Health and Safety Policy

Approved by TCES Operational Board on behalf of

Thomas Keaney, CEO and Schools' Proprietor

TCES East London
TCES Nurture Primary
TCES North-West London
TCES East London School Outreach
TCES Central Services

Date of next formal review, March 2027

This policy applies to all The Complete Education Solution (TCES) schools and services

1. Statement of Intent

TCES recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of our schools.

We are committed to:

a. Providing a safe and healthy working and learning environment.
b. Preventing accidents and work-related ill-health.
c. Meeting our legal responsibilities under health and safety legislation as a minimum.
d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum. activities and putting in place measures to control these risks.
e. Ensuring safe working methods and providing safe work equipment.
f. Providing adequate information, instruction, training and supervision.
g. Consulting with employees and their representatives on health and safety matters.
h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
i. Setting targets and objectives to develop a culture of continuous improvement.
j. Ensuring adequate welfare facilities exist throughout all TCES schools/buildings.
k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant TCES activities and is written in compliance with all current UK health and safety legislation.

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2. Roles and Responsibilities

2.1 Introduction

2.1.1. To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

2.1.2. An organisational chart for Health and Safety Management is available in Appendix 1.

2.2 The Operational Board

2.2.1. The Operational Board is responsible for ensuring that:

a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.

b) Head Teachers are aware of their health and safety responsibilities and have sufficient experience, knowledge and training to perform the tasks required.

c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.

d) Sufficient funds are set aside with which to operate safe working practices.

e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

2.3 Head Teachers

2.3.1. To be accountable to the Operational Board for the effective implementation of this policy.

2.3.2. Ensure the policy's objectives are fully met by

a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

b) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and ensuring the control of those risks appropriately.

c) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the School Business Manager.

2.4 School Business Managers

2.4.1. School Business Managers, working in conjunction with the appointed Health and Safety Consultants, AJG (Gallaghers), will advise Head Teachers on health and safety policy. Acting for and on behalf of Head Teachers, they have the responsibility for implementing and monitoring the policy.

2.4.2. SBMs achieve this by ensuring that:

a) This policy is communicated and made available to all relevant persons.

b) Appropriate information on significant risks is given to visitors and contractors.

c) Appropriate consultation arrangements are in place for staff.

d) All staff are provided with adequate information, instruction and training on health and safety issues.

e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.

f) Risk assessments of the premises and working practices are undertaken.

g) Safe systems of work are in place as identified from risk assessments.

h) Emergency procedures are in place.

i) Records are kept of all relevant health and safety activities relating to statutory testing and maintenance.

j) Arrangements are in place to inspect the premises and monitor performance, ensuring compliance with the Schedule to the Education (Independent School Standards) Regulations 2014

k) Accidents are investigated, and any remedial actions required are taken or requested.

l) The activities of contractors are adequately monitored and controlled.

m) A report to the Operational Board on the health and safety performance of the school is completed and reviewed termly, as part of the Head of School report.

2.5 All Staff

2.5.1. This includes the Senior Leadership Team, Fire Marshals, First Aiders and the administrative staff. They must:

A. Apply the school's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements in their areas of responsibility.

B. Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Head Teacher/SBM.

C. Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

D. Resolve health, safety and welfare problems that members of staff refer to them, and refer to Head Teacher/SBM any problems to which they cannot achieve a satisfactory solution within the resources available to them.

E. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

F. Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

G. Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

H. Ensure the use of personal protective equipment and guards where necessary.

I. Make recommendations to their Head Teacher or SBM on health and safety equipment and on additions or necessary improvements to tools, equipment or machinery.

J. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with TCES Big Picture Curriculum requirements for safety education.

K. Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.

L. Report all accidents, defects and dangerous occurrences to the School Business Manager. Observe all instructions on health and safety issued by the Operational Board, or any other person delegated to be responsible for a relevant aspect of health and safety.

M. Follow the guidance given in Health and Safety training received.

N. Report all accidents and near misses as per the reporting procedure.

O. Know and apply emergency procedures in respect of fire, first aid and other emergencies.

P. Co-operate with other persons to enable them to carry out their health and safety responsibilities.

Q. Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.

R. Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.

S. Exercise good standards of housekeeping and cleanliness.

T. Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.

U. When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

2.6 School Chef

2.6.1. The school chef is responsible for the safe operation of the catering facilities and must:

A. Be familiar with the school's Health and Safety Policy and other associated policies.

B. Contribute to risk assessments for all catering activities.

C. Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place. To include the food hygiene diary, opening and closing checks and fridge and freezer temperatures.

D. Ensure that all training is up to date relating to new initiatives and role.

E. Inform the School Business Manager or the Head Teacher of any potential hazards or defects.

F. Be familiar and confident with the current Food Safety legislation and the implications so far as the school is concerned.

G. Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of Head Teacher.

2.7 Contractors and visitors

2.7.1 All visitors (including contractors) must report to reception and sign in on arrival.

2.7.2 Visitors and contractors must report any injuries to their host as soon as possible.

2.7.3 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Head Teacher and School Business Manager of any risks that may affect the premises, staff, students and visitors, in accordance with the contractor management policy.

2.7.4 All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.

2.7.5 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Head Teacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

2.8 Students

2.8.1 Students, in accordance with their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.

b) Observe standards of dress consistent with safety and/or hygiene.

c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3. Arrangements

3.1 Introduction

3.1.1 The following procedures and arrangements have been established within TCES to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

3.1.2 The list provides a summary of all the key Health and Safety arrangements applicable to the schools. More detailed policies and written procedures for a number of these areas are available in the Health and Safety folders in the administration office and on the TCES Policies online folder.

3.2 Accident and Incident Reporting

3.2.1 All staff are required to ensure that all accidents are reported to the Head Teacher who will ensure that the accident is investigated and if required reported to the Operational Board to enable the reporting of the accident to the H&S Executive under the RIDDOR regulations 2013-2015 if required.

3.2.2 All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

3.3 Asbestos

3.3.1 The School Business Manager is responsible for ensuring that the school's Asbestos Log is read and signed by all contractors before starting any work on the premises.

3.3.2 Staff must not affix anything to walls, ceilings etc. without first obtaining approval from Head Teacher.

3.3.3 Staff must report any damage or change whilst monitoring ~~to~~ asbestos materials immediately to the Head Teacher.

3.3.4 Where damage to asbestos material has occurred the area must be evacuated and secured. The SBM will inform the Head Teacher and liaise with TCES competent health and safety advisor.

3.4 Contractors

3.4.1 The SBM is responsible for the selection and management of contractors in accordance with the TCES contractors management policy.

3.5 Display Screen Equipment

3.5.1 The SBM is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

3.5.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

3.6 Off-Site Activities

3.6.1 Please refer to safeguarding off-site policy.

3.7 Electrical Safety

3.7.1 The SBM is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

3.7.2 The SBM will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

3.7.3 All staff must be familiar with school procedures and report any problems to the SBM. Staff must not bring electrical equipment into any TCES premises without the permission of the Head Teacher.

3.8 Fire Precautions and Emergency Procedures

3.8.1 The Head Teacher is responsible for ensuring:

a) That a Fire Risk Assessment is completed and reviewed annually.

b) The school emergency plan and evacuation procedures are regularly reviewed.

c) All staff complete Fire Safety Awareness training.

d) A Fire drill is completed at least once per term.

3.8.2 The School Business Manager is responsible for:

a) The maintenance and inspection of fire safety systems and reporting significant findings to the Head Teacher.

b) The maintenance of exit/escape routes and signage.

c) Supervision of contractors undertaking hot work.

3.8.3 All staff must be familiar with the school emergency evacuation plan and the Fire Safety policy.

3.9 First Aid

3.9.1 The names of the qualified First Aiders are displayed on the staff welcome board in the school reception and on notices throughout the school buildings.

3.9.2 First Aid supplies are kept in the school first aid room and in reception and it is the responsibility of the School Business Manager to ensure that stocks of supplies are kept up to date.

3.9.3 All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medication Policy.

3.10 Hazardous Substances

3.10.1 The School Business Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

3.10.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

3.10.3 All staff are reminded that no hazardous substances should be used without the permission of the Head Teacher. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

3.10.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

3.10.5 Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

3.11 Lettings/shared use of premises/use of Premises outside normal hours

3.11.1 The Head Teacher is responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Safety Policy and that authorisation has been given by the Operational Board.

3.11.2 The School Business Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

3.12 Lone Working

3.12.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.

3.12.2 Contractors and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

3.12.3 Any member of staff working after hours must notify Head Teacher and School Business Manager of their location and intended time of departure.

3.12.4 Lone workers should not undertake any activities which present a significant risk of injury.

3.13 Managing Medicines and Drugs

3.13.1 No student is allowed to take medication on the school site without a letter of consent from his/her/their parent/carer.

3.13.2 Staff must notify Head Teacher if they believe a student to be carrying any unauthorised medicines/drugs.

3.13.3 The First Aid policy and Administration of Medication policy provide detailed guidance, and all staff should be familiar with these policies and follow their requirements.

3.14 Maintenance and Inspection of Equipment

3.14.1 The detailed arrangements for the maintenance and inspection of equipment are included in the site maintenance procedures under the control of the School Business Manager.

3.14.2 Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

3.14.3 All faulty equipment must be taken out of use and reported to the School Business Manager. Staff must not attempt to repair the equipment themselves.

3.15 Manual Handling

3.15.1 Head Teacher will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

3.15.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Facilities Co-ordinator (through the School Business Manager) for assistance.

3.15.3 Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.15.4 Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

3.16 PE and Playground Equipment

3.16.1 The PE Teacher is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

3.16.2 The School Business Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the PE team.

3.16.3 Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

3.16.4 Wall bars, ropes, beams, benches and mats (if in place) are formally inspected annually by a competent contractor.

3.16.5 All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

3.16.6 Students must not use the PE or playground equipment unless supervised.

3.16.7 Any faulty equipment must be taken out of use and reported to the PE Teacher or the School Business Manager.

3.17 Personal Protective Equipment (PPE)

3.17.1 Where the need for PPE has been identified in risk assessments, it is Head Teacher responsibility to ensure adequate supplies of suitable PPE.

3.17.2 Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

3.17.3 Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

3.17.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Head Teacher.

3.18 Risk Assessments

3.18.1 The Head will ensure that suitable and sufficient risk assessments are carried out by a competent person(s). Where this is delegated to other staff, suitable training ans supervision will be provided to ensure that assessments are carried out by the relevant staff who are aware and in control of risks in that area.

3.18.2 Risk assessments for the Facilities Coordinators will be carried out by the School Business Manager.

3.18.4 The School Business Manager will undertake risk assessments for maintenance and premises.

3.18.5 The Head Teacher will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

3.18.6 All class teachers are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

3.18.7 Risk assessments will be in place for all communal areas including hall, corridors,and staffrooms. These risk assessments must cover any activities that may take place in these areas, e.g., use during wet play.

3.18.8 Risk assessments will follow the following steps:

- identify hazards;
- evaluate the risk that these hazards present and to whom;
- identify suitable measures to reduce and control the risks;
- record the significant findings;
- monitor the effectiveness of the control measures;
- review the risk assessment on a regular basis.

3.18.9 Specific risk assessments are required for new and expectant mothers, working at height, violence, lone working, etc. where such a risk exists.

3.18.10 All TCES staff must use the agreed risk assessment template, review the risk assessment at least annually.

3.19 Security

3.19.1 The School Business Manager is responsible for the security of the school sites and will undertake regular checks of the boundary walls/fences, entrance points, outbuildings and external lighting.

3.19.2 The School Business Manager is also responsible for the security of the site after normal school hours use and lettings.

3.19.4 Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

3.19.5 If an intruder becomes aggressive staff should seek assistance.

3.19.6 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone, if this is not possible, then these should take place in the reception area where assistance is available. The Head Teacher should be notified in advance of these meetings where possible.

3.19.7 Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Head Teacher.

3.20 Site Maintenance

3.20.1 The School Business Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

3.20.2 The Facilities Co-ordinator will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the School Business Manager.

3.20.3 All staff are responsible for reporting any damage or unsafe condition to the School Business Manager immediately.

3.21 Smoking

3.21.1. It is illegal to smoke anywhere within the premises.

3.21.2. Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

3.22 Training and Development

3.22.1 The Head Teacher is responsible for ensuring that staff Health and Safety training needs are completed and provide any identified training.

3.22.2 All new staff will receive specific information and training as part of their induction process.

3.22.3 All staff will receive Health and Safety and Fire Safety awareness training on an annual basis.

3.22.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

3.22.5 Health and safety will be a regular agenda item for staff meetings and during training week in each new academic year.

3.23 Stress and Wellbeing

3.23.1 The Governors and the Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

a) An environment in which there is good communication, support, trust and mutual respect.

b) The provision of training to enable them to carry out their jobs competently.

c) Control to plan their work and seek advice as required.

d) Involvement in any significant changes.

e) Clearly defined roles and responsibilities.

f) Consideration of domestic or personal difficulties.

g) Individual support, mentoring and referral to outside agencies where appropriate.

3.24 Safeguarding off site Provision

3.24.1 External venues used by the school are visited by the subject leader and individually risk assessed with advice from the operators.

3.24.2 All venues must supply the required supporting paperwork as listed in the Safeguarding Off Site Provision Policy prior to TCES use.

3.25 Visitors

3.25.1 All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.

3.25.2 Visitors will be made aware of the emergency procedures and other safety information relevant to them, including Safeguarding information.

3.25.3 Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

3.26 Working at Height

3.26.1 The School Business Manager is responsible for the purchase and maintenance of all ladders on the premises.

3.26.2 All ladders conform to BS/EN 131 standard.

3.26.3 The School Business Manager is also responsible for completing risk assessments for all working at height tasks on the premises.

3.26.4 Staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

3.26.5 When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

3.26.6 Staff are reminded to not work at height when you are alone.

3.26.7 Those staff required to work at height will be a competent person supported by training in working at height.

3.27 Harassment, Violence and Aggression

3.27.1 Violence, threatening behaviour, or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment.

3.27.2 Policies, procedures, and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff.

3.27.3 The design of the school premises will take into consideration the risks of violence, aggression, and harassment.

3.27.4 Staff are provided with information, instruction, and training to deal with difficult situations that they may encounter during their normal work activities.

3.27.5 Incidents of harassment, aggression or violence are reported, recorded, and investigated in accordance with the Accident Reporting procedure and Behaviour Management policy.

3.27.6 If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

3.27.7 To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

3.28 New and Expectant Mothers

3.28.1 A specific risk assessment will be undertaken for new and expectant Mothers.

3.29 Supervision of students

3.29.1 Staff will actively promote sensible, safe behaviour to students.

3.29.2 Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules.

3.29.3 Students will only be allowed into or stay in classrooms under adult supervision.

3.29.4 Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

3.30 Water hygiene management (control of Legionnaire's disease)

3.30.1 The Head Teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria.

3.30.2 The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

3.02.3 Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

3.30.4 The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

4. Conclusions

4.1 This Health and Safety policy reflects the school's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

4.2 This Policy is supported by other associated policies that explain how the school manages specific issues:

a) Educational Visits Policy

b) First Aid Policy

c) Administration of Medication Policy

d) Fire Safety Policy

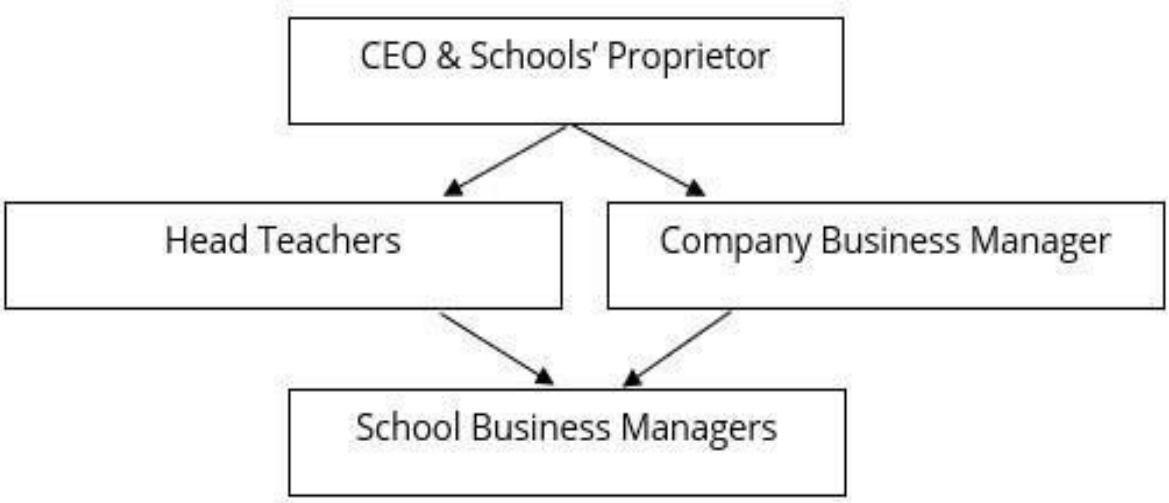
e) Curriculum Policy

f) Risk Assessment Policy

g) Behaviour Management Policy

h) Contractors Management Policy

Appendix 1 Organisational Chart



Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE https://www.hse.gov.uk/
- HSE - Sensible health and safety management in schools https://www.hse.gov.uk/services/education/sensible-leadership/index.htm
- Department for Education - Health and safety: responsibilities and duties for schools https://www.gov.uk/government/publications/health-and-safetyhttps://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schoolsadviceforschools/responsibilities-and-duties-for-schools
- National Education Union (NEU) – Health and Safety Advice https://neu.org.uk/healthand-safety-advice

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges https://www.rospa.com/rospaweb/docs/advicehttps://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdfservices/schoolcollegesafety/managing-safety-schools-colleges.pdf