

# **HEALTH & SAFETY POLICY**

## **NEW END PRIMARY SCHOOL**



## Health and Safety Policy for New End Primary School

### PART 1. STATEMENT OF INTENT

The aim of the governing body and the headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors, so far as it is reasonably practicable. This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff and a copy will be kept in the on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy should be read in conjunction with Camden Health and Safety Policies and all relevant school policies.

Linda Davies, **Chair of Governors**

Karyn Ray, **Headteacher**

[Signature]

[Signature]

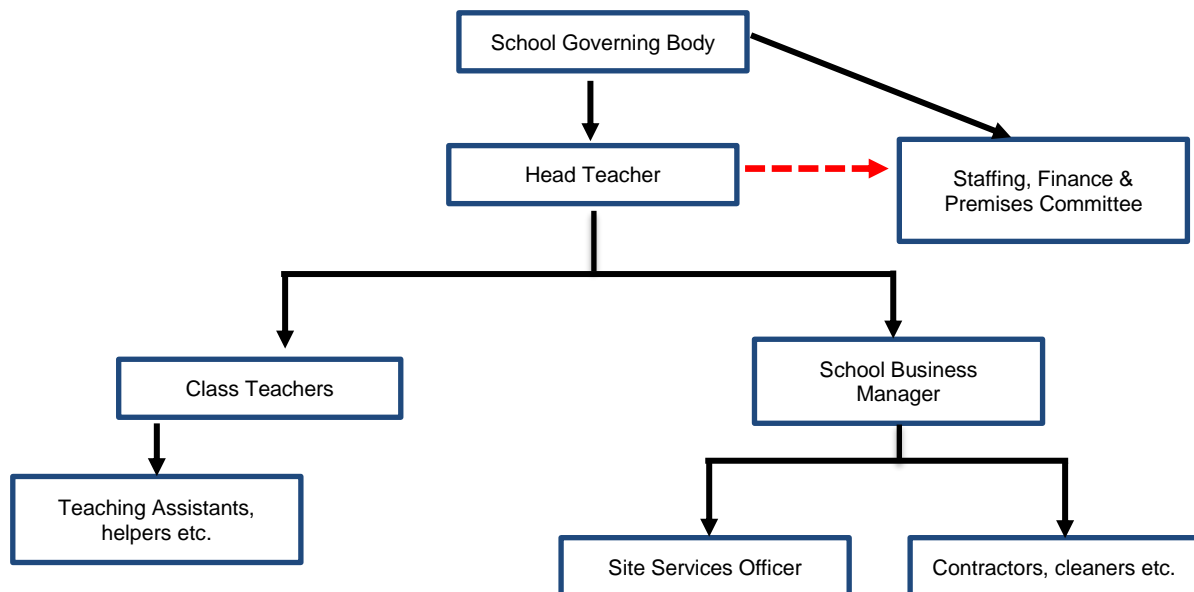
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## PART 2. ORGANISATION

As the employer, Camden Council has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

**At a school level duties and responsibilities have been assigned to staff and governors as detailed below.**



### Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the **myDrive** folder.

A **Health & Safety Governor (Catherine Levin)** has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher, or other nominated member of staff, in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety that the establishment may not feel competent to deal with. The Camden Health & Safety Team provide competent health and safety advice for Community, Community Special and VC schools.

## Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

**Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.**

The task of overseeing health and safety on the site has been delegated, by the Headteacher, to the **School Business Manager (Nick Holt)**. Within a teaching & learning / classroom context, this task has been further delegated to subject leaders and class teachers.

## Responsibilities of other staff holding posts of special responsibility

The School Business Manager, subject leaders, class teacher and Premises Officer etc. will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head or individual with delegated responsibility of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## PART 3. ARRANGEMENTS

Detailed information on LBC's expectations can be found in the **myDrive** folder ([LGFL/USOLogin/myDrive/Health&Safety](#)).

*The following list of arrangements covers the key elements of a Health and Safety policy. Also refer to Health and Safety Document Library in the School's **myDrive** folder which cover many other risk areas, codes of practice and guidance notes.*

Appendix 1	-	Risk Assessments
Appendix 2	-	Health and Safety Monitoring and Inspection
Appendix 3	-	Fire Evacuation and other Emergency Arrangements
Appendix 4	-	Inspection / Maintenance of Emergency Equipment
Appendix 5	-	First Aid and Medication
Appendix 6	-	Offsite Visits & School Journeys
Appendix 7	-	Accidents & Incident Reporting
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal Safety / Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Asbestos Management (SEPARATE FOLDER)
Appendix 13	-	Lifting and Handling
Appendix 14	-	Contractor Management
Appendix 15	-	Work at Height
Appendix 16	-	Display Screen Equipment (DSE)
Appendix 17	-	Lettings/ Shared use of Premises
Appendix 18	-	Vehicles on Site (NOT APPLICABLE HERE)
Appendix 19	-	Minibuses (NOT APPLICABLE HERE)
Appendix 20	-	Stress / Wellbeing
Appendix 21	-	Legionella Management (SEPARATE FOLDER)
Appendix 22	-	Work Experience (NOT APPLICABLE HERE)
Appendix 23	-	Swimming pool (NOT APPLICABLE HERE)
Appendix 24	-	Workplace Environment

## APPENDIX 1: RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk.

Risk assessments are available for all staff to review and are held centrally on the Shared Drive. These assessments will be reviewed on an annual basis or when the work / activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant staff member eg. headteacher, deputy head, SENCO, or SBM. Individual risk assessments will be reviewed on a regular basis with the relevant persons involved.

***It is the responsibility of all staff to inform the headteacher of any medical conditions (including pregnancy) which may impact upon their work.***

### Respiratory Infections (including Covid-19)

The school will follow national guidance for people with symptoms of a respiratory infection (including Covid-19) within educational settings as provided by the UK Health Security Agency North East and North Central London Health Protection Team (Tel: 020 3837 7084 (option 0, then option 2) or via [necl.team@phe.gov.uk](mailto:necl.team@phe.gov.uk)). The school will also liaise with and follow advice from the Camden and Islington Public Health Team ([CIPHAdmin@islington.gov.uk](mailto:CIPHAdmin@islington.gov.uk)) as necessary.

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by the class teacher and/or relevant subject teachers using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities must be checked against these and significant findings incorporated into texts in daily use such as scheme of work, lesson plans etc.

The following resources may be used within the school as sources of health and safety information & model risk assessments:

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE

- National Society for Education in Art & Design (NSEAD)  
<https://www.nsead.org/resources/health-safety/>
- Safe Practice in Physical Education and School Sport' Association of PE (AfPE)  
<https://www.afpe.org.uk/>

## APPENDIX 2: HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be co-ordinated by the **school business manager** with additional input from class teachers and other staff as required.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with relevant staff member and be monitored by the School Business Manager (SBM).

A named governor (**Catherine Levin**) will be involved in a review of the school's health and safety management systems on an annual basis and report back to both the **Staffing, Finance & Premises Committee** and full governing body meetings.

## APPENDIX 3: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained on the schools website. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

### Emergency Procedures

- Fire and emergency evacuation procedures are detailed in the **staff handbook** and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.
- Evacuation procedures are also made available to all contractors / visitors.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by the SBM:
  - Karyn Ray Headteacher
  - Alan Girling Deputy Head
  - Nick Holt School Business Manager
  - Maria Fay EYFS Manager (Nursery keys only)
  - Adam Ronan Site Services Officer
  - Joe Taylor Caterlink (School Catering Manager)

### Fire Drills

- Fire drills will be undertaken termly and results recorded in the fire log book.

### Fire Fighting

- Staff must ensure the alarm is raised **BEFORE** attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.

**Details of service isolation points (i.e. gas, water, electricity)**

Isolation Point	Main Building Location	Nursery Building Location
<b>Gas</b>	Gas intake cupboard in Infant Playground	Cupboard adjacent to boiler house located in Nursery playground on ground floor.
<b>Water</b>	Below drain cover adjacent to pedestrian gate into Infant Playground	Under plastic cover in Streatley Place adjacent to main entrance into nursery
<b>Electricity</b>	Electrical intake cupboard in main boiler house at basement level	Cupboard adjacent to boiler house located in Nursery playground on ground floor.

**Details of chemicals, flammable substances & gas cylinders on site.**

An inventory of these will be kept by School Business Manager as appropriate, for consultation, and held in the school office.

## **APPENDIX 4: INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The school business manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in school office.

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will usually occur on a Tuesday before school begins at 9.00am.

Any defects on the system will be reported immediately to Camden FM by email [camdenfmservices@camden.gov.uk](mailto:camdenfmservices@camden.gov.uk) or by phone on **0207 974 2772**.

A fire alarm maintenance contract is in place with Camden FM and the system is tested 6 monthly by them.

### **FIRE FIGHTING EQUIPMENT**

Weekly checks are carried out in-house to ensure that all firefighting equipment remains available for use and is operational.

**First Response Fire Safety** undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging are taken out of service and reported direct to Camden FM.

### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Camden FM.

### **MEANS OF ESCAPE**

Daily checks are carried out for any obstructions on exit routes and to ensure that all final exit doors are operational and available for use.

## **APPENDIX 5: FIRST AID AND MEDICATION**

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

### **TRAINED TO FIRST AID AT WORK LEVEL (18 hr):**

[Insert Names/ date of training /Extension Numbers]

### **TRAINED TO EMERGENCY FIRST AID AT WORK LEVEL (6 hr):**

[Insert Names/ date of training /Extension Numbers]

### **TRAINED TO PAEDIATRIC FIRST AID LEVEL (12 hr):**

Lisa Heim & Rebecca Carnegie (Reception)

Lucy Kindall (Y2)

Lorraine Wiggett (Y4)

Shibly Begum & Emma Brown (Nursery)

Azita Azizi & Izzy Allies (Y1)

Karolina Bajusova (Y3)

Claire Filtness-Holt (Y5-6)

Cheryl Cameron (SEN)

First aid qualifications remain valid for 3 years. The headteacher will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Staffroom

Nursery

The Headteacher is responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits] are complete and replenished as necessary.

**Transport to hospital:** Where a first aider, following consultation with the Headteacher or Deputy Head, considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS 111) and, in the case of pupil with the parents/carers.

The closest A&E department to the school is:

Royal Free Hospital  
Pond Street, London  
NW3 2QG

Telephone: **020 7794 0500**

## Administration of medicines

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate **Supporting Pupils with Medical Conditions Policy**.

The School Office is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Other members of staff should not accept or administer medication without liaising with the SBM or Senior Administrative Officer (SAO) in the School Office.

Records of administration are recorded in a folder held in cupboard No.5 in the School Office.

All non-emergency medication kept in school is stored in a locked cupboard (No.3) in the School Office. Refrigerated medication is kept in clearly labelled container within a fridge in cupboard No.12 with access strictly controlled. Where required pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the Staffroom and clearly labelled with the child's name and class detailed.

## Health Care Plans

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the school's SENCo Heidi Meakin.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the child's Individual Folder in the School Office.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## APPENDIX 6: OFFSITE VISITS & SCHOOL JOURNEYS

Camden has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance which can be found in the **myDrive** folder ([LGFL/USOLogin/myDrive/Health&Safty/SchoolTrips](#)).

Camden's Outdoor Education Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via **Evolve**, the online notification and approvals system.

Every member of staff planning an off-site visit will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator (Deputy Head) who will check the documentation and planning of the trip and, if acceptable, approve the visit as the person (along with the headteacher) with delegated authority for approval.

Visits are categorised into two main groups. As a rough guide, all trips which fall into the high risk category (formerly Category B) must be notified to Camden's Outdoor Education Advisor. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Headteacher and/or Deputy Head should satisfy themselves that such assessments are suitable and sufficient.

### Routine or lower risk activities

These are visits where risks are no greater than those encountered in everyday school /centre/ club activities. These include for example: local visits to parks, museums, libraries etc.

Notification procedures are determined by the governing body but in all cases authorisation by the Headteacher/Deputy Head is required. The Headteacher or Deputy Head have authorisation for routine (lower risk) visits. The Headteacher or Deputy Head is also responsible for ensuring the satisfactory completion of risk assessments.

These trips can be updated onto **Evolve**, but this is optional.

### Higher risk activities

These visits **must** be entered on to **Evolve** at [www.camdenvisits.org.uk](http://www.camdenvisits.org.uk).

They include potentially 'high risk' activities and are visits where the following criteria apply: travel by air or sea is involved; overnight stay; destinations abroad; adventurous activities are included in the programme; visit involves activities or field-work in a mountainous or coastal environment, or near inland water (rivers, canals, lakes and reservoirs) and swimming (other than lessons given as part of the National Curriculum) is included.

Camden LA has powers of approval for higher risk visits.

The Headteacher or Deputy head is responsible for ensuring full risk assessments are undertaken and consent received from the governing body.

The Headteacher or Deputy Head is then required to ensure the visit is entered onto **Evolve** for processing by the LA health and safety adviser.

**This must be done as soon as possible and in all cases, at least 10 days prior to the visit taking place.**

## **APPENDIX 7: ACCIDENTS & INCIDENT REPORTING**

### **Accidents to employees**

Where Camden Local Authority (LA) is the employer (i.e. Community, VC and Community special schools) then **all** employee accidents, no matter how minor, will be reported using the telephone reporting system hosted by **Reportline** on **02920 266787** or online at <https://camden.info-exchange.com/incidents>. Near misses and occupational ill health will also be reported.

### **Accidents to pupils and other non-employees (members of public / visitors)**

A local accident/bumps book, located in the School Office, is used to record all minor incidents to non-employees, more significant incidents (as detailed below) must also be reported to Camden using the telephone or online reporting system.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends by the Headteacher and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### **Violence to Staff**

The school takes a serious view of any incidence of violence against its employees and takes responsibility for protecting all its employees from acts of violence and aggression.

Violent incidents towards staff will be reported via **Reportline**. The Headteacher will monitor incidents of violence and aggression towards employees so that appropriate action can be taken to reduce the risk in the workplace.

## Violence Between Students/Pupils/Learners

Violent incidents between pupils will be dealt with in accordance with the school's policy for behaviour management and will not be reported to **Reportline** unless serious in nature (severity of injury, police involvement etc.).

## Reporting to the Health and Safety Executive (HSE)

Incidents involving death where they arise from a work related accident will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the **Schools' Health and Safety Team** on 0207 974 6655 (internal 6655) select option 2 then option 3.

Incidents resulting in the following outcomes will be reported to the HSE within 15 days of the incident occurring.

- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

Incidents resulting in the following outcomes will be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Incidents involving specified injuries to workers, dangerous occurrences as specified in the RIDDOR regulations.

**Any accident/incident reported to Reportline will be monitored against RIDDOR reporting criteria and reported onto the HSE by Reportline following approval from the Health & Safety team.**

**Schools who are not required to report incidents via Reportline can report RIDDOR reportable incidents to the HSE as soon as practicable via their online reporting system at <http://www.hse.gov.uk/riddor/report.htm>.**

Further guidance on accident and incident reporting along with a flowchart summarising the reporting requirements can be found in the **myDrive** folder ([LGFL/USOLogin/myDrive/Health&Safety/Accident&IncidentReporting](#)).

## **APPENDIX 8: HEALTH AND SAFETY INFORMATION & TRAINING**

### **Consultation**

The school is required to establish effective means of communication and consultation and to ensure that health and safety is included in all relevant meetings. This requirement is met at a Governing Body level by the termly Staffing, Finance & Premises Committee and through dedicated H&S time in staff meetings where H&S requirements, issues and any changes in practice, can be discussed.

**The Staffing, Finance & Premises Committee meets termly to discuss staffing, finance, health, safety and welfare issues affecting staff, pupils or visitors.**

The Health and Safety Law poster is displayed in Staffroom and School Office.

The Camden Health and Safety Team provides competent health and safety advice for Community and Community Special schools.

### **Health and Safety Training**

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height, manual handling etc.)
- refresher training where required.

H&S related training records will be kept in the Health & Safety folder held in the School Office.

The Deputy Head is responsible for the overall INSET programme and co-ordinating all staff training needs, including health and safety training needs.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing attention to their specific personal training needs and for not undertaking duties unless they are confident that they have the necessary competence.

## **APPENDIX 9: PERSONAL SAFETY / LONE WORKING**

### **Personal Safety**

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and Police, where inappropriate behaviour/ individual conduct compromises the school's aims of providing an environment in which both the pupils and staff feel safe.

### **Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.**

Staff working outside of normal school hours (in the evening, at the weekend or in the school holidays) must obtain the permission of the Headteacher and sign in and out of the school premises.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

### **School staff responding to call outs – NOT APPLICABLE**

The school uses an out-of-hours key holder service (**The Key Holding Co.**) to attend alarm activations outside normal working hours. Under normal circumstances, the school's nominated key holders are not required to attend empty premises.

### **Current Key Holders:**

Headteacher – Karyn Ray  
Deputy Head – Alan Girling  
Nursery Lead Teacher – Maria Fay (nursery only)  
School Business Manager – Nick Holt  
Site Services Officer – Adam Ronan

School Kitchen Manager (Cook) – Joe Taylor

## **APPENDIX 10: PREMISES AND WORK EQUIPMENT**

All staff are required to report to the Headteacher, Deputy Head or SBM any problems found with plant/equipment/resources. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

The School Business Manager is responsible for recording all assets via the online Asset Register and ensuring that staff have any specific training or instruction needs or personal protective equipment requirements and that a risk assessment is undertaken as required.

Equipment restricted to those users who are authorised include:

### **Site Officer:**

Leaf blower  
Power Tools  
Hand Tools including knives, chisels etc.  
Jet Washer

### **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in Camden FM logbook held in the School Office. The SBM is responsible for ensuring the logbook is maintained and kept up-to-date.

### **Curriculum Areas**

All staff are responsible for ensuring any maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the SBM or SSO.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). HSE guidance document [maintaining portable](#)

[electrical equipment](#) will be used to help determine frequency of inspection and testing required.

PAT inspection and testing will be conducted annually by a qualified contractor (currently **Clark Electrical Industries Ltd.**). The SBM is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Camden FM on a 5 year cycle]. Camden FM also undertake annual thermal imaging for distribution boards to ensure mains wiring is in good condition.

### **Outdoor Play Equipment**

Outdoor play equipment will only be used when appropriately supervised.

The SBM and SSO will conduct a formal and recorded termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by **Gym-Fix Team Services Ltd.**

## APPENDIX 11: FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful, substances which fall under the “**Control of Substances Hazardous to Health Regulations 2002**” (COSHH Regulations).

The schools nominated person responsible for substances hazardous to health is the SBM who shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

A template inventory and COSHH assessment form available for customisation is located at [LGFL/USOLogin/myDrive/COSHH](#).

Where persons may be affected by their use on site, the SBM is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

## APPENDIX 12: ASBESTOS MANAGEMENT

An asbestos survey and management plan is in place for the school in accordance with Camden's asbestos policy available at [LGFL/USOLogin/myDrive/Health&Safety/Asbestos](#)). The school's most recent asbestos management survey was conducted on 17.10.22 and a revised asbestos management matrix will follow.

The school's asbestos management folder (including school plans, asbestos survey data and site specific management plan) is held in the School Office and managed by the SBM.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the School's Asbestos Authorising Officer (the SBM)** as even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.

Any damage to materials known or suspected to contain asbestos should be reported to the SBM who will contact Camden's Asbestos Compliance Officer, Steve Manley on 020 7974 1781 or via email at [steve.manley@camden.gov.uk](mailto:steve.manley@camden.gov.uk).

The school's Asbestos Authorising Officers are Nick Holt and Adam Ronan and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos management folder is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the **AMP01 - Permission to Work Form** and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) using the **AMP02 – Inspections Records Form**.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g.

areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.

- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via Camden's Asbestos Compliance Officer.

## **APPENDIX 13: LIFTING AND HANDLING**

Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the SBM and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Paediatric Moving and Handling**

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a **6 monthly** basis by a competent contractor.

## APPENDIX 14: CONTRACTOR MANAGEMENT

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to School Office where they will be asked to sign the visitors book, review the Asbestos Register and wear an identification badge.

Contractors will be informed about emergency procedures, specific relevant risks and local management arrangements.

The SBM and/or SSO are responsible for monitoring those areas where the contractor's work may directly affect staff and pupils and check whether expected controls are in place and working effectively.

### School managed projects

Where the school undertakes construction and building works projects directly, the governing body are considered the 'client' and therefore have additional health and safety responsibilities to consider before starting works.

Such projects are managed by the Headteacher who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. For this school, the landlord is the Local Authority. Schools are required to notify the Authority when they are proposing works that will affect the layout or operation of the building. A form for requesting landlord's consent, entitled '**Building Changes Notification Form**', and accompanying explanatory notes has been distributed to schools via Camden Learning. Further information can be obtained by contacting Property & Contracts on 020 7974 4547.

Under the Construction (Design & Management) Regulations 2015 (CDM) certain construction work must be notified to the Health & Safety Executive (HSE). The school will seek further advice and guidance from competent person(s) for fulfilling their duties under CDM 2015 as applicable.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. **Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.**

## **APPENDIX 15: WORK AT HEIGHT**

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc. Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders .

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff who may regularly work at height

The establishments nominated person(s) responsible for work at height is Nick Holt (SBM).

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

To help manage risk relating to working at height, in normal circumstance, staff access to ladders etc. will be restricted and pupils are not allowed to use ladders under any circumstances.

## **APPENDIX 16:**

### **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the **myDrive** folder ([LGFL](#)/USOLogin/**myDrive**/Health&Safety/WorkstationSelfAssessment).

## **APPENDIX 17:**

### **LETTINGS / SHARED USE OF PREMISES**

School lettings are managed by SBM, the school's H&S folder held in the School Office contains examples of the school's letting procedure which details any specific restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, emergency lighting, public entertainment license, copies of public/employer liability insurance sought, etc.

## **APPENDIX 18: VEHICLES ON SITE**

Vehicular access to the school is limited. The school has no designated car parking spaces on site. The lower (South) playground is occasionally used as a temporary parking space by school staff (for example on training days when children are not in attendance) and very occasionally by school visitors. There is no facility for general use by parents / guardians when bringing children to school or collecting them by car.

The only vehicular access to the school is via Murray Terrace. This is the fire emergency route and must be kept clear for emergency vehicles.

Given the very limited use by vehicles, the vehicle access gate on Murray Terrace may, at times, be used for pedestrian access.

Deliveries to the school are severely restricted and entail transferring goods from vehicles in New End or Streatley Place to trolleys and walking to the pedestrian entrance on Streatley Place.

## APPENDIX 19:

### MINIBUSES – **NOT CURRENTLY APPLICABLE** no staff are minibus drivers

All employees who drive a minibus must have undertaken a theoretical training and assessment course.

In most circumstances, minibus drivers must hold a D1 licence. However, school staff that hold a car (Class B) licence can legally drive a school minibus without a D1 licence as long as certain conditions are met. Comprehensive guidance can be found in this publication: [Driving school minibuses advice: schools and local authorities](#)

[insert name] maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.

[insert name] is responsible for undertaking regular checks on the vehicles and the school's operation of minibuses.

### Driver Authorisation and Licenses

- A. **If you passed your category B (car) driving test before 1 January 1997**, you can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.
- B. **If you passed your category B driving test on or after 1 January 1997**, you may drive a minibus that is not being used for *hire and reward* if the following conditions are met:
- you are over 21 and have held a category B licence for at least 2 years;
  - the minibus is used by a non-commercial body for social purposes,
  - you receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs);
  - you provide the service on a voluntary basis;
  - the gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and
  - you do not tow a trailer.

Further guidance material and standards as identified in [ROSPA Minibus Safety A Code of Practice](#) will be referred to as applicable to help ensure the safety of minibus operations.

## **APPENDIX 20: STRESS / WELLBEING**

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and LBC management standards.

The school and governing body recognise that some employees may require temporary or long-term adjustments to support in the management of needs which may not be visible (including, but not exclusively: Long Covid, Menopause, Mental Health Conditions).

The systems in place within the school for responding to individual concerns and monitoring staff workloads include: Occupational Health Reviews, Performance Management and in-house and external training and mentoring.

## APPENDIX 21: LEGIONELLA MANAGEMENT – **this information is held in a separate folder**

The school complies with advice on the potential risks from legionella as identified in Camden's Water Hygiene Policy for Schools available at [LGFL/USOLogin/myDrive/Health&Safety/WaterHygiene](#)).

A water hygiene (legionella) risk assessment of the school has been completed by **[insert name of contractor]** and **[insert name]** is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

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

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded. (A written scheme is in place identifying all technical procedures for the water system on site.)

- Water is heated and stored to 60°C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets or other for hot water outlets and nearest and furthest to the CWST or mains for cold water taps, plus 20% of all other outlets over a 12 month period.
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and temperature monitored on an annual basis by **[insert contractors name]**

## **APPENDIX 22**

### **Work Experience**

Not applicable to this school.

## **APPENDIX 23**

### **On-site Swimming Pool**

Not applicable to this school.

## **APPENDIX 24: Workplace Environment**

The school will provide a suitable workplace environment including ensuring that there is adequate ventilation, lighting, temperature, cleanliness, workplace facilities etc. Maintenance of work equipment including mechanical ventilation/air conditioning systems will be undertaken as required.

Further information and guidance material including [HSE Workplace Health, Safety & Welfare Approved Code of Practice & Guidance](#) will be referred to as applicable.

## Version Control Table

Version	Changes	Author	Date
3.1	<b>General Changes Made</b> <ul style="list-style-type: none"> <li>• Formatting</li> <li>• Updated contact details</li> <li>• Tested &amp; updated links</li> <li>• Updated introduction on completing policy</li> </ul>	BC	March 22
	<b>Specific Changes Made</b> <ul style="list-style-type: none"> <li>• Respiratory Infections (Including Covid-19) (p.9)</li> <li>• Resources information updated (p.9, p.10)</li> <li>• Gas cylinders added to inventory section (p.11)</li> <li>• First Aid training qualifications amended (p.12)</li> <li>• Evolve/school journey notification time redefined (p.15)</li> <li>• How to report incidents using Reportline amended (p.15)</li> <li>• Violence between pupils, students, learners amended (Heading) (p.16)</li> <li>• Reporting to the HSE amended (P.16)</li> <li>• Electrical Safety - PAT guidance document referred to (p.19)</li> <li>• Asbestos (contact details) (p.21)</li> <li>• Minibus guidance (p.26)</li> <li>• Legionella (p.26,27)</li> <li>• Swimming Pool (p.28,29)</li> <li>• Appendix 24 added (Workplace Environment) p.29</li> </ul> <p>(Consultation with Schools JCC - March 2022) (Issue date - July 2022)</p>	BC	March 22