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Catholic School FCJ

<b>Health and Safety Policy</b>	
<b>Committee</b>	Finance, Premises and Staffing
<b>Author</b>	Parts 1 and 2 have been taken from earlier policies; Part 3 is from the Camden model policy
<b>Approved By Governing Body</b>	13 <sup>th</sup> May 2024
<b>Frequency of Review</b>	Annually
<b>Next review Date</b>	Summer 2025

### **The FCJ Schools' Vision**

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

## Policy summary

1. The Governing Body has adopted all relevant parts of Camden's Model Health and Safety Policy for Schools.
2. The safety, health and welfare of staff, pupils, visitors and contractors at this school is of paramount importance.
3. The Governing Body acknowledges and fully accepts the duties and responsibilities for the management of health and safety at the school, placed upon them by the Education Reform Act 1988 and has overall responsibility for policy formulation, implementation and development.
4. In order to ensure this, the Governing Body will take all steps within its power to meet all relevant statutory health and safety legislation and common law requirements.
5. The Governing Body will adopt and maintain a comprehensive local health and safety management system, based upon the model provided by Camden.
6. The Headteacher has been delegated day to day responsibility for health, safety and welfare at the school and will meet this by ensuring that there are procedures to identify hazards and control risks which could lead to injury, occupational ill-health or other loss.
7. The way in which other health and safety duties are delegated to individuals at the school, and exactly what is expected of them, is explained separately in Part 2 Organisation and Responsibilities.
8. This policy will contribute to the overall efficiency of the school by reducing injuries, occupational ill-health, unnecessary losses and liabilities and by protecting the environment.
9. This policy will be supported by adequate resources, including the provision of training and instruction to ensure the competence of all employees.
10. All employees have a duty to act responsibly and co-operate fully with management to prevent injury or occupational ill-health, either to themselves or others.
11. Individuals can make vital contributions to the implementation of policies through the placing of regular agenda items at staff meetings and there will be opportunities for all staff to participate in this process.
12. The Governing Body will establish an effective system for the communication of health, safety and welfare information. It will also ensure that all persons have access to expert advice on how they can work safely or participate in a safe and healthy manner.
13. The Governors will ensure that this Policy is reviewed at least annually, or as the need arises.

## **Introduction**

The full policy consists of three parts:

### PART 1: Statement of Intent from Chair of Governors

This outlines the Chair of Governor's commitment to health and safety and sets the scene for the rest of the policy.

### PART 2: Organisation and Responsibilities

– This outlines the detailed responsibilities for everyone involved in implementing the policy.

### PART 3: Arrangements

– This section provides more detail on how the policy will be implemented at an operational level.

Further Help, Support and Guidance

- Please see the Health and Safety Executive website <http://www.hse.gov.uk>
- LGfL myUSO/**my drive**/ health and safety

## **PART 1: Statement of Intent from Chair of Governors and Headteacher**

As the employer the Governing Body has overall responsibility for health and safety at this school. The Chair of Governors and Headteacher recognises the responsibility placed on him//her by the Health and Safety Work etc. Act 1974, and the duties required by the Local Authority (LA).

It is the intention of the Chair of Governors and the Headteacher that the established policies and procedures issued by the LA shall be followed and developed locally to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

We will:

- show strong and active leadership and encourage the integration of good health and safety management with business decisions;
- make adequate provision of resources for measures required to eliminate or control risk; and
- review progress with the Headteacher and staff.

The Governors wish to encourage the recognised Trade Unions to exercise their legal rights to appoint safety representatives at the school, as provided for in the Health and Safety at Work etc. Act 1974. The Governors wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

The Governors and Headteacher are committed to ensuring a safe and healthy working environment for all staff, pupils and visitors including the provision of safe equipment and procedures.

This document details the policy and procedures with which all staff are expected to work and abide by, all staff have access to this document and are encouraged to familiarise themselves with its contents. Staff can access the document electronically in the staff hand book.

This policy will be reviewed annually.

## **PART 2: Organisation and Responsibilities**

### Responsibilities of the Governing Body

- The Governing Body, in consultation with the Headteacher, will make itself familiar with the requirements of the Health & Safety at Work etc. Act 1974 and any other Health & Safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health & Safety at Work Regulations 1999.
- The Governing body will also maintain effective Policy, Organisation and Arrangements for the provision of Health & Safety throughout the school, assess periodically the effectiveness of this policy and ensure that any necessary changes are made. It will Identify and evaluate all risks related to the everyday business of the school and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others. Established systems must be clearly documented and be understood by all staff.
- All meetings of the Governing Body should include items on Health and Safety in the schools such as number of incidents, accidents and security.
- The Governing Body is responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to Camden's health and safety policy, procedures and standards as detailed in LGfL myUSO/ **my drive**/ health and safety.
- A Health & Safety Governor **Elizabeth Carey** 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 School Business Manager in order to enable them to provide and prioritise resources for health and safety issues. Access to competent Health and Safety advice is provided via Camden Schools Services as required by the Health and Safety at Work etc. Act 1974.

### Responsibilities of the Headteacher

The Headteacher has responsibility to ensure:

- That all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.
- First aid provisions are made in accordance with the school's medication policies.
- All employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and properly maintained.
- That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing.
- Liaison with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member may be excluded from the school to prevent the spread of infection.
- Records of children in the schools' care are maintained and updated regularly and where appropriate and that staff are made aware of health histories, special needs, diet and risk.
- Staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.

- 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.

#### Responsibilities of the Deputy Headteacher

The Deputy Headteacher is the responsible person in the absence of the Headteacher. They will manage and control all aspects of the Headteacher's responsibilities when required to do so.

#### Responsibilities of Heads of Department

- All Heads of Department are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher.
- 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 any issues to the Premises Manager.
- 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 all employees

- Under the Health and Safety at Work Act etc. 1974 **all** employees have general health and safety responsibilities. All employees have a 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

### Responsibilities of the Premises Manager

- Ensure Water Hygiene regime is followed e.g. regular flushing of “dead legs” and cleaning of shower heads to prevent development of Legionella bacteria.
- Ensure that all communal areas, particularly those associated with fire escape routes, are kept reasonably free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.
- Make arrangements for the safe working of contractors on site ensuring so far as is reasonable, that their work is segregated from the main school users, and in accordance with LA recommendations.
- Ensure all hazardous substances have the appropriate MDSS (Material Data Safety Sheet) with each chemical and that they are being used correctly.
- Ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings.
- Carry out regular inspections and ensure actions arising are dealt with promptly
- Manage the programme of planned preventative maintenance and ensure prompt action is taking where reactive maintenance is required.

### **PART 3. ARRANGEMENTS**

- 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 - Lifting and Handling
- Appendix 13 - Contractor Management
- Appendix 14 - Work at Height
- Appendix 15 - Display Screen Equipment (DSE)
- Appendix 16 - Lettings/ Shared use of Premises
- Appendix 17 - Vehicles on Site
- Appendix 18 - Stress / Wellbeing
- Appendix 19 - Legionella Management
- Appendix 20 - Work Experience



## **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 Premises Manager following guidance and are approved by the School Business Manager.

Risk assessments are available for all staff to review and are held centrally in the Premises Office and on the shared drive under staff hand book. 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 through the staff newsletter.

### **Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the relevant line manager. 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.

Risk assessments will always be carried out before employing a young person of less than 18 years of age.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant Heads of Department 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 secondary schools and academies have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within science and DT. In addition, the following publications may be used within the school as sources of model risk assessments:

#### **Secondary schools**

- BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice
- Safeguards in the school laboratory, 11<sup>th</sup> edition, ASE <http://www.ase.org.uk/>
- Topics in safety, 3<sup>rd</sup> 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/>

## **APPENDIX 2: HEALTH AND SAFETY MONITORING AND INSPECTION**

The **Premises Manager** and the **School Business Manager** will undertake inspection of the site and the health and safety management systems three times per year. One of these meetings will be with the nominated health and safety governor (see below). A record of the meeting and actions arising will be produced. Responsibility for following up items detailed in the safety inspection report will rest with the **Premises Manager**.

The **Premises Manager** and the individual **Heads of Department** will undertake inspections of designated department areas once per year. A record of the meeting and actions arising will be produced. Responsibility for following up items detailed in the safety inspection report will rest with the **Premises Manager**.

**Elizabeth Carey** will undertake a review 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. Inspections will be conducted jointly with the School Business Manager and the Premises Manager.

Incident data will be provided to governors as part of the SBM report to Finance, Premises and Staffing Committee.

## **APPENDIX 3: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

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

### **Emergency Procedures**

- Fire and emergency evacuation procedures are detailed in the **Fire Log Book** located in reception, and in the staff handbook, and a summary posted in each classroom door and circulation doors. 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 in the health and safety leaflet handed out at reception
- 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:
  - Custodian Monitoring 24/7 (alarm monitoring) 08448791704
  - Guarding UK (key holders) – Carlise Ken, 07756269152.

### **Fire Drill**

- Fire drills will be undertaken termly (three times per year) and results recorded in the fire log book by the Premises Manager.

### **Fire Fighting**

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small

fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

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

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

Isolation Point	Location
Gas	Boiler Plantroom G53
Water	Boiler Plantroom G53 by water main tank
Electricity	L.V Switchroom 1.22 first floor (off dance studio)

**Details of chemicals and flammable substances on site.**

An inventory of these is kept by the Premises Manager, and also by the Head of Science, as appropriate.

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

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

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation and the report will be kept in the fire log book. This test will occur **on Tuesday at 5pm.**

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

- Camden FM [camdenfmservices@camden.gov.uk](mailto:camdenfmservices@camden.gov.uk) or by phone on **0207 974 2772.**

A fire alarm maintenance contract is in place **with** Camden FM in partnership with First Response and the system is tested every 6 months.

#### **FIRE FIGHTING EQUIPMENT**

Monthly checks are carried out by premises staff to ensure that all firefighting equipment remains available for use and is operational. Inspection reports are kept in the Fire log Book.

**Workplace Fire Safety** undertakes an annual maintenance service of all firefighting equipment. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Workplace Fire Safety - +448456666701.

#### **EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly by Camden FM, and a full battery discharge test and certification of the system will also be undertaken annually **by Camden FM.**

#### **MEANS OF ESCAPE**

The premises team undertake daily checks for any obstructions on exit routes and ensure 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. A **minimum** of 10 staff will be trained to First Aid at Work level (18 hours) – this is one member of staff trained for every 100 people - to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

\*\*In addition to this we offer Emergency First Aid at Work training (1-day course) for staff who are happy to volunteer as a first aider, but do not want to be trained to the higher level.

<b>FIRST AIDERS +</b>
P. Everson** <i>(Expires 14<sup>th</sup> September 2024)</i>
M. Humpreys <i>(Expires 3<sup>rd</sup> October 2024)</i>
S. Weston-Peters <i>(Expires 18<sup>th</sup> November 2024)</i>
E. Palankai <i>(Expires 25<sup>th</sup> November 2024)</i>
S. Citro <i>(Expires 1<sup>st</sup> December 2024)</i>
E. Cranny <i>(Expires 22<sup>nd</sup> February 2025)</i>
L. Maynard <i>(Expires 28<sup>th</sup> February 2025)</i>
Alex Sanusi** <i>(Expires 8<sup>th</sup> June 2025)</i>
S. Weaver <i>(Expires 20<sup>th</sup> January 2026)</i>
T. McLean <i>(Expires 17<sup>th</sup> May 2026)</i>
E. Fa'alogo <i>(Expires 19<sup>th</sup> October 2026)</i>

First aid qualifications remain valid for 3 years. The SBM 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:

Ground Floor	First Floor	Second floor	Third Floor
Main Office G.09	Head of Year – 1.19	Art room 233/234	Head of Year – 3.14
Food Technology G.25	Science prep room 1.13	Head of Year – 2.25	St Patrick's - 3.23
Art Studio G23	Science labs *	SLT office 2.19	
D & T room G.42	SEND 1.35	Sixth form – 2.50	
PE Office G.30			
Site Office G.51			

\*Emergency eye wash stations only

**Amanda Burrows** is responsible for checking (monthly) that the contents of first aid boxes [including travel kits] are complete and replenished as necessary.

**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.

If a pupil has suffered a head injury while at school, the parent will be informed. The pupil will be assessed by a first aider and monitored for signs of drowsiness, vomiting, headache etc

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

### 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.

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

Amanda Burrows is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering including their written consent to administer the medication. Records of administration will be kept by Amanda Burrows.

All non-emergency medications kept in school are securely stored in designated lockable cabinets in the kitchen area in the school office; refrigerated meds are kept in clearly labelled containers within the fridge in the kitchen area within the school office with access strictly controlled. 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 a designated cupboard in the main 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 Amanda Burrows.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the school office and on Progresso.

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: LGfL myUSO/ **my drive**/ health and safety

Camden's Outdoor Education Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system. Evolve is used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants' names etc. will be attached electronically as required.

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.

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

### **Routine or lower risk activities**

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

Notification procedures are determined by the governing body but in all cases authorisation by the Headteacher is required. These trips must still be entered onto Evolve.

### **Higher risk activities**

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

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

The Headteacher has authorisation for routine (lower risk) visits. The Headteacher is also responsible for ensuring the satisfactory completion of risk assessments.

Camden LA has powers of approval for higher risk visits. The Headteacher / Head of Centre / club is responsible for ensuring full risk assessments are undertaken and consent received from the governing body. The Headteacher or centre manager is then required to ensure the visit is entered onto Evolve for processing by the LA health and safety adviser. **This must be done as soon as possible and in all cases, at least 10 days prior to the visit taking place.**

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

### **Accidents to employees**

Major employee accidents, will be reported using the telephone reporting system hosted by Risksured on 0117 450 1227. All other incidents/ Near misses and occupational ill health will also be reported at the reception log book.

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

A local accident book kept in reception is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported using the telephone reporting system hosted by Risksured on 0117 450 1227.

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

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

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.

**Sliding down bannisters is considered very high risk and will lead to a fixed term exclusion (see behaviour policy).**

### **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 using the telephone reporting system hosted by Risksured on 0117 450 1227. 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.

Violent incidents between pupils will be dealt with in accordance with the school's behavior policy and will not be reported using the telephone reporting system unless serious in nature (severity of injury, police involvement etc.).

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

Incidents involving a fatality will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the **Schools' Health and Safety Advisor on 020 7974 5672.**

Incidents resulting in the following outcomes will be reported to the HSE within 7 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.
- 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/Es and holidays).

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

- Further guidance on accident and incident reporting along with a flowchart summarising the reporting requirements can be found in LGfL myUSO/ my drive/ health and safety

## **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.

Health and Safety is discussed in the weekly SLT meetings and this is cascaded to relevant departmental meetings.

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

The Health and Safety Law poster is displayed in the school office, the site office and staff common areas.

The Governing body as the employer provides access to competent H&S advice via Camden Health and Safety Team **tel: 020 7974 6655** as required by the Management of Health and Safety at Work Regulations 1999]

### **Health and Safety Training**

Online health and safety training is provided through Judicium training.

All employees will be provided with:

- Induction training in the requirements of this policy including fire safety procedures;
- Updated 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.); and
- Refresher training where required.

Training records will be kept the Premises Office in the Health & Safety log book and also on personnel files. The Premises Manager 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 Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers' 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 Headteacher. 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. Lone working should be approved by the manager responsible.

**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 their line manager, inform site staff and sign in and out of the school premises. For evening lettings, there are two members of site staff on duty and site staff working after 10pm are offered a taxi home.

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. A colleague should always be notified of the lone worker's start and finish time.

For staff conducting home visits, expected control measures would include: mobile phone contact, notifying a colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

### **Responding to call outs**

- The school has a contract with designated company which are responsible for all the afterhours and weekends call outs: **Custodian Monitoring 24/7 08448791704** monitor the fire and intruder alarms and in the event of an alarm activation they will contact Guarding UK (key holders) – Carlise Ken, 07756269152 who will send a trained officer to attend site, investigate and leave the premises secured.

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

All staff are required to report to the Premises 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 Premises Manager 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 detailed in the register.

### **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. The Premises Manager is responsible for ensuring logbooks are maintained and kept up to date.

### **Curriculum Areas**

Heads of Department 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 the Premises Manager. Regular health and safety reminders are communicated in the staff newsletter.

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). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by **Three Counties PAT Testing**. The frequency of inspection and testing is annually.

The Premises Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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

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

### **PE Equipment**

PE equipment is also subject to an annual inspection by a specialist contractor.

## **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) Heads of Department/ subject leads 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 school's nominated person(s) responsible for substances hazardous to health is the Premises Manager.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed – this is kept in the Premises Office
- 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.

Where persons may be affected by their use on site, the Premises Manager 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.*).

## **RADIOACTIVE SOURCES**

The school follows CLEAPSS guidance L93 in 'Managing Ionising radiation and radioactive sources in schools'.

- Camden's Radiation Protection Officer (RPO) is the School's Health and Safety Advisor.
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for LBC
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is **Carol Gamble** [detailed responsibilities are provided in the Science Department H&S Policy]. They are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.

## **APPENDIX 12: LIFTING AND HANDLING**

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Premises Manager 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 the relevant employees and saved electronically in the staff hand book.

### **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. This includes the fire emergency chairs.

## **APPENDIX 13: 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 the school reception where they will be asked to sign in and wear an identification badge. They will then sign the contractor log-book in the Premises Office and be issued with a permit to work where appropriate. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Premises 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 and working effectively.

### **School managed projects**

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

Such projects are managed by the School Business Manager 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 CDM 2015, certain construction work must be notified to the Health and Safety Executive (HSE). For further information and guidance on CDM 2015 contact: Schools' Health and Safety Advisor on 020 7974 5672.

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. Work will only be authorised to start once a permit to work has been issued by the Premises Manager.**

#### **APPENDIX 14: WORK AT HEIGHT**

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

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladder.

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

The school's nominated person(s) responsible for work at height is the Premises Manager

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.

#### **APPENDIX 15: 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 by the Premises Manager.

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 on the LGfL myUSO/ **my drive**/ health and safety

## **APPENDIX 16: LETTINGS / SHARED USE OF PREMISES**

School lettings are managed by the School Business Manager in accordance with the Lettings Policy.

## **APPENDIX 17: VEHICLES ON SITE**

Vehicular access to the school can only be provided outside of school hours and with the permission of the Premises Manager.

There are bicycle racks outside the main entrance, adjacent to the sports hall and in the rear playground. Bicycles can not be used on site but can be pushed through the building to use the bicycle rack in the rear playground.

## **APPENDIX 18: STRESS / WELLBEING**

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

All teaching staff have an annual performance management meeting with their line manager and staff have access to the Employee Assistance Programme (EAP). These benefits include but are not limited to: access to counselling, health advice and support, 24hr GP helpline, lifestyle health screening.

Outside of hours meetings are generally limited to one evening per week.

## **APPENDIX 19: LEGIONELLA MANAGEMENT**

The school complies with advice on the potential risks from legionella as identified in [Camden's Water Hygiene Policy for Schools](#).

A water risk assessment of the school has been completed by **RSK Environment LIMITED** and the **Premises Manager** 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.

- 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 e.g. water fountains 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 shower heads
- Sixth monthly descaling of all school taps
- Stored cold water tanks are inspected for compliance and temperature monitored on a 6 monthly basis by Camden FM through their subcontractor **RSK Environment LIMITED**

## **APPENDIX 20: WORK EXPERIENCE**

### **Secondary level only**

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

The Head of Sixth Form is responsible for managing and co-ordinating such activities.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by a competent person(s)<sup>1</sup> / supplier(s). The Head of Sixth Form will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / Camden H&S Team via Risksured on 0117 450 1227 at the earliest possible opportunity.

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<sup>1</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction, agriculture, equestrian etc.

