



Health & Safety Policy and Statement of Intent

Last updated: May 2024



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Signed by Chair of Governors	<i>M Gabriel</i>
Signed by Executive Headteacher	<i>Marie Leave</i>
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Statement of Intent

This statement does not replace the authority's safety policy but is in addition to it for the benefit of teaching and non-teaching staff and pupils at this school. Copies of these documents, along with other codes of practice and information on health and safety matters should be located on the school network and reference made to in the Staff Handbook Drumbeat School and ASD Service is based across 3 sites. The Downham Site has pupils from EYFS to Y8, The Turnham Site has pupils from Y1 to Y6 and the Brockley Site has students from Y9 to Key Stage. The facilities Management arrangement on each site differs. At the Downham site the building is owned and managed by a private company, Kier, whereas the Brockley site is a London Borough of Lewisham building and the site is managed by staff directly employed by the school. The Turnham site is a leased space within an academy run by the STEP Trust. At the Brockley site we employ a Premises Manager and at the Turnham site we employ a Premises Officer, who also works across the other two sites.

This statement deals with those aspects over which Kier or Drumbeat School and ASD Service has control and covers safety matters associated with the building structure, plant, fixed equipment and services for which they have responsibility; it describes how the Executive Head is discharging her responsibilities in respect of students, visitors and other Drumbeat School and ASD Service employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Governance.

The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises in compliance with the Health and Safety at work etc. Act and associated legislation which will include, where necessary, the carrying out and recording of risk assessments:

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures among Drumbeat School and ASD Service and Kier staff and students and ensure that contractors also work to safety standards.
- To make arrangements for ensuring safety and absence of risks to health in connection with the handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- To maintain a safe and healthy place of work and safe access and egress from it, providing, where necessary, personal protective equipment.
- To formulate effective emergency procedures for use in case of fire and other emergencies and for evacuating the school premises at Brockley

and to work together with Kier to formulate the same procedures at Downham and STEP Trust at Turnham.

- To lay down procedures to be followed in case of accidents and comply with the council's accident reporting arrangements.
- To provide and maintain adequate welfare facilities.

Organisational Arrangements

Roles and Responsibilities

The Local Authority

- Must ensure that schools meet their responsibilities under health and safety.
- Must produce a "Statement of Policy on health and safety at work"
- Will provide policy documents including operational procedures for school such as: Lewisham Council Health & Safety Policy Statement & CYP Policy Statement and procedures/codes of conduct.
- Ensure that all Health and Safety Policy documents are kept up to date.
- The LA is the employer of all staff.
- LA shall issue notices to Kier if the company fail to carry out remedial work that falls within their area of responsibility LA will carry out work where the school/Kier ignore a notice and will charge costs to the school's delegated budget.

The Executive Head Teacher

- To produce a written policy statement of all local arrangements for the establishment and to ensure that all members of staff are aware of its contents and to review and revise it as necessary.
- Co-ordinate the implementation of approved safety procedures in the school whilst ensuring they reflect any policies from Lewisham Council and Kier.
- To be available to any member of the Drumbeat School and ASD Service staff or Kier staff to discuss and to seek to resolve health and safety problems. This includes the appointed health and safety school representative and representation from the Kier health safety team.
- To ensure sufficient and regular risk assessments/premises inspections and take steps to remove potential hazards and to monitor the safety and security of the premises with the involvement of the Governors and Kier.
- To ensure that all areas for which they are responsible are subject to a health and safety inspection. To ensure that materials, substances and equipment purchased for use in areas within their control are safe and without risk to health when used.
- Ensure arrangements are in place for the procurement of any personal protective equipment identified.

- To ensure that all visitors, including those who undertake maintenance work on the premises are made aware of any hazard/hazardous substances on site and to liaise with the Kier premises officer for an appropriate time when such work or activities may not affect the health and safety of others.
- Review periodically the provision of first aid and emergency arrangements in Drumbeat School and ASD Service.
- To ensure sufficient members of staff are qualified first aiders and are available for first aid purposes in accordance with statutory requirements.
- To ensure first aid boxes are properly maintained.
- To ensure that accident reporting procedures are followed including reporting to the Local Authority and the Health & Safety Executive online.
- To ensure that fire drills are carried out at least once every term
- To ensure that training and relevant advice and guidance is provided to all staff managed by the Executive Head Teacher.
- Report to Governors on a termly basis about health and safety arrangements and accident / incidents and near misses
- Encourage the appointment of trade union safety reps and consult with them in the development and management of health and safety including inspections / accidents / investigations

Kier

- The PFI contractor will ensure the provision of a fully comprehensive Health and safety service covering all necessary training, health and safety plans, files, policies, surveys, maintenance, servicing and tests.
- Kier will ensure that all policies and documentation will be reviewed on a regular basis and at least annually.
- Kier will discuss with the school any health and safety matters and issues arising at the monthly client meetings.
- Kier will ensure that the school is informed of any planned or proposed statutory maintenance tests and report back any outcomes associated with the conducted statutory health and safety tests.
- Kier will ensure that Health and safety matters will be on the agenda when the Lewisham schools monthly report is presented to the school. Health and safety Items on the agenda will include reported incidents and Accidents, RIDDOR and any recorded hazards or reported near misses.

Staff

- Have a right to appoint a school safety representative.
- Have an opportunity to set up a safety committee as outlined in the Safety Representative and Safety Committee Regulations 1977.
- Must take care of their own safety and that of other workers and report any defects to the Executive Head Teacher immediately.
- Must act in loco parentis.

- Must be aware of the fire / emergency procedure and the location of the alarms and firefighting equipment.
- Must be familiar with escape routes around the building and the designated fire assembly point outside the building.
- Must sign in on arrival at the school and sign out on departure from the building and display staff identification badge and carry a swipe card to gain access to all areas of the building.
- Must take roll call at the designated fire assembly point after each fire evacuation
- Must not use broken or damaged equipment or misuse, neglect or interfere with any facilities or equipment provided for their health and safety.
- To know and understand the special safety measures and arrangements that need to be adopted for their own work areas and ensure they are applied.
- To exercise good standards of housekeeping and cleanliness
- To observe standards of dress consistent with safety and or hygiene.
- Attend health and safety training where required
- Inform the Executive Head Teacher if they are taking any medications that could impact on their or the pupil's safety.
- Must report all incidents and any near misses in accordance with the accident / incident reporting procedure.
- To know and apply the emergency procedures in respect of fire and first aid.
- To cooperate with the school's appointed safety representative and any Health & Safety Enforcement Officer.
- Kier premises officer or an appointed member of Kier staff will test the fire alarms regularly and keep a log of them in the fire logbook, reporting any failure to the appointed officer responsible.

Governors

- The governing body (and Drumbeat School) is committed to eliminating hazards and reducing risks
- The governing body is committed to continual improvement of the health and safety management system
- The governing body is committed to ensuring adequate resources for health and safety are available
- Governors in conjunction with the Executive Head Teacher, provide a safe and healthy working and learning environment for staff, pupils and visitors
- Must act in good faith and are required by Health & Safety at Work Act 1974 to take measures which are within their power to make sure that premises are safe and without risks to health.
- Have a statutory duty to comply with LA's health and safety policy, ensuring that a school policy exists, and that codes of practice and any

other directions regarding the health and safety of staff, pupils and visitors are followed.

- With the Executive Head Teacher, monitor safety and security of premises.
- Should receive regular reports from the Executive Head Teacher and the School Business Director on health and safety matters including accident and incident reports to ensure continual improvement of the Health and Safety of the school sites.
- Must ensure all activities under delegated budgets are carried out in a safe manner i.e. school equipment, maintenance and repairs, handling and transport of articles and substances.
- Ensure there are sufficient resources allocated to health and safety management.
- In conjunction with the Executive Head Teacher, ensure staff receive suitable instruction and training to allow them to carry out their duties in a safe manner and without placing themselves or others at risk.

Teaching and Non-Teaching Staff Holding Posts/Positions of Special Responsibility

- Have a general responsibility for the application of the authority's safety policy to their own department of area of work and area directly responsible to the Head for the application of existing safety measure and procedures within that department/area of work. Advice or instructions given by the authority and the Executive Head Teacher, including the relevant parts of this statement, shall be observed.
- Shall, where necessary, establish and maintain safe working procedures by carrying out risk assessments including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g. equipment, chemicals, boiling water, duplication fluid, guillotines).
- Shall resolve any health and safety problem by taking immediate action they are able to take. If further support is required to resolve the issue, they should refer to a member of the Senior Leadership Team or to the premises team as appropriate. To contact the premises team, use the Kier Help desk email at Downham and email the Premises Manager or Assistant at Brockley and Turnham. Any member of staff may refer to them and refer to the Executive Head Teacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Shall carry out a regular safety inspection and risk assessment of the activities for which they are responsible and, where necessary, submit a report to the Executive Head Teacher.
- Shall ensure, as far as is reasonably practicable, the provision of sufficient information and instruction, training, and supervision to enable

other employees and pupils to avoid hazards and contribute positively to their own safety and health at work.

- Shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Local Authority.
- Shall propose to the Executive Head teacher requirements for safety equipment and on repair or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Class Teachers

- The safety of students in classrooms, and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.
- If for any reason, e.g., the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers they cannot accept this responsibility; they should discuss the matter with the Executive Head Teacher before proceeding with the planned task.
- To exercise effective supervision of the students and to know the Emergency Procedures in respect of fire, bomb scare and first aid, and to carry them out.
- To know the special safety measure to be adopted in their own special teaching areas and to ensure that they are applied
- To give clear instructions and warnings as often as necessary
- To follow safe working procedures personally
- To call for protective clothing, guards, special safe working procedures, etc. where necessary

Pupils

Where possible and appropriate to their level and disability pupils should:

- follow the school rules and observe all the safety rules of the school
- follow the instructions of staff given in an emergency
- not misuse, neglect or interfere with things provided for his/her safety.

Safety Representatives

Safety Representatives from the school and Kier will be consulted and communicated about any health and safety issues including policies, inspections, accidents etc. An important task of the safety representative is to encourage co-operation between the school leadership, staff in the arrangements for health, safety and welfare on the school premises, as well as the representatives of Kier at Drumbeat Downham.

Visitors

All visitors are expected to take reasonable steps to ensure they comply with the Health & Safety arrangements in Drumbeat School and ASD

Service including fire / emergency and safeguarding. Visitors will sign in and out of the school using the Inventory System.

Contractors

It is the responsibility of any contractors and their employees to comply with Drumbeat School and ASD Service's Health & Safety policy. Where contractors are employed by the school they must be vetted for their suitability and meet any relevant standards. Where possible all works will be carried out when pupils are not on site. All contractors will sign in and out of the school using the Inventory System.

First Aiders

The school's designated first aiders are listed in Appendix 1 and displayed in various locations around the school.

First aider will assist any staff, pupils and visitors that require some assistance in the event of an accident / incident. They will record all incidents and if necessary, arrange for an ambulance to be called. They are responsible for ensuring first aid kits are fully stocked and accessible.

Fire Marshals

The fire marshals are members of the senior leadership team and admin staff. They receive regular training on the role and make themselves available in reception if available on the sound of the fire alarm. The role of the fire marshal during an emergency evacuation is to sweep an allocated area of the building, assist people to leave and to report to the senior fire marshal.

Educational Visit Co-Ordinator (EVC)

The EVC will undertake the appropriate training which will enable them to undertake educational visits risk assessments. They will ensure all the health and safety risks have been identified and apportion suitable control measures. Lewisham Council must be informed of all residential, overseas and high-risk trips.

See EVC Policy

Planning and Implementation

Consultation and Communication

Staff Consultation

- Staff will be consulted and asked for their input on the Health & Safety policy by the Executive Head Teacher
- A formalised annual review of the policy will be undertaken
- Staff will be encouraged to report any health and safety concerns to the Executive Head Teacher who will then report issues to the Facilities Officer. If it is an emergency staff are encouraged to report directly to the School Business Director for immediate action to be taken.

Staff Information

- Staff will be able to find a copy of the Health & Safety policy & procedures on the intranet
- Staff will be notified of changes or new procedures in staff briefing
- Key health & safety information will also be included in the staff handbook.

Information for Pupils, Visitors, Contractors and Kier

- Information for pupils will be given at assemblies and in certain lessons as required
- Information for parents is available on the school website and in letters and newsletters
- Information for visitors will be given verbally and H&S information is shown on the screen when they sign in with Inventory
- Information for contractors will be given in writing by the Head Teacher / Premises Officer/SBM at time of agreeing works, verbally and through the visitor sheet handed out with visitor's badges
- Monthly meetings are held by Kier with Senior School Staff

Training

Staff competencies would be accessed as part of the performance management process. Additional training will be provided as required for premises e.g. manual handling, fire, working at height, COSHH etc.

Relevant support staff working directly with the students will all receive positive handling training. All staff will receive fire safety training and selective staff identified for first aid, EVC and specific medical conditions. Refresher training will be organised when necessary.

Inspections/Audits/Meetings

- At Drumbeat Downham a meeting between Drumbeat School and ASD Service and Kier staff is held monthly to discuss premises issues, statutory maintenance and health and safety matters. These meetings are minuted.
- Regular meetings are held between the Premises Manager / Premises Officer and the School Business Director regarding the Drumbeat Brockley and the Drumbeat Turnham sites.
- An inspection and a recorded risk assessment of the premises to identify health and safety issues will be carried out by the Premises Manager at Brockley, Premises Office with Step Academy staff at Turnham and by Kier premises staff on a six-monthly basis. There is also a daily routine safety inspection carried out by Kier staff at Downham, and Drumbeat staff at Brockley and Turnham of all areas of the school and grounds.
- Health & Safety may be communicated to school staff at morning briefings, weekly staff meetings, senior leadership meetings, class meetings, E-mail or text messaging. Staff development training days which may incorporate power point presentations or on-line external training.

- An annual statutory maintenance check is carried out by the LA.

Risk Assessment

Risk assessments will be undertaken to cover all aspects of the premises (including fire & security) and methods of work (including manual handling, working at height – both bending and use of ladders etc. and lone working). Individual risk assessments may be undertaken for specific pupils or staff members and school (first Aid, infectious diseases, intimate care). The assessment identifies all defects and deficiencies together with the necessary remedial action or risk control measures. Training will be provided where appropriate.

Risk assessments will be carried out by those people as identified above in the organisation section. Risk assessments will be reviewed annually unless there is occasion to review earlier. Risk assessments (and thus the procedure) will always be reviewed following an accident, change of personnel, building works or other incidents that could point out those procedures that are not working.

Risk Assessment Methodology

The following methodology, as recommended by the HSE, will be used to assess risk:

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1. Hazards identified through inspections, discussions, reviewing of accident statistics, review of any H&S concerns reported by staff
2. Categories of individuals potentially at risk – some hazards may present a special or high risk to certain individuals such as pregnant women, new employees, individuals with disabilities or medical conditions, lone workers or children
3. Scale of the risk assessed taking account the number of people who might be affected in one incident, individuals particularly at risk, concentration of substances, heights, weights etc and details of previous incidents
4. Potential severity of harm – i.e., parts of the body likely to be affected, nature of the harm (ranging from slight to extremely harmful and death.
5. Potential likelihood of staff/visitors/pupils c
6. carrying out unsafe acts through lack of knowledge, underestimation of the practicality and usefulness of safe working methods, short cuts being taken to complete tasks
7. Control recommendations identified to eliminate risk altogether or to reduce levels of risk through adaptation of working practices, introduction of planned maintenance, setting up of emergency arrangements, purchase of protective equipment, training or use of new practises and technologies.
8. If the hazard cannot be eliminated, the risks will be controlled using the following hierarchy:
 - Substitution
 - engineering controls
 - administrative controls with Personal Protective Equipment (PPE) as the last resort

Reviewing and Monitoring

The Executive Head Teacher and Senior Leaders will monitor the risk assessment process. Together with the Governors they will review risk assessments, consider, and assess the potential impact and the effects of the possible control measures which could be introduced and the viability of the financial/moral implications. The agreed actions will then be used to update the policies and procedures and responsibility/timelines agreed for the measures to be put into place.

They will also assess all accident statistics on a termly basis, looking at trends, at whether they are being reported correctly and that follow up action has been taken. This will be reported to a Governing Body meeting.

The Health and Safety Coordinator (SBD) will annually monitor the Health and Safety policy to ensure that it is still relevant and workable. All employees will be informed of any changes made through the staff intranet as deemed most suitable.

Premises Arrangements

The school covers three sites one is PFI which is managed by Kier who are responsible for the Drumbeat Downham site for all risk around premises and building. The Drumbeat Brockley site is a local authority building and managed by the school with the daily responsibility delegated to the Premise Manager (See Appendix 1 detailing areas of responsibilities). The Drumbeat Turnham site is leased via Step Academy, the Premises Officer employed by the school will be responsible for risk assessments for the daily running of the school, but Step Academy are responsible for all aspects of the fabric of the building.

School Accident/ incident reporting

Accident and incident reporting include:

- Recording accidents and incidents guidance
- Head injury reported in accordance with the **First Aid & Medicines Management Policy**
- London Borough Lewisham online reporting system
- RIDDOR report to the HSE
- CPOMS and school accident incident/incident reporting for staff and student injury

Abusive Adults on Site

- Drumbeat School and ASD Service serves the community. Our staff are part of this community and aim to provide fair and efficient services to all, regardless of race, gender, age, sexuality, religion or disability.
- In providing these services, our staff will not tolerate any abuse, be it verbal (including telephone conversations) or physical, racist, sexist or otherwise towards any member of staff, or anyone else in the community.

- Drumbeat School and ASD Service staff will challenge any such behaviour, and the local authority will support the school in taking action.
- When it is possible, special arrangements for a meeting with a potentially aggressive adult should be made in advance. This will allow time for an appropriate safe venue to be arranged and the Senior Leadership Team to be informed about the meeting.
- If the meeting takes place on an informal basis (i.e. spur of the moment) then efforts should be made to inform the leadership team that a meeting is about to take place.
- Avoid isolated areas of the school for meetings. Ideally the room selected for the meeting should have an alternative means of exit. Avoid situations where the parent is placed between the member of staff conducting the meeting and the exit. Information about parents with known aggressive behaviour should be provided to staff.
- Precautions to prevent the risk of actual injury from assault must be taken when dealing with adults that are known to be potentially violent or confrontational. This may involve another member of staff being in attendance or close by during a meeting.
- A two-way radio will be made available to the staff. A room could be designated for special consultation purposes with thought given to the layout and the furniture contents within the selected room.
- At the first sign of violence or the threat of violence. Withdraw to a place of safety. The School will call the police to escort the visitor from the school building.

Arrival & Departure of Students

- A nominated member of staff will coordinate the safe arrival and departure of the passenger service school buses and taxis.
- The daily arrival and departure of the students will be overseen by a member of the senior leadership team who will liaise with the nominated coordinator on matters of safety.
- All Drumbeat School and ASD Service, passenger service and taxi staff will adhere to the written arrivals and departures procedures to ensure safe practice.
- Arrivals and departure risk assessments have been carried out and are available in general risk assessments

See arrival and departure procedure

Asbestos

Drumbeat Downham was constructed in 2012 and no materials containing asbestos were used. The asbestos register details the removal of all asbestos from the present Drumbeat Brockley site during the refurbishment is available in the reception office. The register for Drumbeat Turnham is available through their premises team.

Behaviour

Behaviour support plans detailing suitable strategies to manage behaviour have been created for students who may exhibit challenging behaviour. If staff are injured by a student, they should record this on CPOMS and complete an accident form. Staff have been trained in Team Teach strategies, however, should only use physical intervention as a last resort.

See Behaviour Policy & Guidelines

Traffic Management / Vehicles on site policy

Contractors

- Contractors visiting the school and working on site must obtain permission from the Premises Staff, working on behalf of Kier must obtain permission from the Kier Premises Officer before commencing any work at the school.
- The Premises Staff must liaise with the school SLT before contractors can begin work that may cause disruption and disturbance during hours.
- Risk assessments should be carried out by contractors and control measures must be in place before work can commence within the school building or grounds.
- All contractors must sign in at the School Inventory System situated in the reception area. They must always wear their visitor badges when on the school site. The Inventory system gives information about fire and emergencies. The contractor will be provided with safe evacuation routes and assembly point information.
- Work must be conducted according to the contractor site rules prepared by Kier and the health and safety guidelines laid down in this policy.
- All persons leaving the school must sign out before they leave the building.

Contractors working on behalf of the school will be managed, controlled and monitored:

- To ensure that the quality of the work and the methods and materials are agreed;
- To ensure that agreed safety precautions are being maintained so not to expose persons on the premises and others to risks from contractors working on site
- To make sure that contractors are fully aware of the nature of the school and the vulnerability of Drumbeat School and ASD Service students
- Contractors will be required to produce safety and welfare policies and safety procedures before any agreed work can proceed
- Detailed method statements and Permit to work systems will be required for potentially hazardous procedures. The school should seek advice and guidance from Lewisham Council Health & Safety Advisor regarding potentially hazardous operations.
- To have in place Public liability insurance
- To have in place Employers Liability insurance
- To have in place Professional Indemnity insurance

The school has a duty of care to:

- Nominate a competent person to undertake health and safety responsibilities on behalf of the school
- To ensure that the appointed contractor is competent to undertake the work and has knowledge of relevant statutory provisions and health and safety requirements
- To make sure that contractors are aware of any health and safety risks on the school premises
- To ensure work activities do not endanger the contractors, students, employees or school visitors
- To liaise with the contractor and jointly work towards ensuring health and safety.
- To carry out a risk assessment for the proposed work
- To provide relevant copies of school health & safety policies and procedures e.g. fire and emergency safety procedures
- To ensure that contractors tendering for contracts have adequate insurances in place.

See Managing Contractors Policy

Contract Transport

- Home to school transport is provided by Lewisham transport and supervision of pupils while on the bus or in transit is the responsibility of Lewisham Transport.
- Procedures are in place for the safe arrival and departure of students using Lewisham transport.

In the event of a fire

- If the fire alarm is activated during times when students are arriving or departing on Lewisham transport. The Lewisham transport staff will ensure that the students already aboard their buses will be taken to a safer location away from the school building and await further instruction. Lewisham staff and parents bringing in students from home should not attempt to bring students into the school building once the fire alarm has been activated.

Control of Hazardous Substances

Environment / Hazards

- All staff have a duty to report hazards and defects. These should be reported to the Premises Manager at Downham Brockley, Premises Officer at Drumbeat Turnham and the Kier help desk at Drumbeat Downham.
- Kier will record the details of the hazard and appoint the appropriate staff to respond to the reported hazard or defect. At Drumbeat Brockley and Drumbeat Turnham the Premises Manager and Premises Officer will record the details of the hazard and implement controls as necessary.

- Staff are not permitted to bring in chemicals from home without prior permission from the Premises Manager and Premises Officer at Drumbeat Brockley and Turnham and Kier at Drumbeat Downham.

Display Screen Equipment

- Any staff at Drumbeat School and ASD Service that are identified as a significant Display Screen Equipment user, will be required to undertake a DSE Self-Assessment annually.
- Any issues identified will be acted on.

See Display Screen Equipment Policy

Drugs and Alcohol

No member of staff shall:

- Report or try to report for work when unfit due to alcohol, drugs or substance abuse.
- Be in possession of illegal drugs whilst in school
- Consume alcohol or illegal drugs or abuse any substance whilst at work
- Report for duty having recently consumed alcohol or whilst under the influence of drugs.

All employees must inform a member of the SLT if any prescribed medication or drugs purchased by them from a pharmacy may for any known reason render them unfit to carry out their normal duties. Should this be the case the school will seek further medical advice as to the suitability of that person carrying out their work tasks.

To commence work with a zero-alcohol level (and to comply with the requirements of this policy) it is strongly recommended that no employee should consume any alcohol the 8 hours before starting work.

If a staff member is suspected of being under the influence of alcohol or drugs he or she may be suspended immediately and escorted off the school site. The school's disciplinary procedure may be invoked.

Electrical Safety

Only equipment which has a current Portable appliance testing label should be used in school. Electrical safety checks of portable equipment will be carried out annually by appointed qualified personnel. Electrical fixtures within the school will be checked by a Kier approved contractor every five years at Drumbeat Downham and likewise at Drumbeat Brockley arranged by the Premises Manager. Step Academy are responsible for Drumbeat Turnham.

Emergency Planning

- Fire risk assessment to be completed annually signed and dated for Drumbeat Downham and Drumbeat Brockley. Drumbeat Turnham is the responsibility of Step Academy.
- Fire evacuation procedures to be in place.
- Evacuation plan for relocation to another location. Kier/ School joint planning.
- Fire log in place in the showing recorded alarm testing, evacuation drills & fire alarm and equipment servicing.
- Emergency procedures for gas leaks, burst water pipes, bomb threats.
- Drumbeat School and ASD Service staff and Kier staff to have received appropriate fire safety training.

Fire

- An annual written Fire risk assessment and school inspection of the school is conducted by a competent person and any actions identified.
- If fire is discovered the nearest fire alarm should be operated. Each classroom has displayed written details of emergency exit routes and information about a fire evacuation assembly point. The school administration officer or her deputy will alert the Fire brigade and collect registers to ensure all who are on the premises are accounted for.
- Fire drills will take place a minimum of once each term
- All fire equipment is regularly inspected and maintained by an approved contractor on behalf of Drumbeat School and ASD Service and Kier.

Fire / Safety Emergency Planning

- Fire warden training for the evacuation of the school is undertaken regularly with refresher training where required. Fire evacuation procedures have been formulated in conjunction with the Fire Risk Assessor, the Drumbeat School and ASD Service Premises team and Kier. They are in place and staff have been made aware of them.
- Emergency business continuity plans have been prepared and confidential information and student/staff data required in an emergency has been backed-up on the server.
- Arrangements for relocation in case of an emergency evacuation have been agreed with Haberdasher Aske for Drumbeat Downham, John Stainer School for Drumbeat Brockley and Drumbeat Turnham.
- Regular fire drills are carried out each term.
- Emergency procedures covered are: Fire, Gas leaks, burst pipes, bomb threats and pandemic.
- Firefighting equipment is annually serviced by an approved contractor and monitored by Drumbeat School and ASD Service Premises staff and by Kier.
- Fire risk assessments for specific areas and safety measures are in place.

See Emergency Evacuation Policy

First Aid

- First Aid boxes are provided around the school and in the medical room, staff room, main school office and the school minibus. There is an appointed trained first aider who is responsible for ensuring that First Aid boxes contain only approved supplies and is kept up to date and complete.

Emergency Procedures

- In the case of illness or accident, staff should follow the accident and first aid guidance
- If an ambulance is called, a member of staff should accompany the student in the ambulance.
- Accidents should be reported and recorded by the senior member of staff present when the accident occurred. Accident forms should be handed to the Executive Head's PA.

See First Aid and Accident Reporting guidance /policies

Food Hygiene

- Staff working with, or handling food and specifically employed for that purpose must have a valid food hygiene certificate. When staff distribute the school fruit or snack, staff must take responsibility for ensuring high levels of hygiene.

Gas

- The gas oven heaters in the catering kitchen are inspected annually by an approved gas safety contractor appointed by Lewisham Council School Catering Team. All Gas pipes at Drumbeat School and ASD Service have been painted with yellow paint to indicate gas supply. Any report of a gas smell is immediately reported to the Premises Manager and Kier help desk who will immediately contact the Gas service provider for inspection. All gas appliances and boilers will be serviced by a competent contractor on an annual basis. At Drumbeat Downham this will be arranged by Kier at Drumbeat Brockley by the Premises Manager and at Drumbeat Turnham by the Premises Officer.

Infectious Diseases

- Staff should always follow infection control procedures as detailed in the staff handbook and the Personal and Intimate Care Policy to prevent the spread of infectious diseases. The school will be led by the UK HSA if there is another serious outbreak of infectious disease.

Inclement Weathers

- When the weather conditions are poor, the Premise staff / Kier is responsible for ensuring key pathways are gritted before staff and children start to arrive in the morning and at key intervals through the day as required. Children should not be allowed in the playground until the ice has melted (or access restricted to less icy areas). The Senior Leadership Team are responsible for

deciding when wet play should be announced in these conditions. Slippery areas must be cordoned off with cones and hazard tape.

- In the event of exceptional weather conditions or a flood, it may be necessary to close the school. If this happens during school hours, parents will be contacted to collect their children either from the school or from a designated safe zone.
- Where possible, decisions regarding the closure of the school due to adverse weather conditions will be made before school starts or on the previous afternoon. In these circumstances, staff will be contacted by the Executive Head Teacher and Senior Leadership Team, and parents informed via text, the website, and the posting of notices by the Premises Officer / Senior Leadership Team and Office Staff on school gates.

See Business Continuity Plan

Information – Health & Safety

- A copy of the health and safety policy, risk assessments and safety procedures will be kept for open inspection available on the school network.
- A copy of the health and safety poster is displayed in school reception areas and staff room.
- Further advice can be obtained from Senior Leadership Team or the Premises Manager.

Legionella

Any water system that has the right environmental conditions could potentially be a source for Legionella bacterial growth. There is a reasonably foreseeable legionella risk in a water system.

At Drumbeat Downham it is the responsibility of the duty holder Kier to carry out safety measures in the prevention of Legionella and liaise with the school. At Drumbeat Brockley the procedures are implemented by the Premises Manager and at Drumbeat Turnham it is the responsibility of Step Academy.

The Kier premises team, have in place a Legionella risk assessment and a written control scheme and details of its implementation such as:

- Managing the risk of Legionella
- Reducing, preventing or controlling risk
- Water temperature checks
- Water samples
- Flushing the system
- Record keeping
- COSSH
- System maintenance
- Strategies following detection to prevent exposure
- Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Safety signage to be in place
- Testing

At Drumbeat Downham Kier will discuss water/Legionella issues with the school Health & Safety representatives during the Monthly client meetings. The school will monitor the operational performance Kier with the aim that water cannot stagnate anywhere by regular movement of water in all sections of the system.

At Drumbeat Brockley the Premises Manager will liaise with the School Business Director re water safety and legionella testing.

- Kier are inspected on a regular basis by their own management as well as external audits arranged by the company.

Lifts

The two lifts used at Drumbeat Downham and one lift at Drumbeat Brockley are inspected every three months and there is a six monthly (LOLER) Lifting Operations lifting Equipment Regulations service inspection carried out by an agent of the local authority. The lift at Drumbeat Turnham is the responsibility of Step Academy.

- There are swipe card access systems to prevent unauthorised access. The lifts are fitted with an assistance call alarm in case of emergency on all sites.
- There is a six-monthly safety compliance inspection of the lifts carried out on behalf of the authority by a company called Bureau Veritas.

Lettings

A risk assessment would be undertaken

Refer to Lettings Policy

Glazing

- To demonstrate compliance, the safety glass at Drumbeat School and ASD Service is indelibly marked to indicate the impact safety classification in accordance with BS EN 12600. These marks shall be permanent and applied before installation in a position to remain visible after installation.
- Kier have the responsibility to arrange and manage the installations of all replacement doors and windows. The school will monitor all glazing work carried
- out. Other safety glazing safety measures are as follows:
 - Risk assessment and Safety Procedures
 - Inspection & Maintenance
 - Glazing accidents and Incidents / near misses recording & reporting
 - Damage control
 - Collision Prevention
 - Window restrictors
 - Glazing survey

Manual Handling

- Staff are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments completed by a competent person. Staff should seek assistance from Kier or the Premises Team when attempting to move heavy loads.

See Manual Handling Procedure

Medications

At Drumbeat School and ASD Service medication is administered by a member of the leadership team. Occasionally other staff are given permission to administer medication, for example, on school visits. Many staff are trained in the administration of emergency medication, and this is always given with a second adult present.

- All medications are stored in a locked medication cupboard located in the medical room
- Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- Any medication administered will be recorded and signed for.
- All medications are now sent home on the last day of the summer term therefore no drugs are stored on school premises over the summer school holidays.
- Medication that is out of date is sent home for parents to dispose of
- Medication will only be given if parents/carers have given their permission in writing.
- Medication will only be administered from original containers which indicate that they are prescribed for the specific student.
- Medication must never be left unsupervised and must always be locked away after use.

Intimate Care

- The Executive Head Teacher is committed to ensuring that all staff responsible for the intimate personal care of pupils will undertake their duties in a professional manner at all times.
- The School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate personal care needs is one aspect of safeguarding.
- It is essential that every pupil is treated as an individual and that care is given gently and sensitively:
no pupil should be attended to in a way that

causes distress or pain

Refer personal and intimate care policy

Minibus

Safety checks are in place to ensure that all Drumbeat School and ASD Service minibus drivers:

- Has the appropriate driving licence entitlement to drive the school Minibus
- Undergoes initial assessment of ability to drive a minibus
- Undergoes a re-assessment if involved in a blameworthy collision, receives a fixed penalty or is prosecuted for a motoring offence or a concern about their driving is raised.
- Receives practical driver training in a minibus, as necessary under the conditions in which they are likely to drive the minibus
- Understands their responsibilities
- Has a clean driving Licence
- Are medically fit to drive a school vehicle
- Ensure all drivers are well rested before driving and take rest breaks on longer journeys
- Always carries a suitable form of identification

Weekly safety checks are in place and conducted by an appointed member of staff to ensure that the minibus and school car are both roadworthy. Safety checks include:

- Oil level, coolant level, windscreen washer level, brake fluid level
- Lights
- Tyre pressures and tyre tread condition
- Doors opening and closing correctly
- Tail lift working correctly
- Mirrors in place, clean and adjusted
- All functions on the dashboard working correctly
- Breaks including hand break
- Lights and indicators
- Wipers and washers
- Fuel level
- Seat belts in good order
- Minibus seats locked in place correctly
- First aid kit in place
- Wheelchair restraints in place and in good order

An appointed member of staff will be responsible to ensure that all necessary motor vehicle statutory safety requirements are put in place and recorded. These include:

- Vehicle licence tax for minibus and school motor vehicle
- MOT test certificate for minibus and school motor vehicle
- Servicing and repairs of the vehicles
- Tail-lift six monthly statutory thorough examination and service and weight test
- Minibus and motor vehicle insurance
- Ensure all minibus drivers have the appropriate licence to drive the school minibus and motor vehicle

An appointed member of staff will maintain all necessary documentation associated with the minibus and school motor vehicle which includes:

- Records of current minibus and car driver licences
- Tail lift examination and service sheets
- Minibus and motor car insurance
- MOT test certification
- Service record history and repairs
- Carry out driving for work and minibus safety risk assessments

Drivers of the Mini Bus

An appointed member of staff will maintain all necessary documentation associated with staff driving for work. Required documentation to be maintained is as follows:

- Copy of Drivers Licence
- Annual Driving Licence status and Endorsements check with the driver and Vehicle licencing agency.
- Copies of driving certification that allows staff to drive the minibus
- All staff driving for the school must sign the minibus declaration form. The form is to state that the driver has read the school Minibus Policy and the general risk assessment relating to the minibus.
- The school will require an employee profile for agency staff driving for the school. The information contained within the profile will include proof of ID, work history, DBS Disclosure, drivers' licence and driving qualifications.

See Minibus Policy

Movement of Students Around the Building

- Teachers are responsible for arranging appropriate levels of supervision when students are moving around the building.
- Specific guidelines on moving non-ambulant students and managing wheelchairs are contained in the staff handbook.

New Staff

- New staff will be subject to an induction process which will include health and safety issues.
- All new staff will be signposted to the the health and safety policy and any relevant procedures that may affect their health and safety including the staff handbook on the intranet.

See Health & Safety Induction Procedure

Personal Protective Equipment

- The personal protective equipment risk assessment includes purchasing disposable aprons, gloves and other hygiene supplies which will be used by staff during student personal care.

- The school also provides protective equipment for garden maintenance, Life skills, art, hydro, arrivals and departures of vehicles, school visits and the maintenance of the school premises.
- Where possible arrangements have been put in place for the safe removal and disposal of PPE by a licenced clinical waste contractor.

Physical Education

- All P.E. Equipment will be formally inspected and undergo maintenance from a competent contractor on an annual basis.
- All staff managing any PE activity must visually inspect any equipment and physically remove, if possible, or restrict use if suspect of being faulty or damaged.
- All PE activities, whether indoors or outside, must be risk assessed prior to the activity taking place identifying practical management control measures.

Playground/ Play Equipment

- Outdoor play equipment is checked annually along with PE equipment. The Premises Manager and Premises Officer is responsible for undertaking additional regular visual checks.
- The risk assessment is reviewed annually.
- Staff on duty are responsible for ensuring the pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision, or the equipment is unsafe.
- All staff are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Head teacher.

See Playground and Gym Equipment Policy

Pregnancy

Staff are encouraged to report pregnancy as soon as they can in order for them to be provided with the general pregnancy risk assessment document and appropriate guidance, also if necessary to enable the school to conduct an individual risk assessment.

See general pregnancy risk assessment

Safeguarding

Drumbeat School and ASD Service is committed to devising and implementing the school safeguarding policy to ensure that everyone working in the school understands and accepts their responsibilities for safeguarding children, young people and adults at risk from neglect physical emotional and sexual abuse. School staff and visitors are made aware of the safeguarding policy and should report any concerns about their welfare or the welfare of a pupil to designated safeguarding leads.

See Safeguarding Policy

Smoking

Smoking is not permitted in the school, or the school grounds. This includes Vapes

Staff Training

Staff receive regular health and safety related updates at staff briefing and staff meetings. Throughout the school year there is a range of health and safety related training provided to staff.

Stress

Harmful stress reduces performance, creativity, and productivity. It is therefore necessary to develop procedures, training measures and support systems to help staff understand and recognise the nature and cause of stress and take positive steps to manage stress effectively. The school has provided membership to an employee assistance programme for all staff. This service provides support in a range of matters both personal and work related. The programme will support the school in assisting with the responsibilities as outlined in this document.

See Stress Management Policy

School Trips / Off Site Visits

- The school has an EVC
- Staff have received training and regular updates on planning visits
- Staff complete visit and individual risk assessments ahead of the visit which are checked and signed off by a member of the SLT

See EVC policy

Statutory Maintenance

- All statutory maintenance work will be recorded by Kier and reported to the school by Kier at the weekly meetings held to discuss premises issues.
Any failures detected following the statutory safety inspections must be reported to the school and a plan of action should be put in place to resolve the fault as soon as possible.
- The school will monitor the progress of the action through monthly meetings with Kier.
- Annual Portable electrical appliance testing and maintaining records.
- Annual maintenance programme to be in place
- Fixed wiring testing (every five years)
- Gas appliance servicing and maintaining records.
- Servicing lifts and maintaining records.
- Water safety tests

Sun Safety

- Children are allowed to bring in sun cream for their personal use to be handed to class teacher. School staff will supervise pupils applying their own sunscreen.

- All sun cream should be clearly labelled with the child's name. Children are not allowed to wear sunglasses (unless prescription)
- During playtime children must keep their shirts/tops on and must not walk around wearing only their vest. Children are encouraged to bring in sun hats and the school has a supply of its own for the younger children.

Supervision of Students

General arrangements for the supervision of students are given in the staff handbook.

Waste

- Drumbeat School and ASD Service will comply with the government legislation regarding the management and safe disposal of waste matter.
- Drumbeat School and ASD Service has a waste management policy, risk assessments and written waste procedures in place.
- Every effort will be made to reduce where possible the waste generated by the school and endeavour to recycle waste materials to protect the environment.

See Waste Management Policy

Welfare of Staff & Students

- Various supportive school management structures in place
- Appointed First Aiders (information displayed)
- Medicine policy in place
- Accident/incident/illness statistic reviewed
- Violence and aggression statistics reviewed
- Anti-bullying policy in place
- No smoking policy in place
- Disabled access is available to all areas
- Student sickness procedures are in the staff handbook
- Student and staff risk assessments and control/safety measures in place

Working at Height

Drumbeat School and ASD Service staff members are requested not to attempt to work from height.

See Working at Height Policy

Working Alone

- Drumbeat School and ASD Service staff will not under any circumstances be working in the school alone.
- Drumbeat School and ASD Service staff may only gain entry to the school outside the agreed normal school hours with the permission of the Executive Head Teacher and Kier.
- Staff working on site during the school holidays must sign in as normal and make their presence known to the duty premises officer or security staff.

- The school recommends that you give the premises staff your likely working area within the school and a possible indication of your likely departure time.
- Staff should not attempt to engage in work that could be considered hazardous such as working from height. Drumbeat School and ASD Service staff should switch off all electrical appliances after use and lock any external doors and windows that have opened during the day by staff.
- All staff must sign out as normal and if possible, inform the premises officer of your departure.

See Lone Working Policy

School Events

- When organising school events (disco, concert etc.) the event organizer will be responsible for preparing a short-written assessment of the activities/ attractions that make up the event.
- All the potential hazards that could occur must be listed – remembering any materials, structures or machinery that might add to the risk of the event, such as ladders, water, fuel containers etc. Each activity at an event will have its own special hazards which could affect all or groups of visitors (i.e., unsupervised children, pregnant women, older people). These risks must be considered, and a decision taken and recorded on how the risks can be reduced/managed and the precautions to be taken listed.
- All events should have an appointed safety officer and all staff/helpers given specific, named responsibilities with potential hazards/precautions listed.
- Additionally, an emergency plan also needs to be created. The plan should include what action should be taken, who will coordinate, who should be called and how staff will be informed (this may include the use of coded messages). Staff/helpers should be instructed on emergency procedure and their responsibilities. When preparing the site, consideration must be given to the safety of structures and wiring, escape routes and exits for evacuation, first aid, cash handling arrangements, availability of water, checking and servicing of toilets, waste disposal, tripping hazards and food hygiene.

Tools and Equipment

- An inventory is maintained of all the tools held by the premises officer. Tools used by pupils as part of the curriculum will be risk assessed by the class teacher. All tools in the classroom will be stored safely and not accessible to pupils.
- All defects found in equipment must be reported immediately to the Facilities Manager.
- The equipment concerned must be withdrawn from service, clearly marked and isolated in an area where it cannot be reissued for further use until repair has been affected.

- Machinery
All staff controlling the use of machinery must be familiar and comply with the following legislation: -
- Provision and Use of Work Equipment Regulations

Trees

- The Premises Manager will regularly visually inspect the trees for any signs of damage or disease. A competent contractor will be employed to undertake a risk assessment of the trees. The timings for future assessments will be determined by the contractor.
- Inspections of the trees will always be taken by the school after severe winds and heavy rainfall.

Signed

Dated.....

Appendix 1

Drumbeat School and ASD Service **Health and Safety Responsibilities** **Safety Procedures/ Risk Assessments /Control Measures.**

Specific areas listed below for hazards are compiled by Drumbeat School and ASD Service staff with an appointed responsibility or experience in a particular class, group or area.

Specific risk assessments, safety procedures and control measures Drumbeat School and ASD Service Staff

- Educational visits Policy and RA and Safety procedures compiled by the Visits Co-ordinators
- Physical education RA and safety procedures in place.
- PE equipment annual safety test certificate.
- COSHH RA and safety procedures for school chemicals
- Moving and handling risk assessment and safety procedures
- Workstation DSE assessments and policy compiled by trained assessor.
- Individual staff risk assessment (pregnancy, temporary adjustments)
- Procedures for safety management
- Music and drama RA
- Minibus policy and RA
- Life skills RA
- Art room RA
- Work skills RA
- Grounds RA
- Classroom and group RA
- Dining areas/ School mealtimes RA
- General school risk assessments
- Asbestos register retained (no Asbestos action to be taken)
- Bathroom RA safety measures
- Changing room RA and safety measures
- Toilet/disabled toilet safety measures
- Shower RA and safety measures
- School ladder safety measures
- Lift safety and control measures.
- Trees RA
- Intimate Care RA
- First Aid RA
- Medications policy and RA
- Inclement Weathers RA

- Sun Safety RA
- Playgrounds RA
- Play Equipment RA
- Lettings policy and RA
- Therapy Dog RA
- Violent and Aggression RA
- Safeguarding policy and RA

The risk assessments compiled by the school will be reviewed following an accident, change in personnel, building works or other incidents that could indicate that procedures are not working or require changing. Risk assessment procedures should be reviewed annually. General school risk assessments associated with the premises are compiled by the Premises Manager at Drumbeat Brockley.

Kier Statutory Health and Safety Responsibilities Risk Assessments and Safety Procedures

Risk assessment and Procedures are to be carried out by nominated members of Kier. Risk assessments will be reviewed following an accident, change in personnel, building works or other incidents that could indicate that procedures are not working. Risk assessments procedures should be reviewed annually.

- Annual maintenance programme to be completed (AMP)
- Asbestos (no action to be taken)
- Kier manual handling RA and procedures to be in place.
- Legionella RA to be completed and safety procedures to be in place.
- Air conditioning units six monthly maintenance and safety testing to be recorded.
- Testing drinking water annually and retaining the test data.
- COSHH RA to be completed and procedures in place.
- Security RA to be completed and safety procedures in place.
- Trespasser prevention procedures to be in place
- Procedures for afterhours use of school /lettings/ holiday occupancy
- Ladder safety training and safety procedures to be in place
- Contractors working on site risk assessment and safety procedures to be in place.
- Lone working in school RA and procedures to be completed.
- Radiation sources – local policy to be in place if appropriate to the school location.
- Playground areas to be risk assessed with safety procedures in place and routine inspections of the school grounds.
- Boiler room safety RA and control measures to be completed
- Deliveries to school to be RA: Security and manual handling/ parking issues.
- Vehicle movement on property RA/ Procedures during school hours.
- Grounds maintenance RA including the safety monitoring of trees.
- Electrical installation RA, safety procedures to be in place.
- Lightning RA and installation safety inspections to be in place.
- Pest control RA and health and safety procedures to be in place

- General maintenance and repairs RA and safety procedures for working during school hours to be in place.
- School cleaning RA, COSSH, training and safety procedures
- Electrical appliances around the school that are the responsibility of Kier are to be maintained and safety tested by a qualified engineer.
- Lighting must be monitored and maintained and reported faults to be recorded and repaired by a qualified engineer.
- Heating and ventilation to be monitored and maintained and faults to be recorded and repaired by a qualified electrical engineer.
- Written Smoking policy for Kier staff working at Drumbeat School and ASD Service.
- Safety procedures and risk assessment for replacing broken windowpanes of glass. And the general handling of glass within the school.
- Safety procedures for the temporary storage and removal of general refuse from the school.
- Staff safety including general RA, safety procedures, Pregnant Workers and Access for disabled workers