



Health and Safety Policy

LCS is committed to providing safe and healthy working and learning conditions for staff, pupils and visitors. This is the statement of general policy and arrangements for London Christian School and its premises 40 Tabard Street, London SE1 4JU.

The overall and final responsibility for health and safety of staff, pupils and visitors is that of the School Governors. The governor overseeing Health and Safety is Joseph Ammoun. Day to day responsibility for ensuring that this policy is put into practice is delegated to the School Office.

Prevention of accidents and risk assessments

Responsibility of the school bursar and governors

A risk assessment will be carried out for the whole building to:

- i) identify hazards
- ii) decide who might be harmed and how
- iii) evaluate risk and decide on precaution
- iv) record findings and implement them
- v) review the assessment and update if necessary.

This will be reviewed annually or earlier if conditions change and will be conducted by the school bursar in conjunction with the governors.

All staff and pupils are responsible for reporting any new or developing hazards to the School Office which will be recorded in the electronic maintenance log and reviewed and/or repaired as soon as is reasonable.

A daily risk assessment will be completed for the EYFS by the classroom teacher and any changes implemented as soon as is reasonable based on the evaluated risk.

The governors and/or Headteacher may conduct a risk assessment for any pupil/staff/person to whom they have a duty of care and is thought to be at risk.

Risk assessments for educational visits/trips

Responsibility of the group leader and EVC

Educational visits should be co-ordinated by a designated Group Leader (an LCS staff member) and should be organised with guidance from the Educational Visits Co-ordinator (EVC) who is Joseph Ammoun. A risk assessment and the Educational Trip Preparation Checklist should be completed and approved by the EVC well in advance of the visit. This includes complying with adult:child ratios, co-ordinating parent helpers and provision for first aid on trips. For EYFS trips, at least one staff member must be trained in Paediatric First Aid. The designated Group Leader will have overall responsibility for health and safety on the visit and for informing the EVC of any incidents.

Parental consent for educational visits is acquired at the start of the year or when a child joins the school.

Any educational visits outside of/ extending beyond school hours or assessed to be of a higher risk (e.g. adventurous activities) will need to have an additional parental consent for pupils to participate.

A risk assessment will also be completed for any special school events such as off-site assemblies and sports days. This will also be overseen by the EVC and a designated Team Leader.

Health and safety training and consultation

Responsibility of the governors, co-ordinated by the school office

All staff and volunteers will be given a copy of this policy and will be given a health and safety induction when joining the school. The Headteacher and teachers will promote and encourage health and safety to pupils. It is the duty of all staff to take care of pupils with regards to health and safety in the manner of a prudent parent. The governors will arrange appropriate training (including how to conduct a risk assessment) for health and safety when deemed necessary.

Staff will be consulted about health and safety matters when they arise and also formally consulted about health and safety conditions and occupational health (e.g. computer safety, manual handling) at regular performance management meetings or sooner if required.

Maintenance of healthy and safe working conditions

Responsibility of the governors and the school office

- Separate, suitable and hygienic toilet and washing facilities and provided for the designated use of pupils and also for staff. Visitors will use the staff facilities only.
- The building can be well ventilated by opening windows and is heated during the winter to achieve a reasonable working temperature.
- Staff have use of a designated staff room for rest, storing belongings and eating as well as a kitchen area which is kept clean on a rota basis and monitored by the school office. Hot drinks brought into any classroom area must be covered with an appropriate lid.
- A designated sick bay with a bed and basin and near to a toilet can be found on the ground floor next to the school office.
- The building risk assessment will consider security (e.g. intruder alarm, lockable doors), classroom size/condition, kitchen facilities, the school accessibility plan and the general condition of the premises. Once a term, the school bursar will inspect the building's fixtures and fittings in accordance with the LCS maintenance schedule and review any outstanding issues from the maintenance log.
- Furniture and equipment are arranged to ensure there is adequate storage and room for movement.
- LCS is committed to providing a learning environment that has good acoustic and lighting conditions, as well as suitable outdoor spaces for recreation and sport.
- There is ready access to hot and cold water (separate from toilet facilities) as well as labelled potable water supplies. Distribution temperatures and legionella controls comply with HSE guidance.
- There will be routine testing of portable appliances (PAT) and regular inspections for the safe storage of hazardous substances.
- The building is vacuumed and toilets and classroom areas are cleaned on a daily basis during term time.

Workplace safety for staff, pupils and visitors

Responsibility of the governors, Headteacher, school office and all staff

School security

The premises is secured at the main entrance by two sets of security doors and monitored by 24 hour CCTV cameras which are in place at the front and back of the building, including at the entrance. The building is locked and alarmed when vacant and all windows and doors will be closed before the final person exits. All staff and pupils should be vigilant in reporting the presence of strangers to the Headteacher. All visitors to the school must be signed in at the school office and wear a visitor's badge for the duration of their stay, as well as being accompanied at all times.

Violence to staff

No member of staff should be expected to tolerate any level of work place violence (defined as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'- HSE). In the event of any workplace violence, the governors and Headteacher will be immediately contacted and will involve the police if necessary. Any incidents will be recorded in detail from occurrence to resolution by the Headteacher. Staff should communicate with the Headteacher if they are concerned about any parent, visitor or staff member being violent.

Occupational health

Staff are advised to exercise caution when lifting heavy objects or to ask for assistance. They should also be aware of and be active in ensuring the health and safety of co-workers, pupils and visitors. This includes vigilance in situations where accidents such as slips and trips may be more common (e.g. bad weather, play times). Staff and pupils should practise computer and internet safety and good seating posture to prevent discomfort and injury.

Control of substances hazardous to health (COSHH)

A COSHH risk assessment has been carried out to prevent, or adequately control exposure to hazardous substances, so as to prevent ill health. Health and safety precautions are taken to ensure that the risk of

harm is as low as is reasonably practicable. The building is vacuumed daily during term time and cleaning/maintenance products containing chemicals are locked in the cleaning cupboards when not in use.

A COSHH register is kept detailing the location, amount and classification of any labelled hazardous substances stored in school (see *Appendix A*).

Asbestos

LCS is committed to preventing the exposure of employees and pupils to asbestos, as far as is reasonably practicable (according to Control of Asbestos Regulations 2006). An asbestos survey was carried out and the risk of the areas tested and found to contain asbestos was determined as very low. The report was referred to for the health and safety management during the refurbishment of the building in 2007 and 2009 and these structures have since been carefully removed. As such, there is no asbestos register, however the original asbestos survey report is kept in the school office in order to inform any future construction or refurbishment work. There are no other materials in the school containing asbestos.

Contractors

The governors and Headteacher will ensure that contractors are made aware of this health and safety policy and they must ensure the safe working practice of their own employees as per the Health and Safety at Work Act 1974. Areas of work, timings and safety arrangements must be approved by the Headteacher and overseen by the school office.

Pupils

Pupils should not lift heavy objects and must be supervised when moving any equipment (eg. PE equipment). They must be supervised at all times by a competent and prepared staff member when handling anything hot or potentially hazardous and should only do so for a specific educational purpose. Pupil awareness of risk assessment is encouraged with 'on the spot' safety checks around the school.

Dissections in science

Teachers may carry out dissections of animal organs/body parts as part of science lessons about the natural world and biology. These will be carried out with careful preparation, including creating a specific dissection risk assessment (based on the generic Science and Design Technology risk assessment in *Appendix B*), and adherence to the school guidance for dissections in science which is found in *Appendix C*.

First aid and medical attention

Responsibility of the school office

First aid boxes are located in all classrooms as well as the school office and the rooftop playground. There are also first aid boxes in the sick bay designated to be used on trips. There are minor incident carbon copy books (MICC) located in the school office and on the rooftop playground which are used to record all minor incidents and the First Aid books which are used to detail incidents requiring first aid. Accidents that result in death, major injury or incapacity from work for 3 or more consecutive days will be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 992. Wherever possible, first aid will be administered by a qualified First Aider (see First Aid policy).

Fire safety and emergency procedures (see also Fire Prevention Policy)

Responsibility of the school bursar

The school bursar is the Fire Safety Officer who is responsible for conducting an annual Fire and Hazard risk assessment in compliance with the Regulatory Reform Fire Safety Order 2005 and for implementing the Fire Prevention Policy. This outlines the fire safety checks and protective measures in the school as well as the fire evacuation procedure.

The Fire Evacuation Procedure can be found in every classroom and in communal areas of the school and the school will rehearse fire drills once every half term. There is a floor plan on each level of the school denoting the fire exit route, the fire alarm activation points and the location of the fire extinguishers. The main front entrance doors are the fire exit and the fire assembly point is in Tabard Gardens.

For health and safety emergencies, the Headteacher will oversee the evacuation of the building. A list of emergency contacts is displayed on the school office notice board. See *Appendix D*.

General notes

- Smoking is prohibited throughout the school premises.
- Animals are not permitted on the premises without prior arrangement with the Headteacher.
- A health and safety poster is displayed in the school office.

Policy approved by Governors, July 2015.

**Appendix A
COSHH register**



| Locations | Product | Amount | Warning Label |
|-------------------------|----------------------------|--------|--|
| LGF Cleaning Cupboard | Floor cleaner | 2x 5L | Irritant |
| | Limescale remover | 2x 1L | Irritant |
| | Stainless steel polish | 480ml | Flammable |
| GF Cleaning Cupboard | Limescale remover | 2x 1L | Irritant |
| | White spirit | 750ml | Harmful Dangerous to Environment Flammable SLTHH – breathing hazard |
| | Wrench spray | 500ml | Flammable Explosive Breathing hazard |
| | Carpet fixing spray | 500ml | Harmful Flammable |
| | Bleach | 50ml | Irritant |
| | Sink and Drain Gel | 500ml | Corrosive |
| | Path and Patio Concentrate | 500ml | Dangerous to Environment |
| 2F Maintenance Cupboard | Paint | | Flammable |

Appendix B

Generic Science and Design Technology Risk Assessment

Science and Design Technology Risk Assessment

| Risk Assessment for | | | Risk assessment undertaken by | | | | |
|---|--|-----------------|---|--------------------------------------|-----------|----------|------|
| Company | London Christian School | | Date | Tuesday 7 th January 2014 | | | |
| Address | 40 Tabard Street, London, SE1 4JU | | Completed by | Natalie Trowbridge | Signature | | |
| Persons responsible for reviewing | | | Review date | | | | |
| Office and classroom based staff, ongoing | | | January 2015 | | | | |
| Hazard | Risk | People at risk | Control measures in place | Further actions | By who? | By when? | Done |
| Hazardous chemicals | Physical injury or illness due to ingestion, burns or skin contact with hazardous substances | Staff Pupils | <ul style="list-style-type: none"> All pupils and staff to wear plastic gloves and aprons provided by the school Any chemical used for science lessons to be used with advice from CLEAPPS safety sheets for storage and handling | | | | |
| | Fire or illness due to improper storage | Staff Pupils | <ul style="list-style-type: none"> Chemicals for science lessons to be bought in small quantities and not stored in school after use but disposed of carefully | | | | |
| Science lessons involving dissection or chemicals | Physical injury secondary to inadequate supervision or insufficient preparation | Staff Pupils | <ul style="list-style-type: none"> Staff to ensure all materials available before lesson for clear up, dissection and safe practice, including disinfectant and protective clothing Prior to dissection, clear instructions should be relayed by the teacher regarding tools, objects and materials involved and awareness of health and safety to be checked All dissections should be supervised closely by one member of staff Only one pupil to use dissection implements for an object at any one time | | | | |
| | Physical injury due to lack of protective clothing | Staff Pupils | <ul style="list-style-type: none"> All pupils and staff to wear plastic gloves and aprons provided by the school | | | | |
| | Illness or physical injury caused by contaminated materials after dissection | Staff Pupils | <ul style="list-style-type: none"> All surfaces and items used to be thoroughly disinfected before and after dissection All pupils and staff involved to wash hands thoroughly before and after dissection Any left over meat or perishable material must be sealed in a bin bag and disposed of carefully | | | | |

Appendix C

Guidance on dissections in science

LCS recognises the value of introducing pupils to practical experiments and exploration in science at a young age. Therefore, under appropriate controls and guidelines, teachers may include the dissection of animal organs or body parts in units encouraging pupils to encounter and learn about the natural world and biology.

In preparation for any dissection:

- Teachers should ensure that all materials needed are available and in place. This should include items required for clear up, safety and the protection of pupil's health, including disinfectant.
- Teachers should instruct pupils on how they should handle the tools and objects involved in the dissection, and ensure that all are aware of the need to follow school health and safety rules.

During the dissection:

- All pupils and staff members in the classroom should wear plastic gloves and aprons provided by the school.
- Only one pupil should use dissection implements on an object for dissection at any one time.
- All dissections should be supervised closely by a member of staff.

After the dissection:

- All surfaces, hands and items used during the dissection should be thoroughly cleaned with disinfectant.
- Any meat or material left over should be placed by the teacher in a strong bin bag assigned for the task. This bin bag should be disposed of in either the staff room or kitchen bin. Dissected meat is not to be placed in any area normally used by pupils.

Appendix D

Emergency Contacts

| Emergency Contact | Address | Telephone Numbers |
|--------------------------------|---|------------------------------------|
| Police | Southwark Police Station 323 Borough High Street SE1 1JL | 020 7378 1212 Or 999/101 |
| Accident and Emergency | St Thomas' Hospital Accident and Emergency (A&E) Westminster Bridge Road London SE1 7EH | 020 7188 7188 Or 999 |
| Urgent Care Centre | Guy's Hospital Ground Floor, Tabard Annexe Great Maze Pond London SE1 9RT (Open 8am-8pm, 7 days a week) | 020 3049 8970 |
| NHS Direct | - | 0845 4647 |
| London Fire Brigade | Dockhead (E34) 8 Wolseley Street SE1 2BP | 020 8555 1200 ext. 36500 Or 999 |
| Local Authority (Southwark) | Southwark Council PO BOX 64529 London SE1P 5LX | 0207 525 5000 |