



The Complete Works Policies

Health and Safety Policy

Including Risk Assessment and Fire Risk Policy

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Review Date: September 2025



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1. General Statement

TCW Health and Safety Policy aims to ensure that, so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- All students and members of the public, including parents, visitors and contractors who enter the school, are not exposed to any health and safety risks during the course of their business;
- No work is carried out by the school or contractors that is liable to expose employees, students or members of the public to hazards to health unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced; and
- All contractors are able to demonstrate that they have suitable arrangements for securing proper health and safety, including, where necessary, a written statement of policy.

2. Aims

This school policy sets out the means by which it will fulfil The Complete Works (TCW) requirements for a healthy and safe environment for students, staff and visitors.

TCW aims to:

- Ensure that everything reasonably practicable will be done to safeguard students, staff and visitors;
- Ensure that sites and equipment are maintained safely, and are regularly inspected
- Make and keep under review relevant policies and procedures;
- Identify and take immediate action where hazards are likely to turn into risks; and
- Ensure that the school's health, safety and security arrangements are known and implemented;
- Ensure robust procedures are in place for emergency situations

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

[The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees



[The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training

[The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

[The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept

[The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

[The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register

[The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

3. Policy Links

This policy is linked to the following policies:

- School Visits Policy
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- Equality, Inclusion and Diversity Policy
- Special Educational Needs Policy
- Distance and Blended Learning Policy

4. Responsibilities

All members of staff are expected to:



- To assist the Headteacher in ensuring that the school environment and practices are as safe as is reasonably practicable, taking reasonable precautions to safeguard the health and safety of themselves and others;
- Staff are responsible for cooperating with the Headteacher, Onsite Leads and Health and Safety Lead (HSL) to implement health and safety requirements within their area of responsibility effectively.
- Familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility.
- Alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, injury, illness or damage. Non-urgent hazards can be reported through the [Accident, Injury and Near Miss Form](#) Senior Managers, Onsite Leads or HSL should be alerted immediately (by phone) to any Serious Incidents where there is significant harm (e.g. requiring hospital treatment) or where causes of an accident are suspicious or unknown.
- Observe and apply all health and safety rules and procedures as laid down by the school including following safety procedures, codes of practice and using all health and safety equipment provided
- Instruct all staff, students and others under their jurisdiction in safe working practices (including fire safety) - and alert HSL in confidentiality if any staff are not abiding by these requirements.
- Use appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that toxic, hazardous and highly flammable substances are correctly used stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure that required risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed as to the dangers and precautions to be observed and either have received sufficient training to work at the machine or are being supervised by someone with a thorough working knowledge and experience of the machine
- Ensure no person under the age of eighteen will be allowed to dismantle or clean a prescribed dangerous machine
- Keep up-to-date with developments in their particular field of work; and report any health and safety concerns to the Health and Safety Lead

Students, Parents and Visitors are expected to:

- Students and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff, who should refer this internally.



5. Health & Safety - roles and delegations

- Overall responsibility for risk management within the school is the **CEO**.
- The CEO has delegated the oversight to the **Headteacher** for operational management of Health & Safety and Risk Assessments.
- The Headteacher devolves health & safety and risk assessment innovation to the **Health & Safety Lead (HSL)**. The HSL will ensure that sufficient records are kept of any safety incidents. The HSL is responsible for recording and reporting any notifiable accident in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school's HSL (and reported to the CEO) with a view to assessing whether any measures need to be taken to prevent recurrence. The Headteacher is the out-of-hours contact for any urgent Health & Safety reports.
- **Office & Facilities Manager** is delegated responsibility for managing and responding to new health and safety notifications from staff and reporting any urgent safety concerns or incidents to the HSL and Head Teacher immediately; timely checking, booking and ordering of equipment and services; collating and checking of Onsite Risk Assessments; ensuring all contractors provide evidence that they have completed an adequate risk assessment of all their planned work; assisting the HSL where required. This role is also the Onsite H&S Lead for the Office.
- **Onsite Leads** are delegated responsibility for H&S at their sites; ensuring their site has at least 1 First Aider and at least 1 Fire Marshal onsite at all times; ensuring all accidents, injuries and near misses onsite are reported on the form and/or on MyConcern; completing and confirming weekly checks of all required site areas; ensuring fire drills are conducted and logged termly; and for completing and updating Onsite Risk Assessments annually or whenever site functionality changes. Onsite Leads are also responsible for ensuring security and access protocols are followed for their sites.
- **The HR Officer** is responsible for verifying the safety checks of all TCW site visitors. These will be logged on the Single Central Register (SCR).
- Student Risk Assessment responsibilities are delegated to the **Curriculum Support Officers (CPO's)** and **Education Support Officers (ESOs)**.

6. Health & Safety Lead (HSL) contact details:

Ross Adams (Head of Safeguarding & Wellbeing) x667 ross.adams@tcw.org.uk

The HSL holds an IOSH accredited qualification.

7. Student Behaviour and Health & Safety

Student misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of students and to safeguard their health and safety.



Staff should be familiar with TCW policies and procedures (e.g. Safeguarding Policy, Code of Conduct, Staff Handbook) as well as their Students' Risk Assessments as collectively these are designed to ensure safety for all.

8. Accidents, Injuries and Near Misses

All accidents or incidents involving staff and/or students MUST be recorded on the [Accident Report Google Form](#) and signed off by management. This includes minor cuts, falls or any near misses. Staff who are unsure about the system must seek advice from HSL or the Office.

The HSL, will monitor the accident log regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid to the Headteacher.

9. Health & Safety Investigations

Serious accidents or incidents will be investigated by management wherever necessary. Investigations will consider the nature of the incident and the actions taken by staff involved, and provide those involved with a timeframe for the investigation. A standard timeframe for a health and safety investigation would be 2 weeks during term time.

The investigation will be formally written up as a report, presented to the Headteacher and CEO, who will decide how best to proceed. The outcomes of the report might include no further action being taken, a review of risk assessments and working practices, or if evidence of negligence or neglect by staff is present, a disciplinary investigation may be appropriate.

10. Risk Management

The Headteacher will ensure that generic risk assessments are made and kept under review. The Head of Safeguarding is responsible for the delegation of the completion of student risk assessments to the Education Team. All staff will make assessments in areas they are responsible for, and will observe the risk controls that have been determined.

All members of staff undertake to inform Office & Facilities or HSL of any potential risk as soon as they perceive it. Risk assessments have to be carried out by 'competent' persons.

All staff will use the school's risk assessment template which can be found in the students folder or the teacher drive for a means of assessing risks.

The Health & Safety Lead coordinates bi-weekly meetings for the Office Manger, ESOs and Onsite Leads to discuss any concerns or building repairs.



11. Risk Assessments

Risk assessments are practical tools designed to assist staff and ensure a safe working environment for all. Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong.

Risk Assessment templates can be used for virtually any situation, but have to be carried out by 'competent' persons. They should always be *proportionate* to the risks or activity undertaken, and simple to understand:

- A **Hazard** is something with the potential to cause harm.
- **Control Measures** are the measures and procedures that are put in place in order to minimise the consequences of a Hazard (e.g. staff training, preliminary visits, warning signs, barriers and insurance).
- Consideration should be given to the **likelihood** and **consequence** any Hazard could potentially cause harm after the Control Measures are in place. The Hazard is then rated 1 to 5 for **consequence** and 1 to 5 for **likelihood** on a standardised matrix. This score gives us a **Risk Rating**.
- If the risk rating scores above a standardised threshold, this will trigger a review of Control Measures and risk by ESO's, HSL, DSL or SLT to determine whether further action needs to be taken to reduce the risk, or if this risk is manageable.

Even after all precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks low.

This policy is based on the following legislation and Department for Education (DfE) guidance

Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy

Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers

Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires employers carry out an asbestos risk assessment

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)

Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says fire risks must be assessed

Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations

[The Work at Height Regulations 2005](#) say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

[DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed

[DfE guidance on the Prevent duty](#) states schools are expected to assess the risk of pupils being drawn into terrorism

DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from public health incidents, including COVID-19, so far as is reasonably practicable

12. Risk Assessment Roles & Responsibilities

All staff

- are trained in risk assessments and how to complete their role within H&S policy as part of their six week introductory training.
- will use the school's risk assessment template which can be found in the students' google drive folder as a means of assessing risks.
- will make appropriate risk assessments in areas they are responsible for, and will observe the risk control measures that have been determined.
- will undertake to inform the Onsite Leads or HSO of any potential risk as soon as they perceive it.

The Headteacher - in conjunction with Heads of School North and South

- Will ensure that generic risk assessments are made and kept under review.
- Is responsible with the HSL for the implementation and operation of the policy as it affects their areas of responsibility;
- Will familiarise themselves with the school's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibilities;
- Will set up and implement safe methods of work;
- Will apply effectively all relevant health and safety regulations, rules procedures and codes of practice;
- Will instruct all staff, students and others under their jurisdiction in safe working practices;
- Will carry out regular safety inspections of their areas and keep records of those inspections;
- Will ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;



- Will make available appropriate protective clothing and equipment, first aid and fire appliances;
- Will ensure that toxic/hazardous/flammable substances are correctly used stored and labelled;
- Will provide appropriate health and safety information to relevant persons; and
- Will report any health and safety concerns to the Health and Safety Lead.
- Will ensure that generic risk assessments are made and kept under review.
- The Head of Safeguarding is responsible for the delegation of the completion of student risk assessments.

Health & Safety Officer (HSL)

- leads bi-weekly meetings for the Office Manager, ESOs and Onsite Leads to discuss any issues, concerns, near misses, updates or building repairs.
- keeps records of Health & Safety meetings, tasks and actions.
- keeps records of all accidents, near misses, or investigations involving health and safety matters.
- reports to Head Teacher on health & safety incidents
- Makes a [RIDDOR report](#) if required

Onsite Leads

- Are responsible for assessing risks onsite, including in classrooms, and teaching lessons is within the competence of a TCW trained teacher.
- The Onsite Leads are responsible for ensuring that the procedures in this policy are followed by all staff onsite.

CPO and ESO

- are responsible for ensuring that Student Risk Assessments are kept up to date
- are responsible for ensuring that all teachers have updated and signed-off all their Student Risk Assessments.

Teachers

- are responsible for reviewing and updating current information for each of their Student Risk Assessments.

13. Student Risk Assessments - Process & Audit

A school wide standardised Risk Assessment is completed for every student upon referral by an Assistant Head with input from the Head of Safeguarding, SEN Lead or other staff with appropriate expertise, wherever appropriate. The HSL, ESO or DSL may task staff with making specific updates.



The initial risk assessment for each student is created at point of entry to the school. TCW receives confirmation from the referrer and/or social worker for the student that the home is a suitable location for learning to take place. The risk assessment highlights that teachers should be aware of any possible risks in the home when they enter for their initial meeting with the student. Any concerns regarding the home will need to be forwarded to the Education Team or the DSL where necessary.

- The CPOs and ESOs contribute to the student Risk Assessment after the first initial meeting. CPOs and ESOs ensure that Student Risk Assessments are readily available to all staff teaching or covering any student's lessons.
- These Risk Assessments are checked continuously and updated with any new information, or new information collected following an accident, incident or other risks arising. Additional considerations for new Hazards (such as from science experiments, PE, or cooking) should be made.
- Each Student Risk Assessment is reviewed and signed-off by all Teaching staff before beginning work with each Student, and then again at a minimum of once every half term, or whenever requested by the HSL, CPO or ESO.
- These periodic sign-offs are managed and audited by the CPO's.

14. Trip Risk Assessments

- Trips are not permitted to proceed until the relevant Trip Risk Assessment has been reviewed and signed off by ESO's.
- These are completed by the teachers and checked by the Onsite Leads or ESOs.
- ESOs require a risk assessment at least 48 hours before a trip. Permissions will not be granted unless appropriate Risk Assessments have been made.
- All trips are appropriately staffed in terms of numbers.
- Staff will take work mobile phones, information about the specific medical needs of pupils, along with the parents/carers' contact details.
- On large group trips there will always be at least one first aider on trips who will have an appropriate portable first aid kit.

15. Onsite Risk Assessments

- These are completed by Onsite Leads, and signed off by the HSL or Head of School.
- These assessments are updated annually.
- Landlords will also contribute independent Risk Assessments where appropriate or required by law. These will be reviewed, compiled and stored by the Office & Facilities Manager.



16. Staff Pregnancy / Staff Health Risk Assessments

These are completed jointly with the relevant staff member involved, either by HSL or HR Officer, as issues are identified. These will then be checked with either HR Officer, Head of School or Headteacher. These may be held confidentially and only shared on a need-to-know basis.

17. Student Pregnancy Risk Assessments

Wherever possible this should be included with the standard Student Risk Assessment, unless the pregnancy is confidential for any reason, where it will require a separate Risk Assessment securely stored and only be shared on a need-to-know basis.

18. Other Risk Assessments

These may be required or requested. Additional instructions or timeframes will accompany these.

19. Visitor procedures for TCW sites

The aim of these procedures is to ensure the safety of students, staff and other adults and young people on all TCW premises. Specific procedures for each site are detailed in the Appendix. Not following the procedures could place students or staff at serious risk of harm.

Staff should never answer any questions through the door about students or staff details, locations or hours. Unidentified individuals seeking information about students or staff should be reported straight to the DSL via phone.

When a Social Worker, Police Officer or another professional visits the school to meet with a child as part of statutory investigations or other work, the ultimate safeguarding responsibility remains with TCW. We are aware of the need for the child to have an appropriate adult when interviewed by the Police in accordance with the [PACE Code C statutory guidance](#).

20. Onsite Security

It is the duty of any member of staff to report to the Onsite Lead or Head of School the presence in the school building or grounds of any person of whom they are suspicious, giving the best description which they can of any such person. The Onsite Lead/Head of School will keep a written record of such reports and details and will decide on appropriate action (which may include reporting to the police and alerting all staff).

Any suspicious person will be asked to wait outside or in the foyer (depending on the site) whilst the Onsite Lead is called.

Should an adult try to force entry into the school the following guidelines should be followed:



If practical, the door should be closed upon any such person trying to enter.

Help or assistance should be called for while any students are loudly instructed to go to their classroom or assembly point and to tell other members of staff that 'a stranger has entered the building'.

Any member of staff not involved in supervising students should go to provide assistance.

Supervising staff of classes in proximity to the point of entry of the unauthorised person should, if possible and thought necessary, take the students quietly away to a more remote location.

Under Section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises; therefore, the police may be contacted to assist in the removal of individuals from the premises, where necessary.

The Onsite Lead is responsible for ensuring that the procedures in this policy are followed by all staff onsite. On behalf of the proprietor, the Headteacher will monitor the carrying out of this policy at least once a year.

21. External Speakers attending TCW sites

If a staff member would like to invite a visitor/speaker/workshop leader, they must first inform the HR Officer, [Amrit Claire](#), and the DSL. All potential speakers or workshop leaders must ensure that our reference forms are completed and returned, and provide a lesson plan/scheme of work for any session/s they will carry out with students. We also carry out the appropriate checks, such as Barred List and DBS information, to ensure that any individual or organisation engaging with our students will not put them at risk of harm. Any necessary information will be added to the Single Central Record. We will not invite into the school any speaker who is known to disseminate extremist views or to seek to radicalise others.

We have exclusive use of all of our premises, but were any individuals or organisations to use these in future, the appropriate checks would be made to ensure they were not seeking to disseminate extremist views or seek to radicalise students or staff.

22. Fire Safety

On TCW school sites, emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Fire alarm tests and evacuations are practised once a term. The fire alarm is a loud continuous noise. At some TCW sites, this is the responsibility of the landlord. Training in action to be taken on hearing the fire alarm is provided by the school.

All Staff are responsible for



- familiarising themselves with the school's fire safety procedures; or the safety procedures of an external venue you may be visiting
- ensuring that fire doors open as intended and that nothing impedes their opening or closing;

Onsite Leads are responsible for

- ensuring that any fire equipment is properly maintained and checked periodically;
- knowing any special fire precautions for equipment and materials that they use;
- checking periodically that the correct fire notices are on display in their teaching areas;
- ensuring that students know the alarm and evacuation procedure and route from their areas to the assembly area;
- keeping a register of students present; and
- reporting to the HSL or Onsite Lead any hazards likely to cause a fire directing any visitors to the school to the assembly area in case of fire. All staff must be aware that visitors will need to be properly supervised and directed.

In the event of a fire, the alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.

Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk.

Staff and pupils will congregate at the designated assembly points. These are listed at each venue.

Fire Marshals will take a register of staff and students, which will then be checked against the attendance register of that day. A member of the front desk staff or Fire Marshal will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site. Fire Marshals will check that all visitors are accounted for during fire drills or evacuations.

Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

Each TCW site will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

23. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and students to follow this good hygiene practice, outlined below, where applicable:

Handwashing: Wash hands with liquid soap and warm water, and dry with paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings.



Personal protective equipment: Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids. Wear goggles if there is a risk of splashing to the face. Use the correct personal protective equipment when handling cleaning chemicals. Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

Cleaning of blood and body fluid spillages: Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment. When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard.

Animals: Wash hands before and after handling any animals. Keep animals' living quarters clean and away from food areas. Dispose of animal waste regularly. Supervise students when playing with animals. Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

Infectious disease management: We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively. We will follow local and national guidance on the use of control measures. The school will follow recommended exclusion periods for infectious diseases outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

Pupils vulnerable to infection: Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

24. Control Of Substances Hazardous to Health (COSHH)

Wherever substances listed under Control Of Substances Hazardous to Health (COSHH) are held or used onsite, these will be risk assessed by Onsite Leads as part of their annual Onsite Risk Assessment, with control measures circulated to all employees who work with [these hazardous substances](#).

All hazardous substances will be securely stored and not used by students unless closely supervised.



Staff will also be provided with protective equipment, where necessary.

Our staff will use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. They will be disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

25. Gas Safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure they have adequate ventilation

26. Legionella

A water risk assessment has been completed on [date] by [name of individual and/or role]. [Name of individual and/or role] is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

This risk assessment will be reviewed where necessary and when significant changes have occurred to the water system and/or building footprint

The risks from legionella are mitigated by the following: [insert examples of controls or checks that are in place, e.g. temperature checks, heating of water, disinfection of showers, etc.]

27. Asbestos

A record will be kept of the location of any asbestos that has been found on the school site. Should this occur, staff will be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements will be made so contractors will be made aware of any asbestos onsite and that it is not disturbed by their work. Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.



28. School Equipment

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment and machinery is maintained in accordance with the manufacturer's instructions. It is checked regularly for maintenance needs.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

29. Electrical equipment

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely. Any student or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them. Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Any potential electrical hazards will be reported to the Office & Facilities manager immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. All isolator switches are clearly marked to identify their machine.

Only trained staff members can check plugs. Where necessary, a portable appliance test (PAT) will be carried out by a competent person. Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

30. Ladders / Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. Access to high levels, such as roofs, is only permitted by trained persons.

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. Staff will wear appropriate footwear and clothing when using ladders. Contractors are expected to provide their own ladders for working at height.

Students are prohibited from using ladders.



31. Manual handling and lifting

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school if this is needed, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Assess the load, plan the lift and route. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.

Take the more direct route that is clear from obstruction and is as flat as possible.

Ensure the area where you plan to offload the load is clear.

When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

32. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

33. Safeguarding students

This is to be read in relation to the Safeguarding and Child Protection Policy.

All staff must be aware of their duty to note and report any suspicions that a student might (however remotely) be subject to some abuse. The school will provide periodic training in the requirements for safeguarding students and in recognising potential problems.

Any suspicions should be reported immediately to the school's DSL.

Teaching staff are expected to teach risk management to students according to the National Curriculum requirements in their subject, and any requirements the school may have.



34. Staff Welfare/Stress

Staff are expected to be concerned for their own health and for the welfare of their colleagues and to provide support for each other. Staff who feel under stress that is more than the normal expected stress of working in the school should report this initially in confidence to their Line Manager, school counsellor or HR. Staff are also expected to report in confidence any concerns they may have about another member of staff's state of health. Please see the Stress Policy for details.

35. Lone workers

When a member of staff is working alone in the school he/she should ensure that the school's procedure for signing in and communication are observed.

No staff should permit students to ride in their car under any circumstances.

Please see the Lone Worker policy for details.

36. Accidents & Serious Incidents

All accidents or incidents involving staff and students MUST be recorded on an [Accident, Injury and Near Miss form](#) and signed off by management. Senior Managers, Onsite Leads or HSL should be alerted immediately (by phone) to any Serious Incidents where there is significant harm or where causes of an accident are suspicious or unknown. Staff who are unsure about the system must seek advice from the HSL or Office staff. The HSL, will monitor the accident log regularly, looking particularly for patterns and trends and will report on the school's accident record and other matters of first aid to the Headteacher.

37. Investigations into accidents

Accidents or incidents will be investigated by management where necessary. Investigations will consider the nature of the incident and the actions taken by staff involved. The outcomes of the investigation might include no further action being taken, a review of risk assessments and working practices, or if evidence of negligence or neglect by staff is present, a disciplinary investigation may be appropriate.

38. Student Behaviour

Student misbehaviour is one of the greatest risks to health and safety in any school. All staff have a common law and contractual duty to maintain good behaviour of students and to safeguard their health and safety. Staff must know the school rules that are designed to ensure student safety and to participate in ensuring that the rules are obeyed.



39. H&S reports and reviews

Reports on H&S are submitted for every Half Termly Report that goes to the Board of Trustees. Other staff may be required to contribute an annual health and safety status review.

40. Equal Opportunities

In implementing this policy all staff must ensure that the school's policy on nondiscrimination and equal opportunities is taken into account. For further information, please refer to the separate Equality and Diversity policy.

41. H&S Policy Monitoring and Review

The Headteacher will monitor the progress of the policy. The HSL will liaise with the Headteacher or SLT to ensure that it remains in line with school policies.

42. Reporting to the Health and Safety Executive

The HSL will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The HSL will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences include: Death; Bone fractures, (other than to fingers, thumbs and toes); Amputations; Any injury likely to lead to permanent loss of sight or reduction in sight; Any crush injury to the head or torso causing damage to the brain or internal organs; Serious burns (including scalding) covers more than 10% of the whole body's total surface area, or causes significant damage to the eyes, respiratory system or other vital organs; any scalping requiring hospital treatment; any loss of consciousness caused by head injury or asphyxia; any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours; work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).

In this case, the HSL will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident: Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include: Carpal tunnel syndrome; Severe cramp of the hand or forearm; Tendonitis or tenosynovitis of the



hand or forearm; Occupational dermatitis (e.g. from exposure to strong acids or alkalis, including domestic bleach); Hand-arm vibration syndrome; Occupational asthma, e.g from wood dust; Any occupational cancer; Any disease attributed to an occupational exposure to a biological agent; Near-miss events that do not result in an injury, but could have done.

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences include: Death of a person that arose from, or was in connection with, a work activity; An injury that arose from, or was in connection with, a work activity and the person is taken directly from the scene of the accident to hospital for treatment; An accident “arises out of” or is “connected with a work activity” if it was caused by: failure in the way a work activity was organised (e.g. inadequate supervision of a field trip); the way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or the condition of the premises (e.g. poorly maintained or slippery floors).

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report, HSE](#)

19. H&S Training

Our staff will be provided with health and safety training as part of their induction process.

Onsite Leads will provide more detailed information about specific site procedures and identify responsible persons to staff based there. This information will also be clearly visible on onsite signage.



Appendix 1

Creative and Shoreditch Hubs - Visitor Procedures:

The correct poster (see appendix) should be put on the main front door in a place where it can be seen easily by any visitors, without limiting your ability to see who's outside the door

- All visitors must come to the central office to confirm their identity and reason for visit, sign in, and be given a visitor lanyard to wear (at all times) before being let into the site. This lanyard details school expectations of visitors and has safeguarding information on the back of the card.
- If any staff are expecting a visitor, they must ensure that they (or another member of staff) are at the Office at the agreed time so you can accompany them to the Hub after they have signed in and been given a lanyard. The visitor must be escorted back to the Office at the end of their visit, as they must sign out and return the lanyard.
- If an employee has been asked by HR to obtain a DBS number, they must ensure that they do not take a photocopy of it.
- If an unexpected visitor arrives at the hub and knocks on the door, **employees must not open the door**, but point to the poster and tell them they have to go to the Office and that you can't let them in otherwise. If they persist, employees must repeat themselves but must not open the door.
- If the person becomes aggressive and/or if students are present in or near the door, employees can inform them that the police will be contacted if they don't leave, or call the Head of Safeguarding/DSL and someone will come down from the Office and have that conversation with them.
- Never answer any questions about staff or student locations or hours etc.
- The Onsite Lead should answer all door knocks/visitors and that all staff and students are aware that **no one should do this except the onsite lead**.
- If a delivery person arrives, please only open the door and take whatever they are delivering without letting them in. This is so that the door isn't open and someone else is able to access the building unnoticed while the delivery is happening.

Bermondsey Hub - Visitor Procedures:

The correct poster (see appendix) should be put on the main front door in a place where it can be seen easily by any visitors, without limiting your ability to see who's outside the door

- All visitors must arrive at the reception at the entrance of the building and inform the reception that they are here to see a member of TCW staff. The receptionist will then



call the TCW Bermondsey office and the Onsite Lead will report to the reception with a visitor lanyard.

- If an employee has been asked by HR to obtain a DBS number, they must ensure that they do not take a photocopy of it.
- The visitor will wear their lanyards and sign in the visitor book.
- Visitors must be supervised by at least one member of staff at ALL times.
- If an unexpected visitor arrives at the reception, the receptionist will call the TCW Bermondsey office. The Onsite Lead will inform the visitor that they must make an appointment prior to a visit and we are unable to accommodate unexpected visitors.
- If the person becomes aggressive and/or if students are present in or near the door, employees can inform them that the police will be contacted if they don't leave, or call the Head of Safeguarding/DSL for advice.
- Never answer any questions about staff or student locations or hours etc.
- The Onsite Lead should answer all door knocks/visitors and that all staff and students are aware that **no one should do this except the onsite lead**
- If a delivery person arrives, please only open the door and take whatever they are delivering without letting them in. This is so that the door isn't open and someone else is able to access the building unnoticed while the delivery is happening.

Office - Visitor Procedures:

- Visitors will arrive to the Office through the main entrance. They will ring the buzzer and be greeted by the Office Manager, or a member of staff on the first desk.
- The Office Manager will confirm who they are here to see and ask them to sign in on the visitor book and give them a visitor lanyard. Visitors may be required to show identification.
- If an employee has been asked by HR to obtain a DBS number, they must ensure that they do not take a photocopy of it.
- Any member of staff admitting a visitor through any other door is personally responsible for ensuring that the visitor's details are recorded in the visitors' book. Particular attention must be paid to this rule if the visitor is not personally known to the member of staff. Staff may enter details for a visitor if they know the visitor.
- Visitors must be supervised by at least one member of staff at ALL times.
- The Office Manager will then locate the staff member the visitor is due to meet with.
- The Office & Facilities Manager will check the visitors' book during the lunch break and at the end of the school day to establish that all visitors entered in the book have a time of departure against their name, or (if not) that they have not yet left the school. Staff will note in the book details of any visitor where no time of departure has been recorded or for whom no details have previously been entered.
- In the event of an emergency evacuation of the premises, a member of the front desk staff will take the visitors' book to the assembly point in order to conduct a roll call of visitors still on site.

Appendix 2

Visitor checklist

All staff who would like to arrange a visitor must inform the DSL. The HR Officer will contact the staff member to ask for documentation/information provided by the visitor. This information will be logged on TCW's Single Central Register (SCR).

The SCR is a database that is used to ensure that we are effectively safeguarding our students and staff, as well as meeting the necessary Ofsted requirements.

At least a week before the session/visit but earlier if possible:

- Visitor in regular contact- Providing a workshop at least once a week or more than 3 times in a month.



We will either need to carry out a DBS check or get a current DBS number, they will need to show you the document on the day of the visit. Inform the HR Officer and they will confirm what document/details are needed.

- Visitor not in regular contact- Providing a one off workshop and will be supervised at all times. We DO NOT need to obtain a DBS but we still need to be aware of their visit and provide the below details.

Visitors Information

Welcome to The Complete Works Independent School.

Please read and note the following information:

1. Please ensure you sign both in and out of the visitors' book.
2. In the event of a fire: the fire alarm will sound and you must evacuate the building as quickly as possible, do not stop to collect belongings. You must go to the assembly point via the marked fire escape routes. Please evacuate by the nearest safe exit.
3. Telephones: are situated in the main office.
4. In the event of any injury: please inform a member of staff.
5. If you should identify a safety hazard please alert a member of staff or inform the Office directly.
6. Toilets: staff and visitors' facilities are clearly signed and separate from the student toilets.

Thank you

Poster information about Visitors for Shoreditch and the Creative Hubs

For the safeguarding of our students, ALL VISITORS must report to the TCW Office to sign in before entering this site. We are unable to let you in if you are not accompanied by a TCW staff member and wearing a TCW visitor lanyard.

Please report to the TCW Office on 3rd floor, Universal House, 88-94 Wentworth Street, E1 7SA where you will be registered and issued with a lanyard.

Polite notice about Visitors to all staff and students



Please do not open the door for anyone, whether you recognise them or not. TCW staff have badges that will allow them access to the building.

If anyone knocks on the door, or approaches you to be let into the building, please speak with the Onsite Lead. They are the only person who should engage with anyone wanting access to the site and will decide whether they can enter the building.