



WILLIAM ELLIS SCHOOL

Health & Safety Policy for Schools

Approving Body	Personnel & Resources Committee
Adopted	23 November 2017
Review Date	17.03.22
Review Period	Spring 2024
Statutory Requirement	Yes
Version	Camden Model Health & Safety Policy for Schools – Version 3 Jan 2019

HEALTH AND SAFETY STATEMENT FOR SCHOOLS

Introduction

1. The model policy is based upon London Borough of Camden (LBC) Council's criteria for schools where it is the employer; it is for the governing body of Foundation, VA and Academy¹ schools to determine whether to adopt such arrangements and schools should ensure this is customised to fit their individual circumstances.
2. Under the Health and Safety at Work etc. Act 1974, it is the duty of an employer to have an up to date written statement of health and safety, this general policy must be complemented by a school policy statement.
3. Adapting the model policy is the best way of complying with the LA's Health and Safety Policy, demonstrating compliance with statutory duties could be difficult in the absence of a school policy.
4. The safety policy should be signed and dated by the Headteacher / Chair of Governors.

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

Part 1: Statement of Intent

Outlining your commitment to providing a healthy and safe environment for all users of the school i.e. staff, pupils, visitors and contractors.

Part 2: Organisation (roles and responsibilities)

The organisation section should describe the roles and responsibilities of key personnel,

For example:

- Governors
- Headteacher
- Those with responsibility for specific areas or activities which may have been delegated to them e.g. Heads of Department, Deputy Heads, Site Managers and Caretakers etc.
- Other employees (both teaching and non-teaching) and any volunteers

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

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

Part 3 Arrangements

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

¹ References to academies should be taken to include free and studio schools.

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

[DfE Health and Safety: advice for schools](#) provides a similar list of areas for inclusion in a school health and safety policy.

Arrangements for policy review

5. Governors are required to take steps to ensure that they are kept informed of Camden Council's advice and guidance on health and safety matters.
6. It is recommended that Health and Safety is a regular item on the agenda of either a full meeting of the governing/senior management body or an appropriate sub-committee of governors (e.g. premises, resources etc.).
7. Establishments will need to review and amend where necessary their Health and Safety policy from time to time. It is recommended that a review be carried out annually. (The legislation requires this is done no longer than every 2 years)
8. Once completed the policy should be communicated to all staff (teaching and support staff) and be linked to the induction of all new staff.

Further Information

12. For further information and guidance contact: Schools' Health and Safety Advisor on 020 7974 5672.

Health and Safety Policy for

William Ellis School

PART 1. STATEMENT OF INTENT

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

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

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

This policy will be brought to the attention of all members of staff and a copy will be kept in the **school office** and **on the All Staff Team on Office 365**.

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.

Selina Skipwith - **Chair of Governors**

Izzy Jones - **Headteacher**

Signature:

Signature:

Date:

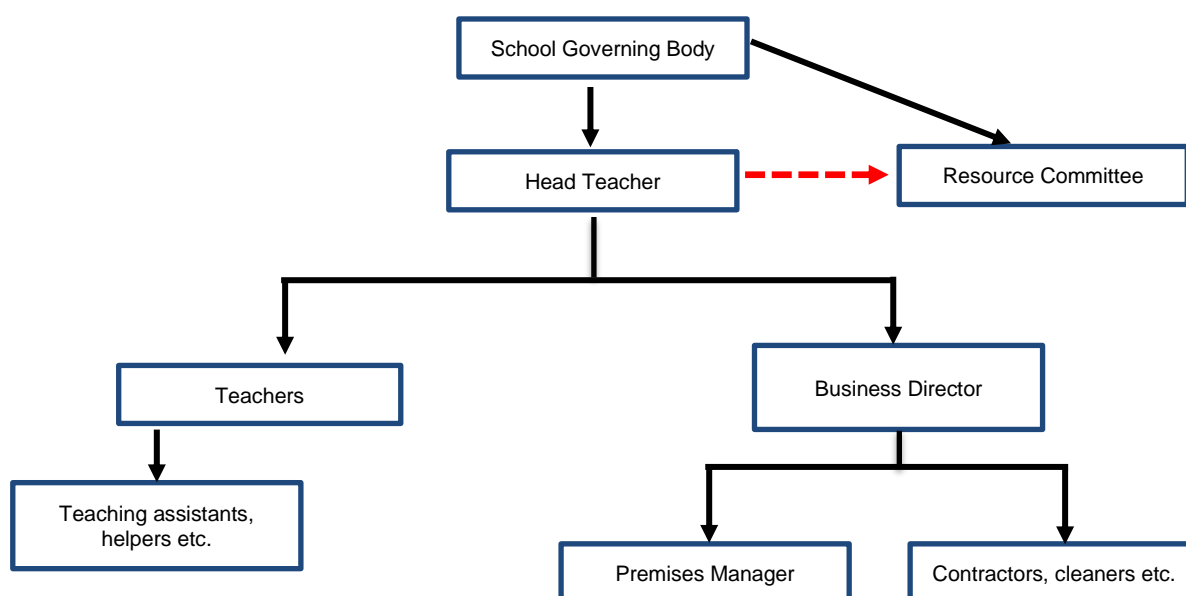
Date:

PART 2. ORGANISATION

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

Voluntary Aided schools, the responsibility for health and safety rests with the Governing Body as the employer.

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](#) website.

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

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

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

The Governing body at William Ellis as the employer provides access to competent H&S advice via H&S SLA from Camden. Contact details are: H&S Department – Darren Williams 020 7974 2117 as required by the Health and Safety at Work etc. Act 1974

Responsibilities of the Headteacher

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 Headteacher.

The Headteacher has responsibility for:

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

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

The task of overseeing health and safety on the site has been delegated by the head to the Director of Operations. Within departments this task is further delegated to the relevant Head of Department / relevant subject Co-ordinator / subject leader.

Premises Manager	Site H&S, CLEAPSS, Risk Assessments, staff training and record keeping
Head of Biology, Chemistry and Physics	Responsibility for overseeing Science Technicians H&S remit
Head of Art, Craft & Design	Responsibility for overseeing Technology Technicians H&S remit
Science Technicians	CLEAPSS – Risk Assessments for use of chemicals, experiments, science equipment etc, staff training and record keeping
Technology Technician	CLEAPSS – Risk Assessments for technology equipment and practical lessons, staff training and record keeping
Catering Manager	Risk Assessments for kitchen equipment, temperatures, food contamination, staff training and record keeping

All Staff listed in the previous table will:

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

Responsibilities of employees

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

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

PART 3. ARRANGEMENTS

Detailed information on LBC's expectations can be found in MyDrive and the [Education Health and Safety Document Library](#).

The following list of arrangements covers the key elements of a Health and Safety policy. Also refer to Health and Safety Document Library on the School's [myDrive](#) Website which cover many other risk areas, codes of practice and guidance notes.

- Appendix 1 - Risk Assessments
- Appendix 2 - Health and Safety Monitoring and Inspection
- Appendix 3 - Fire Evacuation and other Emergency Arrangements
- Appendix 4 - Inspection / Maintenance of Emergency Equipment
- Appendix 5 - First Aid and Medication
- Appendix 6 - Offsite Visits & School Journeys
- Appendix 7 - Accidents & Incident Reporting
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal Safety / Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos Management
- Appendix 13 - Lifting and Handling
- Appendix 14 - Contractor Management
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment (DSE)
- Appendix 17 - Lettings/ Shared use of Premises
- Appendix 18 - Vehicles on Site
- Appendix 19 - Minibus
- Appendix 20 - Stress / Wellbeing
- Appendix 21 - Legionella Management
- Appendix 22 - 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 Director of Operations following guidance and are approved by the Headteacher.

Risk assessments are available for all staff to review and are held centrally in the risk assessment folder, 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 SENDCo for students and Director of Operations for staff. 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.

Curriculum Activities

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

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, 11th edition, ASE <http://www.ase.org.uk/>
- Topics in safety, 3rd 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

A general inspection of the site will be conducted on a termly basis and be co-ordinated by the Director of Operations and undertaken by the Premises Manager.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher Izzy Jones. Responsibility for following up items detailed in the safety inspection report will rest with the member of staff with special responsibility for that area see table on page 6.

A named governor Richard Ault will be involved/ 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 Headteacher and the establishment's health and safety representative(s) if possible.

APPENDIX 3: FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

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

Emergency Procedures

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

Fire Drills

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

Fire Fighting

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

Support staff who are fire wardens and technicians in Technology and Science have attended Fire Warden Training. New staff will be given in-house training on the use of portable firefighting equipment and will receive basic instruction in its correct use at induction by the Premises Manager.

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

Isolation Point	Location
Gas	On tarmac in front of main steps (Yellow key to open cover on boiler room steps)
Water	On Front Grass outside room 14
Electricity	In Boiler Room

Details of chemicals and flammable substances on site.

An inventory of these will be kept by the Premises Manager and by the General Office in the Emergency Bag.

APPENDIX 4: INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Director of Operations is responsible for ensuring that the school's fire log is kept up to date and that the inspection / maintenance is undertaken by the Premises Manager and recorded on Every – school facilities management software. The fire log book located in DOP office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday mornings before 8am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer – N4 Electrics.

A fire alarm maintenance contract is in place with N4 Electrics and the system is tested 6 monthly] by them.

FIRE FIGHTING EQUIPMENT

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

Hallmark 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 Hallmark by the Premises Manager.

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 N4 Electrics.

MEANS OF ESCAPE

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

APPENDIX 5: FIRST AID AND MEDICATION

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

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

Hayley Ward	Ext 801 / Room 33A	03.09.2021 – expires 02.09.2024
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TRAINED TO EMERGENCY AID LEVEL (6 hr):

Fabia Cooper	Ext 803 – Data Office	24.09.2021 – expires 23.09.2024
George Court	Ext 832	24.09.2021 – expires 23.09.2024
Polly Dowell	6 th Form LaSWAP Centre	24.09.2021 – expires 23.09.2024
Alison Ellis	Ext 825 General Office	19.07.2019 – expires 18.07.2022
Claire Ozkayer	Ext 818	24.09.2021 – expires 23.09.2024
Tomric Schueller Elmes	Ext 875 / 876 Art / DT	24.09.2021 – expires 23.09.2024
Mahieda Sarkar	Ext 800	24.09.2021 – expires 23.09.2024
Veronika Seifert	Ext 881	24.09.2021 – expires 23.09.2024
Archie Szymanski	Ext 832 PE	19.07.2019 – expires 18.07.2022
Alexander Walker	Ext 801	24.09.2021 – expires 23.09.2024
Rhevene Warde	Ext 835	24.09.2021 – expires 23.09.2024

First aid qualifications remain valid for 3 years. Hayley Ward, Lead First Aider 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:

- Art
- Canteen
- Library
- Main Office
- PE
- Room 15
- Staff Room
- Technology
- 6th Form Admin office

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

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

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

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

Local hospitals

Royal Free Hospital – 0207 794 0500

University College Hospital – 020 3456 7890

Whittington Hospital – 020 7272 3070

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.

Hayley Ward 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 Hayley Ward.

All non-emergency medication kept in school is securely stored [e.g. lockable cupboard in the medical room, refrigerated meds kept in clearly labelled container within fridge detail location] 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 the general 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 Hayley Ward.

All staff are made aware of any relevant health care needs and copies of health care plans are available from the general office or on the student database.

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 please click link: [myDrive](#)

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 will be 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 Matthew Scott who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher. Also see separate policy WES Policy for School Visits available in All Staff Teams on Office 365.

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 can be updated onto Evolve (Camden's online Approval system), but this is optional.

Higher risk activities

These visits must be entered on to Evolve at 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 2 weeks prior to the visit taking place.**

APPENDIX 7: ACCIDENTS & INCIDENT REPORTING

Accidents to employees

Where Camden Local Authority (LA) is the employer (i.e. Community, VC and Community special schools) then **all** employee accidents, no matter how minor, will be reported using the telephone reporting system hosted by **Reportline** on **02920 266787** or by email to reportline@alcumusgroup.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 book in all first aider areas is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to LBC using the telephone reporting system.

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

All major incidents will be reported to the Headteacher and the Governing Body through the P&R Committee. 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 Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Violence to Staff

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

Violent incidents towards staff will be reported via Reportline. 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 policy for behaviour management and will not be reported to Reportline unless serious in nature (severity of injury, police involvement etc.).

Reporting to the Health and Safety Executive (HSE)

Incidents involving 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 15 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 Reportline will be monitored against RIDDOR reporting criteria and reported onto the HSE by Reportline following approval from the Health & Safety team.

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

Further guidance on accident and incident reporting along with a flowchart summarising the reporting requirements can be found in the [Education Health and Safety Document Library](#).

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.

The P&R 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 staffroom.

The Camden Health and Safety Team **tel: 020 7974 6655** provides competent health and safety advice for William Ellis School as part of the H&S SLA.

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 in staff personnel files.

The Business Director and Premises Manager are 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.

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 ensure that the Premises Team or SLT know they are still onsite. Staff who are on site during holiday periods or weekends must sign in and out at the General Office.

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.

The Premises team will be subject to lone working during early morning or late evening shifts and overtime at the weekends. The member of staff working should have the Premises duty phone with them at all times and text the Premises Manager when they leave site. WES staff will also have the contact details of their colleague who is working the same shift at PHS.

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. Premises Manager will check the building if only one detector reacts. If multiple detectors are registering the Premises Manager would telephone the police. The Premises Team are all nominated key holders.

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 logbook is maintained and kept up to date.

Curriculum Areas

Heads of Department /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 the Premises Manager. 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 the Premises Team who are all trained in 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 A fixed electrical installation test (fixed wire test) will be conducted by a competent Electrician on a 5year cycle or an annual inspection and 20% physical test of wiring. The school has had a rolling programme of 20% physical testing since July 2018.

Outdoor / PE Equipment

PE equipment is subject to an annual inspection by the Head of PE.

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 establishments nominated person(s) responsible for substances hazardous to health the Premises Manager

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.

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 Simon Fuller. 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: ASBESTOS MANAGEMENT

An asbestos survey and management plan is in place for the school in accordance with Camden's asbestos policy. The school's most recent asbestos management survey was conducted on July 2017 and with smaller surveys being carried out in 2018 and 2019 relating to building works.

The school's asbestos management folder (including school plans, asbestos survey data and site specific management plan) is held in the Premises Team Officer by the Premises Manager. The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

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

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager who will contact Camden's Asbestos Compliance Officer, Scott Senior on 0207 9745053 or via email at scott.senior@camden.gov.uk The school's Asbestos Authorising Officers are Mandy Seeburn – Director of Operations and Tony Avery – Premises Manager and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

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

APPENDIX 13: LIFTING AND HANDLING

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the 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 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 reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The 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 Tony Avery – Premises Manager or Mandy Seeburn – Director of Operations 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.**

APPENDIX 15: WORK AT HEIGHT

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

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

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role Premises Team, drama, ICT technician etc.

The establishments nominated person(s) responsible for work at height is Tony Avery – 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 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 1st 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 [Education Health and Safety Document Library](#).

APPENDIX 17: LETTINGS / SHARED USE OF PREMISES

School lettings are managed by Tony Avery – Premises Manager – All lettings are subject to the School’s Lettings Policy and Conditions of hire.

CONDITIONS OF HIRE

1. The use of premises has to be restricted to the use and accommodation specified in the hire permit. The hirer should take all precautions to prevent any damage. If the hire is indoors, some footwear in particular can cause damage to floors and persons wearing such footwear will not be permitted to enter the premises. The hirer is required to pay for any breakages, losses or damage to property arising out of the letting.
2. Nominated Representatives of the School Governors must be given free access to the hired premises for the purpose of inspection. The School Governors also reserve the right to cancel any letting in which case a proportion of the charges will become refundable.
3. The Hirer shall demonstrate to the school that it has appropriate public liability insurance in place to cover its activities and its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property including the hired premises, arising out of the hiring of educational premises.

The School will not be responsible for any injury to persons or damage to property arising out of the hiring of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the School

4. The sub-letting or sharing of the premises is prohibited.
5. Public Safety.
 - a) The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways passages and fire exits.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

6. The charge for accommodation includes the use of furniture only within the room. In the event of the hirer requiring additional furniture a separate charge will be made according to circumstances. On the days when the school is in session articles such as pianos, tables, flowers etc. may not be delivered to the school before 4.30 pm on the day of use, unless arrangements for early delivery are made with the Site Manager. The hirer should remove all chairs or other furniture, decorations and any other materials introduced into the premises, within an agreed reasonable time after the period of hire. If this is not done, the School Governors will be entitled to remove and dispose of such items and the Hirer will pay the cost of removal (less the proceeds of disposal where relevant) on demand.
7. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval. The Site Manager can advise.
8. Licenses are generally required for:
 - a) Performing plays
 - b) ‘Public dancing, music or other public entertainment of a like kind’ under the Local Government (Miscellaneous Provisions) Act 1982.
 - c) Games of bingo.

Hirers should ascertain whether or not a license is required for these uses, or for any other use to which premises are to be put, and if so, to obtain and ensure full compliance with the necessary license. The premises are not already licensed.

9 Intoxicating liquor is not permitted to be sold to the public or supplied on educational premises without the express consent of the School Governors, which the Governors will not be obliged to give or give reasons for refusal. Details of the license for the sale to the public of intoxicating liquor will need to be available for inspection.

10. The premises are not licensed under the Cinematography Acts and no inflammable films or materials of any inflammable nature should be used.

When commercial sound recordings (gramophone records, tape recordings or CDs) are publicly used an application for a license to use such recordings must be submitted to Phonographic Performance Limited, Evelyn House, 62 Oxford Street, London W1N 0AN. Application forms may be obtained from them on request.

11. Under the conditions of the Performing Rights Society, hirers of educational establishments are required to furnish details direct to the Society of 'all musical works, whether published or in the manuscript, performed at the premises locally, instrumentally or mechanically, at entertainments for which a charge is made'. A form can be provided which should be completed and forwarded direct to the Performing Rights Society Limited immediately after the letting has taken place.

12. First Aid.

The Governors take no responsibility for First Aid provision. Hirers are recommended to provide their own First Aid cover at events.

13. Smoking

Smoking is not permitted on the school grounds.

14. Telephones

There is no access to a public telephone.

15. Cleaning Costs.

Any additional cleaning cost must be met by the hirer.

16. No Tenancy

Nothing in this agreement shall create a tenancy.

APPENDIX 18: VEHICLES ON SITE

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

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

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

There is a vehicle speed limit of 5 miles per hour in operation on the school site.

Vehicles that are delivering to the school are not allowed on site during the following times:

- 8.30am to 8.50am
- 10.50am to 11.15am
- 1.10pm to 2.10pm
- 3.00pm to 3.30pm

Vehicles should not be parked in the following yellow hashed out areas:

- the entrance gate to Parliament Hill School
- the area immediately in front of the steps and main school entrance

APPENDIX 19: MINIBUSES

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

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

The Finance Manager maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.

The school does not own any minibuses.

Driver Authorisation and Licenses

- A. **If you passed your category B (car) driving test before 1 January 1997**, you can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.
- B. **If you passed your category B driving test on or after 1 January 1997**, you may drive a minibus that is not being used for *hire and reward* if the following conditions are met:
- you are over 21 and have held a category B licence for at least 2 years;
 - the minibus is used by a non-commercial body⁴ for social purposes,
 - you receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs);
 - you provide the service on a voluntary basis;
 - the gross vehicle weight⁵ of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and
 - you do not tow a trailer.

APPENDIX 20: STRESS / WELLBEING

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

The school buys into the Camden's Employee Assistance Programme.

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](#).

A water risk assessment of the school has been completed by Jeff Tanner RSK Ltd 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 and all showers (with all outlets flushed after school holiday periods)
- The Premises Manager carried out monthly temperature checks on sentinel outlets or other for hot water outlets and nearest and furthest to the CWST or mains for cold water taps, plus 20% of all other outlets over a 12 month period.
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and temperature monitored on an annual basis by **CBS Ltd**.

APPENDIX 22: 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.

Horace Parry 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)² / supplier(s) Horace Parry 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 Reportline: on **02920 266787** at the earliest possible opportunity.

² 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.

Version Control Table

Version	Changes	Author	Date
2.1	Consultation draft – to Schools JCC	PL	Nov 2018
2.2	<p>Second consultation draft – to Schools JCC</p> <p>General Changes Made</p> <ul style="list-style-type: none"> • Cleaned up a bit of formatting • Removed photos from cover page • Updated supporting guidance and BS standards to latest versions • Tested and updated links <p>Specific Changes Made</p> <ul style="list-style-type: none"> • Modified statement of intent (pg4) • Added Organogram (pg5) • Firefighting equipment contract not done by Camden FM (pg11) • Introduction on consultation (pg17) • PPM logbooks (pg19) • Electrical safety arrangements (pg19) • Outdoor Play equipment inspections (pg20) • Update asbestos procedures (pg21) • School managed projects (pg23) • Legionella (pg26) • Minibuses (pg29) 	PL	Jan 2019
3.0	Final version – approved by Schools JCC		