Woodcroft Primary School

Health and Safety Policy 2026

Signed by:

Craig Tallon _____ Headteacher Date: 5th October 2026

Robert Kulawik _____ Chair of governors Date: 5th October 2026

Introduction

1. This policy is based upon criteria for schools. As a community school it is the responsibility of the governing body to implement these arrangements. These are delegated in line with our Staff Responsibilities Structure published annually in the Staff Information Pack.

2. This policy is written in line with Local Authority policy and procedures (see link below):

https://wwc.barnet.gov.uk/working-children-barnet/information-schools/health-and-safety-schools/local-codes-practice

Writing a Policy Statement

3. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by an educational settings policy statement.

4. The safety policy should be signed and dated by the head teacher / chair of governors.[1]

5. The main points required in a Health and Safety Policy Statement are:

Part 1 Statement of Intent
Outlining educational settings commitment to providing a healthy and safe environment for all users of the establishment: - staff, pupils, visitors and contractors. Ensuring adequate allocation of resources (including time, effort, training and money) to safety, health and wellbeing and the creation of an educational setting health & safety action plan (business or development plan containing health & safety component) which will be regularly reviewed throughout the year culminating in an Annual Health & Safety Report.

Part 2 Organisation (roles and responsibilities)
The organisation section should describe the roles and responsibilities and include an organisation chart of key personnel, for example:

- Governors
- Headteacher
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Headteacher , Senior Leadership, Site Managers, Caretakers, First Aiders, Fire Warden/Marshal, Educational Visit Coordinator (EVC) etc.
- Other employees (both teaching and non-teaching) and any volunteers

The procedures for joint management / employee consultation should be detailed. It is recommended that Health and Safety is included as a standing agenda item at relevant staff/team meetings. This enables you to demonstrate communication lines are in place enabling staff to participate in health and safety.

[1] References to governors should be taken to mean whoever is responsible for fulfilling governance functions

It should be decided whether you require a safety committee in the establishment. (small establishments and primary schools are unlikely to need a safety committee.) Where such a committee exists, then you should describe briefly its constitution, functions and how frequently it meets.

Part 3 Arrangements

The arrangements section details the establishments local procedures for controlling significant risks and makes clear any specific roles and responsibilities in managing these.

The model policy details as appendices some of the key areas for which local arrangements may be required, depending on the nature of the risks not all may be relevant.

Arrangements for policy review

5. Governors are required to take steps to ensure that they are kept informed of the Council's advice and guidance on health and safety matters.

6. Health and Safety is a regular item on the agenda of both the full meeting of the governing body and senior management meetings including the 'Premises and Safety' sub-committee of governors

7. A review will be carried out annually.

8. The policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

Further Information

9. The Headteacher. Woodcroft Primary School (Tel: 02089593244)

10. For guidance contact: **Customised Safety Solutions** (Tel: 07763981834;

11. Barnet Council Safety, Health and Wellbeing Team
Tel: 020 8395 7955

12. DfE health and Safety advice for schools – Annex A contains key elements of a H&S policy

WOODCROFT PRIMARY SCHOOL HEALTH AND SAFETY POLICY

PART 1. STATEMENT OF INTENT

The Governing Body of Woodcroft Primary will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

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, and/or issued to, all members of staff and be published on the school website.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis culminating in an Annual Health & Safety Report. This policy will ensure the allocation of adequate resources (including time, effort, training and money) to safety, health and wellbeing.

This policy statement supplements:

Barnet Council Health and Safety Policy.
Child Protection Policy

Staff Code of Conduct Policy

Whistleblowing Policy

Equality Policy

Behaviour Policy

Anti-Bullying Policy

Educational Visits Policy

Charging Policy

Complaints Policy

Supporting Pupils with Medical Conditions

Code of Conduct for Contractors and Visitors

Policy for Physical Restraint and Intervention

PART 2. ORGANISATION

As the employer the LA 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.

Health & Safety Governors (see Governor Responsibilities published on the school website) have 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.

The Governing body are required by Law to have access to competent health and safety advice:

The Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with from Customised Safety Solutions 07763981834; Council SHaW Team 0208 359 7955

Responsibilities of the Headteacher
Overall responsibility for the day to day management of health and safety in accordance with the Local Authority and governing body'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 the 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 proactively 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 day to day oversight of health and safety on the site has been delegated by the head to the caretaker and staff health and safety representative.

The responsibilities of other staff holding posts of special responsibility include:

- Applying the school's health and safety policy
- Ensure staff 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 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 are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

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.

Organisation Chart

The schools organisation of staff responsibilities is published annually in the Staff Information Pack.

PART 3. ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy.

1. Consulting Employees on Health & Safety	2. Provision of Information and Training	3. Health & Safety Monitoring, Audit and Inspection
4. Accident/Incident Recording Reporting	5. First Aid & Medicine Management	6. Control of Hazardous Explosive Dangerous Substances
7. Infection Control	8. Health & Safety in Swimming Pools	9. Contractor Selection & Management
10. Smoking on Educational Premise	11. Educational/Recreational (Offsite) Visits	12. Fixed Play Equipment
13. Safety at Fire Work Displays	14. Fire Safety Management in Educational Setting	15. Personal Protective Equipment (PPE)
16. Working at Height	17. Display Screen Equipment (DSE)	18. Manual Handling Operations
19. Management of Risk (Risk Assessment)	20. Gas Safety	21. Electrical Safety
22. Instruction, Information, Training & Supervision	23. Managing Violence at Work	24. Health & Safety in Teaching Design & Technology
25. Work Experience	26. Water Management	27. Finger Entrapment
28. Slips, Trips and Falls (SLF) in the Premise	29. Premises Work Equipment (include Lifting Equipment & Operations)	30. Use of Vehicles for Setting Activities
31. Children with Special Educational Needs	32. Premise Management	33. Asbestos Management
34. Partnership Working (Leasing & Renting Premise)	35. Lone Working	36. Management of Stress in the Workplace
37. Vibration at Work	38. Noise at Work	39. Educational Establishment Health & Safety Policy
40. Physical Education	41. Occupational Health	42. Critical Incident Planning
43. Control of Contractors: Perm Work	44. Visitors	45.COVID-19

APPENDIX 1

CONSULTING EMPLOYEES ON HEALTH & SAFETY

The Premises and Safety Sub Committee meets termly to discuss health, safety, premise and welfare issues affecting staff, pupils or visitors. Action points from the meetings are brought forward for review by the school management.

Governing body health & safety committee meets termly to deal with health & safety issues, monitor health & safety performance and deliver on the Woodcroft health & safety action plan (business or

development plan containing health & safety component) that reviewed throughout the year culminating in an Annual Health & Safety Report that is presented at Governing Body health & safety committee and shared with [school name] employees.

The minutes of any meeting are made available to staff and published as a Chair's report on the school website.

Trade Union appointed Safety Representative on the staff is: Jackie Hatch

APPENDIX 2

PROVISION OF INFORMATION

Information and guidance on how to comply with this Health and Safety Policy is given in this Policy.

The Health and Safety Law poster is displayed in the staff administration corridor.

As the employer London Borough of Barnet provide competent health and safety advice via the Council SHaW Team T: 0208 359 7955 as required by the Health and Safety at Work etc. Act 1974 . In addition the Governing body has access to competent H&S advice via Customised Safety Solutions T: 07763981834 W: www.customisedsafetysolutions.com.

APPENDIX 3

HEALTH AND SAFETY MONITORING, AUDIT AND INSPECTION

A general inspection of the site will be conducted on a ½ termly basis and be undertaken / coordinated by caretaker, Premise Manager,Health and Safety Rep and Headteacher[2].

Inspections of individual classroom / learning environments will be carried out by relevant staff and class teachers.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with the headteacher.

A named governor (see Governor Responsibilities) will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists to assist the monitoring process can be developed in consultation with the Competent Health & Safety Person Customised Safety Solutions.

Periodically the Council SHaW Team will carry out an audit and/or inspection of Woodcroft on behalf of the Council, as it deems appropriate, as part of its programme to ensure

[2] Ideally this should involve a member of the school governors who have health & safety responsibility

compliance with the Council's Legal obligations. This provides an opportunity to take an external perspective on the state of the health safety management system. It will identify if something is in place, is it effective and what actions to be taken to improve. An audit, if properly managed will be a positive experience from which learning will come.

Inspections will be conducted jointly with the establishment's health and safety representative(s) where possible.

Governing body health & safety committee meets termly to deal with health & safety issues, monitor health & safety performance and create/set Woodcroft health & safety action plan (business or development plan containing health & safety component) for that will be reviewed throughout the year culminating in an Annual Health & Safety Report.

The Annual Health & Safety Report reports on health and safety performance to common standards helps Woodcroft achieve its strategic objectives and health and safety targets.

It is important that Woodcroft reviews it's their health and safety performance. It allows Woodcroft to establish whether the essential health and safety principles – effective leadership and management, competence, worker consultation and involvement – have been embedded in the organisation. It tells Woodcroft whether our system are effective in managing risk and protecting people. The Annual Health & Safety Review should consider:

■ Review Woodcroft performance targets

■ Learn from accidents and incidents, RIDDOR, ill-health data, errors and relevant experience, including from other organisations

■ Review training undertaken and future needs

■ Revisit plans, policy documents and risk assessments to see if they need updating

■ Include management and third party audits and inspection reports etc

■ Take action on lessons learned

■ Agree health & safety actions for the next 12 months and those allocated responsibility

Copies of the annual reports are to be sent to the Governor health & safety committee in advance of their consideration by the Committee in March of each year. The Annual Health & Safety Report must be accessible to [school name] employees.

APPENDIX 4

ACCIDENT/INCIDENT REPORTING PROCEDURE

Accidents/incidents to employees

All employee accidents/incidents, no matter how minor, must be reported to them using the online accident reporting system https://barnet.info-exchange.com/Schoolincident .

Incidents include those were staff/teachers are subject to physical and verbal abuse. Verbal abuse may include face-to-face contact, telephone conversation, text or email message, post of a webpage or online meetings etc.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)
A local accident book [retained in the Medical Room] is used to record all minor incidents to non-employees, more significant incidents as detailed below must recorded using the online accident reporting system https://barnet.info-exchange.com/Schoolincident

- Specified 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 resulting in the injured person being absent from work for more than 3 and 7 consecutive days (including weekends and holidays unless the person would have been able to return sooner).
- Accidents arising from premises / equipment defects.
- Work related disease
- Gas related
- Dangerous occurrence / near miss

All major incidents will be reported to the headteacher and the Governing Body/ Health and Safety Governor and Competent Health & Safety Person. Parents / carers will be notified immediately of all injuries.

Accidents will be monitored for trends 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.

Reporting to the Health and Safety Executive (HSE)
Incidents involving a fatality or specific injury will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the Health & Safety Competent Person (Barnet SHaW Team and Customised Safety Solutions)

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system http://www.hse.gov.uk/riddor/ within 15 days of the incident occurring:

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as 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.Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.
  There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

- 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 W/E's and holidays).
- Specified injuries:
  - fractures, other than to fingers, thumbs and toes;

- amputations of major limbs;
- 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), which: – cover more than 10% of the body;
- cause 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;

- A gas related incident considered to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. This could be an accidental leakage of gas incomplete combustion of gas or inadequate removal of products of the combustion of gas.
- Dangerous occurrence or near-miss events, are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:
  - the collapse or failure of load-bearing parts of lifts and lifting equipment;
  - the accidental release of a biological agent likely to cause severe human illness;
  - the accidental release or escape of any substance that may cause a serious injury or damage to health e.g. asbestos fibres or chlorine gas whilst cleaning;
  - an electrical short circuit or overload causing a fire or explosion

- Further guidance on these dangerous occurrences is available.

  Specific guidance for educational establishments is available
  http://www.hse.gov.uk/pubns/edis1.pdf

Any incident notified to the HSE must also be reported to the Health and Safety Competent Person (Barnet SHaW Team) and also CSS

APPENDIX 5

FIRST AID AND MEDICATION

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

An up to date list of all First aid trained staff is retained in the Medical Room and includes the following categories:

- **TRAINED TO FIRST AID AT WORK LEVEL (18 hr): 4 Staff**
- **TRAINED TO EMERGENCY AID LEVEL (6 hr): 2 staff**
- **TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr): 16 staff**

First aid qualifications remain valid for 3 years. The school Health and Safety Rep 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:

- Medical Room
- Dining Room
- Reception and Nursery Classroom
- Caretaker's Office

The Health and Safety Rep is responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits/ those in vehicles] are complete and replenished as necessary.

Head Injuries:
If a child or someone sustains a head injury, they are observed closely whilst at school. Outside school the parent/carer will receive a phone call and letter informing that the child has sustained a minor blow to the head and to observe the child closely for any unusual behaviour and symptoms.

If a child has a minor head injury, they may cry or be distressed. This is normal, and with attention and reassurance most children settle down. However, seek medical assistance if your child continues to be distressed.

Minor head injuries are common in people of all ages and should not result in any permanent damage. The symptoms of a minor head injury are usually mild and short lived. Symptoms may include:

- a mild headache
- nausea (feeling sick)
- mild dizziness

- mild blurred vision

If a child experiences these mild symptoms after a knock, bump or blow to the head, you won't usually require any specific treatment. However, you should ensure the child is taken to a local minor injuries unit or accident and emergency (A&E) department for a check-up.

Signs of a serious head injury
If, following a knock to the head and any of the symptoms below are noticed, the child or person injured must seek immediate medical attention:

- unconsciousness, either briefly or for a longer period of time
- difficulty staying awake or still being sleepy several hours after the injury
- clear fluid leaking from the nose or ears (this could be cerebrospinal fluid, which normally surrounds the brain)
- bleeding from one or both ears
- bruising behind one or both ears
- any sign of skull damage or a penetrating head injury
- difficulty speaking, such as slurred speech
- difficulty understanding what people say
- reading or writing problems
- balance problems or difficulty walking
- loss of power or sensation in part of the body, such as weakness or loss of feeling in an arm or leg
- general weakness
- vision problems, such as significantly blurred or double vision
- having a seizure or fit (when your body suddenly moves uncontrollably)
- memory loss (amnesia), such as not being able to remember what happened before or after the injury
- a persistent headache
- vomiting since the injury
- irritability or unusual behaviour

If any of these symptoms are present, particularly a loss of consciousness (even if only for a short period of time), go immediately to your local A&E department or call 999 and ask for an ambulance.

Transport to hospital: Where a first aider 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 Direct 0845 4647) and, in the case of pupil with the parents/carers.

Local Hospitals:

Edgware NHS Walk-in Centre
Address: Edgware Community Hospital, Burnt Oak Broadway, London, Middlesex HA8 0AD
Phone:020 8732 6459

Finchley Memorial Hospital
Granville Rd, London N12 0JE,
Walk-in Centre: 020 8349 7471 (F: 020 8349 7478)

Barnet General Hospital
Address: Wellhouse Ln, Barnet, Hertfordshire EN5 3DJ
Phone: 0845 111 4000

Storage of medication

Medication, when not in use, should generally be stored in a safe and secure place. This will normally be a locked cupboard or a locked non-portable container in a cool place. The medication must be accessible to the appropriate members of staff at all times. However, there are some important exceptions:

· All emergency medication must be stored safely but must also be readily accessible at all times, i.e. not locked in a cupboard.

· Asthma “reliever” inhalers must be readily available at all times, including prior to and during exercise. Whenever, possible children should be responsible for their own inhalers, but when this is not possible the inhaler should be kept in an easily accessible place e.g. on the teacher’s desk. The need for a child to have ready access to their inhaler should override any concerns about misuse by others.

· Some medications may need to be refrigerated. An appropriate refrigerator, with restricted access, should be identified and the medication should be placed in a closed plastic container with the lid clearly marked “Medication”. This container should then be kept on a separate shelf in the fridge.

There should be a policy which covers the issue and security of keys to medication storage cupboards. Records should be kept of the named staff who are authorised to have access to medication.

A designated person (Medical Needs Co-ordinator) should check the medication cupboard at least once every term, to ensure that medication has not reached its expiry date. Medication which is no longer required should be disposed of in accordance with the school policy.

Administration of medicines

Staff agreeing to administer medication should have received training appropriate to the tasks they are asked to perform. Ideally you should attend Medication Awareness Training Medication Awareness Training | For Schools | iHASCO and for more specialist medication seek formal training from the child's local GP Nurse/Medical Centre or visiting nurse.

Facilities should be available to enable staff to wash their hands before and after administering medication and to clean any equipment used after use. Ideally, medication administration should take place in the same room as where the medication is kept. All the necessary paperwork should be assembled and available at the time of administering medication. This will include the written consent and school medication administration records.

Medication should only be administered to one child at a time.

It is expected that in normal circumstances the child requiring medication will be known to the member of staff administering it. There should be a mechanism in place which enables staff administering medication to positively identify the child at the time of administration e.g. by confirming with the child where possible their name, date of birth and/or comparing with a recent photo attached to the medication administration record / consent form. When the child is not known or cannot give his or her details then a second check with a member of staff who does know the child and comparison with a recent photo or some other way of checking identity should be implemented. (NB Remember that parental consent will be needed for photographs taken to go on medication records.)

Before administering medication the member of staff should check

• the child’s identity

• that there is written consent from a parent/carer

• that the medication name and strength and dose instructions match the details on the consent form

• that the name on the medication label is that of the child being given the medication • that the medication to be given is in date

• that the child has not already been given the medication

If there are any concerns about giving a medication to a child, then the member of staff must not administer the medication but should check with the parent/carer or a health professional, documenting any action taken.

Immediately after administering, or supervising the administration of medication, written records should be completed and signed. When a medication cannot be administered in the form in which it is supplied e.g. a capsule cannot be swallowed, written instructions on how to administer the medication must be provided by the parent/carer, following advice from a healthcare professional.

If a child refuses to take a medication they should not be forced to do so. Refusal should be documented and agreed procedures followed. Parents should be informed as soon as possible on the same day. If a refusal could result, or results in an emergency then the school's emergency procedures must be followed.

All medication will be administered to pupils in accordance with the Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

The Senior Welfare Officer is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by The Senior Welfare Officer.

All non emergency medication is kept in school are securely stored in a lockable cupboard in school medical room, refrigerated meds kept in clearly labelled container within fridge in the medical room with access strictly controlled. All pupils know how to access their own medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in their own classroom and clearly labelled.

Individual Health Care Plans (IHCP)

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 at annually by [Insert Name(s)] or in light of additional information.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrols / on diagnosis being communicated to the school and will be reviewed annually by [Insert Name(s) / role].

All staff are made aware of any relevant health care needs and copies of healthcare plans are available from the Senior Welfare Officer

[Where a PEEP or Personal Risk Assessment is required it is logical to include it as part of the Health Care Plan]

Staff will receive appropriate training related to health conditions of pupils and adults.

The administration of medicines by a health professional as appropriate.

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The administration of medicines by a health professional as appropriate.

APPENDIX 6

CONTROL OF HAZARDOUS EXPLOSIVE DANGEROUS SUBSTANCES

This Arrangement merges the requirements of both the "***Dangerous Substance, Explosive Atmosphere Regulations 2002"*** (DSEAR) and ***"Control of Substances Hazardous to Health Regulations 2002"*** (COSHH) to form Control of Hazardous Explosive Dangerous Substances (CHEDS)

Where practical every attempt will be made to avoid, or choose the least harmful and/or explosive substance.

Within curriculum areas (particular science and Design & Technology) Subject co-ordinators are responsible for CHEDS (Control of Hazardous Explosive Dangerous Substances) and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is/are [insert name(s)]

They shall ensure:

- an inventory of all hazardous and explosive 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 CHEDS 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 unauthorised persons.
- 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 t provided free of charge where the need is identified as part of the risk assessment and staff/students given appropriate training for it's safe use and disposal.

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

APPENDIX 7

INFECTION CONTROL

To promote good health and to prevent the spread of infection, the school will ensure that the following good practices are followed in line with **"*Health protection in schools and other childcare facilities*"**

Routine immunisation

Guidance should be consulted on immunisation from **"*Health protection in schools and other childcare facilities*"** and Council Infection Control Arrangement. All staff undergo a full occupational health check before starting employment; this includes ensuring they are up to date with their immunisations. A risk assessment approach is adopted to identify staff at risk and where appropriate those members of staff are offered immunisation. If staff choose not to take up this offer then alternative control measures need to be proposed and implemented.

Personal Hygiene

- · Hands washed after using the toilet and at regular interval using soap/water and antibacterial gel/wipes.

- A box of tissues is available and children are encouraged to catch coughs and sneezes in tissue or bend of elbow. Blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically in a bin. "Bin It, Catch It, Kill It"

- Children are encouraged to shield their mouths with tissue or fold of elbow when coughing.

- Hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers. COSHH assessment completed for managing bodily fluids including "bodily fluid kits". Disposal apron, gloves and face mask to be worn.

Children in nappies

- We will endeavour to meet the needs of all children. If necessary, younger children will have nappies changed. For older children disabled toilet facilities are available. All staff have enhanced DBS clearance and may change nappies.
- Nappies, disposal bags and any cleaning agents or creams will be provided by parents.
- Staff will wear disposable mask, gloves and aprons when dealing with an incident and/or soiled nappies.
- Soiled nappies will be double wrapped and placed in a hygienic disposal unit and collected by a waste contractor
- The changing area and mat will be cleaned after each use, and hands washed with antibacterial wipes/gel, and hands washed using soap/water or alcohol hand sanitiser

Clean environment

- All surfaces are cleaned daily in accordance with the daily cleaning scheduled by Contracted /Cleaners. Frequently touched surfaces should be cleaned at least three time a day .Periodically a deep clean will be undertaken in accordance with the corporate cleaning schedule.
- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit located in the Caretaker's Cupboard. · Area cleaned with normal cleaning material or antibaterial wipes. PPE worn in accordance with COSHH assessment
- Excrement will be flushed down the toilet. · Any toilet brush used rinsed with water after use and cleaned daily with chlorine bleach
- Disposable gloves and aprons are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions [the use of bleach in schools is not forbidden though a CHEDS assessment has been undertaken to ensure safe use].
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- Spare laundered pants, and other clothing, are available in case of accidents and polythene bags are available in which to wrap soiled garments. Children are encouraged to change and clean themselves.

APPENDIX 8

SWIMMING

Children's swimming abilities are assessed prior to the commencement of taught lessons. On the day of the lesson The Swimming Teacher is informed of any child specific issues particular at the point of handover. Any child/adult with a specific need will have an individual risk assessment that constitutes part of the persons health care plan

Swimming Pool Activity at Third Party Premise : Copthall Swimming Pool

A risk assessment has been carried out by the PE Coordinator for visits by Woodcroft to and from Copthall Swimming Pool. The Group Leader and supporting staff familiarise themselves with the pool and the Normal Operating Procedures (NOP), Emergency Action Plans (EAP) and risk assessment for the swimming pool. The Pool Operator (GLL) is required to provide this information as part of any service level agreement.

The Group Leader undertakes regular inspection of all pool facilities accessible to bathers to identify any potential hazards that are not being adequately managed and raise concerns appropriately.

APPENDIX 9

CONTRACTORS

All contractors used by the establishment shall ensure compliance with relevant health and safety legislation, guidance and good practice. Where work funded/commissioned by the Council, the Council is the Client, then contractors must be SSIP (Safety Systems in Procurement) or CHAS approved (Contractor Health and Safety Accreditation Scheme)] or EXOR approved .

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the premises manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM[1] regulations will apply and the appointment of specific roles.

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[1] CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects become notifiable to the HSE where the work exceeds 20 or more persons working onsite at anyone time for 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the schools behalf.

To ensure contractor competency the school uses either Council approved contractor or ensures it own competency checks are undertaken. [When considering the appointment of contractors outside of the Council approval list the school Business Manager will undertake appropriate competency checks prior to engaging a contractor. For further guidance contact Customised Safety Solutions.

All contractors must report to School office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The school has robust systems in place for vetting, selecting, appointing and monitoring contractors. This is proportionate to the level of risk and value of the work contract. Ideally all Contractors should be members of an accreditation scheme.

All contractors must provide a risk assessment and method statement in advance of the works specific to the work to be undertaken and also include a Covid-19 risk assessment.

The caretaker/premise manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place, working effectively and stop any unsafe acts.

School managed projects
Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations. Such projects are managed by the Headteacher who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations

have been sought. This would include whether CDM[3] regulations will apply.

To ensure contractor competency the school uses either Council approved contractor or ensures it own competency checks are undertaken.

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 10

SMOKING ON SITE

Legislation banning smoking in public places has been in force for sometime. We are responsible for enforcing the Smoke Free legislation in all workplaces, work vehicles and public premises. This means that smoking in all Woodcroft, buildings, land, and any vehicle owned or operated by Woodcroft, is not allowed. The ban includes smoking in public view in open spaces e.g. car parks. This coincides with the Council's own policy of enforcing the Smoke Free legislation.

Smoking includes being in possession of lit tobacco, other lit substances smoked and so pipes, cigars, water pipes, electronic cigarettes which can be smoked.

Smoking is allowed during staff's lunch break or during other scheduled breaks that form part of the member's of staff normal working day. This is undertaken at a distance remote from the premise and public view or in the designated smoking area in accordance with the school's code of conduct.

APPENDIX 11

EDUCATIONAL/RECREATIONAL VISITS

Based on Government advice, [School Name] continues to advise against domestic (UK) overnight and overseas educational visits at this stage (see coronavirus: travel guidance for educational settings).

In the autumn term, Autumn resume non-overnight domestic educational visits. These trips include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group "bubbles", and the COVID-secure measures in place at the destination; these should be asked for and reviewed by EVC, Headteacher and Governors. Woodcroft also makes use of outdoor spaces in the local area to support delivery of the curriculum. As normal, Woodcroft undertakes full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, Woodcroft considers what control measures need to be used and ensure they are aware of wider advice on visiting indoor and

[3] CDM refers to the Construction (Design and Management) Regulations and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In such instances it is recommended that an agent be used to work on the school's behalf.

outdoor venues. Woodcroft consult the health and safety guidance on educational visits when considering visits.

The Council has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and off site visits and all off site visits will be planned following Council guidance guidance available via EVOLVE https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=barnetvisits.org**.** The Guidance touches on every aspect of visits, without going into detail and as such may be described as an important summary of the guidance. This guidance is underpinned by Government guidance and [School Name] should consult the health and safety guidance on educational visits when considering visits.

This will be done via the use of EVOLVE, the online notification and approvals system. [Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants names etc. will be attached electronically as required]

Staff must seek approval from the Headteacher 4 weeks in advance of all residential, overseas and adventurous trips. This in accordance with the Council guidance. Trips for the first time of a residential, overseas and adventurous activity are discussed with the LA Educational Visit Consultant who provides final approval. All relevant risk assessments, medical consent forms, participants adventure code and names etc. are in accordance with the procedure.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher for approval. A separate policy for off-site visits is available on the school website.

APPENDIX 12

FIXED PLAY EQUIPMENT

[school name] must complete a site-specific risk assessment and put measures in place sufficient to manage the risk of spread of infection (COVID-19), based on the guidance below:

- **https://www.gov.uk/guidance/coronavirus-covid-19-safer-public-places-managing-public-outdoor-settings**
- **https://www.playinspectors.com/wp-content/uploads/2020/07/RPII_CovidGuidelines_03-3.pdf**
- **https://www.api-play.org/wp-content/uploads/sites/4/2020/07/APIStatementFinal.pdf**

[school name] will apply the guidance to the facility/facilities they are responsible for, depending on the circumstances, layout, and design. This includes taking account of factors including size, equipment, and how it is organised, operated, and managed. [school name] will implement processes to protect the users of the equipment and the staff responsible for its maintenance and cleaning.

[school name] prior to opening playgrounds/play equipment following periods of closure, preparations will be carried out to ensure they are Infection Secure. This will include a detailed inspection by a rpii qualified playground inspector to ensure equipment is safe to use and that risks from damaged or defective equipment are addressed before opening. Any general maintenance requirements completed.

[school name] will continue implement instructions/signs that are used to remind children to follow infection controls measures appropriate at the time. This includes restricting:

- **the number of users able to use a piece of equipment**
- **to individual Class/Group/Year bubbles**
- **to a specific time, limit per equipment**
- **queue size to fit waiting areas for users, using barriers, markings, or signs where it is safe to do so. When implementing a queue or waiting area, consideration must be taken of its impact on the surrounding space and ensure it does not impede other users.**

External play equipment is only used when appropriately supervised. Each piece of fixed play equipment has its own risk assessment that details the level supervision required and forms part of the overall risk assessment for the playground. The playground risk assessment should include: [delete as appropriate]

- **Accessible Play Field**
- **Fixed Play Equipment**
- **Wetland area**
- **Infant playground**
- **Grass bank**
- **Fences**
- **Age and ability of children**
- **The playground layout**

- **Hazards and activities associated with the playground e.g. nature trial, pond, monkey bar, playing football and type of ball used etc.**
- **The type, level and duration of activities undertaken**
- **Time of year and whether conditions**
- **The experience and competence of staff/teachers/meal time supervisors etc. Particularly their roles and responsibilities with regard to playtime duties.]**

This fixed equipment is checked daily before use for any apparent defects, and

[insert name] will conduct a formal termly inspection of the equipment and that is recorded.

PE and Play equipment is subject to an annual inspection by a competent RPII[1] contractor [insert contractor name].

Inflatable play equipment should be thoroughly inspected[2] annually or at least once in every 14 months by a registered inspection body. You need to see evidence that these checks have been undertaken.

Daily Checks will be carried out before the first use on any day using advice provided

by the manufacturer in the operations manual and should include the following:

- **Suitability of the site**
- **Anchorages are secure and intact**
- **No damage to the fabric or seams**
- **The blower is the one specified and all tubes are fixed and in good condition**

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[1] **Register of Play Inspector International**

[2] **HSE supports inspection schemes, namely ADIPS and PIPA. Under the PIPA scheme inflatable are tested before use and annually there after. They will be tagged, and the operator will be able to produce a certificate containing information relating to the test.**

APPENDIX 13

SAFETY AT FIRE WORK DISPLAYS

Firework displays, whether private or public, should be enjoyable occasions. The school will take every precaution, to ensure that they are an enjoyable and safe occasions.

Woodcroft will adhere to the Council Arrangement "Safety at Fire Work Display". This gives advice on how to run an outdoor firework display safely.

APPENDIX 14

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 in the Fire Precautions in Educational Establishments. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis by a competent person and/or following significant changes to the layout and/or building structure.

Emergency Procedures
Fire and emergency evacuation procedures are detailed on the Health and Safety Hub. A summary is posted in each classroom and on the school website. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Personal Emergency Evacuation Plans (PEEPs) should be prepared and reviewed for persons requiring assistance to evacuate the building in an emergency; these can be combined with children's health care plan.

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.

All other emergency procedures are detailed in the Critical Incident Plan.

Fire Drills
- Fire drills will be undertaken termly and results recorded.

Fire Fighting
- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- Staff are only advised to attempt to deal with a fire to aid their means of escape.
- The safe evacuation of persons is an absolute priority.

Staff are made aware of the type and location of portable fire fighting equipment and receive basic instruction in its correct use at induction.

Details of service isolation points are contained on the site map.

Details of chemicals and flammable substances on site.
An inventory of these will be kept by Caretaker as appropriate, for consultation.

The headteacher 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 the School Office

FIRE ALARM SYSTEM
Fire alarm call points will be tested weekly in rotation.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer: Tann Synchronome.

A fire alarm maintenance contract is in place with CDS and the system tested annually.

FIRE FIGHTING EQUIPMENT
Weekly in-house checks that all fire fighting equipment remains available for use and operational. A record of checks is maintained.

Initial undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Initial.

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 EEC Maintenance. A record of checks is maintained.

MEANS OF ESCAPE
Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

APPENDIX 15

PERSONAL PROTECTIVE EQUIPMENT

The completion of risk assessment identifies additional control measures in the form of Personal Protective Equipment (PPE); this should be used as a last resort. This can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, ear defenders and safety harnesses. It also includes respiratory protective equipment (RPE). Where PPE is identified Woodcroft Primary will purchase the PPE free of charge and those to be authorised to use it provide with appropriate instruction, information, training and supervision in its safe use.

All PPE purchased is selected on the basis that it conforms to a recognised standard, it fits the user, it is fit for purpose and is compatible with existing PPE and user's clothing. Staff

that require the use of PPE on an individual basis are provided with a safe location to store it and maintain a record of User checks and maintenance.

Persons were the wearing of RPE is required should undergo a "Fit Test" to ensure that that the equipment selected is suitable for the wearer.

As a consequence of Covid-19 pandemic PPE is being specified in accordance with https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe.

PPE is only needed in a very small number of cases:

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if intimate care is provided to children, young people and learners resulting in potential exposure to bodily fluids
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

Further guidance should be referred to Appendix 44 Covid 19.

Government guidance also advocates the wearing of face covering but these are not considered as PPE – these are legally required to be worn on public transport, shops and supermarkets:

· Face coverings are intended to be worn by Staff to retain respiratory droplets / secretions:
  - ü Used when 2 metre rule breached
  - ü Should be changed at the right time
  - ü Accompanied by good hand hygiene
  - ü Cough etiquette is applied
· Face covering should cover mouth and nose while allowing individual to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head. While wearing avoid touching eyes, nose and/or mouth at all times
· Store used face coverings in a plastic bag until you have an opportunity to wash them or dispose of them.
· Wash your hands or use hand sanitiser before putting on/after taking the face covering covering off.
· All staff must be trained in how to use face coverings

Further Government guidance "How to wear and make a cloth face covering"

https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering

APPENDIX 16

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, tables 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
http://www.hse.gov.uk/pubns/indg455.htm

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. caretaking staff, IT Network Manager.)

The establishments nominated person(s) responsible for work at height is the Caretaker.

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.

Further guidance is found in Arrangement Working at Height

APPENDIX 17

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 a free eyesight test for DSE use every 2 years by a qualified optician (and contribution to the cost of corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in Policy **Display Screen Equipment/Visual Display Units**. Users are required to complete a DSE self assessment form and raise any issues with local line management. Any unresolved issues are reviewed by a local DSE Assessor or Corporate Health & Safety Advisor/Competent Person/Ergonomist

During periods of heightened risk due to the spread of infectious disease employees have been encouraged to work from home where practical, particularly if considered “clinically extremely vulnerable”, “vulnerable” or self-isolation due to infection or living with someone infected. Employees, including those designated “vulnerable” persons are encouraged to return to work providing adequate control are in place as the employer is legally required to provide a safe work environment. Due to hybrid working (working from home and office) Home has become a workplace requiring a workstation DSE assessment https://www.hse.gov.uk/msd/dse/ and assessment of work related risk in the home. In these circumstances the [school name] will need to support the adjustments at home.

The Legislation does not apply to students. Other regulations require an employer to carry out an assessment of the risks arising from work activities and how their health and safety may be affected. Under these Regulations the risks in a school environment to students or member of staff using a computer for less than an hour must be assessed and reduced so far as reasonably practical. When staff are not designated as “User”, staff are encouraged to adopt the general good practices where practical. These good practices are extended to students where practical.

APPENDIX 18

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff 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 have a risk assessment conducted to ensure such risks are adequately controlled. Where practical manual handling operations are avoided using engineering controls. 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. Equipment for handling objects is inspected on an annual basis by a competent contractor. This is often referred to as the LOLER certificate.

APPENDIX 19

RISK ASSESSMENTS

The Governors are fully committed to promoting the health, safety, and welfare of all in our community. They want to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with the Law, current best practice and ensure, at the end of the day everyone returns home safely. Risks are inherent in everyday life. As a School, we need to identify them and to adopt systems for minimising them. Our role to educate staff and pupils to become 'risk aware', to avoid encouraging a 'cotton wool' culture so that staff and pupils can explore life and risk in a managed, controlled, and safe way.

This Policy complements and should be read in conjunction with http://www.hse.gov.uk/risk/controlling-risks.htm and other activity and department specific policies and procedures. The risks and control measures identified are already included within this policy.

Covid-19

A separate risk assessment for Covid-19 is no longer legally required. However, settings require risk assessment for the Management of Infectious Diseases. See Health protection in education and childcare settings see Chapter 2: infection prevention and control - GOV.UK (www.gov.uk)

The Infection Control plan and risk assessment should be reviewed following the issuing of Government, National, Educational, Council and School Guidance to ensure the school follows best practice and it will implement the guidance locally.

Staff, volunteers, children, and parents are provided with instruction, information, training, and supervision in support of Government guidance and education best practice.

School Health & Safety Policy Appendix 7: Infection Control.

General (Premise/Facilities) Risk Assessments

The school educational setting conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Headteacher and

are approved by the headteacher and Governors. All staff have received basic training to allow them to complete risk assessments.

Risk assessments are available for all staff to view and are held centrally in the school office. These assessments will be reviewed following any work activity changes, an accident/incident or at least annually. Staff will be made aware of any changes to risk assessments affecting their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by all staff using the relevant codes of practice and model risk assessments detailed below.

All LA schools have a subscription to CLEAPSS and their publications[1] are used as sources of model risk assessment within science and DT.

Specialist Risk Assessments

The School Business Manager arranges for specialists to carry out the following risk assessments and servicing to fulfil the school'sstatutory duties:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Lift Assessments
  - Lightening conductors
  - Glass, glazing and windows
  - Electric gates

The specialist(s) satisfy the schools approved contractor criteria and have provided evidence of their competence to undertake their specialism.

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 responsible staff. Such risk assessments will be reviewed on a regular basis and certainly following any change.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work and an individual risk assessment needs to be undertaken.

The Law requires that specific assessments be required for New and Expectant Mothers, Work Experience, Young Persons and Special Needs. In addition, there may be an occasion where an individual risk assessment is needed for someone to be able to return to school after ill health, medical history that makes them susceptible to other diseases, accident (e.g., a member of staff or pupil on crutches, post-surgery etc.) and violence.

Such risk assessments needed not be an onerous task. It simply involves reviewing the completed risk assessment from the perspective of the individual and identifying if the individual introduces additional risks that currently are not managed. In such cases, additional controls must be introduced.

It is good practice to discuss the risk assessment and activities with the person concerned, where possible, and if appropriate seek advice from their GP/consultant or a medical professional as to what they can and can't do as activities may need to be restricted. In the case of a pupil also consult with the parent/guardian and check that they are happy with the risk assessment that you have prepared.

Further guidance is available in Appendix 31 and Arrangement Management of Risk Procedure 19.

In addition, the following publications are used within the school as sources of model risk assessments:

- [Be Safe! Health and Safety in primary science and technology, 4th Edition ASE]
- [National Society for Education in Art & Design (NSEAD)

  http://www.nsead.org/hsg/index.aspx]

- [Safe Practice in Physical Education and School Sport' Association of PE 'AfPE' http://www.afpe.org.uk/]

[1] CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

APPENDIX 20

GAS SAFETY

The commissioning of gas installations or uses gas equipment must undertake a generic risk assessment on gas safety. This is to identify and address hazards and risks associated with equipment, its location, its users and the level of its use. Control measures, based on the risk assessment, must be established to reduce health and injury risks. The main hazards associated with gas are fire, explosion, and Carbon Monoxide poisoning, and these should be considered when undertaking workplace risk assessments.

All persons working on gas installations and appliances are registered with the Council for Registered Gas Installers (Gas Safe Register). The appointed engineer has undertaken a formal contractor vetting and monitoring process by the Woodcroft. The engineer provides a current ID card prior to commencing work as evidence of being competent to undertake the works required. The card will show a photo, business registration number, company name, start and expiry day and a security hologram.

There is a programme of regular inspection, maintenance and repair by the approved gas contractor EEC. Any gas appliances (permanent or portable), and gas flues receive an annual gas safety check. The issued Gas Safety Certificate should be stored in the Maintenance Audit File and all records kept and maintained.

APPENDIX 21

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 Caretaker and where practical removed from service.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by the LA annually.
The Head 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 an appropriate contractor on a 5 year cycle. Or, an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period.

APPENDIX 22

Instruction, Information, Training & Supervision

Where the Council is the employer, it will normally inform and instruct its educational establishments on health & safety by the issuing of Local Arrangement and Health & Safety Bulletins. Urgent or individual information/instruction may be given by memorandum, e-mail, letter, text or verbally.

Arrangements and safety bulletins are available on the intranet via the Barnet Circular or addressed to directly to the Headteacher. Copies should be made accessible to staff from within the school. The Headteachers/Managers who are required to implement them, must bring them to the attention of all relevant people.

The Governing Body ensures that Woodcroft Safety Policies outline the arrangements for informing and instructing members of staff and others.

Training Needs
All post holders are required to be trained to the level required to carry out their role competently. This will depend on specific regulations and good practice. All training must be renewed at least every 5 years, or earlier depending on regulations or changes.

The school audits its training needs annually. A programme of training is then developed. See additional document: Training Needs Analysis Matrix.

Training
To comply with health & safety law Woodcroft must ensure that its staff, agency workers, volunteers and students receive appropriate training in order to undertake tasks competently and safely. Staff, agency workers, volunteers attend induction courses and other mandatory training as defined in the School Health & Safety Training Matrix.

Students are instructed on the Action to be taken:

- in the event of an emergency evacuation following a fire, gas, bomb warning or other emergency/critical incident
- to call a first aider following an accident or illness
- on noticing an accident, hazard or unauthorised person in Woodcroft grounds
- response an incident requiring activation of Lockdown protocol
- on the spilling of blood or body floods and washing hands following a visit to the toilet
- to comply with setting Covid-19 requirement e.g. social distancing, hand washing and hygiene

Instruction, information and training on curriculum health & safety issues are delivered during lessons by competent teaching staff and before any of the risks are incurred. Registers together with schemes of work and lesson plans act as a register.

Contractors and other persons visiting the premises are briefed and as necessary given written procedures to acquaint them with Emergency Procedures. Visitors are escorted during visits to Woodcroft. In the case of contractors, all these procedures should be included with any contract, works order or be issued at a pre-contract meeting. The contractor is asked to provide a risk assessment and method statement that address all risk associated with the works and how they will be managed including Covid 19.

Supervision
The Council monitors its establishments via inspections and audits. The Governing Body ensures that it has established systems for supervision. These systems are the Schools Safety Arrangements. Premises Controllers ensure staff are adequately supervised and that staff with "loco parentis" responsibilities, supervise pupils/students in their care.

APPENDIX 23

VIOLENCE AT WORKING

Woodcroft believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. At incidence of violent or threatening behaviour will be reported and recorded on the accident/incident reporting system and investigated to prevent recurrence.

Staff will report any such incidents to the headteacher. The school will work in partnership with the LA and police as required where inappropriate behaviour / individual conduct / compromises the school's aims in providing an environment in which the pupils and staff feel safe. Where student have specific issues these will be managed in partnership with external agencies e.g. Council SEN Team, NHS CAMS etc and recorded on the students Health Care Plan an/or Presonal Risk Assessment.

APPENDIX 24

HEALTH & SAFETY TEACHING DESIGN AND TECHNOLOGY

Woodcroft manages Health & Safety in the teaching of Design & Technology by ensuring that all equipment, including power tools and hand tools are:

- suitable for the intended use, used in accordance with the operation manual and health & safety requirements and are CE marked as appropriate;
- maintained and repaired in a safe condition with relevant kept and maintained.

- not altered or adapted, it is considered to be safe by design and should comply with the regulations;
- checked, inspected, risk assessed and appropriate safe systems recorded and implemented before use;
- used by staff and students that have been trained in the safe use, wearing appropriate PPE in accordance with the document safe system of work;
- supervised whilst being used by students.

APPENDIX 26

WATER MANAGEMENT - LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Legionella Arrangement.

A water risk assessment of the school has been completed by Safe Care and Robin Guest who is responsible for ensuring that all risks associated with the water system are identified and risks of legionella in the water systems are adequately controlled through careful planning, a successful management policy, competent staff and attention to proper control strategies.

The management and control of the water system should is undertaken by a competent contractor with the identified operational controls being conducted and recorded in the school's water log book. The two contractors are independent of each other to avoid conflict of interests.

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:

- Annual testing by an approved microbiological laboratory
- Water is heated and stored to 60 deg 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 (those nearest and furthest away from calorifier(s)) to ensure all outlets are checked at least annually
- Where thermostatic mixer valves (TMV's) are fitted, measure temperature at the hot water inlet/outlet to the TMVs. Carry out annually or on a frequency defined by the risk assessment, taking into account any manufacturers recommendations
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and safety on an annual basis via contractor EEC.

These procedures are in place to identify circumstances when either general microbiological monitoring or sampling for legionella would be appropriate.

Water services distribution pipe work will be disinfected in accordance with BS6700 for any of the following reasons:

• Any new installation before being commissioned into use to remove contamination which may have occurred during construction or installation
• Before using installations which have been closed down for a period of time, e.g. before opening for winter or summer use
• If a routine inspection shows it necessary
• If the system or part of it has been substantially altered or entered for maintenance purposes in a manner that may lead to contamination
• Following an outbreak or suspected outbreak of legionellosis or any other water borne infection/disease

The task will be carried out using an approved competent contractor. Chlorination test certificates will be inserted into the premises' logbook within 28 days of the test being taken and copied to the Responsible Person.

If an outbreak is suspected that may be attributed to either; the water system within a building; where urgent action is required:

- In the event of a legionella - positive water sample or TVC (total viable counts) exceeding the action limit
- Anything untoward being found during a risk assessment

The approved contractor managing the water system must notify:

1. Responsible Person (Head, Chair of Governors or Appointed Person)
2. Health & Safety Competent Person (For Community Schools include SHaW Team)
3. Premises/Building Manager

The message will state:

• Water sample positive or nature of defect that requires action
• Address of premises concerned
• Location of water sample taken
• Sero-group of organism isolated
• Bacteria count.

When the issue is identified to the Responsible Person he/she will ensure all necessary actions required to control the situation in accordance with L8 recommendations are implemented.

The Health and Safety Executive (HSE) and/or Public Health England may invoke the following actions in the event of an outbreak:

- Shut down any processes capable of generating and disseminating airborne water droplets and keep shut down until sampling procedures and remedial cleaning or other work has been done and final clearance is given to restart the system.
- Take water samples before any emergency disinfection takes place.
- Seek employee health records.
- Local Authority to fully co-operate with the school in subsequent investigation of any plant, including;

    o tracing of all pipe work runs
    o detailed scrutiny of all operational records
    o statements from plant operatives and managers statements from water treatment contractors/consultants

- Any infringement of legislation may be subject to formal investigation by the HSE
- The Responsible Person in conjunction with their Deputy and Premises Manager will monitor that the appropriate action is being taken
- Determine whether further advice/assistance is needed
- Determine whether the incident is reportable to HSE and if so ensure that this is done in association with the Health & Safety Competent Person *(Barnet SHaW Team)*
- Maintain a record of events and carry out an investigation into the cause.

APPENDIX 27

FINGER ENTRAPMENT

These types of injuries that may result from door incidents range from crushing, bruising and fractures - in the most serious cases – to amputation; however, whatever the outcome, every finger trapping incident is likely to cause pain and distress to a child.

It is reasonably foreseeable that such incidents may occur where children visit. In terms of preventing finger trapping injuries from the hinge side of doors, finger guarding devices are widely available, relatively low cost items that do not necessarily require specialist fitting and where fitted to fire doors guidance should is sought from the supplier, manufacturer or fire specialist to ensure that the device does not affect the integrity or fire rating of the door.

Due to the vulnerability of young children and the potential severity and extent of any injuries they could sustain, **as a minimum standard finger safety devices are fitted to protect the hinge side edge of classroom doors, toilet entrance doors and toilet cubicle doors serving the age range 3-7.** All other areas in the school that pupils frequent on a daily basis other decisions regarding door safety should be based on level of risk.

Further guidance Policy 27 School Finger Entrapment

APPENDIX 28

PREVENTING SLIPS AND TRIPS

Slips and trips occur across all education premises – whether a small local primary school, a busy secondary school, a multi-site further education college, or the campus of a higher education institution. They provide a wide variety of facilities including educational, leisure and residential, open to employees, pupils/ students and members of public at varying times of the day. Sites can be busy with large numbers of people moving around at the same time – often rushing.

Woodcroft adopts the following simple practical ways to control slips and trips risks and prevent accidents on the premise. These include:

Stop floors becoming contaminated - use of entrance matting, leaks fixed from machinery or buildings, plant and equipment are maintained, tasks are designed to

minimise spillages, pedestrian and vehicle routes are planned to avoid contaminated areas.

Use the right cleaning methods - our cleaning method is effective for the type of floors we have, avoid creating more slip or trip risks during the cleaning process, smooth floors are left dry after cleaning or pedestrian access is restricted until the floor is dry, spillages removed promptly with a Meal Time Supervisor given this task during lunch time, use of appropriate detergent mixed at the correct concentration. All chemical CHEDS assessed prior to use.

Consider the flooring and work environment - checks made for loose, damaged and worn flooring and replace as needed, floors that are likely to get wet or have spillages on them are of a type that do not become unduly slippery, adequate lighting on all walkways and slopes or steps are clearly visible, walkways and work areas are kept clear of obstructions and restrictions.

Get the right footwear – staff wear appropriate footwear for the tasks in hand suitable for the environment and for those who will be wearing it. Footwear supplied as personal protective equipment (PPE), it supplied free of charge to employees.

People and organisational factors – staff and pupils are encouraged to avoid rushing, overcrowding, trailing cables.

APPENDIX 29

PREMISES WORK EQUIPMENT (INCLUDE LIFTING EQUIPMENT & OPERATIONS)

All work equipment will CE marked and conform to National, European and/or International standards as appropriate. The equipment will be used and maintained in accordance with the instruction manual and/or industry best practice.

All staff will receive information, instruction, training and supervision in order to use and maintain work equipment safely.

All staff are required to report to the caretaker/premise manager any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The caretaker is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

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 Maintenance Audit File.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. Equipment for handling objects is inspected on an annual basis by a competent contractor.

APPENDIX 30

USE OF VEHICLES FOR SETTING ACTIVITIES

Managing the duty of care to employees driving for work is a legal requirement, and this includes employees not only driving organisation vehicles but also driving their own vehicles for work on work related business. In certain circumstances both the employer and staff can be prosecuted for road traffic accidents and offences involving work-related journeys, even when the driver is using their own vehicle.

The [School Name] is committed to fulfilling its obligations under Health and Safety legislation with regard to driving at work.

This document sets out the Woodcroft **arrangements for reducing the risk of road accidents and associated risks to Organisation employees, whist using** Woodcroft/**personal/leased/hired vehicles on** Woodcroft **business, and establishes standards to assist in managing this.**

Line Managers:

- **Must bring this policy to the attention of all staff within their control, who may drive for the purpose of work and ensure it is adhered to.**

- **Are reminded that the** Woodcroft **cannot and will not, offer any kind of financial or legal support to staff who find themselves subject to criminal proceedings as a result of not complying with the terms of the this and/or Vehicle Operating Policy**

- **Must ensure that staff are legally entitled to drive and that the vehicle that they use is roadworthy before they embark on a journey. Verification that a vehicle carries**

appropriate insurance cover, can achieved by checking the Motor Insurance Database www.askmid.com

- **Must ensure employees under their control that are required to drive Private and** Woodcroft **vehicles are competent to do so and are able to demonstrate additional competence to drive specialist [School Name] vehicles e.g. minibuses**

- **Ensure employees under their control that use** Woodcroft **vehicles have read the** Woodcroft **guidance outlined in the** Woodcroft **Vehicle Operating Policy**

- **Ensure that the risks to staff associated with driving on** Woodcroft **business are considered, records kept and appropriate control measures implemented and monitored**

- **Ensure that they have an understanding of work related road safety issues faced by staff.**

- **Ensure that related written risk assessments, such as manual handling if carrying loads, or lone working if working alone, are carried out where appropriate**

- **Ensure that employees under their control using their own vehicles for the [School Name] business are covered by business insurance[1], have a current MOT (vehicles over three years) and a current full driving license valid for the vehicle/s they are required or requested to drive; this can be monitored during staff annual appraisal**

- **Details of driving licence requirements and limitations can be found on the Directgov website. An online driving licence checker which is available at https://www.gov.uk/view-driving-licence. You will require the person's driving licence number, their National Insurance Number, and the address to which the driving licence is registered. This will enable you to check what vehicles the person is permitted to drive, penalty points, and the licence expiry date. Checks are unable to work on licences registered in Northern Ireland, so they would have to use the postal mechanism at the bottom of that page.**

Employees

Employees driving at work - including those who cycle to and during work - are expected to make themselves familiar with this Arrangement and Woodcroft **Vehicle Operating Policy and to ensure that they practice safe methods of driving at all times.**

Employees are reminded that the [School Name] cannot and will not, offer any kind of financial or legal support to staff who find themselves subject to criminal proceedings as a result of not complying with the terms of this Vehicle Operating Policy. It is important you ensure that you are legally entitled to drive and that the vehicle is roadworthy before you embark on a journey.

In particular employees shall ensure that they:

- **have read the Organisation guidance for driving Organisation vehicles, "Vehicle Operating Policy"**

- **verify whether a Organisation vehicle carries appropriate insurance cover, by checking the Motor Insurance Database which is available at www.askmid.com**

- **drive for work in their own vehicle that it always complies with the law, is in safe and roadworthy condition and is suitable for its purpose;**

- **drive in a safe and competent manner, in accordance with UK driving laws (Highway Code);**

- **attend training sessions that may be arranged for them, and practice the safe driving methods identified;**

- **when private vehicles are used, ensure that they have informed their insurance company that they use their car for work and this use of the vehicle is covered;**

- **notify [School Name] and relevant authorities of any accidents, breakdowns or damage to vehicles and follow the prescribed procedure for such incidents (see Accident and Incident Reporting System);**

- **inform their Manager of licence withdrawals, endorsements or health problems, which may affect their ability to drive. Details of illnesses and medical conditions that affect driving ability can be found on the Directgov website (an Occupational Health assessment may be necessary);**

- **ensure that their vehicle is roadworthy (i.e. current MOT where applicable) and maintained in a safe condition;**

- **not consume alcohol or other mind altering substances as prohibited by law. Some prescription and non-prescription drugs could adversely affect**

Use of mini busses

Woodcroft 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.[2]

All minibus drivers should hold a valid Council minibus permit (valid for 5 years)

Issued by the Council Transport Unit.

Woodcroft **is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows ROSPA Minibus Code of Practice. Vehicle records are kept and made in school office. Vehicles on site**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

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[1] There are different classes of car insurance. Business class allows the Owner to drive their own vehicle for "business use" as well as commuting, social, domestic and pleasure. The level of business cover will depend on factors such as level of risk of an accident, frequency and types of journey's and inclusion of other Users.

[2] All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

Vehicles on site

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

Deliveries to the school will be made out of hours.

APPENDIX 31

CHILDREN/ADULTS WITH ADDITIONAL NEEDS

People may have temporary needs following an operation, a broken leg/arm or permanent needs if they have learning difficulties. In such instances the school undertakes an individual risk assessment of that person(s). For students this will be the class teacher and school SENCO, for staff this will be their line manager and head teacher. The establishment already has risk assessments in place to manage risks associated with the establishment activities. A review of the relevant risk assessment(s) from the perspective of a person(s) with needs identifies additional risks and control measures not previously considered and these are accordingly adapted into the risk assessment. It is a common sense approach that enables, empowers the management of risk as opposed to prohibiting. For children this can form part of their Health Care Plan. For a member of staff this would be added to their Personnel File.

Where the needs prevent persons evacuation the building unaided in an emergency then a Personal Emergency Evacuation Plan (PEEP) is completed in partnership with the person with needs and/or their parent/carer/guardian as appropriate.

Any pupil/staff that has any underlying health condition considered that may make them more susceptible to infection diseases (Appendix 7 Infectious Disease) should complete an individual assessment in partnership with a member of school staff that forms part of the health care plan to assess and manage their learning, safeguarding and return to school.

This guidance should be read in association Appendix 7 and See Health protection in education and childcare settings see Chapter 2: infection prevention and control - GOV.UK (www.gov.uk)

Woodcroft has completed an Infectious Disease Assessment and has identified those employees/students with any underlying health conditions that require an individual assessment to manage the risk of contracting an infectious disease.

Employers must ensure that all employees are provided with adequate health and safety training when they start work. Ongoing training must also be provided in response to changes, such as:

- meeting the needs of new students

- the identification of additional risks
- the use of new or modified equipment and/or
- new job responsibilities
- a change in the needs of existing students leading to a change in the way that risks arising from their needs are managed

Monitoring and review of procedures helps highlight when training is required and also the relevance of the training, e.g. how much the training relates to the job.

APPENDIX 32

PREMISE MANAGEMENT

Premise management relates to the management of a range of hazards in a premise many of which relate to statutory requirements. Failure to comply could result in non-compliance, being served with Notices, prosecution, fines and imprisonment depending upon the severity and consequence of the failing.

High risk areas associated with premise include:

- Fire
- Asbestos
- Gas
- Electrical
- Legionella
- Lifts/Lifting Equipment
- Lightening Protection
- Hazardous Explosive Dangerous Substances· including LPG storage tanks
- Management of Contractors
- Violence/personal safety/building security

All the above risk areas have their own Health & Safety Arrangement

Additional risk areas to be considered:

- Premise Access
- Manhole covers
- Glass, Glazing and Windows
- Lifting & Lifting Equipment
- Electric Gates
- Trees
- Solar Panels
- Welfare facilities

These are managed by Premise Controller, The Headteacher and the Caretaker and Health and Safety Rep who have received Premise Management training in the past 5 years in accordance with best practice and Premise Management Arrangement. All records are kept and maintained in the premise log .

APPENDIX 33

ASBESTOS MANAGEMENT

An asbestos survey, register and management plan is in place for the school in accordance with the Council Asbestos Arrangement. The school's most recent asbestos management survey was conducted on 8th November 2013.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in / by the Headteacher.

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 an School Asbestos Authorising Officer. (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 Headteacher who will contact the Competent Health & Safety Advisor.

The school's asbestos authorising officers are Craig Tallon and must have received asbestos awareness training Refresher training is required every 3 years.

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 log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log 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).
- 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.) carried out by approved asbestos contractor and recorded.
- The condition of the asbestos should be reviewed by **School Asbestos Authorising Officer** at least annually for signs of damage or deterioration and

records kept. Any concerns, damage or deterioration should be reported to the Asbestos Duty Holder and Health & Safety Competent person.

APPENDIX 34

PARTNERSHIP WORKING

Lettings are managed by the Caretaker. Hiring of facilities or equipment is managed by The Headteacher.

Selection and appointment of contractors, service providers e.g. Sport coaches, Music instructors, Visual arts, Play groups etc. is managed by the Headteacher following Council guidance Health & Safety Arrangement Working in Partnership.

APPENDIX 35

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) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the headteacher and sign in and out of the school premises. [if alone agree a mechanism for someone to contact you at agreed intervals and/or to notify a person on leaving. It may be a simple text]

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.

Where lone working cannot be avoided staff should ensure that they have a nominated employee (usually the the most senior SLT member on site that day) who they contact to state the site is secured and they have left the premises.

School staff responding to callouts

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 36

STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of work life balance and of identifying and reducing organisational and individual workplace stressors through a risk assessment approach based on the core elements of the HSE management standards; change, demands, control, support role, responsibility, and supervision.

Detail systems in place within the school for responding to individual concerns and monitoring staff workloads e.g. [Performance Management, mentoring, personal development plans, membership of an Employee Assistance Programme, Counselling services, Occupational Health etc.

APPENDIX 37

VIBRATION AT WORK

The risk of vibrating an educational setting is considered low. The risk of harm would be associated with staff frequently using equipment such as a leaf blower, grass trimmer,lawn mower, hedge trimmers, angle grinder, sander etc. It will also depend on how long, staff are exposed to vibration and level. In these circumstances the school will need to assess the risks to decide whether any further action is needed, and plan how you will do it.

Woodcroft has completed an inventory of all work equipment. This can be combined with noise inventory together with the product details, manufacturers quoted vibration data and period and type of use. Once the relevant vibration data and exposure times are collected Woodcroft Primary can use the HSE exposure calculator to assess each employee's daily exposure or "exposure points" to estimate User daily exposure and decide on the steps to be taken to reduce the level of exposure.

Equipment should be regularly serviced, maintained and inspected by competent persons. Despite this noise and vibration levels will increase over time. This should be taken into account if data is based on manufacturers guidance. In such instance absolute values can be derived by measurement by a competent person. Alternatively, make an allowance for aging and wear of the machine.

APPENDIX 38

NOISE AT WORK

Woodcroft Primary has compiled an inventory of all work equipment and noise sources that exceed the noise Threshold Level of 80 dB(A). The noise level assessment is based on the manufacturer's guidance, industry best practice and measured noise values.

Where noise sources exceed 80 dB(A) they are reduced as low as reasonably practically using engineering controls, reducing the time of exposure and wearing suitable ear protection to be worn.

The Noise Regulations have been extended to the music and entertainment sector the Regulations apply to employees where live music is played e.g. music lesson and/or recorded music is played e.g. school play, discotheque, sports days with school staff present.

This does not apply to children and members of the public exposed to noise from school activities. Where the school employ the use of external providers to deliver music it is the responsibility of the provider to comply with the Regulations.

APPENDIX 39

EDUCATIONAL ESTABLISHMENT HEALTH & SAFETY POLICY

Educational Establishments should develop their own specific health & safety policy to comply with statutory requirements which builds on the Council's Safety Policy. Areas that will need to be addressed in such a policy include:

- Any specific aims and objectives of the establishment – Statement of Intent signed by the employer

- The means of organising within the establishment – Organisational arrangements for health & safety, basically who does what and when

- Any arrangements specific to the establishments' activities – Often referred to as planning (identifying the hazards and risk associated with the establishments activities) and implementing (control measure to manage and reduce the risk to prevent harm/injury)

- The means of monitoring within the establishment to ensure the standards set are being achieved – The monitoring that the establishment carries to ensure that control measures are in place, that they are effective, practical and that the establishment is compliant with Statutory requirement and Council policy

The Health & Safety Arrangement "Model Health & Safety Policy" provides the User/Establishment with a model which can be tailored to the requirement of individual settings.

On completion, the safety policy should be signed and dated by the employer or equivalent, e.g. Chair of Governors and Headteacher, and publicised to all employees.

APPENDIX 40

PHYSICAL EDUCATION and SPORTS

The Law will reasonably expect that an individual school's' 'code of safe practice in physical education' will reflect it's own particular needs according to its programmes and premises, in addition to factors which it may have in common with other similar establishments.

An activity is judged to be safe in physical education and sport (PES) where the risks associated with the activity are deemed to be acceptably low. It is the responsibility of all the Woodcroft teachers and coaches in physical education and sport to identify those risks and decide whether the level of risk is acceptable. They should do this through good teaching and management of a situation on a day to day basis.

Staff must create and maintain a risk assessment for each PES work area to reduce the activity to an acceptably low level. Significant hazards and their control measures should also be included in "schemes of work" as appropriate.

All staff working in PES should be made aware of these findings and be involved in their review.

Staff are aware of the publication "Safe Practice in Physical Education, School Sport & Physical Activity" and use as a model of best practice

APPENDIX 41

OCCUPATIONAL HEALTH

Occupational health service is provided by CAPITA (Medigold).

Occupational health teams function is to help keep staff well and support them to get back to work quickly if they become ill. This can save business money, increase productivity and improve the health and wellbeing of staff.

Examples of the types of services that can delivered include:

- Absence Management - advice on any absenteeism and support employees to return to work as quickly as possible
- Rehabilitation - guide employees to treatment and support so that your employee can return to work quickly
- Risk assessments – identify any hazards, evaluate risk and identify/prioritise interventions and control measure to prevent occupational ill health
- Health surveillance - Ongoing checks to can prevent health problems occurring and ensure employees are safe. Employees who are exposed to noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health may be required to be checked by law. Examples of the types of health surveillance we can provide include:
    - Hearing testing
    - Vision testing

- Hand and arm vibration
- Lung function testing
- Driver medical exam
- Alcohol/drug testing

- Workplace immunisations – having an effective vaccination and recall system gives confidence to staff exposed to vaccine preventable diseases that protection is being provided
- Health promotion and wellbeing – promotes a healthy working environment and promote healthy behaviours amongst your staff.

APPENDIX 42

CRITICAL INCIDENT PLAN

There is a need for all schools, Children and Family Centres and the LA to be prepared for handling critical incidents. Evidence suggests that there are a number of important factors in successfully managing a critical incident:

- Prior planning – so the school is prepared
- Clear responsibilities and flexible procedures
- Ready availability of relevant information and support and
- A clear understanding of the resources that can be deployed to help a school manage and recover from a critical incident.

The headteacher is responsible for ensuring the school's Business Continuity and Critical Incident Plan is undertaken and implemented following its guidance. Additional guidance can be found at https://www.education-ni.gov.uk/sites/default/files/publications/de/guide-to-managing-critical-incidents-in-schools.pdf

Physical copies of the continuity plan and associated risk assessments are located in the *School's Emergency Response Bag* which can be found in the secure strong room. This is reviewed at least annually or following an incident by the Staff Emergency Management Team.

The sort of incidents that are anticipated include:

- The death / suicide of a pupil or member of staff
- A serious accident to a pupil or member of staff on the premises or in the immediate vicinity or on a school visit or journey
- An outbreak of a serious communicable disease e.g. meningitis or E-coli
- Asbestos contamination
- Major fire, flood or explosion
- Loss of power or heating
- Adverse weather conditions e.g. snow, ice, wind etc
- Release of hazardous substances near or on the premises
- A bomb threat
- Release of hazardous substances near or on the premises
- A significant physical threat to pupils or staff by a parent or member of the public or other
- Hostage taking or abduction

Certain critical incidents may require activation of the school's evacuation or lock down procedures.

The Government has issued guidance to assist schools at …

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478003/NaCTSO_Guidance_Note_1_-_2015_-_Dynamic_Lockdown_v1_0.pdf

APPENDIX 43

PERMIT TO WORK

There are occasions when contractors undertake work in a school environment that has the potential to introduce hazards that would not normally be expected to be present in a school environment. When any contractor works in a school, there should be appropriate arrangements in place to ensure any hazards are identified and controlled so as to eliminate or reduce risks to as low as reasonably practicable.

A Permit-to-Work system is an effective way of reinforcing control over contractors' activities. It is a formal control system against harm to people as well as damage to property and assets.

The Permit-to-Work consists of a document detailing:

- The work to be undertaken by the contractor
- The hazard involved with the work activity
- The precautions to be taken to eliminate or reduce the risks
- The equipment that may have to be used or be required to control the risks
- The operational procedures involved with carrying out the work

- The authorisation and cessation procedures involved with the work activity

Woodcroft has nominated the Premises Manager to be responsible for the management of the Permit-to-Work system. The Premises Manager has the necessary authority and competency to manage the system.

All staff members involved with the management of contractors must also be made familiar with the Permit-to-Work system.

All contractors work activities should be subject to:

- A risk assessment that will identify the hazards, associated risks and necessary control measures
- The production of a Method Statement that will detail how the work will be undertaken including the necessary control measures required

A Permit-to-Work is used for different contractor related activities:

- A ‘general work permit’ used for the control over access to the premises, or the works area such as for maintenance work
- A ‘electrical work permit’ used to control any work on electrical systems (either live or dead)
- A ‘hot work permit’ used to control any work that has the potential to create a fire risk (for example, cutting, grinding or welding activities)
- A ‘work at height permit’ for controlling work involving access to all types of roofs
- A ‘hazardous substance permit’ used for the control of work activities using or liable to expose people to hazardous substances such as asbestos
- A ‘lone worker permit’ used to ensure the safety of any contractor who may be working alone in the school

The following procedures are followed:

- Obtain and read the contractor’s method statement and risk assessment for the work to be undertaken and where necessary challenge the contractor if these are considered to be insufficient.
- Determine if the work to be carried out requires a Permit-to-Work and determine the type of permit(s) that is/are required
- Gather the relevant information in relation to the work, including the intended starting time and date, the anticipated duration, a description of the task duration, and the names of those carrying out the work
- Considering the method statement, determine any additional measures or actions that are required in order to minimise risks associated with carrying out the intended task(s)
- Determine a date, time and duration for the work to take place. The allocated duration should be sufficiently long enough to enable the job to be carried out in a satisfactory fashion
- Complete the Permit-to-Work as detailed below, following the procedures for authorisation, supervision and cancellation

APPENDIX 44

STUDENTS, VOLUNTEERS, APPRENTICE and WORK EXPERIENCE VISITORS

The school will carry out safeguarding checks on adults as outlined in the school's induction pack. These ensure that the school is fully compliant with the latest government safeguarding guidance issued as part of 'Keeping Children Safe in Education':

- Pre meeting - checks, roles, expectations, own risk assessment, school specific risk assessment

- Vetting - references, insurance, qualifications and competencies

Adults and students cleared to work at Woodcroft will be added to the school's single central record.

- Single Central Record

APPENDIX 45

COVID-19

Risk Assessment and Response Strategy

Detailed risk assessments and associated planning, based on the latest guidance, are continually reviewed to ensure the school's safe opening:

- **Woodcroft Primary School September Full Opening Risk Assessment**.
- **September 2020 Full Opening Plan – Coronavirus (COVID-19) Response Strategy**
- Latest Government Guidance: **https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools**

Staff with underlying health concerns are supported through the completion of individual risk assessments:

- **Woodcroft - COVID19 Individual Risk Assessment**

The school maintains up to date health and safety information relating to COVID-19 security on its website: **https://woodcroft.barnet.sch.uk/**

APPENDIX A: Model B Document: Educational Establishment Statement of Intent

WOODCROFT PRIMARY SCHOOL

Statement of Intent

This policy statement complements (and should be read in conjunction with) the Council Health and Safety Policy, it records the school's local organisation and arrangements for implementing the County Policy.

The Governing Body aims, through the Head teacher, to ensure the achievement of high standards of occupational health and safety within the school. Compliance with the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions will be considered to be the minimum acceptable standard.

The School will, so far as is reasonably practicable, ensure the health, safety, and wellbeing of its employees as well as non-employees such as pupils, visitors, volunteers and contractors who are liable to be affected by the activities of the School. The school will:

- Provide plant, equipment and work procedures that are safe
- Provide a safe place of work, healthy working environment, and adequate welfare arrangements
- Provide comprehensible and relevant information relating to health and safety for all employees
- Provide appropriate instruction, training, and supervision to enable all employees to work safely and carry out their duties and responsibilities under the policy
- Establish effective consultation procedures to enable all employees and employee representatives to be involved in the policy and its implementation
- Provide adequate and appropriate resources to implement the policy, including the provision of competent health and safety assistance
- Review its policy and management systems e.g., as part of its annual review, and regularly inspect and monitor compliance
- Take whatever other measures may be necessary to ensure the health, safety, and welfare of those who work for the school, visit its premises, or are affected by its work activities.

The Governors and Headteacher will ensure that this Statement of Intent is effectively communicated to all staff

The Governors and Headteacher will review this Statement of Intent at least annually.

Signed: Chair of Governors:

Dated:

Signed: Headteacher:

Dated:

APPENDIX B

'ADDITIONAL SCHOOL RESPONSIBILITIES'