg – Headteacher – Certificate dated 24/04/2024.
- Eleanor George – Assistant Headteacher (currently on MAT leave) – Certificate dated 13/09/2023.
- Rachel Wylie – Assistant Headteacher (acting) and current EVC Coordinator – Certificate dated 17/01/2024.

Please refer to the school's [Educational Visits and Trips Policy Feb 2022.pdf](#) for further information.

## 19. Lettings

This policy applies to lettings.

Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

Please refer to the school's [Premises Management Policy October 2022.pdf](#), which includes our detailed Lettings Policy.

## **20. Violence at work**

Staff should not be in any danger at work and Sydenham School will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from students, visitors, or other staff.

## **21. Smoking**

Smoking or vaping is not permitted anywhere on the school premises and/or in front of the school gates.

## **22. Infection prevention and control**

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

### **22.1 Handwashing**

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

### **22.2 Coughing and sneezing**

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

### **22.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (e.g. nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment.

### **22.4 Cleaning of the environment**

- Clean the environment frequently and thoroughly.
- Clean the environment, including toys and equipment, frequently and thoroughly.

### **22.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood and body fluid spillages immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
- Make spillage kits available for blood spills.

### **22.6 Laundry**

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.

- Wear personal protective clothing when handling soiled linen.
- Bag students' soiled clothing to be sent home, never rinse by hand.

### **22.7 Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.

### **22.8 Animals**

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly and keep litter boxes away from students.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a school pet, i.e. chickens.

### **22.9 Infectious disease management**

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

#### **Following good hygiene practices**

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE).

#### **Implementing an appropriate cleaning regime**

- We will regularly clean equipment and rooms and ensure surfaces that are frequently touched are cleaned.

#### **Keeping rooms well ventilated**

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation.

### **22.10 Pupils vulnerable to infection**

- Some medical conditions make pupils vulnerable to infections that would rarely be serious in most students.
- The school will normally have been made aware of such vulnerable students. These students are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly, and further medical advice sought.
- We will advise these students to have additional immunisations, for example for pneumococcal and influenza.

### **22.11 Exclusion periods for infectious diseases**

- The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.
- In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## 23. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.
- Some pregnant women will be at greater risk of severe illness from COVID-19.

## 24. Occupational Stress and Staff Wellbeing

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

The school has got an active Staff Wellbeing Team who meets once a term.

For further details, please refer to [Sydenham School Staff Wellbeing Policy 2024-25 approved F&R 16.10.24.pdf](#).

## 25. Accident Reporting

### 25.1 First Aid and Accident Record Book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

### 25.2 Reporting to the Local Authority

- General minor injuries will be recorded in the Incidents and Accidents log by the First Aider as soon as possible after an incident resulting in an injury that is managed within school.
- At times a CS2 form will be appropriate, as in Appendix 6 of the [Sydenham School First Aid Policy 2024-25 approved FGB 14.11.24.pdf](#)
- As much detail as possible should be supplied when reporting an accident.
- Records held in the First Aid and accident book will be retained by the school in accordance with the Records Management Policy.

### 25.3 Reporting to the Health and Safety Executive

- The [job title of relevant member of staff] will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- The [job title of relevant member of staff] will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and

dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

### School staff: reportable injuries, diseases or dangerous occurrences

- > Death
- > Specified injuries, which are:
  - > 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 whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - > Any scalping 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, or requires resuscitation or admittance to hospital for more than 24 hours
  - > Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the [job title of relevant member of staff] will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
  - > Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
    - > Carpal tunnel syndrome
    - > Severe cramp of the hand or forearm
    - > Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
    - > Hand-arm vibration syndrome
    - > Occupational asthma, e.g. from wood dust
    - > Tendonitis or tenosynovitis of the hand or forearm
    - > Any occupational cancer
    - > Any disease attributed to an occupational exposure to a biological agent
  - > Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
    - > The collapse or failure of load-bearing parts of lifts and lifting equipment
    - > The accidental release of a biological agent likely to cause severe human illness
    - > The accidental release or escape of any substance that may cause a serious injury or damage to health
    - > An electrical short circuit or overload causing a fire or explosion
  - > **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences**
    - > These include:
      - > Death of a person that arose from, or was in connection with, a work activity\*
      - > An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment
    - > \*An accident "arises out of" or is "connected with a work activity" if it was caused by:
      - > A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
      - > The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
      - > The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

Further information can be found in the [Sydenham School First Aid Policy 2024-25 approved FGB 14.11.24.pdf](#).

## **26. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## **27. Monitoring**

This policy will be reviewed by the [job title of individual] every two years.

At every review, the policy will be approved by the Governors Finance & Resources Committee.

