

*The Federated Schools of St.
Mary's & St. Saviour's*

**St. Mary's C of E Primary School
Brooke Road Site,
Walthamstow E17 9HJ**

**HEALTH & SAFETY
ANNUAL REPORT**

for the Academic Year

September 2014 – August 2015

THIS HEALTH AND SAFETY AT WORK ANNUAL REPORT
 Informs the Governing Body on compliance Issues
 within the school.

	Areas of activity	LCOP numbers and notes available on the Hub.
1.	<p>Is the school health and safety policy reviewed and update each year and is that information communicated to staff? Comments/evidence: Yes – it is agreed by the Finance and Premises Committee and ratified by the full Governing Body. Copies of said policy are then put up on the Health & Safety Noticeboard in the main staffroom</p>	LCOP 23 Generic health and safety policy outlines who does what.
2.	<p>Is the Health & Safety Law Poster properly completed and displayed with the details of the trade union representative, health and safety co-ordinator and the enforcing authority? Comments/evidence: Yes – it is displayed in the staffroom in a prominent position</p>	Remember to fill in the blank section with the name & location of the H&S representative and co-ordinator.
3.	<p>Is the Emergency/Business Continuity Plan monitored and updated annually? Comments/evidence: The Continuity Plan will be brought to the Finance and Premises Committee at their Spring 2016 meeting and then ratified at full Governing Body meeting</p>	LCOPs 36 as appropriate
4.	<p>Are Health and safety inspections undertaken every term and yearly? Comments/evidence: Health & Safety inspection are carried out termly and either the Senior H&S Officer from the LA complete a yearly inspection or our H&S Governor does. Our H&S LA officer completed this year's and we are awaiting their Report</p>	LCOP/Checklists, 21 for secondary schools or 21a for primary schools + 21b for teacher's Inspections
5.	<p>List number of completed Risk Assessments undertaken, including e.g. Fire Safety for the Building = 3 Educational Visits = 12 Security, use of Ladders = 1 Access Flat Roof (with no edge protection) = 1 Asbestos = 1 Water Hygiene = monthly Use of Dangerous Machines/Equipment =1 Lone Working =1 Safe use of Chemicals (COSHH) = 1 Safe Use of Computers = 1 Workplace/ Playground/Building/Housekeeping Inspections = weekly Personal Emergency Evacuation Plan (PEEP) = as and when required Manual Handling = 1 Stress etc and date(s) reviewed. Comments/evidence: 2 reviewed bi-annually</p>	LCOP 15 Risk Assessments).
6.	<p>What measures have been taken to identify stress and manage workplace stress issues? Comments/evidence: There are notices on the staff Health & Safety Noticeboard which signposts different organisations for free help with stress of any kind. Waltham Forest free numbers are given and confidential numbers for advice. Any member of staff can have a confidential meeting with our H&S Co-ordinator at any time they wish. This is brought to the attention of staff at INSET at the beginning of the academic year</p>	LCOP 26 Managing Occupational Stress
7.	<p>List the number of Accidents and incidents reports submitted to the Health and Safety Unit. Comments/evidence: Number of accidents and incidents involving staff 0 Number of accidents and incidents involving pupils 2</p>	LCOP 1 Accident Reporting
8.	<p>List date of last security Inspection/audit been undertaken and by whom? Comments/evidence:</p>	Can be arranged via NPS or local security consultant
9.	<p>List the number of Staff that has attended the following Health and Safety training: Health & Safety Induction = 2 Risk Assessment/Safe use of Computers = 1 Managing Buildings Safely = 2 Fire Marshal and Fire Safety Awareness for all staff = 8 Manual Handling of heavy loads, 2 Safe use of ladders =2 Safe use of chemicals =2 Safe use of Evacuation Chairs =2 Other =</p>	See H&S Training for Competence Policy on

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10.	<p>Are first aid arrangements for your school adequate? Please list number of qualified first aiders and Paediatric trained first-aiders? Comments/evidence =</p> <p>First Aiders are 15 Paediatric trained are 10</p>	LCOP 35 First Aid
11.	<p>Is the infectious disease control poster on display in the first aid room? Yes and staffroom</p>	
12.	<p>Are fire drills are undertaken every term? Please supply dates and performance times. Comments/evidence:</p> <p>16.09.2014 4 mins 18 secs</p> <p>27.03.2015 5 mins 44 secs</p> <p>03.07.2015 4 mins 24 secs</p>	LCOP 34 Fire Precautions
13.	<p>Has a school condition survey been undertaken and a program of building works agreed with the Council? Comments/evidence:</p> <p>The school was completed refurbished and pupils and move moved in in 2013. A new condition survey is expected within the next 2 years</p>	LCOPs 3 Building Works and Competent Contractors
14.	<p>Has the recommendations in the asbestos register been implemented and recorded on the Asbestos Management Plan? Please provide date action taken? Comments/evidence:</p> <p>Yes – September 2013</p>	LCOP 3a Building Works and school asbestos inspection report.
15.	<p>Has the recommendations in the Water Safety Risk Assessment been implemented and recorded on the Legionella Management Plan? Please provide date action taken? Comments/evidence:</p> <p>November 2013. Another Risk Assessment will take place in November 2015</p>	LCOP 22 Control of Legionella bacteria in water systems.
16.	<p>Is there a designated Educational Visits Co-ordinator (EVC) who has attended LEA EVC training course for Educational Visits? Comments/evidence:</p>	LCOP 24 Requirements for Educational Visits
17.	<p>The school Work Experience Co-ordinator has monitored 0 number of work placements by Project Trident/EBP Comments/evidence:</p>	LCOP 20 Secondary School placements
18.	<p>Do employees have knowledge of the LBWF Counselling and Occupational Health Services provision? – Yes please see above</p>	

19.	<p>The following Annual Statutory inspections and/or reviews/updates have taken place and documentary evidence are contained inside the “RED BOX”:</p>		
		Date	Contractor
	Fire Risk Assessment (Building Structure)	Dec 2013	Strictly Education
	Fire Alarm system	May 15	Multi Alarm
	Fire Fighting Equipment	22.05.2014	F S Interserve
	Electrical Portable Appliance Testing	Feb 2015	PATCO
	Fixed Electrical Testing (every 5 years)	June 2013	Rise Park Electrical
	Security Audit	September	ACE Security Limited

		2015	
	Gas Boiler and other Gas Equipment including Cookers/Ovens etc)	September 2015	A C Mechanical Services
	Lifts (Mechanical)	August 2015	Langhams
	Lifting Equipment (e.g. hoists, Evac Chairs etc)	August 2015	Langhams
	Asbestos in Building Survey	2013	LBF and NPS
	Emergency Lighting	Feb 2015	Multi Alarm
	Lightning Conductor Testing	November 2014	RGE Services
	School minibus (maintenance checks)	n.a	
	Dangerous Machines & Equipment	n.a	
	PE/Play Equipment	September 2015	Playdowns
	Water Safety Risk Assessment and Monthly Testing of water temperatures	October 2013	Water Risk Assessment – water temp checked on a monthly basis
	Access Equipment (e.g. Ladders/Steps and/or window cleaning devices).	18.09.2014	Harcon Services
	Fume Cupboards Exhaust Ventilation in Classrooms and Extract Ventilation within the Kitchen etc.	18.02.2015	Pro-Duct & Gratte Brothers

	Areas of activity	LCOP number and notes
20.	<p>List other inspections or examinations carried out E.g. Safety Glass, Damage finger guards, Door closing devices or Flat Roofs without Edge Protection etc.?</p> <p>Comments/evidence: Playground External play apparatus Gutters Flat Roofs Glass Boilers</p>	
21.	<p>Does the school provide external lettings? Please provide list of lettings groups. Comments/evidence:</p> <p><i>Community/Church groups</i></p>	
22.	<p>List the health and safety priorities (action plan) for the next academic year.</p> <p>Comments/evidence:</p> <p>To ensure that H&S requirements are kept up to date and the school continues To carry out its obligation and has outstanding in Health & Safety matters</p>	Review policy, train staff, undertake or review risk assessments, school site inspections

<p>..... Head teacher's signature</p>	<p>..... Date</p>
<p>..... Chair of Governors</p>	<p>..... Date</p>

A copy of this report should be sent to:

The Health and Safety Unit,
 Room 114,
 Walthamstow Town Hall,
 Forest Road,
 London E 17 4JF.