



ST. MICHAEL'S CE SCHOOL



HEALTH & SAFETY REVIEW WITH THE H & S GOVERNOR AUTUMN TERM (1) 2019 5TH SEPTEMBER **CREATE - EQUIP - PARTNER**

The Headteacher and the Board of Governors Health & Safety Governor (Afshan Shah) carried out a start of term /academic review of the Health & Safety at St. Michael's CE School on 5th September 2019 This overview gives an outline of the areas covered and the general findings.

The majority of points remain in place as per the last review. However, where there are changes, they are in **Brown**

HEALTH & SAFETY AREA	COMMENTARY
<ul style="list-style-type: none"> • Health & Safety Policy & Procedures 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <ul style="list-style-type: none"> • The H & S Policy was reviewed and updated in Summer 2019 in line with the review of all statutory policies and in consultation with Afshan in her former capacity of H & S LA representative. • The policy will be presented to the Board of Governors on the 5th September. • The Senior Leadership Team (SLT) and Premises Manager continue to review the H & S procedures on a half termly basis and any actions are taken. The review was completed for Autumn term in November. • The Summer holiday review took place and was carried out by Jason (Premises Manager). The Autumn termly form has been duly completed and sent to the LA at the start of the Autumn term / academic year (2nd September 2019). The school is compliant. • H & S is on all staff meeting agendas each week and reviewed accordingly and staff are reminded to ensure that classrooms and communal areas are always compliant. • This has been included in the Autumn Handbook 2019. • In addition, the school website has a specific tab: http://www.stmichaels.wandsworth.sch.uk/our-school/safety-at-st-michaels/ outlining the importance of safety at school and the procedures we have in place. This tab has been reviewed in readiness for the start for the academic year and Autumn term 2019. The school is compliant.
<ul style="list-style-type: none"> • Emergency Evacuation Policy & Procedures 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <ul style="list-style-type: none"> • The Emergency Evacuation Policy has been reviewed and updated for the start of the academic year in line with the review of all statutory policies and procedures. • The 'Emergency Evacuation Pack' for key personnel has been further updated for the start of the Autumn term 2019 as pupils have left and new pupils transferred in. This will be reviewed on a termly basis and

	<p>amended accordingly.</p> <ul style="list-style-type: none"> The SLT and the Premises Manager continue to review the emergency procedures on a half termly basis and this was completed at the start of term when all documentation and procedures were checked on site. In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2nd and Tuesday 3rd September 2019 (Headteacher Admin Presentation on 'The 3 Rs - Roles, Responsibilities and Reminders'). The procedures will be further reviewed and stated at the start of each subsequent term staff meetings as well as through the weekly Phase meetings with all staff. All tabs relating to this section have been reviewed / updated in readiness for the start of the Autumn term 2019. We are compliant
<ul style="list-style-type: none"> Fire Evacuation Procedures 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <ul style="list-style-type: none"> The Fire Evacuation Policy was reviewed and updated in Summer 2019 in line with the review of all statutory policies. Fire Risk Assessment: Reviewed during the Summer holidays in readiness for the start of the new academic year by AMG and the Premises Manager. There was a further review prior to the H & S Inspection. The SLT and Premises Manager reviewed the fire evacuation procedures in readiness for the start of the academic year. All signage has been updated to reflect the change of classes and C.L.O.S.E (Lockdown) has been incorporated into the information. The school is compliant. Autumn Term: The first trial fire evacuation for the academic year is scheduled for Friday 7th September. There will be a further unannounced evacuation before half term. There will be a 'trial' evacuation for the EYFS the week commencing 16th September. All SLMT and the Premises Manager are designated fire marshals and have received training from Afshan (Summer 2019). The school is compliant. In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2nd and Tuesday 3rd September 2019 (Headteacher Admin Presentation on 'The 3 Rs - Roles, Responsibilities and Reminders'). Pupils will be reminded of the procedures in readiness for evacuation during the start of term activities and is part of the class start of term reminders. (Autumn term: 4th and 5th September 2019 extended assemblies led by AMG)
<ul style="list-style-type: none"> Lockdown 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <ul style="list-style-type: none"> This was a focus for the Summer term and continues to be for the term ahead. The policy has been reviewed and published on the school website. A planned drill will be scheduled for the Autumn term once all of the children are in school. Parents will be kept informed. The school is compliant.
<ul style="list-style-type: none"> Medical Policy & Procedures 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <ul style="list-style-type: none"> The Medical Policy was reviewed and updated in Summer 2019 in line with the review of all statutory policies.

- The SLT have reviewed the medical procedures for the start of the academic year and will continue to do so at the start of each subsequent term in readiness for the start of the new term **ahead**. A further check takes place each mid half term.
- The school website outlining the first aid and medical procedures in place at the school has been reviewed and updated in readiness for the start of the term.
<http://www.stmichaels.wandsworth.sch.uk/our-school/first-aid-and-medical/>
- Copies of the 1st aid certificates are located in the Main Office and are compliant.
- All signage is up to date in light of new staff having gained the first aid qualification and is displayed in all rooms throughout the school / changes for staff who have moved on. The school is compliant.
- Staff had Level 3 1st Aid training (January and March 2018) so all staff have the basic level of 1st aid in school.
- The first aid points are located on each floor. Stock has been replenished for the start of the new term and will be reviewed / refreshed weekly by the assigned 1st aider.
- The Office carries out a review of the 'severe' allergy/ medical information and email parents advising if the medicines have expired. Information relating to all new pupils is in hand for the start of the **Autumn term 2019**.
- The school has purchased emergency epi-pens for use 'in an emergency' and these are located in the main office. Parental permission has been sought for all those who currently require an epi-pen.
- Epi-pen training took place for all teaching and support staff on 4th September 2018 and was given by a parent who is a Doctor.
- Pupils had basic 1st aid sessions on the 14th and 15th November 2018 as part of developing the pupil awareness (999 / choking and bleeds / recovery position and support).
- **The pupil 1st Aid training for 2019 is scheduled for the 20th and 21st November 2019. The Government have announced that as of 2020 all schools should provide the opportunity to have basis 1st aid in their curriculum. We are ahead here with our training for pupils. The school is compliant.**
- In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2nd and Tuesday 3rd September 2019 (Headteacher Admin Presentation on 'The 3 Rs - Roles, Responsibilities and Reminders').

• **Accident Reporting Procedures**

Autumn Term Update 2019 - All remains in place and compliant

- All procedures are in place and a record is maintained of all pupil/ staff accidents. As previously stated: The LA accident report form is completed as/when necessary and copies are retained in the school main office.
- **Head bumps procedures are well embedded.** As previously stated: All head bumps are recorded and parents notified by the Head Bump letter (initialled by a SLT member). If a mark to face / head the school phones the parents to forewarn / update.
- **The 'head injury' letter and also the system for recording and**

	<p>informing parents is well embedded. As previously stated: This letter is scanned and emailed to the parents for the records as well as being put in an envelope and in the school bag.</p> <ul style="list-style-type: none"> • The information is added to CPOMS (internal safeguarding and well-being monitoring system) • In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2nd and Tuesday 3rd September 2019 (Headteacher Admin Presentation on 'The 3 Rs - Roles, Responsibilities and Reminders').
<ul style="list-style-type: none"> • Risk Assessment Procedures 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <p>There is an "Educational Visits" Pack (further updated Summer 2019) that teachers complete for the trips and now part of the approval process is booking a meeting with the Headteacher to talk through the trip and all practicalities. As previously stated:</p> <ul style="list-style-type: none"> • Staff complete the school risk assessments and they are reviewed and checked by the Headteacher and reviewed / countersigned by the Chair of Governors in advance of the educational visit taking place. • All risk assessments are completed and are in place for the school and local trips. The educational risk assessments were reviewed in advance and counterchecked by the Chair of Governors. • A review of the generic risk assessments took place in readiness for the start of the new term. • The school follows the advice from the LA on gaining approval for certain educational visits (Panto visit and School Journey). <p>In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2nd and Tuesday 3rd September 2019 (Headteacher Admin Presentation on 'The 3 Rs - Roles, Responsibilities and Reminders').</p>
<ul style="list-style-type: none"> • Workplace Safety Procedures 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <p>As previously stated:</p> <ul style="list-style-type: none"> • All workplace safety procedures are in place. • The annual and termly Local Authority H & S forms are reviewed and completed on a termly / annual basis as applicable. The forms and reviews have taken place in readiness for the start of the term / the new academic year and these have been sent to Ruth Warden at the Local Authority (September 2nd 2019) • $\frac{1}{2}$ termly H&S reviews are completed and reviewed by the Headteacher /SLT. The next review is schedule for the week commencing 28th October 2019 • The Premises Manager carried out the most recent H&S review during the Summer holiday on behalf of AMG. • In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2nd and Tuesday 3rd September 2019 (Headteacher Admin Presentation on 'The 3 Rs - Roles, Responsibilities and Reminders').
<ul style="list-style-type: none"> • Site security 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <p>As previously stated:</p> <ul style="list-style-type: none"> • Access to the site and building is controlled by using a buzzer entry and CCTV system. Use of CCTV signs are displayed.

	<ul style="list-style-type: none"> • There is a buzzer system. The system now includes video entry at the gate. Visual panels are in all of the Office areas. • When signing in visitors are reminded of any H & S issues / works to be aware of / evacuations. • All staff and Governors have the security ID badges. • Contractors: Letter of Assurances systems are set up for the main contractors and are in place. • Single Central Register: This is in place and compliant for the start of the term and for the previous months. Information has been published on the school website. (last print off and check: 02.09.19) • In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2nd and Tuesday 3rd September 2019 (Headteacher Admin Presentation on 'The 3 Rs - Roles, Responsibilities and Reminders'). 																								
<ul style="list-style-type: none"> • General Housekeeping 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <p>As previously stated:</p> <ul style="list-style-type: none"> • Housekeeping and facilities, within building and site are maintained to a very high standard at all times. • There is a clear defect reporting procedure and process to ensure that notification is given to the Premises Manager/Headteacher/School Business Manager and Contractors contacted where applicable. • There is regular checking of the site by the Premises Manager and also assigned representative from the SDBE (Wilby and Burnett) • The catering facilities are well maintained and the school has been awarded the highest grade for 'Scores on the doors' in March 2018. • In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2nd and Tuesday 3rd September 2019 (Headteacher Admin Presentation on 'The 3 Rs - Roles, Responsibilities and Reminders'). 																								
<ul style="list-style-type: none"> • Compliance with Health & Safety 	<p><u>Autumn Term Update 2019 - All remains in place and compliant</u></p> <p>As previously stated:</p> <table border="1" data-bbox="438 1339 1508 2087"> <thead> <tr> <th><u>ASPECT</u></th> <th><u>POINTS TO NOTE</u></th> <th><u>STATUS OF REMEDIAL ACTION</u></th> </tr> </thead> <tbody> <tr> <td>All statutory testing and maintenance</td> <td>Up to date for the start of the financial year 2019-2020 and beginning of the academic year</td> <td>None</td> </tr> <tr> <td>Playground Equipment Contractor</td> <td>Service Level Agreement signed and in place</td> <td>Reviewed: Awaiting repair quotes</td> </tr> <tr> <td>Cleaning Contractors: Solo</td> <td>Service Level Agreement signed and in place</td> <td>None</td> </tr> <tr> <td>Water Monitoring</td> <td>Service Level Agreement signed and in place</td> <td>Completed</td> </tr> <tr> <td>Fire Extinguishers</td> <td>Service Level Agreement signed and in place</td> <td>Scheduled Autumn 2019 Home & County checking 28/11/18</td> </tr> <tr> <td>Alarm Services</td> <td>Service Level Agreement signed and in place</td> <td>Completed: 2/9/19</td> </tr> <tr> <td>Lift Maintenance Service</td> <td>Service Level Agreement signed and in place</td> <td>Completed 5/9/19</td> </tr> </tbody> </table>	<u>ASPECT</u>	<u>POINTS TO NOTE</u>	<u>STATUS OF REMEDIAL ACTION</u>	All statutory testing and maintenance	Up to date for the start of the financial year 2019-2020 and beginning of the academic year	None	Playground Equipment Contractor	Service Level Agreement signed and in place	Reviewed: Awaiting repair quotes	Cleaning Contractors: Solo	Service Level Agreement signed and in place	None	Water Monitoring	Service Level Agreement signed and in place	Completed	Fire Extinguishers	Service Level Agreement signed and in place	Scheduled Autumn 2019 Home & County checking 28/11/18	Alarm Services	Service Level Agreement signed and in place	Completed: 2/9/19	Lift Maintenance Service	Service Level Agreement signed and in place	Completed 5/9/19
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Tree Maintenance Service	Service Level Agreement signed and in place	None
Pest Control Service	Service Level Agreement signed and in place	None (half termly monitoring)
Emergency Lighting	Service Level Agreement signed and in place	Completed 2/9/19
5 Yearly electrical check	Service Level Agreement signed and in place	None
Lightning Protection	Service Level Agreement signed and in place	Completed 30/10/18 Scheduled 10/9/19
PAT	External contractor in place	Completed February 2019 Scheduled February 2020
Gas Boiler	Service Level Agreement signed and in place	Completed
Kitchen Filters	Service Level Agreement signed and in place	Completed
PE Equipment	Service Level Agreement signed and in place	Scheduled September 2019
Annual contractor testing and maintenance of hot/cold water systems	Service Level Agreement signed and in place	Scheduled Autumn 2019 DEBA (5/7/18)
<ul style="list-style-type: none"> • As previously stated: All of the SLA are in place and have been presented as part of the budget presentation to Governors and approved (28/4/19). • The statutory H& S Law Poster is on display in school and is compliant. • All Insurances are in place. 		

Autumn 2019 Challenge Questions: The following areas were discussed in addition to the above:

Autumn Term Challenge	School Response
During the review of the medicine expiry dates - are the school epi-pens checked too?	<p>All medical supplies are checked at the start of each term and those nearing expiry dates are recorded as such.</p> <p>Pupil medication / epi-pens are checked and parents informed. Epi-pen training for staff took place on 4/9/19</p>
Is there a requirement for any Personal Emergency Evacuation Plan (PEEP) for any member of staff or pupil this term?	<p>There are 2 PEEPs in place for 2 pupils and these are reviewed termly (or earlier if needed).</p> <p>There are 2 PEEPs for 2 staff due to medical conditions. These are reviewed termly (or earlier if needed).</p>
When I visit please may I see an example of a trip risk assessment and letter of assurance.	<ul style="list-style-type: none"> • These are in place on file. • All educational risk assessments are seen and countersigned by the Chair of the Board of Governors • Residential School Journey Risk Assessments are sent to the LA and signed off.

Ann-Marie Grant

Headteacher

5th September 2019

Afshan Shah

**H & S Governor
Representative**

5th September 2019



'Working together for the good of all.'

