



Health and Safety Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

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1) INTRODUCTION

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy. The Council has done this. The Education Department has issued its policy to extend and particularise the general aims and objectives of the Council's statement.

Part One of the Education Safety Policy deals with the responsibilities of Head Teachers in individual establishments and the requirement for them to issue a local statement of safety policy and the arrangements for ensuring it is implemented correctly. The Governors are responsible for the health, safety and welfare of their employees.

2) STATEMENT OF INTENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose.

Riverside School is a day school for pupils aged between 4 and 19 years with severe and profound learning difficulties. It is the intention of the Head Teacher and Governors to prevent accidents and occupational ill health, and to take steps to control hazards in the workplace. We try to provide the pupils with an environment which stimulates the pupils; we aim to reduce risk but not to eliminate educational activities just because they may involve an element of risk. We intend to take steps to promote the health and safety of our pupils and other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up-to-date, particularly as the curriculum, staff and procedures change. To ensure this, the policy and the way in which it has operated will be reviewed annually.

This document must be read in conjunction with the Bromley and Education Department Safety Policies.

These policies will form part of the induction training given to staff.

3) RESPONSIBILITIES

Overall responsibility for the Health and Safety within the school lies with the Head Teacher. The following charts show who to go to in the vent of query. A full list of responsibilities is as at Appendix 1

The school encourages all staff, pupils, parents and volunteers to take responsibility for keeping the school environment clean, tidy and safe. Staff will use the correct equipment and tools for the job and any protective clothing supplied.

All staff in school have a personal responsibility for the health and safety of themselves, their colleagues, pupils and visitors. Our pupils are especially vulnerable and staff need to be constantly alert for possible sources of danger. It is also the duty of every member of staff to report any unsafe conditions to the Head Teacher or School Business Manager.

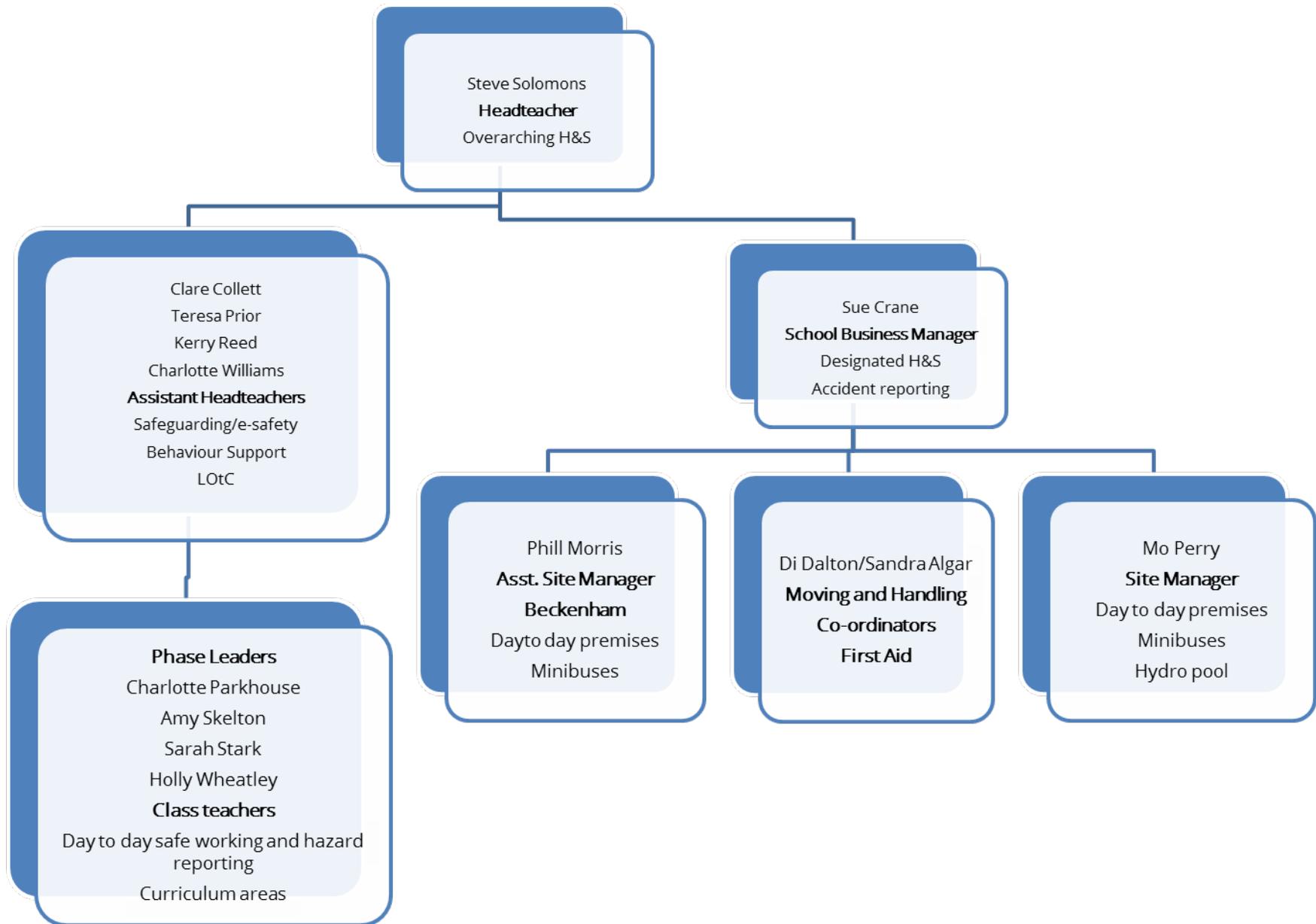
Review of Training Needs/Consultation

The responsibility for safety and/or refresher training rests with the employer which is delegated to the Head teacher and Governing Board. The Head Teacher is responsible for ensuring that he is sufficiently trained and that appropriate staff receive the necessary training. This will include induction and update training. Staff are encouraged to make suggestions as to how the school can reduce the risk of injuries, illness and accidents.

Each member of staff is also responsible for drawing the Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff have some health and safety responsibility and will be expected to have knowledge on what to do if an accident or incident occurs, know the fire and first aid procedures and understands the basics of infection control and manual handling. Training records will be maintained to ensure that refresher training is undertaken within prescribed limits. Eg first aid

RIVERSIDE SCHOOL - HEALTH AND SAFETY OVERVIEW

(PLEASE SEE APPENDIX 1 FOR A FULL LIST OF RESPONSIBILITIES)



4 ARRANGEMENTS

4.1 We will ensure that documentation is in place following regular inspection to evidence compliance to required standards. Regular reports will be provided to the Headteacher and the Governing Board. External measures such as surveys by contractors, audits of Health and Safety and Fire Risk Assessment, visits by Ofsted and Environmental health will all support active monitoring systems. Further details are provided as follows:

5. RISK ASSESSMENT

5.1 It is accepted that some of our activities may, unless properly controlled, create risks to members of staff, pupils or visitors. We will take all reasonable measures to reduce these risks to an acceptable level. Risk assessments shall be undertaken and recorded for all tasks/activities/visits with a possibility of significant risk.

5.2 An additional assessment can be requested by any member of staff if they are worried about an activity. Such request should be made to the Headteacher/Assistant Headteacher/School Business Manager.

6 FIRE SAFETY

6.1 A fire risk assessment will be carried out and an emergency action plan prepared. The responsible person shall be the School Business Manager who shall ensure that actions are taken as identified by the assessment.

6.2 The Site Manager shall be responsible for carrying out fire alarm call point tests on a weekly basis and emergency lighting checks on a six monthly basis. The fire log book shall be kept by the site manager and the results of tests recorded.

6.3 A full fire drill will be carried out termly. The staff and pupils will leave the building and assemble at their fire assembly points. Staff checks on the fire exit route and assembly points will be made every half term. A record kept in the fire log book.

6.4 Firefighting equipment will be checked on an annual basis by an approved contractor.

6.5 Emergency exits, assembly points and assembly point instructions shall be clearly identified by safety signs and notices.

6.6 Fire wardens shall be appointed and trained. Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves at undue risk. Ensure the alarm is raised BEFORE attempting to tackle a fire.

7. BOMB ALERTS

7.1 In the event of a bomb alert, fire evacuation procedures should be followed. Notification shall be by central tannoy announcement.

7.2 Staff shall be made aware of how to handle bomb threat telephone calls and what information to try to obtain including noting the time of the call and recording exactly what was said by the caller. The Headteacher should be notified who would then issue instruction to alert the Police and the Local Authority.

8. EMERGENCY PLAN

8.1 The school has an emergency management plan which is appended to this Policy.

9. ACCIDENT REPORTING AND RECORDING

9.1 All staff must be aware of Riddor – reporting of injuries, diseases and dangerous occurrence's regulations. All serious accidents involving pupils, staff or visitors should be reported to the School Business Manager who will advise on the need to complete an accident form and investigate all accidents to see if action is needed. The accident forms shall be kept in the school office. A report on accidents shall be submitted to Governors on an annual basis or in the event of significant injury.

9.2 The School Business manager will report notified accidents to the Local Authority who will report to HSE where significant as defined in Reporting of Injuries, Disease and Dangerous Occurrences 2013.

10. FIRST AID/ADMINISTRATION OF MEDICINES

10.1 A list of staff who have completed the appointed persons training for emergency aid will be displayed in the school offices and the staff room.

10.2 Each classroom has a first aid kit which will be checked by classroom staff and supplies obtained from the School office. First aid boxes will also be available in minibuses, pool room, music room, horticultural area and taken to offsite sporting activities.

10.3 Minor injuries should be cleaned using warm boiled water using a conti-wipe and left exposed to the air. In the event of a more serious injury the first aider or school nurse should be consulted immediately. If the First Aider or School Nurse considers it necessary, the injured person will be sent directly to hospital. Parents and/or guardians will be informed.

10.4 All parents will be asked to complete a pink form annually detailing their medicinal requirements and authorising treatment. Medicines must be properly labelled with clear dosage instructions by the dispensing pharmacist. The form shall be kept on the individual pupil file in the school office.

10.5 Medication will be given by the school nurse or trained class staff. If the child is out of school on an educational visit, medicines will be administered by the class teacher or responsible adult according to authorisations detailed. The drug cupboard will be kept locked at all times. Medication given to pupils shall be recorded on a drug chart list kept in the medical room and administered in accordance with our administration of medication policy.

10.6 If a child has an epileptic fit they should if possible be moved to a safe, comfortable position. Any clothing should be loosened around the neck. Staff will stay with the child and reassure them when the fit has stopped.

10.7 Each pupil will have a different response to their epilepsy. Notes will be kept in the classroom. Consult the school nurse after a fit to ensure it is appropriately recorded and that parents are informed.

Epileptic fits requiring Rectal Valium – buccal med.

10.8 Rectal Valium medication for individual children will be clearly labelled and kept in named containers in the medical room.

10.9 The school nurse will inform staff about pupils with life threatening illnesses and ensure that training is given to all staff so that they can give necessary drugs and antidotes in an emergency.

11 OXYGEN

11.1 Emergency oxygen is stored in the medical room, the volume is checked daily. Appropriately sized equipment is kept with the oxygen which is stored securely.

11.2 Oxygen belonging to individual children is stored securely and labelled clearly. An oxygen concentrator is kept in the classroom for an individual pupil.

12 FOOD AND FOOD HYGIENE

12.1 The school is 'a nut free zone' as we may have pupils who have severe allergic reaction (anaphalaxis). Where required epipens are kept in the class where the pupils are based and staff will be trained to administer them.

12.2 Staff will wash their hands before and after handling food. Students must wash their hands before lunch and staff assisting more than one student at lunchtime should wash their hands in between working with the two children.

12.3 The School Business Manager will liaise with the school catering contractor and for ensuring that correct food preparation and storage procedures and basic food hygiene requirements are followed as required under contract terms.

12.4 Staff will ensure that pupils preparing food will follow basic hygiene guidelines. Staff leading cookery sessions will undergo Food Hygiene Training.

13. CONTROL OF INFECTION

13.1 Staff must be aware of guidelines for reducing risk of infection when dealing with bodily fluids.

13.2 Guidelines for changing children with incontinence needs:

- The privacy of pupils will be respected and each pupil handled sensitively at all times.
- Staff will **wash their hands before** and **after** changing pupils and wear disposable gloves and aprons(if appropriate) at all times.
- The pupil should be isolated either on a changing trolley or within the toilet area.
- The child shall be cleaned using warm water and conti – soft tissues. Baby oil or other creams recommended by parents/school nurse can be used.
- All soiled clothing will be contained in a sealed plastic bag to return home.
- All other materials will be disposed of in sanitary bins.
- The school nurse shall be consulted to help pupils and parents if there is a problem with incontinence.

- The changing bench shall be cleaned with anti bacterial wipes after use.
- Spillages of bodily fluids shall be cleared up as soon as possible, isolating the area to keep other people away from it. Disposable gloves and aprons should be worn.
- A mixed solution kept in controlled conditions by the site manager should be used to disinfect the area after covering with absorbent paper. All material should be disposed of in the sanitary bins.

14 ANIMALS AND PLANTS IN SCHOOL

14.1 Class teachers are responsible for making arrangements for looking after animals and plants in their classrooms. Appropriate arrangements will be made for care of animals over holidays/weekends in accordance with animal welfare considerations. No animals will be allowed into school unless specific risk assessments have been undertaken.

14.2 The teacher responsible for horticulture will supervise arrangements for plants.

15 SAFETY IN CURRICULUM AREAS

15.1 Science

The Science co-ordinator has the responsibility for ensuring the advice of the LA is followed by other members of staff and that risk assessments are produced as appropriate.

15.2 PE

The Head Teacher and PE co-ordinator will monitor activities to ensure adherence to published guidance. Appropriate kit should be worn, jewellery removed and hair tied back. Pupils vary considerably in ability and staff should ensure that activities are within their capability.

The PE equipment must be checked annually by an external advisor and records kept of inspections. Teachers must check equipment before use and at the end of each session equipment should be replaced securely and correctly. No pupil is to move equipment unsupervised.

15.3 Trampolining

There should be one member of staff standing on the floor near the sunken trampoline. This member of staff will be coaching /observing pupils on the trampoline at all times. Safety guidance must be adhered to when pupils are using the trampoline.

15.4 Hydro therapy pool

- The Site Manager is the designated person responsible for the correct operation, access to, supervision and water treatment of the pool. Regular tests of the pool water quality are undertaken by maintained services and environmental health. The use of the pool will be conducted in line with LA guidance and Riverside School's normal operating procedure.
- The maximum bather load is 20.
- There is a pole hanging on the wall, a buoyancy ring and evacuation boards which can be used to help a swimmer in difficulties. A telephone and first aid kit are kept in the pool area.
- An adult capable of effecting a rescue and performing artificial resuscitation must be present at the pool side whenever pupils are in the water.

- There must be an adult spotter at the side of the pool and the Head Teacher must be satisfied that there are sufficient adults in the pool to ensure the pupils safety.
- Staff must be aware of the emergency evacuation plan and all sessions should be supported by a member of staff who has undertaken pool evacuation training and emergency resuscitation training. (CPR).

15.5 Technology

Any technical equipment should be inspected annually. This is the responsibility of the Design and Technology co-ordinator. Equipment for Design and Technology should only be used by members of staff who have received training in the safe use of the equipment.

15.6 PSHE

PSHE and Sex education programmes contain modules on Health and Safety issues for the pupils. The school encourages the pupils and staff to take responsibility in leading a healthy and safe life based on current information and advice. All classes agree safety rules for pupils and staff.

16 SAFETY RULES FOR STAFF

- 16.1 Pupils should never be left unsupervised (unless agreed with parents as part on an independence training programme.)
- 16.2 If faced with a difficult parent in the classroom, staff should ask them to see the Headteacher. If they refuse someone should be sent to fetch the Headteacher.
- 16.3 Pupils are not allowed to use the staple gun; guillotine; glue guns.
- 16.4 Craft tools must not be left unattended and must only be used by pupils under close supervision
- 16.5 Heavy items of equipment should not be moved by pupils unless an adult is supervising.
- 16.6 The playground gate to external areas shall be kept secured.
- 16.7 No access shall be allowed to the school other that by registered swipe card or by the issue of a visitor pass from the main reception.
- 16.8 No children should be sent to or left in the playground unsupervised. Staff supervising the playground should remain vigilant at all times. Staff should position themselves around the playground to allow for maximum supervision.
- 16.9 Pupils and staff must not carry cups of hot/cold drinks around the school.
- 16.10 All behaviours must be supported in line with the rules, principles and procedures of the school.

17. OFF SITE ACTIVITIES

17.1 Off site activities will be regulated in line with the DFE ADVICE ON LEGAL DUTIES AND POWERS FOR LOCAL AUTHORITIES, HEAD TEACHERS, STAFF AND GOVERNING BODIES (Feb 2012) which aims to reduce bureaucracy. All visits will be considered by the Educational Visits Co-ordinator in line with LA guidance and the EVOLVE system requirements. A risk assessment shall be completed and signed by the Educational Visits Co-ordinator before any new or hazardous off-site activity, or overseas trips takes place.

17.2 If the visit involves contact with plants or animals special care should be taken to ensure that hands are washed immediately after contact.

17.3 In the event of water based activities where pupils have any existing cuts or open wounds, steps must be taken to ensure these are protected.

17.4 Maximum vigilance must be exercised by staff taking pupils off the school site. Pupil ratios should be discussed with the Head Teacher/Assistant Head Teacher before leaving the school. A form stating the intent of the outing and the staffing ratio must be completed and approved by the Head Teacher before parents are notified of a trip. The recommended ratio is: 3 children to 1 Teacher; 2 children to 1 Teaching Assistant; 1 child to 1 volunteer. Voluntary workers must not take pupils off site unless accompanied by employed staff. The Head Teacher and Assistant Head Teacher have the discretion to vary the foregoing for specified reasons.

18. OUTSIDE PLAY EQUIPMENT

18.1 External play equipment will only be used when supervised. Such equipment shall be checked before use for any apparent defects and for contamination by animals. Any defects should be reported to the Site Manager.

18.2.1 An annual safety inspection of play equipment by an external contractor will be organised and recorded.

19 EQUIPMENT MAINTENANCE

19.1 Supervising staff are responsible for cleanliness and hygiene of equipment and should ensure that:-

- mats, wedges and large physiotherapy balls are wiped after use
- trays from standing frames and chairs are cleaned before and after use.
- equipment that has come into contact with pupil saliva should be wiped after use.
- shelves and fridges are cleaned every half term.

19.2 Staff are responsible for reporting potentially contagious conditions e.g. impetigo; head lice; chicken pox etc. to the school nurse who will arrange for the appropriate action/notifications to be made.

19.3 Staff should wear disposable gloves when clearing up blood, vomit, faecal matter and other fluids and dispose any waste in sanitary receptacles.

20 HAZARDOUS SUBSTANCES/REMOVAL OF WASTE

20.1 Bodily fluids and contaminated waste will be dealt with by staff wearing latex gloves and plastic aprons. All waste will be placed in the incontinence waste disposal bins which will be emptied regularly. Disposal shall be by regulated contractors in accordance with COSHH regulations.

20.2 Ordinary waste shall be placed in appropriate bins which will be emptied daily and taken to the designated refuse storage area prior to removal by a refuse service contractor.

20.3 Every attempt will be made to avoid, or choose the least harmful substances which fall under the 'Control of Substances Hazardous to Health Regulations 2004.' Care will be taken when ordering supplies of hazardous substances and contractors will be asked to refrain from their use if safer alternatives are available. Where hazardous material must be used, only the smallest practicable quantities will be brought onto the site, where they will be stored under the personal responsibility of the Site Manager. If substances have been brought onto site for a specific 'one-off' purpose, any remaining quantities will be removed from site as quickly as possible and disposed of safely.

20.4 Safety data sheets should be obtained from the supplier for approved chemicals and cleaning agents.

21 MOVING AND HANDLING

21.1 Injuries can be caused by incorrect moving and handling of objects or people. No staff should undertake any moving or handling of pupils until training has been undertaken. This section should be read in conjunction with the Riverside Moving and Handling Policy.

21.2 Staff handling and moving pupils who are physically dependent should consider the safest way to complete the move. For the majority of pupils hoists should be used to make the transfer. If any member of staff feels that a move is too difficult they should ask for a risk assessment which will be completed by the Moving and Handling Trainers and/or professional advisor. Members of staff should always consider the following safety considerations when transferring a pupil.

- Clear and dry floor surface
- Stable transfer surface
- Sensible clothing; flat shoes
- Finger nails kept short to avoid scratching or breaking
- Minimum jewellery to avoid scratching
- Wheelchair should be moved to the handling point
- Capability
- Assess your own ability to complete the move

21.3 Environment and Moving Technique

If space is restricted the most efficient use of the room available to complete a moving or handling procedure should be considered. Staff will be reminded of the rules for back safety:-

B	Be confident	F	Flex your knees
A	Assess the situation	I	Imprison your object
C	Check your clothing	R	Raise your head
K	Keep your feet apart	S	Straighten your back
		T	Take your time

22. ELECTRICAL SAFETY

22.1 All staff should monitor the condition of plugs, cables and electrical equipment and shall report to the school office any damaged electrical equipment or wiring. The site manager shall be responsible for arranging repairs to said equipment. Portable Equipment Testing shall take place bi-annually. Any electrical items brought into school must be reported to the Site Manager for testing prior to use.

22.2 The use of multi-adaptors is to be avoided as is the use of extension leads unless they are fully unwound and correctly protected. The school also encourages staff and pupils to conserve energy at all times.

23. USE OF PREMISES OUTSIDE WORKING HOURS

23.1 Any letting will be subject to conditions and the hirer will be made aware of their responsibilities during the period of the let. The Site Manager will ensure that hirers are notified of the location of fire exits; extinguishers and emergency arrangements such as wheelchair routes.

23.2 Unless the hydro therapy pool is included within the letting, all access to it will be securely locked.

24. SECURITY AND THEFT

24.1 The procedure for clearing the school and setting the alarms are controlled by the Head Teacher or the Site Manager. All items of significant value will be security marked and recorded in the school asset register. Users of dangerous or high value items shall be responsible for securing them on completion of use.

24.2 All members of staff are expected to take reasonable measures to ensure the security of school equipment and will be required to sign indemnity or loan forms before removing equipment from school.

24.3 All visitors shall be directed by clear signage to the Reception and must report to the School Office where they will be logged in the visitor system and issued with an identity badge which must be worn whilst on premises. This is important for reasons of security and fire safety.

24.4 Staff access to buildings will be controlled by the visitor manager system with swipe cards and staff must display their pass at all times.

24.5 All staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Headteacher/School Business Manager.

24.6 No contractor will execute work on the school site without express permission and unless accompanied by the Site Manager.

24.7 CCTV system will be used to monitor the site and may be used when investigating reports of incidents.

24.8 Cash will be held in the school safe and banked on a regular basis. Banking arrangements will be reviewed with School Business Manager from time to time so that day, time, route etc. are varied as much as possible and money banked frequently. The member of staff will inform other staff when he/she is going to the bank and of his/her return. Any concerns should be raised with the Head Teacher/SBM immediately.

24.9 Money should be counted in an appropriate location to avoid possible threat of robbery.

24.10 Staff are responsible for their own personal belongings and lockers are provided. Riverside School accepts no responsibility for loss or damage.

24.11 Thefts may be reported to the Police and staff members are expected to assist police with any investigation.

25. CONTRACTORS

25.1 The responsibility for managing contractors on site shall lie with the School Business Manager /Site Manager. All contractors shall report to the school office before starting work. No vehicles shall be manoeuvred on site whilst children are in the area. No grass cutting shall take place whilst children are on the field. No equipment should be left in areas of pupil access and all equipment must be secured at the end of the day.

25.2 Contractors will be expected to also read and sign the Asbestos Register before carrying out alterations to the fabric of the school buildings.

25.3 Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices.

26. MINIBUSES/ON-SITE VEHICLE MOVEMENTS

26.1 The school minibus fleet shall be regularly inspected and maintained in line with LA advice. All drivers will have received appropriate MIDAS training and undertake a medical before being able to drive a school minibus.

26.2 All staff will receive training in the safe use of wheelchair clamps and the tail lift operation.

26.3 Vehicles will not be allowed onto the school site other than the school frontages unless prior arrangement and supervision has been arranged with the Site Manager.

26.4 Home/school transport vehicles will be supervised and no pupils will be allowed to enter or exit buses until all vehicles are stationary and a safe signal has been given.

27. WORKING ALONE

27.1 LA Procedures will be followed in respect of lone working and home visits.

27.2 Working alone with dangerous parts of machinery or at height without recourse to assistance is not allowed in school.

28. WORKPLACE HEALTH AND SAFETY: STRESS MANAGEMENT

28.1 Staff well-being is important and the Headteacher will be responsible for ensuring that staff are not working at undue stress levels.

28.2 Staff or line management with any concerns about a member of staff should report them to the Head Teacher so that action can be taken and if necessary guidance can be sought from occupational health services. .

28.3 An Employee Assistance Scheme will be available to support employees and staff should be encouraged to seek medical advice if they are experiencing symptoms of stress.

29. WORKPLACE HEALTH AND SAFETY: DISPLAY SCREEN EQUIPMENT

29.1 Ill health and injury can result from incorrect use of DSE. All significant users shall undertake DSE training and complete a DSE assessment annually. Significant users are entitled to a voucher to receive a free eye test.

30. WORKPLACE HEALTH AND SAFETY: WORKING AT HEIGHT

30.1 No staff shall use ladders unless appropriate working at height training has been undertaken and practices are carried out in line with the control measures identified during risk assessment.

30.2 Staff should not use chairs or table to access display boards/shelves and should use kick steps which are provided.

31. WORKPLACE HEALTH AND SAFETY: MANAGEMENT OF ASBESTOS

31.1 Premises staff will undertake asbestos awareness training so will be able to recognise signs of asbestos.

31.2 If any signs of asbestos are found during day to day operation, such areas will be isolated and professional advice sought.

31.2 The Local Authority is responsible for providing an asbestos survey which will be made available to all contractors before commencing any work on site.

32. WORKPLACE HEALTH AND SAFETY: SLIPS, TRIPS AND FALLS

32.1 Any trip hazards identified should be reported immediately to site staff or an appropriate line manager or removed if possible to eliminate the risk.

32.2 Cleaning of floors will be undertaken when pupils are not on site and wet floor warning signage will be used.

32.3 Spillages should be cleaned up immediately to remove the risk of slippage

32.4 Kick steps should be used for low level access to reduce risk of falls and staff and pupils must not stand on tables or chairs.

33. ALCOHOL AND DRUGS

33.1 The abuse of alcohol or drugs is a safety and health hazard and if there is any suspicion that a member of staff or visitor is incapacitated, this must be reported to the Head Teacher.

34. SMOKING

34.1 In accordance with legislation and policy Riverside is a completely non-smoking environment.

35. SEVERE WEATHER

35.1 The Headteacher, in liaison with the Chair of Governors, makes a decision on school closure on grounds of health and safety. In such event, notice will be given published on the school website and staff will be notified through a staff cascade system.

H & S Responsibilities:**Head teacher – Overarching responsibility****SBM**

- Designated H & S Officer
- Training – Premises and H & S
- Accident review, investigation, monitoring and reporting
- Data Protection
- Premises overview
- Risk Assessments – review and monitoring
- Maintenance contracts
- Expectant mothers review
- Absence monitoring
- Business Continuity/Emergency Action Plan

AHTs

- Safeguarding
- E-safety
- Accident reports investigation
- Behaviour review
- Behaviour management and BMPs
- Day to day management of safe site and safe working
- Staff supervision levels and absence cover
- LOTC checking
- Training
- Staff supervision levels and absence cover
- Curriculum areas, risk assessment and procedures

Phase leaders

- Day to day management of safe site and safe working
- Staff supervision levels and absence cover

Moving and Handling Co-coordinator

- Moving and handling training and advice
- Pupil moving risk assessments
- First Aid boxes

PE Co-ordinator

- Sports equipment – checking, maintenance and fault reporting
- Sport activities and events – risk assessments

Food technology TA

- Management of cookery room including food hygiene and safe storage of knives

Site Manager

- Overall facilities' and premises management at both sites
- Fire risk assessments; drills; testing; controls and signage
- Emergency lighting testing
- Water management – Legionella control
- Hydro therapy pool control

- Risk Assessments – premises; working at height; lone working;
- Electrical testing – hard wire and PAT
- Lift maintenance
- Gas safety testing
- Boiler maintenance
- Minibus – safety checks; maintenance; driver and clamping training
- Cleaning/hygiene/waste disposal
- COSHH safety sheets and training
- Removal of hazards
- Asbestos
- Tree safety
- Playground equipment and surfacing

Teachers/Therapists

- Day to day safe management of working area
- Reporting of faults
- Behaviour management, support and recording
- Accident reporting
- Parental permissions
- Data Protection
- First Aid
- Moving and Handling
- Administration of feeds and medication
- Adherence to guidelines for trampoline; hydro therapy; transport
- LOTC
- Risk assessments for activities

Kitchen overview

- Deep cleaning
- EHO
- Equipment maintenance
- Gas safety
- Kitchen filters

Assistant Site Manager - Beckenham

- Day to day checks for safe site working
- Removal of hazards
- Maintenance
- Fault reporting or organising repairs
- Weekly fire bell tests
- Fire drills recording
- Cleaning/hygiene/COSHH control
- Playground equipment and surfacing