Eleanor Palmer Primary School

Health and Safety Policy

Co Headteachers: Natalie Stevenson and Sally Hill
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Health and Safety Policy for

Eleanor Palmer Primary School

PART 1. STATEMENT OF INTENT

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

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

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

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

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

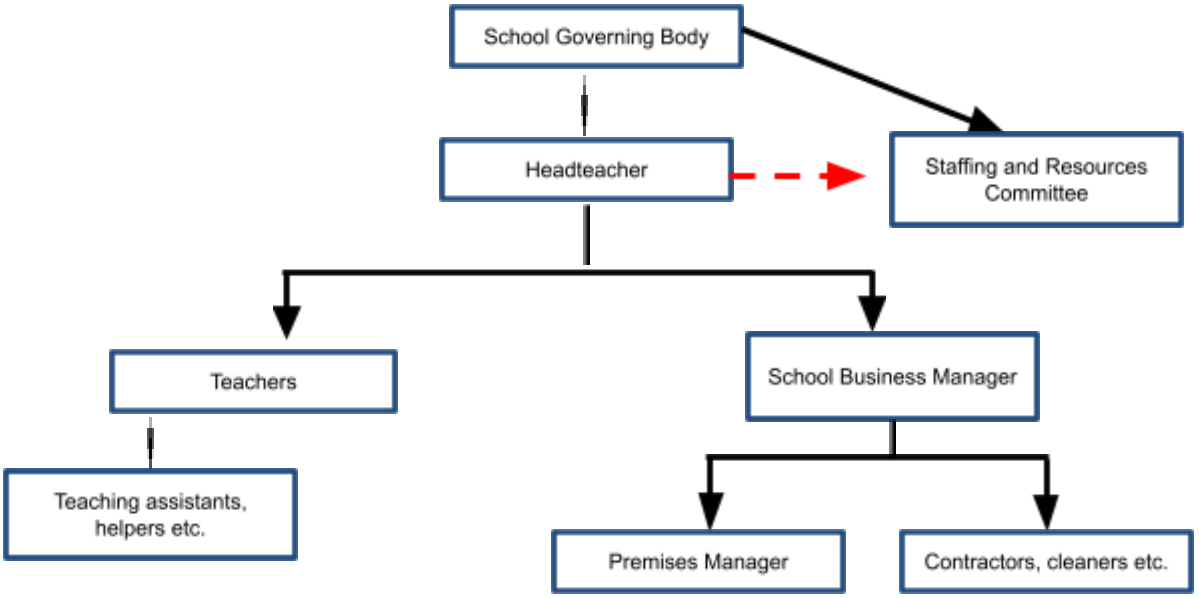
This policy should be read in conjunction with Camden Health and Safety Policies and all relevant school policies. All reference to the "Headteacher" in this document are references to the Co Headteachers, who jointly and collectively share health and safety responsibilities in our school.

Christophe Frerebeau, Chair of Governors	**Sally Hill, Co Headteacher**	**Natalie Stevenson, Co Headteacher**
Date:	**Date:**	**Date:**

PART 2. ORGANISATION

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

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



Responsibilities of the Governing Body

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

A Health & Safety Governor [Tim Peake/Shanti Fricker] 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 Health & Safety Team provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

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

The Headteacher has responsibility for:

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

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

The task of overseeing health and safety on the site has been delegated by the head to the School Business Manager and Site Services Officer.

Responsibilities of other staff holding posts of special responsibility

The School Business Manager and Site Services Officer will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.

- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head or individual with delegated responsibility of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

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

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

PART 3. ARRANGEMENTS

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

Appendix 1 - Risk Assessments

Appendix 2 - Health and Safety Monitoring and Inspection

Appendix 3 - Fire Evacuation and other Emergency Arrangements
Appendix 4 - Inspection / Maintenance of Emergency Equipment
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Appendix 19 - Minibuses
Appendix 20 - Stress / Wellbeing
Appendix 21 - Legionella Management
Appendix 22 - Work Experience
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Appendix 24 - Workplace Environment

APPENDIX 1:
RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the School Business Manager and/or Senior Admin Officer following guidance and are approved by the Headteacher.

Risk assessments are available for all staff to review and are held centrally in the school office and on the shared drive. These assessments will be reviewed on an annual basis or

when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments
Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the class teacher or learning support assistant. Such risk assessments will be reviewed on a regular basis.

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

Infectious diseases
The school will follow national government guidance for person(s) with symptoms of/diagnosed with an infectious disease (including Covid-19) within educational settings as provided by UK Health Security Agency (UKHSA). Guidance followed will include health protection in children and young people settings, including education & managing specific infectious diseases: A to Z.
Where required, the school with notify/contact UK Health Security Agency (North London) Health Protection Team (UKHSA HPT) on tel: 0300 303 0450 regarding person(s) with symptoms of/diagnosed with an infectious disease. The (North London) HPT will conduct a risk assessment of the situation based on the information provided by the school and advise the school of any action that they should take.

Curriculum Activities
Risk assessments for curriculum activities will be carried out by class 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 schools have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within science and DT where required. In addition, the following resources may be used within the school as sources of health and safety information & model risk assessments:

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

APPENDIX 2:
HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the School Business Manager and Site Services Officer.

The School Business Manager will complete a report in writing and submit this to the Co Headteachers. Responsibility for following up items detailed in the safety inspection report will rest with the Site Services Officer and School Business Manager.

A named governor [Tim Peake] will be involved/ undertake a review of the school's health and safety management system on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the 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 schools website. The fire risk assessment is located in the school's fire log saved on the shared drive and will be reviewed on an annual basis.

Emergency Procedures

- Fire and emergency evacuation procedures are detailed in the school's Fire Procedure for Staff and a summary posted in each classroom/relevant areas. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.
- Evacuation procedures are also made available to all contractors / visitors.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by the School Business Manager and notified to Camden's security contractors on an annual basis.

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.

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

Isolation Point	Location/utility provider contact details
Gas	Front of school on right through blue gates. On left by Greenhouse.

	Emergency contact number for a gas leak (natural gas) is 0800 111 999.
Water	Front of school on right through blue gates. By Greenhouse in manhole
Electricity	Electrical cupboard opposite head's office.

Details of chemicals, flammable substances & gas cylinders on site.
An inventory of these will be kept by SSO as appropriate, for consultation.

APPENDIX 4:
INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Services Officer responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the Front Office.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Monday Mornings or as agreed with the Site Services Officer.

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

- Schools that buy into SLA agreement can contact Camden FM by email **c**amdenfmservices@camden.gov.uk or by phone on **0207 974 2772.**

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

FIRE FIGHTING EQUIPMENT

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

Fireline Limited 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 Fireline Limited.

EMERGENCY LIGHTING SYSTEMS

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

MEANS OF ESCAPE

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

APPENDIX 5:
FIRST AID AND MEDICATION

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

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

TRAINED TO EMERGENCY PAEDIATRIC FIRST AID (6 hr):

Julie (Dee) Roberts
Leila Lakbiri
Martin Lovejoy
Sam Siddaway
Taynee Woods
Natalie Mungly
Angela Deller
Angela Ross
Charlotte MacCormick
Craig Cairns
Hayley Rogers
Jessie Samuels
Joseph Grant
Kayleigh Euesden
Zoe Davis
Rachel Renshaw
Sara Stokes
Sophie Godfrey
Sophie Hartnell
Tom Gibson
Denna Cartamkhoob
Jackie Churchill
Abdi Elmi
Hoa Ho

TRAINED TO PAEDIATRIC FIRST AID LEVEL (12 hr):
Angus Wilson

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

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING LOCATIONS:

- School office
- Nursery
- Basic first aid in junior toilet

DEFIBRILLATOR(S) ARE LOCATED AT THE FOLLOWING LOCATIONS:
School Office

Tania Voaden (SAO) is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary. Defibrillators will be included in checks with battery, pads replaced as per manufacturer guidance.

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

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

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

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 adopted by the school a copy of which can be obtained on request from the school office.

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

School office staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept in the medications file in the front office.

All non-emergency medication kept in school are securely stored in a padlocked cupboard in the school medical room with access strictly controlled. Refrigerated medications are kept in clearly labelled containers in the medical room fridge). All pupils know how to request their medication from the office.

Where children need to have immediate access to emergency medication i.e. epi-pen etc., it will be kept in the Headteachers' office, and clearly labelled. Asthma inhalers are kept in the locked cupboard in the medical room.

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 enrols / on diagnosis being communicated to the school and will be reviewed annually by Tania Voaden.

All staff are made aware of any relevant health care needs and copies of health care plans are available on pupil files and in the shared drive

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

APPENDIX 6:
OFFSITE VISITS & SCHOOL JOURNEYS

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

The member of staff planning the visit will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher. Final approval will be sought from Camden's Outdoor Education Advisor (Clive Atkins) for higher risk visits.
The school maintains a separate Off Site Visits Policy which is included in new staff induction paperwork and reviewed on a regular basis.

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

Lower risk visits

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

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

Higher risk visits

These visits must be entered on to Evolve at www.camdenvisits.org.uk.

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

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

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

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

APPENDIX 7:
ACCIDENTS & INCIDENT REPORTING

Accidents to employees

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

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

All injuries to pupils are recorded through the school's CPOMS database More significant incidents as detailed below must also reported to LB Camden using the telephone or online reporting system.

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

All major incidents will be reported to the Headteacher and Health and Safety Governor. 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 Risksured. A system of monitoring incidents of violence and aggression towards employees has been adopted so that appropriate action can be taken to reduce the risk in the workplace.

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

Reporting to the Health and Safety Executive (HSE)
Incidents involving death where they arise from a work related accident will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the **Schools' Health and Safety Team on** 0207 974 6655 (internal 6655) select option 2 then option 3.
Incidents resulting in the following outcomes will be reported to the HSE within 15 days of the incident occurring.

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

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

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

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

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

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

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

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 Staffing and Resources Committee meets at least three times a year and includes in its discussions a review of health and safety 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 staff room.

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

Health and Safety Training

All employees will be provided with:

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

Training records will be kept in the school front office and a live training document is maintained on the school's shared drive. The School Business 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.

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

Staff working outside of normal school hours must obtain permission of the Headteacher.

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. and the contact details of a keyholder (if they are not one) who will come and lock up the school when they have finished.

Staff are not to conduct home visits on their own. There should be at least one additional member of staff and should carry a mobile phone, remaining in regular contact with the school. Prior to departure the School Office must be notified of the name and address of the family/families being visited and the time of the appointment. The school should be notified if appointments are running late or ahead of time. Where there are known risks, which may affect staff safety staff should consider not visiting the family home but rather inviting the family into school.

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.

APPENDIX 10:
PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Services Officer 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 Site Services Officer is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

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

Planned maintenance / inspection
Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in designated logbooks on site. Daniel Ansley, the Site Services Officer is responsible for ensuring logbook is maintained and kept up to date.

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

Electrical Safety
All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Services Officer.

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

PAT inspection and testing will be conducted by Camden FM Services' contractors and frequency of inspection and testing is biannual. The School Office 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.

Gas Safety
Annual gas safety inspections on gas installations/appliances will be conducted by Camden FM.

Outdoor Play Equipment
Outdoor play equipment will only be used when appropriately supervised.

The School Business Manager and Site Services Officer will conduct a formal and recorded termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by The Playground Inspection Company.

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) the Science and DT Subject Leads Tom Gibson and Craig Cairns are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Site Services Officer, supported by the School Business 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.

A template inventory and COSHH assessment form available for customisation is located at LGFL/USOLogin/**myDrive**/COSHH.

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

APPENDIX 12:
ASBESTOS MANAGEMENT

An asbestos survey and management plan is in place for the school in accordance with Camden's asbestos policy available at LGFL/USOLogin/**myDrive**/Health&Sefety/Asbestos. The school's most recent asbestos management survey was conducted on 5 December 2023 with survey reference J043875 and the most recent asbestos management plan issued on 28 December 2025.

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

The Office Team 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 Vicky Green, the School Business Manager who will contact Camden's Asbestos Compliance Officer, Steve Manley on 020 7974 1781 or via email at steve.manley@camden.gov.uk.

The school's Asbestos Authorising Officers are Victoria Green, School Business Manager and Daniel Ansley, Site Services Officer 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 (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 Vicky Green, School Business 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 the school office where they will be asked to sign in on the Sign On visitors screen and wear an identification lanyard. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

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

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

APPENDIX 15:
WORKING AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

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

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

The school will ensure the following measures are in place.

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.
- persons erecting/using a mobile scaffold tower or using a mobile access platform will be suitably PASMA/IPAF trained respectively.

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

APPENDIX 16:
DISPLAY SCREEN EQUIPMENT (DSE)

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

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). From 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 **myDrive** folder LGFL/USOLogin/**myDrive/**Health&Safety/WorkstationSelfAssessment.

APPENDIX 17:

LETTINGS / SHARED USE OF PREMISES

School lettings are managed by the School Business Manager
Organisations wishing to hire areas of the school are required to complete an application form with terms and conditions attached relating to appropriate use of school premises.

APPENDIX 18:
VEHICLES ON SITE

Vehicular access to the school is extremely restricted with space to park one small vehicle in the bin storage area behind the kitchen. Vehicles can be parked in the infant playground during school holidays or when unavoidable for other construction works. Vehicles are only to be parked on site with prior arrangement with the school office.

APPENDIX 19:
MINIBUSES

Not applicable

APPENDIX 20:
STRESS / WELLBEING

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

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

Where there are concerns around an employee's capacity to perform their role they will be encouraged to access support and we will, where necessary, undertake an occupational health assessment to ensure that the employee is capable of performing their role or whether adjustments should be accommodated.

APPENDIX 21:
LEGIONELLA MANAGEMENT

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

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

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

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

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

APPENDIX 22:
WORK EXPERIENCE

Should the school accept any pupils on work experience placement the school will check that the following steps have been adhered to by the school offering students.

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 School is responsible for managing and co-ordinating such activities, or a delegated member of SLT.

This will include ensuring work experience is 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)*[1]* / supplier(s). The Head of School 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.

APPENDIX 23:
SWIMMING POOL

Not Applicable

APPENDIX 24:
Workplace Environment

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

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