



The
Rise
Partnership
Trust
Love • Learn • Laugh

Health & Safety Policy

July 2021

Approved	10 th July 2021
Review date	July 2022

Part 1. STATEMENT OF INTENT

The trustees of The Rise Partnership Trust strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of RPT's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy has been brought to the attention of all members of staff in each school. A reference copy is kept in the school foyer, is available on our RPT and RPT school's websites and on our staff shared area (intranet).

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis culminating in an Annual Health & Safety Report. This policy will ensure the allocation of adequate resources (including time, effort, training and money) to safety, health and wellbeing.

This policy statement supplements our other H&S policies:

e.g. educational visits, supporting pupils with medical needs, behaviour, physical intervention policy etc.

Christine Jackson **Chair of RPT**

Jayne Jardine RPT CEO

Date: 10/7/21

10/7/21

ORGANISATION

As the employer The Rise Partnership Trust Board has overall responsibility for Health and Safety in all RPT schools/provision.

Responsibilities of the Trust Board

RPT Board is responsible for ensuring health and safety management systems are in place and effective.

- The systems we have adopted adhere to Brent LA's health and safety policy, procedures and standards and all Covid 19 legislation/HSE guidance.

Christine Jackson has been appointed the Health and Safety Trustee and Paul Sommerfeld has been appointed Health & Safety Member. They have been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to RPT Board.

RPT will receive regular reports from each Site Manager/Head Teacher and the RPT CEO or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

RPT are required by Law to have access to competent health and safety advice and will seek specialist advice on health and safety if we do not feel competent to deal with from Brent Corporate Health & Safety Team: 020 8937 5438 (this includes Brent's Public Health advise – Dr. Melanie Smith).

Responsibilities of the Head Teacher

Overall responsibility for the day to day management of health and safety in accordance with RPT's health and safety policy and procedures / governing body's health and safety policy and procedures rests with the Head Teacher of each school.

The Head has responsibility for:

- Co-operating with the CEO, Trust Board and Brent LA to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people (Site and Premises Manager communicates with contractors).
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.

The Head Teacher has responsibility for:

- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to RPT on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.

- Reporting to RPT any significant risks which cannot be rectified within the establishment's budget and bidding to DfE for funds to address these
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up (this is addressed in each school's Joint Consultative Committee (JCC)).
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.
- Ensure all Covid 19 legislation and HSE guidance is adhered to

The task of overseeing health and safety on the site has been delegated by the Head Teacher to the School Site Manager of each school/provision. If they are not on site this is then delegated to the School's Assistant Site Manager. Within classrooms this task is further delegated to the class staff.

Responsibilities of other staff holding posts of special responsibility

RPT NEU H&S Rep – Aaron Lentner with the support of the CEO, Heads Teacher and Site Manager will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head [individual with delegated authority] of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
- Ensure all Covid 19 legislation and HSE guidance is adhered to

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All RPT employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work (including all Covid 19 related risk assessments and protocols).
- Comply with RPT's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.

- Co-operate with each school's leadership and management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager and/or member of SLT.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Adhere to all Covid 19 legislation/HSE guidance i.e. re social distancing, hygiene, risk assessing etc.

ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy. RPT also refers to Brent LA Health and Safety policies which cover many other risk areas, codes of practice and guidance notes.

1. Accident/Incident Recording Reporting
2. Asbestos Management
3. Children/Adults with Additional Needs
4. Consulting Employees on Health and Safety
5. Contractor Selection and Management
6. Control of Hazardous Explosive Dangerous Substances
7. Design and Technology
8. Display Screen Equipment (DSE)
9. Educational/Recreational Visits
10. Electrical Safety
11. Finger Entrapment
12. Fire Evacuation and Other Emergency Arrangements
13. Fire Work Displays
14. First Aid and Medication
15. Fixed Play Equipment
16. Gas Safety
17. Health and Safety Policy
18. Health and Safety Monitoring, Audit and Inspection
19. Infection Control
20. Instruction, Information, Training & Supervision
21. Lifting and Handling
22. Lone Working
23. Noise at Work
24. Occupational Health
25. Partnership Working (Letting & Renting Premise)
26. Personal Protective Equipment (PPE)
27. Physical Education and sport
28. Premise Management
29. Premises Work Equipment (including Lifting Equipment & Operations)
30. Provision of Information
31. Risk Assessment

32. Slips, Trips and Falls
33. Smoking on School Premise
34. Stress/Wellbeing
35. Swimming Pools
36. Vehicles
37. Vibration at Work
38. Violence at Work
39. Water Management - Legionella
40. Working at Height
41. Covid 19
42. Working from Home

1. ACCIDENT/INCIDENT REPORTING PROCEDURE

Accidents to Employees

RPT is the employer and **all** employee accidents, no matter how minor, must be recorded on the RPT accident recording system. The Site Manager can assist with this recording of incidents.

Accidents to Pupils and other non-employees (members of public / visitors etc.)

A local accident book held in the Medical Room or main admin office in each school and should be used to record all minor incidents to non-employees, more significant incidents as detailed below must be recorded on the RPT accident reporting system:

- Major (Significant) injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents resulting in the injured person being absent from work for more than 3 and 7 consecutive days (including weekends and holidays unless the person would have been able to return sooner).
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Head of School who will report this to the Principal. The Trust Board/ Health and Safety Trustee/Competent Health & Safety Person/HSE (if required)/Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to RPT as necessary.

The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible; report to Head, Site Manager or member of SLT.

Reporting to the Health and Safety Executive (HSE)

Accident/incidents will be reported to the HSE by the Health and Safety Competent Person. Covid 19 outbreaks will immediately be reported to Brent LA and Public Health England.

Accidents, violent incidents and near misses / dangerous occurrences will be recorded on the council system within set timescales. This is to enable the Corporate Health and Safety Team time to meet the

statutory requirements under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- The death of any person - All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. RPT will inform Brent Council immediately by phone as soon as possible after the event occurring or the school becoming aware of the incident (whichever is sooner). Recording on the system will occur as soon as practicable post incident.
- All Accidents, violent incidents and near misses / dangerous occurrences - these will be recorded on the system within 48 hours of the event occurring or the school becoming aware of the incident (whichever is sooner).
- Over seven-day incapacitation of a worker incidents - these need to be recorded on the system on the eight consecutive day of the absence/next working day (whichever is sooner) after the event occurring
- Over three-day incapacitation of a worker incidents - these need to be recorded on the system on the fourth consecutive day of the absence/next working day (whichever is sooner) after the event occurring

2. ASBESTOS MANAGEMENT

An asbestos survey, register and management plan is in place for every RPT school site in accordance with the Asbestos Arrangement plan.

Each school has an asbestos log (including school plans, asbestos survey data and site specific management plan) and the Site Manager collates these.

Each Head Teacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from school's asbestos authorising officers as below (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos must be reported to Saf Meah – Senior Site Manager who will contact the Competent Health & Safety Adviser.

RPT's asbestos authorising officers are Jayne Jardine (CEO) and Saf Meah (Senior Site Manager): they have received asbestos awareness training and refresher training every 3 years. Head Teachers and some key senior staff have also received this training.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns, plumbing, decorating, electrical works etc.), either by contractors or a school's staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The asbestos authorising officers shall ensure:

- That the asbestos log is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

- A visual inspection of asbestos containing materials remaining on each site is conducted on a periodic basis and recorded (legal requirement to do so annually as a minimum).
- The limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- Each school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) carried out by approved asbestos contractor and recorded.
- The condition of the asbestos will be reviewed by a Component Asbestos Surveyor at least annually for signs of damage or deterioration and records kept. Any concerns, damage or deterioration will be reported immediately to Brent Councils Asbestos Duty Holder and Health & Safety Competent person.

3. Pupils/Adults with Additional Needs

RPT schools all complete annual pupil individual risk assessments for all pupils; this includes risk assessments linked to Covid 19.

During Phase 1 and Phase 2 of Covid 19 opening the school will ensure that all legislation is adhered to. Pupils will either receive distance learning/support or in school placements depending on need and safety arrangements (see Covid 19 risk assessments, plans and protocols for detailed information).

Sometimes a pupil may have temporary needs following an operation, a broken leg/arm or permanent needs if they have learning difficulties. In such instances the school will undertake an individual risk assessment of that person(s). For pupils this will be the class teacher and school nurse, for staff this will be their line manager and Head of School. Every RPT school already has risk assessments in place to manage risks associated with that schools activities. If a review of the relevant risk assessment(s) from the perspective of a person(s) with needs identifies additional risks and control measures not previously considered and these will be added into the risk assessment as accordingly. It is a common sense approach that enables, empowers the management of risk as opposed to prohibiting. For pupils this can form part of their Health Care Plan. For a member of staff this would be added to their Personnel File.

Where the needs prevent persons evacuating the building unaided in an emergency then a Personal Emergency Evacuation Plan (PEEP) is completed in partnership with the person with needs and/or their parent/carer/guardian as appropriate.

For further guidance Health & Safety Arrangement People with Additional Needs

All employers must ensure that all employees are provided with adequate health and safety [training](#) when they start work. Ongoing training is also provided in all RPT schools in response to changes, such as:

- Meeting the needs of new pupils
- The identification of additional risks
- The use of new or modified equipment and/or
- New job responsibilities
- A change in the needs of existing pupils leading to a change in the way that risks arising from their needs are managed

Monitoring and review of procedures helps highlight when training is required and also the relevance of the training, e.g. how much the training relates to the job.

4. Consulting Employees on Health and Safety

The RPT Resources Committee meets termly to discuss health, safety and welfare issues affecting RPT staff, pupils or visitors (this includes Covid 19). Action points from the meetings are brought forward for review by the individual school's leadership team. The minutes of the RPT Resources Committee meetings are made available to staff on our RPT website and in each schools entrance foyer.

The Employee/Trade Union appointed Safety Representative on the staff is Aaron Lentner.

5. Contractor Selection and Management

All contractors used by RPT shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the individual school's office / reception where they are working and they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on Covid 19 procedures, emergency procedures, relevant risks, and local management arrangements for the site where they are working.

The school's Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place, working effectively and stop any unsafe acts.

RPT managed projects

Where RPT undertakes projects direct RPT is considered the 'client' and therefore has additional statutory obligations. Such projects are managed by an appropriate agent who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the RPT uses either a Brent Council approved contractor or ensures its own competency checks are undertaken. Details can be found in Policy Contractors on Educational Establishments.

RPT, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on a site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

¹CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the schools behalf.

6. Control of Hazardous Explosive Substances

*This Arrangement merges the requirements of both the **Dangerous Substance, Explosive Atmosphere Regulations 2002 (DSEAR)** and **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** to form **Control of Hazardous Explosive Substances (CHEDS)***

Where practical every attempt will be made to avoid, or choose the least harmful and/or hazardous substance.

The nominated person(s) responsible for substances hazardous to health is the school Site Manager.

They shall ensure:

- An inventory of all hazardous and explosive substances used on each RPT site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full CHEDS risk assessments are conducted and communicated to staff exposed to the product/substance.
- All chemicals are appropriately and securely stored out of the reach of unauthorised persons.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment and staff/pupils given appropriate training in its safe use and disposal.

Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that CHEDS assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

7. Design and Technology

RPT schools manage health and safety in the teaching of Design & Technology by ensuring that all equipment are:

- suitable for the intended use, used in accordance with the operation manual and health & safety requirements and are CE marked as appropriate;
- maintained and repaired in a safe condition;
- not altered or adapted, it is considered to be safe by design and should comply with the regulations;
- checked, inspected, risk assessed and appropriate safe systems recorded and implemented before use;
- supervised whilst being used by pupils;

8. Display Screen Equipment (DSE)

All RPT staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time on a daily basis*) e.g. admin, office staff etc. are identified as DSE Users. Class staff are not classed as DSE Users.

Staff identified as DSE Users are entitled to an eyesight test for DSE use at least every two years by a qualified optician. The cost of the test (up to £25) will be met by the school. If deemed necessary by the

optician that corrective glasses/appliances are required specifically for DSE use a contribution to these of £50 will be met by the school.

Advice on the use of DSE is available in Policy Display Screen Equipment/Visual Display Units. Users are required to complete a DSE self-assessment form and raise any issues with local line management at least every two years. Any unresolved issues will be reviewed by a local DSE Assessor or Corporate Health and Safety Adviser.

This Legislation does not apply to pupils. When staff are not designated as Users, they will be encouraged to adopt the general good practices where practical. These good practices will be extended to pupils where practical.

9. Educational/Recreational Visits

RPT schools have adopted the Outdoor Education Advisory Panel's (OEAP) national guidance for learning outside the classroom and offsite visits. All offsite visits will be planned following this guidance and Brent Councils Educational & Recreational Visits Handbook, *There and Back Again*. This Handbook touches on every aspect of visits, without going into details and as such may be described as an important summary of the OEAP guidance. Detailed guidance is available <http://oeapng.info/>.

RPT schools must seek approval from the CEO four weeks in advance of all residential and adventurous trips. Trips for the first time of a residential and adventurous activity are discussed with the LA Adviser for Outdoor Education. All relevant risk assessments, medical consent forms, participants' adventure code and names etc. are in accordance with the procedure.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to each school's Head Teacher, or their identified designated lead where this duty is delegated member of the SLT, acts as the Educational Visits Co-ordinator for each school and will check the documentation and planning of the trip and if acceptable approve the visit (sign the visit form).

10. Electrical Safety

All RPT staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager and removed from service.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a qualified contractor annually

The Site Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances for each site and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into a RPT school without prior authorisation and must be subjected to the same tests as each RPT school's equipment.

A fixed electrical installation test (fixed wire test) will be conducted for each RPT site by a qualified contractor at least every 5 years. Fixed electrical wiring located within the swimming pool environment at Manor will be inspected annually by a qualified contractor in accordance with Health & Safety in Swimming Pools.

11. Finger Entrapment

The types of injuries that may result from door incidents range from crushing, bruising and fractures - in the most serious cases – to amputation; however, whatever the outcome, every finger trapping incident is likely to cause pain and distress.

It is reasonably foreseeable that such incidents may occur in areas where pupils have access. In terms of preventing finger trapping injuries from the hinge side of doors, finger guarding devices are widely available and relatively low cost items that do not necessarily require specialist fitting. Where fitted to fire doors guidance should be sought from the supplier, manufacturer or fire specialist to ensure that the device does not affect the integrity or fire rating of the door.

Due to the vulnerability of our pupils and the potential severity and extent of any injuries they could sustain, **as a minimum standard finger safety devices will be fitted to protect the hinge side edge of all classroom doors, toilet entrance doors and toilet cubicle doors for our primary aged pupils.** For all other areas in a school that pupils frequent on a daily basis decisions regarding door safety will be based on level of risk.

12. Fire Evacuation and Other Emergency Arrangements

The CEO is responsible for ensuring the school's fire risk assessment (FRA) is undertaken and implemented following guidance contained in the [Fire Precautions in Educational Establishments](#). The FRA is located in each RPT school's fire log book located in the Site Managers office and will be reviewed on an annual basis by a competent person.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the RPT staff handbook and as part of RPT staff induction. A plan of the building identifying the location of fire exits, fire extinguishers, service points etc. with a summary are posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Personal Emergency Evacuation Plans (PEEPs) will be prepared and reviewed for persons requiring assistance to evacuate any RPT building in an emergency who regularly use the building i.e. staff, pupils, regular visitors these may be combined with pupils health care plan.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices in all RPT sites.

All other emergency procedures are detailed in each site's Critical Incident Plan.

Fire Drills:

- Fire drills will be undertaken termly in every RPT site and results recorded in each schools' fire log book. A formal debrief will be undertaken and documented after the drill.

Fire Fighting:

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- Staff are only advised to attempt to deal with a fire to aid there means of escape.
- The safe evacuation of persons is an absolute priority.

Details of service isolation points (i.e. gas, water, electricity) are available in each site's fire assessment.

Details of chemicals and flammable substances on site:

- An inventory of these for each RPT site will be kept by the Site Manager for consultation.
- The Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance activities details of these are recorded in the fire log book located in the Site Managers office

FIRE ALARM SYSTEM

Fire alarm call points in each RPT site will be tested weekly in rotation. This will be undertaken whilst a school day is in operation.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer

A fire alarm maintenance contract for RPT schools is in place with Gent/Honeywell and the system tested quarterly by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks are performed to ensure that all firefighting equipment remains available for use and operational. A record of checks is maintained and kept in the Site Manager's office.

LW Safety undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Saf Meah (Senior Site Manager).

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation on a monthly basis in house by the Site Manager. Annually a full discharge test and certification of the system will be undertaken by Gent/Honeywell A record of checks is maintained.

MEANS OF ESCAPE.

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use in every RPT site.

13. Fire Work Displays

RPT will not host any type of fire work display in any of their sites.

14. First Aid and Medication

RPT has assessed the need for first aid provision in each site and has identified staff to provide first aid (both on site and where required for trips/visits and extra curricular activities) See lists in each school admin office/medical room/classrooms.

Each school have staff trained at:

- FIRST AID AT WORK LEVEL (18 Hr):
- EMERGENCY FIRST AID AT WORK LEVEL (6 Hr):
- EARLY YEARS/ PAEDIATRIC FIRST AID STANDARD (12 Hr):

First aid qualifications remain valid for 3 years. Joanne Bircham, the Medical Liaison Coordinator at Manor School, will ensure that refresher training is organised for all RPT schools/sites to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED IN EVERY SITE IN:

- **CLASSROOMS**
- **PPA ROOMS**
- **MEDICAL ROOMS**
- **MINIBUSES**
- **ADMIN OFFICES**

Each school's Medical Coordinator on each RPT site is responsible for regularly checking (termly) that the contents of first aid boxes, including travel kits, are complete and replenished as necessary.

During Covid 19 there will be additional safeguards in regards to first aid and use of first aid rooms (see risk assessments and protocols). Social distancing, strict hygiene routines and use of PPE will be adhered to as required.

Head Injuries:

If a pupil or someone sustains a head injury, they are observed closely for the next 24 hours whilst at school. Outside school the parent/carer will receive a letter informing that the child has sustained a minor blow to the head and to observe the child closely for any unusual behaviour and symptoms.

If a pupil has a minor head injury, they may cry or be distressed. This is normal, and with attention and reassurance most settle down. However, staff and parents should seek medical assistance if the pupil/child continues to be distressed.

Minor head injuries are common in people of all ages and should not result in any permanent damage.

The [symptoms of a minor head injury](#) are usually mild and short lived. Symptoms may include:

- a mild [headache](#)
- nausea (feeling sick)
- mild dizziness
- mild blurred vision
-

If a pupil experiences these mild symptoms after a knock, bump or blow to the head, they won't usually require any specific treatment. However, the school should ensure the pupil is taken to a local [minor injuries unit](#) or [accident and emergency \(A&E\) department](#) for a check-up.

Signs of a serious head injury

If, following a knock to the head and any of the symptoms below are noticed, the pupil or person injured must seek immediate medical attention:

- unconsciousness, either briefly or for a longer period of time
- difficulty staying awake or still being sleepy several hours after the injury
- clear fluid leaking from the nose or ears (this could be cerebrospinal fluid, which normally surrounds the brain)
- bleeding from one or both ears
- bruising behind one or both ears
- any sign of skull damage or a penetrating head injury
- difficulty speaking, such as slurred speech
- difficulty understanding what people say
- reading or writing problems
- balance problems or difficulty walking
- loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg
- general weakness
- vision problems, such as significantly blurred or [double vision](#)
- having a seizure or fit (when your body suddenly moves uncontrollably)
- memory loss ([amnesia](#)), such as not being able to remember what happened before or after the injury
- a persistent headache
- vomiting since the injury
- irritability or unusual behaviour

If any of these symptoms are present, particularly a loss of consciousness (even if only for a short period of time), go immediately to your local A&E department or call 999 and ask for an ambulance.

Transport to hospital: Where a first aider considers it necessary, the injured pupil/person will be sent directly to hospital (normally by ambulance). **Parents / carers will be notified immediately of all major injuries to pupils.**

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult(s) will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the NHS helpline (111) and, in the case of pupil with the parents/carers.

St Charles NHS Urgent Care Centre provides a range of walk-in health
NHS Urgent Care Centre **St Charles Hospital** Exmoor Street **London**
Exmoor St, London W10 6DZ 020 8969 2488

Brent Urgent Care Centre at Central Middlesex Hospital for minor illnesses and injuries,
Acton Lane London NW10 7NS 0333 999 2575

Administration of medicines

All medication will be administered to pupils in accordance with RPT's Medical Policy - detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Each RPT school's Medical Coordinator is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by them.

All non-emergency medication kept in a RPT school site is securely stored in a lockable cupboard in their Medical Room, refrigerated meds kept in clearly labelled container within this room with access strictly controlled. Some pupils know how to access their medication (as appropriate).

Where pupils need to have immediate access to emergency medication i.e. asthma inhalers, epinephrine auto injector i.e. epi-pen etc., it will be kept at hand by their class staff, and clearly labelled.

Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by a school's Medical Coordinator with the support of the school nurse.

All staff are made aware of any relevant health care needs and copies of health care plans are available as necessary.

Where a PEEP or Personal Risk Assessment is required it is logical to include this as part of the Health Care Plan.

Staff will receive appropriate training related to health conditions of pupils and adults and the administration of medicines by a health professional as appropriate.

Covid 19

All pupils and staff coming onto site each day will have their temperature taken.

Anyone with a continuous cough, fever/high temperature or experiencing loss of smell/taste should not enter the building and should see a Covid 19 test. If anyone shows these symptoms whilst on site they will be isolated and sent home as soon as possible. Anyone working within the same pod as this person/child will also be asked to go home and pupils/staff will only be able to return to site after a negative test has been secured or 14 days of isolating has passed.

15. Fixed Play Equipment

External play equipment is only used when appropriately supervised. Each piece of fixed play equipment has its own risk assessment that details the level supervision required and forms part of the overall risk assessment for the playground.

The playground risk assessment includes:

- Accessible Play area
- Fixed Play Equipment
- Playground
- Fences
- Age and ability of children
- The playground layout
- Hazards and activities associated with the playground e.g. monkey bar, playing football and type of ball used etc.
- The type, level and duration of activities undertaken
- Time of year and weather conditions
- The experience and competence of staff/teachers/meal time supervisors etc. Particularly their roles and responsibilities with regard to playtime duties.

This fixed equipment is checked daily before use for any apparent defects, and Site Manager will conduct a formal termly inspection of the equipment on each RPT site and that is recorded.

Physical Education and Play equipment is subject to an annual inspection¹ in accordance with the Arrangement Fixed Equipment in Playgrounds.

Covid 19 – play equipment is cleaned after every use to assist in halting/reducing any cross contamination risk.

¹ Annual Inspection – should be undertaken by an impartial qualified inspector from an outside organisation (ideally should not be from the installer/maintainer of the equipment to assure impartiality).

For Play Equipment an inspector must be a certified Register of Play Inspectors International (RPII) Inspector to undertake the annual inspection. Details of these can be found at <http://www.playinspectors.com/>

² HSE supports inspection schemes, namely [ADIPS](#) and [PIPA](#). Under the PIPA scheme inflatable are tested before use and annually thereafter. They will be tagged, and the operator will be able to produce a certificate containing information relating to the test.

16. Gas Safety

The commissioning of gas installations and/or the use of gas equipment is included in a generic risk assessment on gas safety (available on each site). This is to identify and address hazards and risks associated with equipment, its location, its users and the level of its use. Control measures, based on the risk assessment, must be established to reduce health and injury risks. The main hazards associated with gas are fire, explosion, and Carbon Monoxide poisoning, and these should be considered when undertaking workplace risk assessments.

All persons working on gas installations and appliances on RPT sites are registered with *Gas Safe Register*. A formal contractor vetting and monitoring process are undertaken by the Site Manager on the appointed engineer. The engineer will provide a current ID card prior to commencing work as evidence of being competent to undertake the works required. The card will show a photo, business registration number, company name, start and expiry day and a security hologram.

There is a programme of regular inspection, maintenance and repair by the approved gas contractor (an approved Gas Safe contractor) for all RPT sites. Any gas appliances (permanent or portable), and gas flues receive an annual gas safety check. The issued Gas Safety Certificate should be stored in the Gas file in the Site Managers office and all records kept and maintained.

17. Health and Safety Policy

RPT has developed its own specific health & safety policy to comply with statutory requirements which builds on Brent Council's Safety Policy. Areas that will need to be addressed in such a policy include:

- Any specific aims and objectives of the school – Statement of Intent signed by the employer (RPT)
- The means of organising within each RPT school site – Organisational arrangements for health & safety, basically who does what and when
- Any arrangements specific to a RPT schools' activities – Often referred to as planning (identifying the hazards and risk associated with the establishments activities) and implementing (control measure to manage and reduce the risk to prevent harm/injury)
- The means of monitoring within every RPT school to ensure the standards set are being achieved – The monitoring that the school carries out to ensure that control measures are in place, that they are effective, practical and that the school is compliant with Statutory requirement and Council policy

The Health and Safety Arrangement *Educational Establishment Health & Safety Policy* provides a model which can be tailored to the requirement of individual settings.

18. Health and Safety Monitoring, Audit and Inspection

A general inspection of each RPT site will be conducted on a termly basis and be undertaken / co-ordinated by the Principal/Head of School / Site Manager /H&S rep and/or H&S governor.

Inspections of individual classrooms will be carried out by class staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the CEO. Responsibility for following up items detailed in the safety inspection report will rest with Head Teacher / Site Manager

Paul Sommerfeld, our named H&S trustee, will be involved / undertake an audit of each school's health and safety management systems at least on an annual basis and report back to both the relevant RPT Committee and full trust meetings.

Periodically RPT will ask the Brent Corporate Health & Safety Team to carry out an audit and/or inspection of all RPT school site, as it deems appropriate, as part of it's programme to ensure compliance with legal obligations.

Inspections will be conducted jointly with the establishment's health and safety representative(s) where possible.

¹ Cycle time for formal documented site inspection should be based upon risk, larger schools and/or those with higher risks should be undertaken termly.

² Ideally this should involve a member of the school governors who have health & safety responsibility

19. Infection Control

To promote good health and to prevent the spread of infection, every RPT school will ensure that the following good practices are followed in line with Public Health England document *Guidance on infection control in schools and other childcare settings, September 2014 (version 2)* - see *Risk Assessments and Covid 19 legislation (DfE and HSE 2020)*.

Routine immunisation

Guidance should be consulted on immunisation from *Guidance on infection control in schools and other childcare settings* and from Brent Council Infection Control Arrangement. All RPT staff will complete a health check form before starting employment; this includes ensuring they are up to date with their immunisations. A risk assessment approach is adopted to identify staff at risk and where appropriate those members of staff are offered immunisation/asked to attend OH for additional checks to ensure their health needs are supported. If staff choose not to take up this offer then alternative control measures need to be proposed and implemented.

Personal Hygiene

Class staff should ensure:

- Hands washed on entering the building, regularly across the day (see Covid 19 guidance) after using the toilet etc. is essential and should be a priority for staff to reinforce throughout the day – see protocols

- A box of tissues/antiseptic wipes, masks, gloves, aprons etc. is available in every classroom and in toilets/shared areas. Children are encouraged to blow and wipe their noses when necessary and immediately dispose of tissues etc. in designated bins. Soiled tissues are disposed of hygienically.
- Pupils are encouraged to shield their mouths when coughing.
- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers

Children in Nappies

- We will endeavour to meet the needs of all pupils.
- All RPT staff have enhanced CRB/DBS clearance and may change nappies (see intimate care policy).
- Nappies, disposal bags and any cleaning agents or creams will be provided by parents.
- Staff will wear disposable gloves, masks and aprons when dealing with an incident and/or soiled nappies.
- Soiled nappies will be double wrapped and placed in a hygienic disposal unit and collected by a waste contractor
- The changing area will be cleaned after each use, and hands washed
- See Intimate Care Policy

Clean environment

RPT will ensure:

- All surfaces are cleaned throughout the day and cleaners will deep clean daily in accordance with Covid protocols
- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit located in various areas around each school site
- Excrement will be flushed down the toilet.
- Disposable gloves and aprons are available as required and are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions
- Fabrics contaminated with body fluids are thoroughly washed in hot water (a pupil's clothes will be sent home to parents for washing).
- Spare laundered pants, and other clothing, are available in each school in case of accidents and polythene bags are available in which to wrap soiled garments. Pupils are encouraged to change and clean themselves whenever possible.

20. Instruction, Information, Training & Supervision

Arrangement and safety Bulletins/Circulars are available on the Brent schools extranet www.brent.co.uk/schoolex and/or addressed directly to CEO/Heads Teacher. Copies will be made accessible to RPT staff.

RPT Board ensure RPT Health and Safety Policies outline the arrangements for informing and instructing members of staff and others.

Training

To comply with health and safety law RPT will ensure that its staff, agency workers, volunteers and pupils receive appropriate training in order to undertake tasks competently and safely. RPT staff, agency workers, volunteers attend induction courses and other mandatory training as required.

Pupils are instructed, as appropriate to their needs, on the Action to be taken:

- In the event of an emergency evacuation following a fire, gas or bomb warning
- To call a first aider following an accident or illness
- On noticing an accident, hazard or unauthorised person in [school name] grounds
- On the spilling of blood or body fluids and washing hands following a visit to the toilet
- In light of any Covid 19 related concerns

Instruction, information and training on curriculum health and safety issues are delivered during lessons by competent teaching staff and before any of the risks are incurred. Registers together with schemes of work and lesson plans act as a register (also see Recover Curriculum).

Contractors and other persons visiting RPT premises are briefed and as necessary given written procedures to acquaint them with each school's Emergency Procedures/Covid 19 related procedures. Visitors are generally not allowed on site during Covid 19 opening but if allowed will be escorted during visits to RPT school sites. In the case of contractors, all these procedures should be included with any contract, works order or be issued at a pre-contract meeting. The contractor is asked to provide a risk assessment and method statement that address all risk associated with the works and how they will be managed.

Supervision

RPT Board ensures that it has established systems for supervision. These systems are each School's Safety Arrangements. Premises Controllers ensure staff are adequately supervised and that staff with *loco parentis* responsibilities, supervise pupils/pupils in their care.

21. Lifting and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques as required.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will have a risk assessment conducted to ensure such risks are adequately controlled. Where practical manual handling operations are avoided using engineering controls. A copy of this assessment will be provided to RPT employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils receives appropriate training and PPE (as necessary).

All moving and handling of pupils is risk assessed and recorded by a competent member of staff as necessary.

22. Lone Working

Staff are encouraged not to work alone in any RPT school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks i.e. work at height or adjacent to a swimming pool must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the school's Site Manager.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

See Lone Working Policy.

School staff responding to call outs

Nominated key holders attending empty RPT premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. If the alarm is activated out of hours ADT fire and security will contact the key holders as per the informed list issued.

23. Noise at Work

Each RPT school has compiled an inventory of all work equipment and noise sources that exceed the noise Threshold Level of 80 dB(A). The noise level assessment is based upon manufacturer's guidance, industry best practice and measured noise values.

Where noise sources exceed 80 dB(A) they are reduced as low as reasonably practical using engineering controls, reducing the time of exposure and wearing suitable ear protection.

At noise levels exceeding 80 dB(A), staff are offered the option of ear protection. Above 85 dB(A) it is mandatory for ear protection to be worn; signage should be displayed indicating where ear protection is to be worn.

The Noise Regulations have been extended to the music and entertainment sector. The Regulations apply to employees where live music is played e.g. music lesson and/or recorded music is played e.g. school play, discotheque, sports day with school staff present.

Where possible noise levels are reduced to as low as reasonably practical by engineering controls, reduce time of exposure and use of PPE.

This does not apply to children and members of the public exposed to noise from the school activities. Where the school employ the use of external providers/contractors to undertake activities/deliver music it is their responsibility to comply with the Regulations.

24. Occupational Health

Occupational Health service is provided.

The function of occupational health services is to help keep RPT staff well and support them to get back to work quickly if they become ill. This can save the business money, increase productivity and improve the health and wellbeing of staff.

Examples of the types of services that can be delivered include:

- Absence Management - advice on any absenteeism and support employees to return to work as quickly as possible
- Rehabilitation - guide employees to treatment and support so that your employee can return to work quickly
- Risk assessments – identify any hazards, evaluate risk and identify/prioritise interventions and control measure to prevent occupational ill health
- Health surveillance - Ongoing checks to prevent health problems occurring and ensure employees are safe. Employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health may be required to be checked by law.
- Access to our Schools Advisory Service where all staff can access medical advice, physio, counselling etc.

Examples of the types of health surveillance include:

- Hearing testing
- Vision testing
- Hand and arm vibration
- Lung function testing
- Driver medical exam
- Alcohol/drug testing

Workplace immunisations – having an effective vaccination and recall system gives confidence to staff exposed to vaccine preventable diseases that protection is being provided

Health promotion and wellbeing – promotes a healthy working environment and promote healthy behaviours amongst staff. RPT has developed a Wellbeing strategy for all staff.

25. Partnership Working (Letting & Renting Premise)

Lettings are managed by each school's The Site Manger in accordance with the Lettings policy (**Covid 19 legislation is adhered to**).

Hiring of facilities or equipment is managed by each school's The Site Manger in accordance with the Lettings policy.

Selection and appointment of contractors, service providers e.g. Sport coaches, Visual arts etc. is managed by RPT SLT/Heads of School;

The Head Teacher and RPT Board will ensure that where services or activities are provided separately by another body on a school premises, that assurance is obtained that the body concerned has appropriate policies and procedures in regard to safeguarding and child protection.

The RPT Board will ensure that the terms of any contract for lettings such as to supplementary schools; theatre groups; sports activities; cubs and scouts etc., that will require the hirer to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend the school or not, requires the hirer to produce and implement appropriate safeguarding policies and procedures.

The RPT Board will ensure that each school monitors the hirer's compliance with said policies and procedures.

Letting and hiring swimming pool facilities refer to Health & Safety Arrangement Health & Safety in swimming pools.

26. Personal Protective Equipment

Covid 19 PPE guidance should be followed at all times.

The completion of risk assessment may identify additional control measures in the form of Personal Protective Equipment (PPE). This can include items such as head protection, hand protection, eye protection, foot protection, hearing protection, high-visibility clothing, inclement weather protection and safety harnesses. It also includes respiratory protective equipment (RPE). Where PPE is identified RPT will purchase the PPE for those required to use it and provide appropriate instruction, information, training and supervision in its safe use.

All PPE purchased is selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and clothing worn by the user. RPT staff that require the use of PPE on an individual basis are provided with a safe location to store it and maintain a record of user checks and maintenance.

Further guidance is available in the Health & Safety Arrangement *Personal Protective Equipment*

27. Physical Education and Sport

The Law reasonably expects that an individual schools' *Code of safe practice in Physical Education* will reflect its own particular needs according to its programmes and premises, in addition to factors which it may have in common with other similar establishments.

An activity is judged to be safe in physical education and sport (PES) where the risks associated with the activity are deemed to be acceptably low. It is the responsibility of all RPT teachers to identify those risks and decide whether the level of risk is acceptable. They should do this through good teaching and management of a situation on a day to day basis.

RPT has created and maintains a risk assessment for each PES work area to reduce the activity to an acceptably low level. Significant hazards and their control measures should also be included in *Schemes of Work* as appropriate.

All staff working in PES should be made aware of these findings and be involved in their review.

28. Premise Management

Premise management relates to the management of a range of hazards in a premise many of which relate to statutory requirements. Failure to comply could result in non-compliance, being served with

enforcement Notices, prosecution, fine and imprisonment depending upon the severity and consequence of the failing.

High risk areas associated with premises include:

- Fire
- Asbestos
- Gas
- Electrical
- Covid 19
- Legionella
- Hazardous Explosive Dangerous Substances
- Management of Contractors
- Violence/personal safety/building security

All the above risk areas have their own Health & Safety Arrangement

Additional risk areas to be considered:

- Premise Access
- Oil Storage Tanks
- Manhole covers
- Lightening Conductors
- Glass, Glazing and Windows
- Lifting & Lifting Equipment
- Electric Gates
- Trees
- Welfare facilities

These are managed by RPT Site Managers and their Assistant Site Managers who have received Premise Management training in the past 5 years. All records are kept and maintained in each school's premises log/records kept in each schools Premises Office.

29. Premise Work Equipment (Including Lifting Equipment & Operations)

All RPT staff are required to report to their Head Teacher and/or Site Manager any problems found with plant or equipment. Defective items will be clearly marked and taken out of service by storing in a secure location or rendering unusable pending repair / disposal.

Each Site Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, PPE requirements are identified and relevant risk assessments conducted where required.

Planned maintenance / inspection

Regular inspection and testing of RPT schools plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Premises Office.

Curriculum Areas

Class teachers/staff are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

30. Provision of Information

RPT will comply with its legal duty under the *Health and Safety Information for Employees Regulations 1989* and display the *Health and safety law poster* in a prominent position in school premises or provide each member of staff with a copy of the approved leaflet that outlines British health and safety law.

The Health and Safety Law poster (2009 version) is displayed in the entrance hall to all RPT school buildings.

Brent Council Health and Safety Team Tel: 0208 937 5438 provide competent health and safety advice for Community, Community Special schools.

31. Risk Assessment

General Risk Assessments

RPT schools will conduct and document risk assessments for all activities presenting a significant risk; this includes Covid 19.

These are co-ordinated by Head Teacher and are approved by the CEO and RPT Resources Committee. [all RPT staff receive basis training to allow them to complete risk assessments as required].

Risk assessments are available for all staff to view and are displayed in every room. These assessments will be reviewed following any work activity changes, an accident/incident or at least annually. Staff will be made aware of any changes to risk assessments affecting their work.

Individual Risk Assessments

Risk assessments have been completed for all pupils and staff in light of Covid 19 legislation and guidance.

Specific assessments relating to staff member(s) and all pupil(s) are held on that individual's file and will be undertaken by relevant person. Such risk assessments will be reviewed on a regular basis and certainly following any change.

It is the responsibility of all staff to inform their Head Teacher of any medical conditions (including pregnancy) which may impact upon their work so that an individual risk assessment can be undertaken as required.

The Law requires that specific assessments are required for New and Expectant Mothers. Further guidance is available in Arrangement Management of Risk.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the class teacher using RPT forms.

32. Slips, Trips and Falls

Slips and trips occur across all education premises – whether a small primary school, a busy secondary school, a multi-site further education college, or the campus of a higher education institution. They provide a wide variety of facilities including educational, leisure and residential, open to employees, pupils and members of public at varying times of the day. Sites can be busy with large numbers of people moving around at the same time – often rushing.

RPT adopts the following simple practical ways to control slip and trip risks and prevent accidents on the premise. These include:

Stop floors becoming contaminated - use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to minimise spillages, pedestrian and vehicle routes are planned to avoid contaminated areas.

Use the right cleaning methods - cleaning methods used are appropriate and effective for the type of floor being cleaned, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly with a Meal Time Supervisor given this task during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.

Consider the flooring and work environment - checks made for loose, damaged and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.

Get the right footwear – staff wear appropriate footwear for the tasks in hand which are suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), it supplied free of charge to employees.

People and organisational factors – staff and pupils are encouraged to avoid rushing, overcrowding and using trailing cables.

33. Smoking on School Premise

Legislation banning smoking in enclosed workplaces and public places has been in force since 1 July 2007 as a consequence of the Health Act 2006. RPT is responsible for enforcing the Smoke Free legislation in all its premises, work vehicles and public premises. This means that smoking in all RPT school buildings, land, and any vehicle owned or operated by RPT is not allowed. The ban includes smoking in car parks. This coincides with Brent Council's HR policy *Smoke Free Brent* enforcing the Smoke Free legislation.

Smoking includes being in possession of lit tobacco, other lit substances smoked and so includes pipes, cigars, water pipes, electronic cigarettes which can be smoked.

Smoking off premises is allowed during staff's lunch break or during other scheduled breaks that form a part of the members of staff normal working day. This is undertaken at a distance remote from the premise and public view.

34. Stress/Wellbeing

Specific Covid 19 wellbeing protocols are in place for each school. This includes weekly check ins, Zoom support (as required). Zoom meetings, training etc.

RPT is committed to promoting high levels of health and wellbeing and recognise the importance of work life balance and of identifying and reducing organisational and individual workplace stressors through a risk assessment approach based on the core elements of the HSE management standards; change, control, role, responsibility, and supervision.

Detail systems in place within all RPT schools for responding to individual concerns and monitoring staff workloads e.g. Staff Well Being Groups, Performance Management, mentoring, personal development plans etc.

We provide yoga and exercise classes for staff and offer appropriate breaks, PPA time etc. We also encourage staff to use the free School Advisory Service as they are able to offer support and advice for all staff. This service offers many health and well-being support mechanisms.

35. Swimming Pools

The CEO in liaison with the senior Site Manager will ensure that RPT pools are managed in accordance with the Arrangement *Health & Safety in Swimming Pools*.

Pupil's swimming abilities are assessed prior to the commencement of taught lessons. On the day of the lesson The *Swimming Teacher* is informed of any pupils specific issues particular at the point of handover. Any pupil with specific needs will have an individual risk assessment that constitutes part of their health care plan

Swimming Pool Activity at Third Party Premise

Manor School

A risk assessment has been carried out by swimming teacher for visits by Manor School to and from Willesden Sports Ground/Pool. The Group Leader and supporting staff have familiarised themselves with the Normal Operating Procedures (NOP), Emergency Action Plans (EAP) and risk assessment for the pool.

The Avenue

A risk assessment has been carried out by head teacher/swimming teacher for visits to Manor School pool by The Avenue pupils. The Group Leader and supporting staff have familiarised themselves with the Normal Operating Procedures (NOP), Emergency Action Plans (EAP) and risk assessment for the pool.

Manor School Managed Pool

A risk assessment has been carried out for the health and safety management of the swimming pool. The NOP and Emergency Action Plans EAP are available from the Swim Team or Manor School Site Manager's office and are available to all groups hiring the facility.

Lettings agreements for Manor Pool are managed by Saf Meah who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer are aware of and understands the NOP and EAP.

Pool plant operations and water testing is carried out by the Site Manager who holds a CIMSPA National Pool Plant Operators Certificate.], and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). EMS carry out the bacterial testing on a monthly basis and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised. The EAP is practiced by each class at least termly.

Completed CHEDS assessments have been completed for all hazardous substance in the swimming pool environment.

Manor School's swimming teacher has completed a Level 1 Teaching Swimming, units, core theory, swimming theory and practical teaching also ASA/UKCC Level 2 for Teaching Aquatics, units, Health and Safety, Principles of teaching/coaching, sport science, techniques, training preparation, and practical skills also Level 2 award in Pool Lifeguarding, Intervention, Supervision and rescue QFC number 600-7437 and has experience and confidence which is appropriate for the level of swimming instruction at Manor School.

Manor School (the Head and/or swimming teacher) will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

36. Vehicles

Vehicles on RPT School Premises

Vehicular access to RPT schools is restricted to RPT school staff and authorised visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to RPT school sites must be kept clear for emergency vehicles.

Vehicle access gate must not normally be used for pedestrian access.

Use of Minibuses

RPT schools maintain a list of nominated drivers who have received training in order to drive our minibuses and we conduct an annual check of their driving licences. ¹

Saf Meah is responsible for the undertaking regular checks on the vehicles and the operation of minibuses follows the *ROSPA Minibus, Code of Practice*. Vehicle records are kept and made in the Site and Premises office.

Covid 19 distancing guidance must be adhered to at all times.

¹ All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence

after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

37. Vibration at Work

The risk of vibration in a school setting is considered low. The risk of harm from Hand- arm vibration (HAV) would be associated with staff frequently using equipment such as a leaf blower, grass strimmer, lawn mower, hedge trimmers, angle grinder, sander etc. It is also dependent upon on how long staff are exposed to vibration and at what level. In these circumstances the school will assess the risks to decide whether any further action is needed, and plan how to reduce the risk.

RPT has compiled an inventory of all work equipment together with the product details, manufacturers quoted vibration levels and period and type of use. Once the relevant vibration data and exposure times are collected the we use the HSE HAV *Exposure Calculator* <http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm> to assess effected staffs daily exposure or 'exposure points' to estimate daily exposure and decide on the steps to be taken to reduce the level of exposure.

38. Violence at Work

RPT believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. An incidence of violent or threatening behaviour will be reported to RPT senior leaders and investigated to prevent a recurrence. Where relevant it will be recorded on the accident/incident reporting system.

Staff will report any such incidents to the Head Teacher in the first instance. RPT will work in partnership with Brent LA and police as required where inappropriate behaviour / individual conduct compromises the RPT schools aims in providing environments in which pupils and staff feel safe. Where an individual pupil has specific issues these will be managed in partnership with external agencies e.g. Brent Council SEND Team, NHS Child and Adolescent Mental Health Services etc.

39. Water management – Legionella

RPT complies with advice on the potential risks from legionella as identified in the Legionella Arrangement.

A water management risk assessment of each school has been completed by EMS who is responsible for ensuring that all risks associated with the water system are identified.

The management and control of the water system is undertaken by a competent contractor with the identified operational controls being conducted and recorded in the school's water log book. The two contractors may be independent of each other.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded:

- Water is heated and stored to 60° C at calorifiers (any vessel that generates heat within a mass of stored water)

- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis by EMS

40. Working at Height

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, tables etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders / stepladders using HSE guidance document *Safe use of ladders and stepladders*, INDG455

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role [e.g. site staff]

RPT's nominated person(s) responsible for work at height is Saf Meah.

The nominated person(s) shall ensure:

- All work at height is properly planned and organised;
- The use of access equipment is restricted to authorised users;
- All those involved in work at height are trained and competent to do so;
- The risks from working at height are assessed and appropriate equipment selected;
- A register of access equipment is maintained and all equipment is regularly inspected and maintained;
- Any risks from fragile surfaces are properly controlled.

Further guidance is found in Arrangement *Working at Height*

41. Covid 19

In early 2020 the UK experienced the Covid 19 pandemic. During this period there has been/is ongoing new legislation and health and safety guidance being published on a regular basis. RPT is firmly committed to ensuring all of this guidance and legislation is acted upon to ensure the safety of our pupils, staff, families and buildings.

Covid 19 presents a significant risk. All activities, work/play spaces, staff members and pupils have been risk assessed to ensure risk is adequately controlled. Social distancing measures, hygiene, signage,

training and PPE protocols/guidance has been shared with trustees, Brent LA, unions and all staff. Parents have been informed of risk and training has been provided for all staff to ensure risk is minimised.

Risk assessment is dynamic and uses up to date information as it is provided.

The nominated persons shall ensure:

- All work/play is risk assessed, planned and well organised;
- Access to RPT building is restricted to authorised users;
- All those working on RPT sites have received training and competent to do so;
- The risks of Covid 19 infection is monitored, assessed and appropriate equipment/protocols selected/maintained;
- Our RPT Risk Register and risk assessments are updated in light of all new legislation/guidance and this information is shared with trustees and staff;
- Any risks is properly controlled.