



# ST. MICHAEL'S CE SCHOOL



## HEALTH & SAFETY REVIEW WITH THE H & S GOVERNOR SPRING TERM (1) 2020 REVIEWED 9<sup>TH</sup> JANUARY 2020 **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 9th January 2020. 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 **GREEN**

HEALTH & SAFETY AREA	COMMENTARY
<ul style="list-style-type: none"> <li><b>Health &amp; Safety Policy &amp; Procedures</b></li> </ul>	<p><b><u>Spring Term Update 2020 – All remains in place and compliant</u></b></p> <ul style="list-style-type: none"> <li>The H &amp; 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 &amp; S LA representative.</li> <li>The policy will be presented to the Board of Governors on the 5<sup>th</sup> September.</li> <li>The Senior Leadership Team (SLT) and Premises Manager continue to review the H &amp; S procedures on a half termly basis and any actions are taken. The review was completed for Autumn term in November and a minor review was completed at the end of the Autumn term in readiness for the start of the Spring term 2020.</li> <li>The Christmas holiday review took place and was carried out by Jason (Premises Manager). The Spring termly form has been duly completed and sent to the LA at the start of the Spring term / academic year (6<sup>th</sup> January 2020). The school is compliant.</li> <li>H &amp; 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.</li> <li>This has been included in the <b>Spring Handbook 2020</b>.</li> <li>In addition, the school website has a specific tab: <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/safety-at-st-michaels/">http://www.stmichaels.wandsworth.sch.uk/our-school/safety-at-st-michaels/</a> outlining the importance of safety at school and the procedures we have in place. This tab has been reviewed in readiness for the <b>start for the academic year and again at the start of the Spring term 2020</b>. The school is compliant.</li> </ul>
<ul style="list-style-type: none"> <li><b>Emergency Evacuation Policy &amp; Procedures</b></li> </ul>	<p><b><u>Spring Term Update 2020 – All remains in place and compliant</u></b></p> <ul style="list-style-type: none"> <li>The Emergency Evacuation Policy was reviewed and updated for the start of the academic year in line with the review of all statutory policies and procedures. A further review will take place at the start of the Spring term 2020.</li> <li>The 'Emergency Evacuation Pack' for key personnel was updated for the start of the <b>Autumn</b> term 2019 and will be further reviewed as pupils have left and new pupils transferred in for the start of the Spring term 2020. This is reviewed on a termly basis and amended accordingly.</li> <li>The SLT and the Premises Manager continue to review the emergency procedures on a half termly basis and this was <b>completed at the start of</b></li> </ul>

	<p><b>term when all documentation and procedures were checked on site.</b></p> <ul style="list-style-type: none"> <li>In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 6<sup>th</sup> January 2020 (Headteacher Admin Presentation on 'The 3 Rs – Roles, Responsibilities and Reminders').</li> <li>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.</li> <li>All tabs relating to this section have been reviewed / updated in readiness for the start of the <b>Spring Term 2020. We are compliant</b></li> </ul>
<ul style="list-style-type: none"> <li><b>Fire Evacuation Procedures</b></li> </ul>	<p><b><u>Spring Term Update 2020 – All remains in place and compliant</u></b></p> <ul style="list-style-type: none"> <li>The Fire Evacuation Policy was reviewed and updated in Summer 2019 in line with the review of all statutory policies.</li> <li>Fire Risk Assessment: Reviewed during the Autumn term by AMG and the Premises Manager. There was a further review prior to the H &amp; S Inspection.</li> <li>The SLT and Premises Manager reviewed the fire evacuation procedures again at the end of the Autumn term and in readiness for the start of the Spring term 2020. 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.</li> <li>The first trial fire evacuation for the academic year took place on <b>Friday 7<sup>th</sup> September</b>. There will be a further unannounced evacuation during the Spring term. <b>A 'trial' evacuation for the EYFS took place on the 16<sup>th</sup> September when all new reception children were in school.</b></li> <li>All SLMT and the Premises Manager are designated fire marshals and have received training from Afshan (Summer 2019). The school is compliant.</li> <li>In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 6<sup>th</sup> January 2020 (Headteacher Admin Presentation on 'The 3 Rs – Roles, Responsibilities and Reminders').</li> <li>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.</li> </ul>
<ul style="list-style-type: none"> <li><b>Lockdown</b></li> </ul>	<p><b><u>Spring Term Update 2020 – All remains in place and compliant</u></b></p> <ul style="list-style-type: none"> <li>The policy has been reviewed and published on the school website.</li> <li>The children and staff were talked through the Lockdown scenario A planned drill will be scheduled for the Spring term. Parents will be kept informed.</li> <li>The school is compliant.</li> </ul>
<ul style="list-style-type: none"> <li><b>Medical Policy &amp; Procedures</b></li> </ul>	<p><b><u>Spring Term Update 2020 – All remains in place and compliant</u></b></p> <ul style="list-style-type: none"> <li>The Medical Policy was reviewed and updated in Summer 2019 in line with the review of all statutory policies.</li> <li>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 <b>ahead</b>. A further check takes place each mid half term.</li> <li>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. <a href="http://www.stmichaels.wandsworth.sch.uk/our-school/first-aid-and-medical/">http://www.stmichaels.wandsworth.sch.uk/our-school/first-aid-and-medical/</a></li> <li>Copies of the 1<sup>st</sup> aid certificates are located in the Main Office and are compliant.</li> <li>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 /</li> </ul>

	<p>changes for staff who have moved on. The school is compliant.</p> <ul style="list-style-type: none"> <li>• Staff had Level 3 1<sup>st</sup> Aid training (January and March 2018) so all staff have the basic level of 1<sup>st</sup> aid in school.</li> <li>• The first aid points are located on each floor. Stock has been replenished for the start of the new Spring term and will be reviewed / refreshed weekly by the assigned 1<sup>st</sup> aider.</li> <li>• 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 <b>Spring term 2020</b>.</li> <li>• 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.</li> <li>• Epi-pen training took place for all teaching and support staff in September 2019 and was given by a parent who is a Doctor.</li> <li>• Pupils had basic 1<sup>st</sup> aid sessions on the 20<sup>th</sup> and 21<sup>st</sup> November 2019 as part of developing the pupil awareness (999 / choking and bleeds / recovery position and support).</li> <li>• <b>The pupil 1<sup>st</sup> Aid training for 2020 will be is scheduled for a similar time in 2020 in order to maintain the pupil level of awareness.</b> <i>The Government have announced that as of 2020 all schools should provide the opportunity to have basis 1<sup>st</sup> aid in their curriculum. We are ahead here with our training for pupils. The school is compliant.</i></li> <li>• In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 6<sup>th</sup> January 2020 (Headteacher Admin Presentation on 'The 3 Rs – Roles, Responsibilities and Reminders').</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Accident Reporting Procedures</b></li> </ul>	<p><b><u>Autumn Term Update 2019 – All remains in place and compliant</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Head bumps procedures are well embedded.</b> 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.</li> <li>• <b>The 'head injury' letter and also the system for recording and informing parents is well embedded.</b> 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.</li> <li>• The information is added to CPOMS (internal safeguarding and well-being monitoring system)</li> <li>• In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> September 2019 and again on Monday 6<sup>th</sup> January 2020 (Headteacher Admin Presentation on 'The 3 Rs – Roles, Responsibilities and Reminders').</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Risk Assessment Procedures</b></li> </ul>	<p><b><u>Spring Term Update 2020 – All remains in place and compliant</u></b></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"> <li>• 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.</li> <li>• All risk assessments are completed and are in place for the school and local trips. The educational risk assessments were reviewed in advance</li> </ul>

	<p>and counterchecked by the Chair of Governors.</p> <ul style="list-style-type: none"> <li>• A review of the generic risk assessments took place in readiness for the start of the new term.</li> <li>• The school follows the advice from the LA on gaining approval for certain educational visits (Panto visit and School Journey). In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> September 2019 and again on Monday 6<sup>th</sup> January 2020 (Headteacher Admin Presentation on 'The 3 Rs – Roles, Responsibilities and Reminders').</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Workplace Safety Procedures</b></li> </ul>	<p><b><u>Spring Term Update 2020 – All remains in place and compliant</u></b>  <b>As previously stated:</b></p> <ul style="list-style-type: none"> <li>• All workplace safety procedures are in place.</li> <li>• The annual and termly Local Authority H &amp; S forms are reviewed and completed on a termly / annual basis as applicable. <b>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 (Monday 6<sup>th</sup> January 2020)</b></li> <li>• ½ termly H&amp;S reviews are completed and reviewed by the Headteacher /SLT. The next review is schedule for the ½ term week in February.</li> <li>• <b>The Premises Manager carried out the most recent H&amp;S review during the Christmas holiday on behalf of AMG.</b></li> <li>• In addition, staff were reminded again of their duties and responsibilities during the Staff Inset Day on Monday 6<sup>th</sup> January 2020 (Headteacher Admin Presentation on 'The 3 Rs – Roles, Responsibilities and Reminders').</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Site security</b></li> </ul>	<p><b><u>Spring Term Update 2020 – All remains in place and compliant</u></b>  <b>As previously stated:</b></p> <ul style="list-style-type: none"> <li>• Access to the site and building is controlled by using a buzzer entry and CCTV system. Use of CCTV signs are displayed.</li> <li>• There is a buzzer system. The system now includes video entry at the gate. Visual panels are in all of the Office areas.</li> <li>• When signing in visitors are reminded of any H &amp; S issues / works to be aware of / evacuations.</li> <li>• All staff and Governors have the security ID badges.</li> <li>• Contractors: Letter of Assurances systems are set up for the main contractors and are in place.</li> <li>• <b>Single Central Register:</b> 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: 2.12.19)</li> <li>• In addition, staff were reminded of their duties and responsibilities during the Staff Inset Day on Monday 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> September 2019 and again on Monday 6<sup>th</sup> January 2020 (Headteacher Admin Presentation on 'The 3 Rs – Roles, Responsibilities and Reminders').</li> </ul>

• **General Housekeeping**

**Spring Term Update 2020 – All remains in place and compliant**

**As previously stated:**

- 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 2<sup>nd</sup> and Tuesday 3<sup>rd</sup> September 2019 and then again on Monday 6<sup>th</sup> January 2020 (Headteacher Admin Presentation on 'The 3 Rs – Roles, Responsibilities and Reminders').

• **Compliance with Health & Safety**

**Spring Term Update 2020 – All remains in place and compliant**

**As previously stated:**

<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
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	Completed 13/11/19
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
Tree Maintenance Service	Service Level Agreement signed and in place	None
Pest Control Service	Service Level Agreement signed and in place	None (monthly monitoring)
Emergency Lighting	Service Level Agreement signed and in place	Completed 24/10/19
5 Yearly electrical check	Service Level Agreement signed and in place	None Scheduled February 2020
Lightening Protection	Service Level Agreement signed and in place	Completed 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

<b>PE Equipment</b>	Service Level Agreement signed and in place	Completed September 2019
<b>Annual contractor testing and maintenance of hot/cold water systems</b>	Service Level Agreement signed and in place	Completed (18/9/19)

- **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.

**Spring Term 2020 Challenge Questions: The previous challenges were reviewed and it was agreed that the areas were still in place and the school remains complaint**

<b>Spring Term 2020 Challenge</b>	<b>School Response</b>
During the review of the medicine expiry dates – are the school epi pens checked too?	<p><b>The school remains complaint</b> 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.</p>
Is there a requirement for any Personal Emergency Evacuation Plan (PEEP) for any member of staff or pupil this term?	<p><b>The school remains complaint</b> 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> <p>A 3<sup>rd</sup> PEEP is being drafted to support a member of staff.</p>
When I visit please may I see an example of a trip risk assessment and letter of assurance.	<p><b>The school remains complaint</b> These are in place on file.</p> <p>All educational risk assessments are seen and countersigned by the Chair of the Board of Governors</p> <p>Residential School Journey Risk Assessments are sent to the LA and signed off. The risk assessments for the 2020 visits will be completed during the Spring 2 term and sent to the Local Authority for approval before Easter.</p>



**‘Working together for the good of all.’**

