

# **Holy Trinity CE Primary School HEALTH AND SAFETY POLICY**



**Previous Review: July 2023**

**This Review: July 2024**

**Next Review: July 2025**

**Frequency of Review: Annually**

**Responsible Committee: Full Governing Body**

## **Further Information**

For further information and guidance contact: Schools' Health and Safety Team on 0207 974 6655 (internal 6655) select option 2 then option 3.

## Health and Safety Policy for Holy Trinity CE Primary School

### **PART 1. STATEMENT OF INTENT**

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

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

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

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

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

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

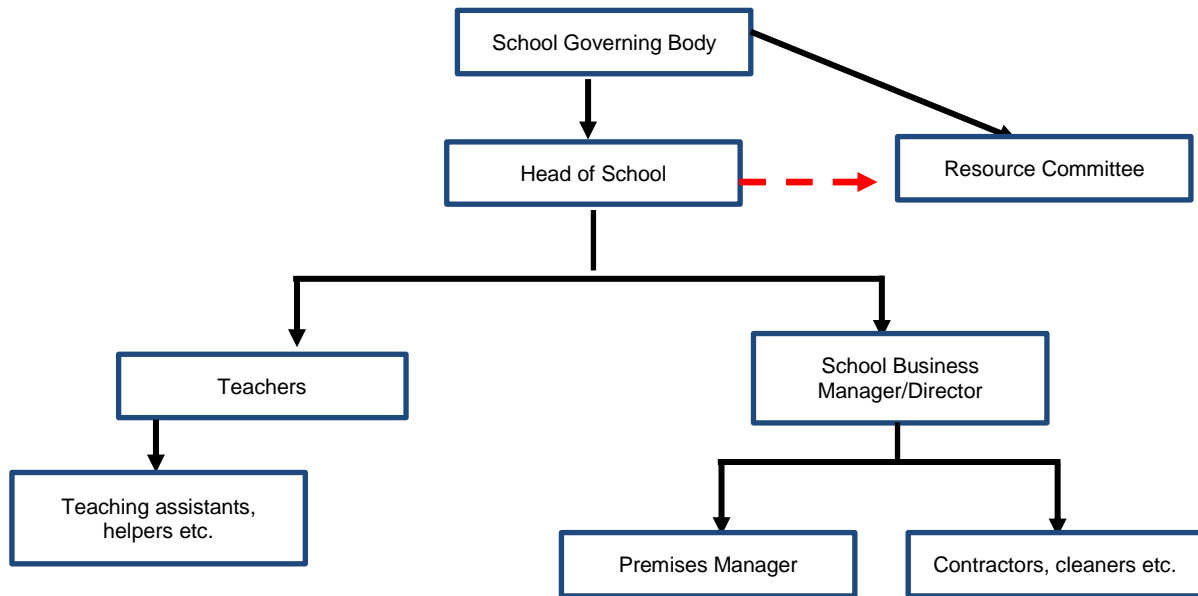
Andy Keighley, **Chair of Governors**

Keeley McCleave, **Head of School**

**PART 2. ORGANISATION**

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

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



**Responsibilities of the Governing Body**

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the LA’s health and safety policy, procedures and standards as detailed in the myDrive folder [myUSO/LGFL/Login/myDrive](#).

A Health & Safety Governor Andy Keighley (Andrew Hull deputising) has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

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

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. As a Voluntary Aided School, the Governing body as the employer provides access to competent H&S advice via Camden SLA and SSS Learning as required by the Health and Safety at Work etc. Act 1974.

**Responsibilities of the Head of School**

Overall responsibility for the day to day management of health and safety in accordance with the governing body’s health and safety policy and procedures rests with the Head of School.

The Head of School has responsibility for:

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

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

**The task of overseeing health and safety on the site has been delegated by the Head of School to the School Business Manager, Taffaswa Balgobin and the Premises Manager, Dale Rizzo.**

#### **Responsibilities of other staff holding posts of special responsibility**

*The Assistant Head, Science Subject Leader, Design & Technology Subject Leader, PE Subject Leader will:*

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

- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

### Responsibilities of employees

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

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

## PART 3. ARRANGEMENTS

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

Appendix 1	-	Risk Assessments
Appendix 2	-	Health and Safety Monitoring and Inspection
Appendix 3	-	Fire Evacuation and other Emergency Arrangements
Appendix 4	-	Inspection / Maintenance of Emergency Equipment
Appendix 5	-	First Aid and Medication
Appendix 6	-	Offsite Visits & School Journeys
Appendix 7	-	Accidents & Incident Reporting
Appendix 8	-	Health and Safety Information and Training
Appendix 9	-	Personal Safety / Lone Working
Appendix 10	-	Premises Work Equipment
Appendix 11	-	Flammable and Hazardous Substances
Appendix 12	-	Asbestos Management
Appendix 13	-	Lifting and Handling

Appendix 14	-	Contractor Management
Appendix 15	-	Working at Height
Appendix 16	-	Display Screen Equipment (DSE)
Appendix 17	-	Lettings/ Shared use of Premises
Appendix 18	-	Vehicles on Site
Appendix 19	-	Minibuses
Appendix 20	-	Stress / Wellbeing
Appendix 21	-	Legionella Management
Appendix 22	-	Work Experience
Appendix 23	-	Swimming pool
Appendix 24	-	Workplace Environment

## APPENDIX 1: RISK ASSESSMENTS

### General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the Head of School following guidance and are approved by the Executive Head of School.

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

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Executive Head, Head of School or the SENDCo. Such risk assessments will be reviewed on a regular basis.

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

### Infectious diseases (including Covid-19)

The school will follow national government guidance for person(s) with symptoms of/diagnosed with an infectious disease (including Covid-19) within educational settings as provided by UK Health Security Agency (UKHSA). Guidance followed will include [health protection in children and young people settings, including education & managing specific infectious diseases: A to Z](#).

Where required, the school will notify/contact UK Health Security Agency (North London) Health Protection Team (UKHSA HPT) on tel: 0300 303 0450 regarding person(s) with symptoms of/diagnosed with an infectious disease. The (North London) HPT will conduct a risk assessment of the situation based on the information provided by the school and advise the school of any action that they should take.

### Curriculum Activities

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

Camden schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within science and DT where required. In addition, the following resources may be used within the school as sources of health and safety information & model risk assessments:

### Primary schools

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE  
<https://www.millgatehouse.co.uk/product/be-safe/>
- Safe Practice in Physical Education and School Sport' Association of PE (AfPE)  
[https://www.afpe.org.uk/page/Safe\\_Practice\\_in\\_PESSPA](https://www.afpe.org.uk/page/Safe_Practice_in_PESSPA)

## APPENDIX 2: HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Premises Manager, Dale Rizzo.

The person(s) undertaking inspection will complete a report in writing and submit this to the Head of School, Keeley McCleave. Responsibility for following up items detailed in the safety inspection report will rest with Dale Rizzo & Keeley McCleave.

A named governor Andy Keighley will undertake a review of the school's health and safety management system on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the Head of School and the establishment's health and safety representative if possible.

## APPENDIX 3: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Head of School is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained on the schools website. The fire risk assessment is located in the school office (green Fire folder) and school's fire log book and will be reviewed on an annual basis.

Victory Fire will be reviewing the fire risk assessment 12/08/24.

### Emergency Procedures

- Fire and emergency evacuation procedures are detailed in the staff handbook / green Fire Log Book in the school office and a summary posted in each classroom/relevant areas. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.
- Evacuation procedures are also made available to all contractors / visitors.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by Premises Manager, Dale Rizzo.

### Fire Drills

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

### Fire Fighting

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

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

### Details of utility isolation points (i.e. gas, water, electricity)

Isolation Point	Location/utility provider contact details
<b>Gas</b>	<p><b>Details held in</b> fire plans in Fire Log Book in the school office with location suitably marked on a site plan accessible to relevant persons. E.g. Emergency services, relevant staff.</p> <p>Emergency contact number for a gas leak (natural gas) is 0800 111 999.</p>
<b>Water</b>	<p><b>Details held in</b> Fire Log Book in the school office with location suitably marked on a site plan accessible to relevant persons. E.g. Emergency services, relevant staff. NB: Emergency use hydrant at the top of Trinity Walk.</p>
<b>Electricity</b>	<p><b>Details held in</b> fire plans in Fire Log Book in the school office with location suitably marked on a site plan accessible to relevant persons. E.g. Emergency services, relevant staff.</p>

**Chemicals, flammable substances, gas cylinders, hazardous substances on site.** An inventory of these will be kept by Premises Manager as appropriate, for consultation, locations marked on a plan and readily accessible to emergency services.

## APPENDIX 4: INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT



Premises Manager. Dale Rizzo, 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 **Green Fire Folder** in the school office.

### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Mondays at approx. 07.00. Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

- Schools that buy into SLA agreement can contact Camden FM by email [camdenfmservices@camden.gov.uk](mailto:camdenfmservices@camden.gov.uk) or by phone on **0207 974 2772**.

A fire alarm maintenance contract is in place with **Scutum** and the system is tested 6 monthly by them.  
**Tel: 0330 2021 222**

### **FIRE FIGHTING EQUIPMENT**

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

**Victory Fire** undertakes an annual maintenance service of all firefighting equipment.  
**Tel: 08454567345**

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to **Victory Fire. Tel 08454567345**

### **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 **CBS Maintenance**.  
**Tel 01322 2877 33**

### **MEANS OF ESCAPE**

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

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

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

**TRAINED TO EMERGENCY FIRST AID AT WORK LEVEL (6 hr):**  
All staff – 24/11/23

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

- Mia Coulson 10/03/23 – valid for 3 years
- Sotira Styllis – 10/03/23 – valid for 3 years

- Charlotte Sparks – 03/06/24 – valid for 3 years
- Danielle Tate - 03/06/24 – valid for 3 years
- Michelle Cooke - 03/06/24 – valid for 3 years

First aid qualifications remain valid for 3 years. Jess Dillon 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 LOCATIONS:**

School office  
School Hall by the exit to Y1 and Y2  
In each classroom  
Playground  
School catering kitchen  
Staff room

**DEFIBRILLATOR(S) ARE LOCATED AT THE FOLLOWING LOCATIONS:**

School office

Michelle Cooke/Charlotte Sparks is responsible for regularly checking (termly) that the contents of first aid boxes (including travel kits) are complete and replenished as necessary. Defibrillators will be included in checks with battery pads replaced as per manufacturer guidance.

**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 111) and, in the case of a pupil with the parents/carers.

Other relevant contact numbers of Hospital A&E departments, schools nurse etc:

School Nurse	07484 508 310
Royal Free A&E	020 7794 0500

**Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#). Detailed arrangements are provided in a separate policy held with SENDCo, Jessica Dillon.

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

Michelle Cooke/Charlotte Sparks 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 Michelle Cooke/Charlotte Sparks.

All non-emergency medication kept in school are securely stored in the school office & refrigerated meds are kept within fridge in the Head of School's Office with access strictly controlled (key code required). All pupils know how to access their medication.

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

### **Health Care Plans**

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

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

All staff are made aware of any relevant health care needs and copies of health care plans are available from the school office or pupil's file.

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

## **APPENDIX 6: OFFSITE VISITS & SCHOOL JOURNEYS**

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

The member of staff planning the visit will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) the Head of School, Keeley McCleave, who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Executive Head of School, Laura Hall. Final approval will be sought from Camden's Outdoor Education Advisor (Clive Atkins) for higher risk visits.

Visits are categorised into two main groups (lower risk & higher risk) detailed below.

### **Lower risk visits**

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

Notification procedures are determined by the governing body but in all cases authorisation by the Executive Head is required. These visits can be entered on Evolve (Camden's online Approval system), but this is optional. The Executive Head is responsible for ensuring the satisfactory completion of risk assessments.

Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participant details etc; will be attached electronically as required.

### Higher risk visits

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

Camden LA has powers of approval for higher risk visits. All visits which fall into the higher risk category must be notified to Camden's Outdoor Education Advisor (Clive Atkins) for final approval with required documentation submitted. **This must be done as soon as possible and in all cases, at least 10 days prior to the visit taking place.**

Camden's Outdoor Education Advisor (Clive Atkins) will be notified of the following higher risk visit categories; **overseas visits, residential visits, adventurous activity visits**. This will be done via the use of Evolve (the online notification and approvals system).

Potentially 'higher risk' visits are where the following criteria apply: travel by air or sea is involved; overnight stay; destinations abroad; adventurous activities are included in the programme such as; visit involves activities or field-work in a mountainous or coastal environment, or near inland water (rivers, canals, lakes and reservoirs) and swimming (other than lessons given as part of the National Curriculum) is included. A full list of adventurous activities can be found at [Guidance for off-site visits and related activities](#) (section 22).

The Executive Head is responsible for ensuring that for higher risk visits adequate risk assessments are undertaken and approving the trip, (prior to being submitted to the LA via Evolve for final approval by Camden's Outdoor Education Advisor).

## APPENDIX 7: ACCIDENTS & INCIDENT REPORTING

### Accidents to employees

All employee accidents will be reported to London Borough of Camden via **Risksured** on **0117 450 1227** or online at <https://camden.risksured.com/>. Near misses and occupational ill health will also be reported.

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

A local accident/bumps/reporting system in the school office is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to LB Camden using the telephone or online reporting system.

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

All major incidents will be reported to the Head of School and the Health and Safety Governor, Andy Keighley. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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

### **Violence to Staff**

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

Violent incidents towards staff will be reported via Risksured. A system of monitoring incidents of violence and aggression towards employees has been adopted so that appropriate action can be taken to reduce the risk in the workplace.

### **Violence Between Students/Pupils/Learners**

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

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

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

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

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

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

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

A full list of reportable incidents can be found at <https://www.hse.gov.uk/riddor/reportable-incidents.htm>.

Any accident/incident reported to Risksured will be monitored against RIDDOR reporting criteria and reported to the HSE via Risksured in liaison with the school.

Schools have the option to report RIDDOR reportable incidents directly to the HSE via their online reporting system at <http://www.hse.gov.uk/riddor/report.htm>.

Further guidance on accident and incident reporting along with a flowchart summarising the reporting requirements can be found in the myDrive folder [LGFL/USOLogin/myDrive/Health&Safety/Accident&IncidentReporting](http://www.hse.gov.uk/riddor/report.htm).

## APPENDIX 8: HEALTH AND SAFETY INFORMATION & TRAINING

### Consultation

The school is required to establish effective means of communication and consultation and to ensure that health and safety is included in all relevant meetings.

Full Governing Body Meetings - termly

The Health and Safety Law poster is displayed in staff room and kitchen corridor.

The Camden Health and Safety Team provides competent health and safety advice for Community and Community Special schools. As Voluntary Aided School the Governing body as the employer provides access to competent H&S advice via SLA with Camden H&S and SSC training, as required by the Management of Health and Safety at Work Regulations 1999]

### Health and Safety Training

All employees will be provided with:

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

Training records will be kept by Jess Dillion in Training Log

Jess Dillon is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

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

## APPENDIX 9: PERSONAL SAFETY / LONE WORKING

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

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

### **Lone working**

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

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

Staff working outside of normal school hours must obtain permission of a senior member of staff and sign in and out of the school premises. They must check when they can access the building and whether there will be other people on site e.g. lettings, with the Premises Manager, before contacting a senior member of staff.

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.

If working alone off-site e.g. home visits, staff should ensure that a senior leader knows the following in advance:

Where they will be going and why

Mobile number they can be contacted on

Alternative phone number (e.g. venue) and address

When they expect to arrive

When they expect to leave/return to school

When a senior leader should make a check in call

**Where there are known risks which may affect staff safety staff should not visit alone.**

### **School staff responding to call outs**

Nominated key holders attending empty premises where there has been 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.

Nominated key holders:

Dale Rizzo

Laura Hall

## APPENDIX 10: PREMISES AND WORK EQUIPMENT

All staff are required to report to the Premises Manager, Dale Rizzo, 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.

CBS Maintenance 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.

### **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 designated logbooks on site. Premises Manager, Dale Rizzo, is responsible for ensuring logbook is maintained and kept up to date.

### **Curriculum Areas**

Subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Premises Manager, Dale Rizzo.

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

PAT inspection and testing will be conducted by CBS Maintenance and frequency of inspection and testing is annual. Premises Manager, Dale Rizzo, 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 Neville Brown, CB Swift (via LDBS) on a 5 year cycle.

### **Outdoor Play Equipment**

Outdoor play equipment will only be used when appropriately supervised.

Premises Manager, Dale Rizzo will conduct a formal and recorded termly inspection of the equipment.



PE and Play equipment is subject to an annual inspection by Sports Safe.

#### APPENDIX 11: FLAMMABLE AND HAZARDOUS SUBSTANCES

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

Within curriculum areas (in particular science and DT) Subject leaders are responsible for COSHH 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 Premises Manager, Dale Rizzo,

They shall ensure:

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

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

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

#### APPENDIX 12: ASBESTOS MANAGEMENT

An asbestos survey and management plan is in place for the school in accordance with Camden's asbestos policy available at [LGFL/USOLogin/myDrive/Health&Sefety/Asbestos](#). The school's most recent asbestos management survey was conducted on December2022 and HSG227.

The school's asbestos management folder (including school plans, asbestos survey data and site specific management plan) is held in the school office

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

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the School's Asbestos Authorising Officer** (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 Premises Manager, Dale Rizzo, who will contact Camden's Asbestos Compliance Officer, Steve Manley on 020 7974 1781 or via email at [steve.manley@camden.gov.uk](mailto:steve.manley@camden.gov.uk).

The school's Asbestos Authorising Officers are Premises Manager, Dale Rizzo and Head of School, Keeley McCleave refresher training is required on annual basis.

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 Head of School / asbestos authorising officers shall ensure:

- That the asbestos management folder is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the **AMP01 - Permission to Work Form** and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (annually as a minimum) using the **AMP02 – Inspections Records Form**.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via Camden's Asbestos Compliance Officer.

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

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

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

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

### **Paediatric Moving and Handling**

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

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

## **APPENDIX 14: CONTRACTOR MANAGEMENT**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

Premises Manager, Dale Rizzo, is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### **School managed projects**

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

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

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

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

#### **APPENDIX 15: WORKING 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.

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

Formal training on working at height, use of ladders, mobile tower scaffolds, mobile elevated working platforms etc; will be provided as applicable & where a significant risk is identified as part of an individual's role e.g.; site services officer, ICT technician, other staff role.

The school will ensure the following measures are in place.

- 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.
- persons erecting/using a mobile scaffold tower or using a mobile access platform will be suitably PASMA/IPAF trained respectively.

Advice on working at height including example generic risk assessments are available in the **myDrive** folder [LGFL/USOLogin/myDrive/Health&Safety/WorkingatHeight](#).

#### **APPENDIX 16: DISPLAY SCREEN EQUIPMENT (DSE)**

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

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). From 1<sup>st</sup> of April 2019, Camden Council will no

longer cover the cost of eyesight tests. Schools will be expected to make provision to pay for eyesight tests in their individual budgets.

Advice on the use of DSE is available in the **myDrive** folder [LGFL/USOLogin/myDrive/Health&Safety/WorkstationSelfAssessment](https://www.camden.gov.uk/USOLogin/myDrive/Health&Safety/WorkstationSelfAssessment).

#### **APPENDIX 17: LETTINGS / SHARED USE OF PREMISES**

***School lettings are managed by the School Business Manager, Taffaswa Balgobin.***

- All groups are informed about fire procedures etc. by School Business manager.
- All groups complete their own risk assessments and have public liability insurance.
- Details are held by the School Business Manager.

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

There is no vehicular access to the school site itself. Use of the school's staff car parking spaces at St Thomas Moore Church car park must be agreed with the Executive Head in advance.

#### **APPENDIX 19: MINIBUSES**

The school does not have a minibus and staff are not required to drive them.

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

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment. The school will undertake an employee stress risk assessment (organisational level); and individual employee stress risk assessments (where applicable).

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

Staff should approach the Head of School with any concerns about workload or adjustments required due to a change in circumstances/health.

The Head of School will arrange to speak to any member of staff that she has concerns about in private.

Where appropriate, advice will be sought e.g. Occupational Health or plan to manage member of staff's needs will be put in place.

### **How we support teachers to manage their workload at HT**

- Teachers do not run any after school clubs so that they have time for assessment and planning at the end of the school day.
- Teachers do not supervise children at morning break times or lunchtimes. This means they have time for a break, and to prepare for their next lesson.
- Planning, preparation and assessment (PPA) time is available to teachers in a 'block' of time where possible i.e. not half an hour a day.
- Teachers can take their PPA at home.
- Teachers have designated time to complete termly data drops.
- All classes have at least one dedicated teaching assistant to support staff with administration jobs.
- Morning briefings are only held on Monday and Fridays to discuss the week ahead and problem solve e.g. cover. This ensures teachers are not surprised by anything and are able to set up calmly in the mornings.
- No meetings last for more than one hour.
- Meetings are punctual, have a specific objective and are fit for purpose.
- The term to view can be accessed and updated by all staff, so that they know when the term will be particularly busy and can plan their work/life accordingly.
- The formats we use to report to parents on pupil progress have been refined so that they are fit for purpose and not onerous for teachers to complete.
- We reviewed our marking policy and display policy so that they are manageable for teachers but still useful for children.
- We reviewed the way in which we track and evidence progress across the school so that this is not as time-consuming.
- We have reviewed the way we do parent's meetings, keeping most meetings within directed time.
- Our pastoral support worker, who is a trained counsellor, has a weekly drop-in surgery that staff can sign up to in confidence.
- A member of the admin team makes welfare calls to parents regarding attendance and punctuality, so that teachers do not have to.
- We have two highly skilled HTLAs that cover PPA and lead interventions, which means that class TAs can remain in class to support pupils with SEND and other needs.
- HTLA PPA cover reduces anxiety because teachers are able to hand their planning over to a familiar and trusted staff member who can be held accountable.
- Where appropriate CPD/INSET days include training that takes place in alternative settings or with different providers e.g. galleries or museums.
- CPD and INSET often focuses on working in a collegiate way to reduce the burden on individual members of staff e.g. SIP teams/all planning Attention Autism activities for year 1. CPD and INSETs sometimes take place in cultural institutions.
- The senior leadership team retain leadership of several core and foundation subjects, so that teachers are relieved of this burden

- Collective worship is mainly led by the senior leadership team to allow staff time to reflect and nurture their spirituality.
- The Senior Leadership Team treat requests for special leave with compassion and on a case-by-case basis.
- Governors subsidise the cost of staff events
- Staff do not pay for tea and coffee, as they do in other workplaces
- Both the Head and Executive Head are also qualified SENDCos, so they can support the current SENDCo where necessary
- The Head has an open door policy

#### **APPENDIX 21: LEGIONELLA MANAGEMENT**

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

A water hygiene (legionella) risk assessment of the school has been completed by Aquatech and Dale Rizzo is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

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

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

- Water is heated and stored to 60°C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets or other for hot water outlets and nearest and furthest to the CWST or mains for cold water taps, plus 20% of all other outlets over a 12 month period.
- Quarterly disinfection / descaling of showers
- No cold water storage.

#### **APPENDIX 22: WORK EXPERIENCE**

We do not send pupils on work experience placements.

#### **APPENDIX 23: SWIMMING POOL - No swimming pool on site.**

#### **APPENDIX 24: Workplace Environment**

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

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