



Introduction

The full policy consists of three parts:

PART 1: Statement of Intent from Chair of Governors

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

PART 2: Organisation and Responsibilities

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

PART 3: Arrangements

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

Purpose of the Health and Safety Policy

The purpose of Hampstead Parochial CE School's health and safety policy is to explain in a simple and easy to understand way how the school manage key health and safety issues. In particular this model health and safety policy is designed to:

- To ensure schools protect the health, safety and welfare of pupils, staff, visitors and contractors on site.
- Provide head teachers with sensible easy to follow common sense guidance.

Further Help, Support and Guidance

- Please see the Health and Safety Executive website <http://www.hse.gov.uk>
- Camden Health & Safety Service: Please see our pages on:
<http://schoolsupportservices.camden.gov.uk/document-library/service/36/human-resources-payroll-and-health-and-safety/33/health-and-safety/>

Other Applicable Guidance Notes or Policies

- The Safer Management Standards
- The Safer Management Standards Schools- People
- Management Standards Schools- Buildings

Terms Explained

- **Camden's safety risk management model:** The overall approach to safety risk management within Camden, as outlined in the Health and Safety Policy.
- **Inherent risk rating:** Risk rating assigned to a service which reflects inherent health and safety risks within the service, dependent upon the activities the service engages in.

- **Management risk rating:** Risk rating assigned to a school which reflects how well health and safety risk is being managed.
- **Safer Management Standards:** Set of safety management standards that heads are expected to meet.
- **Service risk:** A combination of inherent and management risk, designed to give an overall picture of safety risk within the school.
- **Camden Health & Safety Service:** Based in HR Services and responsible for raising standards of health and safety within Camden Council.
- **Control measure:** Something you put in place to prevent people being harmed and/or to prevent damage to property.
- **Hazard:** Something that could harm someone and/or damage property.
- **HSE:** Health and Safety Executive. The government body responsible for health and safety promotion and enforcement.
- **Permit to work:** Where tasks have been identified as being high risk, a system needs to be in place to ensure that all staff/contractors carrying out the task are kept safe, this is called a permit to work. This ensures that the task is well controlled and monitored until it is completed. The permit to work is issued to an individual(s), specific locations and is time bound.
- **PPE:** Personal Protective Equipment such as gloves, hard hat and boots.
- **Review date:** Whenever anything changes you should review your risk assessment and make a note of the date. You should review the risk assessment at least once a year.
- **Risk:** The likelihood and severity of a **hazard** causing damage or harm.
- **Risk assessment:** A way of looking at a situation, identifying how people and/or property could be harmed and putting measures in place to ideally eliminate the chance of that happening, or if not possible reducing and controlling the likelihood it could happen.
- **Written safe system of work:** This is a detailed explanation of how to safely undertake a high risk activity. This can be a one off or a frequent task. As with the risk assessment it will explain what hazards have been identified, but will also include areas such as training and safety equipment required to control the task.

Part 1: Statement of Intent From Chair of Governors and Headteacher

The Governing Body at Hampstead Parochial CE Primary school recognises the responsibility placed on him//her by the Health and Safety Work etc. Act 1974, and the duties required by the Local Authority (LA).

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

We will:

- Show strong and active leadership, encourage the integration of good health and safety management with business decisions;
- Make adequate provision of resources for measures required to eliminate or control risk;
- Review progress with the Head Teacher and staff.

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

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

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

This policy will be reviewed annually to ensure continued compliance. The reviewed policy will then be ratified at the next full Governing Body Meeting.

General Statement of Health and Safety Policy

Part 2: Organisation and Responsibilities

The Governing Body – General Scope

The Governing Body, in consultation with the Head teacher, will make itself familiar with the requirements of the Health & Safety at Work etc Act 1974 and any other Health & Safety legislation and codes of practice which are relevant to the work of the school, in particular the Management of Health & Safety at Work Regulations 1999.

The Governing body will also maintain effective Policy, Organisation and Arrangements for the provision of Health & Safety throughout the school, assess periodically the effectiveness of this policy and ensure that any necessary changes are made. It will identify and evaluate all risks related to the everyday business of the school and evaluate risk control measures in order to select the most appropriate means of minimizing risks to staff, pupils and others. Established systems must be clearly documented and be understood by all staff.

All meetings of the Governing Body should include items on Health and Safety in the schools such as number of incidents, accidents and security.

Head Teacher – General Scope

The Head teacher is the responsible manager and will ensure:

- This policy and the Council's health and safety policy are complied with at all times, ensuring that a competent Premises Manager is appointed, is provided with appropriate training and undertakes their duties as required.
- Ensure that "risk assessments" required under the Management of Health and Safety at work regulations, are carried out as appropriate in respect of work carried out by his\her staff.
- That all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that the cause is investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence.
- The maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person in accordance with LA procedures.
- First aid provisions are made in accordance with the school's medication policies.
- All employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that firefighting equipment is readily available and properly

maintained.

- That consultations with local trade unions on health and safety procedures are undertaken and (ensure their effective implementation) and be available to any member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.
- That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing.
- Liaison with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member may be excluded from the school to prevent the spread of infection.
- Records of children in the schools' care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk.
- Staffs provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.

Deputy Head Teacher – General Scope

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

Key Stage Leaders – General Scope

All Key Stage Leaders are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the head teacher. He/she will ensure that staff provided with adequate safety information and they will manage all integral and specific risks relating to the department's functions. He/she will ensure the department complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

All Staff – General Scope

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by supporting the School health and safety arrangements; ensuring their own work area remains safe at all times; not interfering with health and safety arrangements or misusing equipment; complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions. They are also required to report safety concerns to their staff representative or other appropriate person; report any incident that has led, or could have led to damage or injury; assist in investigations due to accidents, dangerous occurrences or near-misses and not act or omit to act in any way that may cause harm or ill-health to others.

Premises Officer / School Business Manager – General Scope

The Premises Officers and School Business Managers role is very important within the school with regards to Health and Safety so it is important that they are trained in all necessary aspects of safety.

Liaising as necessary with other relevant staff, both Premises Officer and School Business Manager will take primary responsibility to:

- Ensure the Asbestos Management Plan (AMP) is shown to and signed by all contractors visiting the site to carry out works; ensure regular inspections are carried out and recorded in the AMP.
- Ensure Water Hygiene regime is followed e.g. regular flushing of “dead legs” and cleaning of shower heads to prevent development of Legionella bacteria.
- Ensure that all communal areas, particularly those associated with fire escape routes, are kept reasonably free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.
- Make arrangements for the safe working of contractors on site ensuring so far as is reasonable, that their work is segregated from the main school users, and in accordance with LA recommendations.
- Ensure all hazardous substances have the appropriate MDSS (Material Data Safety Sheet) with each chemical and that they are being used correctly.
- Ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings.
- Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff/public and equipment for which he/she is responsible.
- Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against un-authorized entry.
- Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensure that all fixed and portable electrical equipment receives inspection \ maintenance in accordance with guidance.
- Report to the Head Teacher any circumstance preventing him/her from carrying out his/her health and safety responsibilities
- Ensure all fire safety equipment is properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed.
- Ensure suitable test, maintenance, service and training records are kept.

Part 3: Arrangements

Asbestos

The Headteacher and School Business Manager shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the asbestos management plan. The asbestos management plan must be kept up to date. A copy of the AMP is kept in the School Business Managers office. Any member of staff who may disturb the fabric of the building must report it immediately to the Head Teacher.

All contractors shall be referred to and sign the Asbestos Management Plan before commencing work.

For advice and help on asbestos contact CSF's Property & Contracts service on 020 7974 1601.

Audits and Inspections

Monitoring provides the information that let you review activities and decide how to improve performance. Audits are carried out by external H&S service to see if the schools policy and systems are actually achieving the right results. The results from measuring performance with the information from audits is combined to improve the school's approach to health and safety management.

Special attention is paid to the following areas:

- The degree of compliance with H&S performance standards (including legislation).
- Areas where standards are absent or inadequate
- Achievement of stated objectives within given timescales
- Injury, illness and incident data – analysis of immediate and underlying causes, trends and common features. These indicators will show where you need to improve.

Boilers and Pressure Systems

The main regulations covering pressure equipment and pressure systems are the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

Examples of pressure systems/equipment are: boilers and steam heating systems; pressurised process plant and piping; compressed air systems (fixed and portable); pressure cookers, autoclaves and retorts; heat exchangers and refrigeration plant; valves, steam traps and filters; pipe work and hoses; and pressure gauges and level indicators.

- Reduce the risk of failure

The level of risk from the failure of pressure systems and equipment depends on a number of factors including: the pressure in the system; type of liquid or gas and its properties; suitability of the equipment and pipe work that contains it; age and condition of the equipment.

- Maintenance, Examination and Inspection of the equipment

All pressure equipment and systems should be properly maintained. The maintenance programme should take account of the: equipment's age; its uses and the environment; signs of wear and corrosion.

Systems should be depressurised before maintenance work is carried out. Ensure there is a safe system of work, so that maintenance work is carried out correctly and under suitable supervision.

- Training

Make provision for appropriate training and ensure everyone concerned has the necessary skills and knowledge to carry out their job safely. All new employees, should have initial training and be closely supervised. Additional training or retraining may be required if:

- the job changes;
- the equipment or operation changes; or
- skills have not been used for a while.

COSHH Assessments

The Premises Officer will complete a risk assessment and identify all hazardous and potentially dangerous chemicals. All hazardous substances will be stored safely in secure storage when not in use. This is to remain locked at all times. An inventory of these substances has been completed and key staff have been trained and informed.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment. The COSHH register is held in the Premises Officers office.

Document review

The Health and Safety Policy is reviewed annually by the full governing body in conjunction with the Head Teacher and School Business Manager

E-Safety

E-safety forms part of the "staying safe" element of the Government's *Every Child Matters* agenda, and the school has a responsibility under the Children Act 2004 to safeguard and promote the welfare of pupils, as well as owing a duty of care to children and their parents to provide a safe learning environment.

E-safety is a framework of policy, practice, education and technological support that ensures a safe e-learning environment in order to maximise the educational benefits of ICT whilst minimising the associated risks.

An e-safety strategy enables schools to create a safe e-learning environment that:

- promotes the teaching of ICT within the curriculum
- protects children from harm
- safeguards staff in their contact with pupils and their own use of the internet
- ensures the school fulfils its duty of care to pupils
- provides clear expectations for staff and pupils on acceptable use of the internet.

Schools can enable an "e-safe" environment for pupils by ensuring that the following aspects are addressed.

- Safe systems
- Safe practices
- Safety awareness

Head teachers have ultimate responsibility for e-safety issues within the school including:

- the overall development and implementation of the school's e-safety policy
- ensuring that e-safety issues are given a high profile within the school community
- linking with the board of governors and parents and carers to promote e-safety and forward the school's e-safety strategy
- ensuring e-safety is embedded in the curriculum
- deciding on sanctions against staff and pupils who are in breach of acceptable use policies.

As governing bodies have a statutory responsibility for pupil safety, it is vital that governors are aware of e-safety issues and support the head teacher in the development of the school's e-safety policy and strategy and promote e-safety to parents.

Hampstead Parochial CE Primary School's designated e-safety contact officer is the Headteacher who is responsible for co-ordinating e-safety policies on behalf of the school.

Electrical Safety

The School Business Manager and Premises Officer will ensure that electrical testing (PAT every 2 years and Fixed every 5 years) is undertaken by a competent person.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher.

Equipment found to be unserviceable, or of doubtful serviceability will be taken out of service, labelled correctly, locked away and the defect reported to the School Business Manager or Premises officer who will arrange for repair or replacement.

The School Business Manager and Premises Officer will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electricity at Work Regulations.

The School Business Manager and Premises Officer will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment testing/inspection/maintenance can only be carried out by a competent person.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested before use
- New equipment must be advised to the School Business Manager in order that it can be added to future Portable Appliance Testing (PAT) testing schedules

Emergency Planning

The Civil Contingency Act 2004 defined an Emergency as:

“An event or situation which threatens serious damage to human welfare, the environment, or war or terrorism which threatens serious damage to the security of the UK”.

Camden’s Children, Schools and Families Directorate have an Emergency and Business Continuity Plan which is available to all schools. Please click on link below:

<http://schoolsupportservices.camden.gov.uk/document-library/service/36/human-resources-payroll-and-health-and-safety/33/health-and-safety/>

Hampstead Parochial CE School is required to:

- Review these guidelines in the context of their existing procedures
- Ensure the completed plan is stored on and off site in both printed and electronic formats
- Maintain and operate the emergency in response to emergencies that may effect the school
- Update the document on an annual basis, particularly to check staff contact details
- Ensure that the school governors and persons within the school who have specific roles in the school emergency plan are provided with copies of the document, and that they are ready and capable of assuming those roles if an emergency situation develops
- Develop a programme of assessing the plan’s effectiveness and reviewing the emergency arrangements (e.g. learning from previous incidents or tests such as fire drills).

Fire Safety

The School’s Fire Risk Assessment (FRA) is undertaken by a reputable external organization and is reviewed annually. The assessment has been written in accordance with PAS 79 2007.

All Staff, Pupils and visitors must comply with the emergency evacuation plan. Individual risk assessments and/or Personal Emergency Evacuation Plans are completed for anyone requiring assistance. These are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of a fire.

The School Business Manager will ensure that:

- All staff complete the mandatory fire safety induction
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire Action notices are to be found in all rooms behind the door
- Evacuation routes and assembly points are clearly identified
- Staff aware of their own responsibilities to know the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- A record of all fire drills, tests, maintenance and inspections of fire safety equipment is maintained in the school Fire Log Book. The fire procedures folder is kept in the main school office and is updated regularly.
- The fire risk assessment is reviewed annually by a competent person (suitably qualified) and amended as new hazards or required amendments are identified
- Fire Drills are carried out each term in accordance with requirements

First Aid

A first aid assessment has been carried out, which will ensure adequate First Aid provision. The assessment has identified minimum numbers of first aiders required within the school. The assessment is based upon numbers of pupils and employees within the school.

EYFS (Early Years and Foundation Stage), will have at least one **Paediatric** trained first aider. As required in new statutory guidance for schools/centres and came into effect in September 2008.

Contingency arrangements will be made to cover school trips and staff absence. The names and locations of the first aid trained staff on site are listed in the first aid policy and also clearly signposted around the school.

Gas Safety

- Gas appliances must have an annual safety test and inspection. This can **only** be carried out by a Gas Safe Registered (previously Corgi) operative. This means that they should be registered with the Gas Safe Register as approved by the HSE. (Health and Safety Executive)
- All staff including the Premises Officers must be informed that they must not attempt to fix or tamper with any Gas appliances
- Any works required on a gas fitting must **only** be carried out by a competent person

Lifts and Escalators

The relevant Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations 1998 (PUWER) aim to reduce risks to people's health and safety from lifting equipment provided for use at work.

Generally, the Regulations require that lifting equipment provided for use at work is: strong and stable enough for the particular use and marked to indicate safe working loads; positioned and installed to minimise any risks; used safely, i.e. the work is planned, organised and performed by competent people; and subject to ongoing thorough examination by competent people.

Equipment covered by the Regulations

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

Manual Handling

All moving and handling tasks will be risk assessed to evaluate and manage all significant risks.

Staff are instructed not to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

No Staff are allowed to be involved in any moving and handling of pupils that requires hoisting until they have received the moving and handling training. If a pupil requires the use of a hoist there will always be two staff to do this.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The SSO is expected to undertake regular physical work which would typically include significant moving and handling. He/she must attend a formal moving and handling training course specific to their work requirements.

Medication - Administration in Schools

An effective policy on administering medicines is in place. The policy includes effective systems (including an "Administration Medication Record Book") to support and keep pupils safe. The areas covered are:

- Labelling – the medication will clearly show the child's name, the name of the contents, the times it should be taken, the quantity and the expiry date. If the medication is not clearly labelled, parents/carer will be contacted in the first instance.
- Storage – medication should be in child-proof containers, which should be provided by the parents/carer. It will be stored in a locked cupboard/drawer unless required to be stored in a refrigerator. Leftover medication will be returned to the parent/carer. Only named individuals should have access.
- Supply of medication – The parents/carer must supply the school with medication either daily or weekly. Staff will check the medication given is not out of date.
- Recording – When administering medication staff are advised that this is done in pairs. A record will be made at the time. It should specify the name of child, medication given and dosage. The record must be signed by person administering and countersigned by witness.
- Side effects – Staff should be aware of possible side effects that the medication can have on the child and be prepared to respond appropriately e.g. is there somewhere the child can rest if needed.
- Special Circumstances – if any of the following circumstances apply then arrangements will be made to ensure only trained staff in conjunction with the school nurse administer the medication.
 - The prescribed medication is classified as a "dangerous drug."
 - The timing and nature of the administration is critical or where serious.
 - Consequences could result if the dose is not taken.
 - Any technical/medical knowledge or expertise is required to administer the medication.
 - Intimate contact is necessary.
 - Removal of under garments is necessary.
- Training;

If the administration of prescription of medicines requires technical knowledge then individual training will be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Parents/carer are required to provide schools with sufficient information of the medical condition that requires a child to take medication whilst at school e.g. Asthma, Epilepsy.

Medication will not be given without written consent from parents/carer. This applies to each and every medicine. Only those medicines which are part of a specific prescribed course of treatment will be administered.

New and Expectant Mothers

A new and expectant mother risk assessment with the individual concerned is undertaken as soon as the Head/Line manager is notified by the member of staff that they are pregnant. This

includes those who have given birth or miscarried in the previous six months and breast-feeding mothers.

Line managers take particular account of risks to new and expectant mothers or to that of her baby from any processes or working conditions, or physical, biological or chemical agents.

The risk assessment will be reviewed at regular intervals throughout the pregnancy to ensure continued effectiveness of any control measures.

Noise

The Control of Noise at Work Regulations 2005 requires employers to prevent or reduce risks to health from noise to staff, students and others affected by having in place arrangements which are designed to eliminate, control and minimise risks from noise.

Noise at work can cause various health effects, ranging from short term hearing loss and Tinnitus (ringing, whistling, buzzing or humming in the ears) to temporary or even permanent hearing loss. Hearing damage caused by exposure to noise at work can be permanent and continues to be a significant problem in the workplace.

The Noise at Work Regulations 2005 requires heads and managers to ensure staff are not exposed to excessive noise at work by:

- Assessing (and where necessary measure) the risks to your employees from noise at work;
- Make a record of what you will do in an action plan
- Take action to reduce the noise exposure that produces those risks;
- Provide your employees with suitable hearing protection if you cannot reduce the noise exposure enough by using other methods;
- Ensure that the legal limits on noise exposure are not exceeded;
- Provide your employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

If the noise levels in the workplace are such that a conversation cannot be heard from 2m away the Head will contact the Health Safety Service for advice and a Noise assessment.

Off-site Visits & School Journeys

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 the Health & Safety Service. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Head Teacher should satisfy them selves 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 Head Teacher 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 Head Teacher has authorisation for routine (lower risk) visits. The Head Teacher is also responsible for ensuring the satisfactory completion of risk assessments.

The LA has powers of approval for higher risk visits. The Head Teacher / Head of centre / club is responsible for ensuring full risk assessments are undertaken and consent received from the governing body. The Head Teacher 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.**

Personal Safety and Lone Working

Lone workers are defined as employees who work by themselves in situations where there is no close or direct contact with a colleague, for example when working alone on the school site or carrying out home visits.

Lone working is strongly discouraged. Should it occur, all staff should be aware of the following for lone working in the school.

Where work activities are to be undertaken by a lone worker or outside normal working hours then these factors should be considered in the assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for non-hazardous work activities which have not been subject to a formal risk assessment.

- assessing if the work is a "one person" job
- the remoteness or isolation of the workplace
- any problems of communication
- the possibility of violence or criminal activity by intruders
- the nature of possible injury
- emergency egresses e.g. are fire exits open out of hours?

Never enter the school premises alone without letting the Premises Officer, School Business Manager or the Head teacher aware of your plans. All lone working is to be approved by the Head Teacher.

PPE (Personal Protective Equipment)

Where identified by risk assessment as a necessary control measure (usually the last resort / last line of defence) or where it's specifically required by a manufacturer, the Head Teacher will ensure that suitable PPE is provided and that it complies with H&S regulations. Appropriate provision will also be made for replacement and safe storage of PPE.

RIDDOR Reporting – Accidents and Incidents

As a general guide, **all accidents** other than very minor ones (scratch, graze bruise etc) should be reported via Camden's **Reportline** on 02920 266787 or 020 7974 6655 whether they involve pupils, staff, contractors or visitors. If a minor injury requires action to prevent recurrence, this should also be reported. Assaults, near misses and occupational ill health should also be reported. You can also report by email to: reportline@santia.co.uk

Bumps book

Schools are advised to use a "Bumps" book for minor incidents. The forms should be used for:

- recording minor non-preventable injuries involving children
- where there is no apparent fault of the school/centre
- there is no requirement for hospital treatment/admission
- there is no need to be reported under RIDDOR.

The bumps book is a school document and should be reviewed regularly e.g. monthly to identify whether trends are evident. If common themes are identified you need to determine what action you could take to address them.

Head Injuries

Where a head bump/injury has taken place, the child/pupil should be assessed immediately by a fully qualified First Aider (who has attended a HSE approved course). In Early Years settings this should be a Paediatric First Aid trained member of staff. The child/pupil must be monitored (look for signs of drowsiness, vomiting, headache etc) and if their condition deteriorates an ambulance should be called, or he/she taken to the nearest A&E department. If the First Aider or the school is in any doubt then they must seek immediate medical attention.

Parents should be informed either at the time of the accident or when the child is collected – depending on the nature of the incident.

Safe system of work (SSOW) / Permit to Work

If a significant risks associated with a task is identified, a written safe system of work must be created. A safe system of work is a way of assessing the risk while also describing **in detail** how a task can be undertaken safely. The person assessing the works must consider a wide variety of issues such as the training; experience and knowledge of the people who you are expecting to carry out the task. All staff expected to undertake the task must read, understand and sign the SSOW.

Permit to Work

For the highest risk activities a permit to work system can be used. The difference being the permit to work identifies which employees are eligible to carry out the task and sets this within a certain time frame, the safe system of work details how to carry out.

Where a Head believes a risk is high enough to justify a permit to work, guidance should always be sought from the CSF Safety Advisor.

If any tasks require a permit to work to be signed this will need to be completed in line with local procedures.

Site Management & Building Security

The greatest threats to security in schools and other education establishments come from acts of theft, burglary, arson or criminal damage such as vandalism and graffiti. All of these incidents are statutory offences and should be reported to police.

The following measures should be put in place

- Action should be taken to prevent unauthorised access to the school. This could be both during the day and at night when the premises are closed.
- Use of CCTV and effective lighting can act as deterrents.
- Consideration of the physical aspects of the building, e.g. security of boundary fences, blind spots, secure windows and doors (should comply with BS7950), intruder alarms, fire detection and limiting the number of entrances.
- All staff understands the importance of security, the school's policy and their own responsibilities. Their training needs are reviewed and arranged as necessary
- Periodic surveys/risk assessments of security should be conducted and regular security checks carried out.
- Procedures should be in place for dealing with intruders
- Information sharing and involvement of parents and the community to support the school

Visitor and contractor awareness

- All visitors and contractors should report to reception to sign in and out of site.
- All visitors and contractors should be made aware of the site safety procedures, for example fire evacuation arrangements.

Contractor management

- Contractors should sign to say they have read and understood any health and safety information before they start work, for example they have checked the asbestos register, they are aware of any potentially hazardous substances or processes on site, and that they are aware of any particular issues regarding persons on site.
- Any information should be readily available to contractors and provided to them well in advance of work commencing.
- Contractors should be supervised where children or vulnerable adults are present.

Maintenance

- The workplace and equipment should be properly maintained. Systems and equipment should operate efficiently, and be in a good working order and state of repair.
- There should be a system for reporting defects and ensuring that action is taken to rectify problem, for example by using a maintenance log book.
- Adequate resources are budgeted for
- Premises Officer suitably trained to carry out inspections and maintenance to site premises

Stress

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards, guidance and requirements. This will identify a constructive way of

dealing with and preventing stress. Where an individual indicates that work related stress is becoming an issue, our approach will be to follow this process.

All staff are made aware of the need to maintain a balance between work life and home life. Senior leaders will endeavour to keep school meetings to a minimum and any stress counselling availability will be made known to all staff.

Training

First day health and safety induction using the induction checklist will be given to all staff on their arrival on the first day of employment. The Head Teacher must ensure that all staff has adequate information, instruction and training relating to their role. Appropriate local training regarding risk assessments and safe working practices, as well as periodic refresher training will be provided. Training records must be maintained by the School administration team.

Water Hygiene

A water hygiene risk assessment must be undertaken. A system of routine inspection and maintenance is implemented as recommended in the water hygiene risk assessment. The assessment also contains two plans, one for monitoring works and one for recording remedial works.

This includes a minimum of taking and recording water temperatures on a monthly basis at all tap and shower heads, flushing, disinfecting and measuring the temperature of calorifiers. (this applies to Schools in the CSF Service Level Agreement - SLA).

Water services must operate at temperatures that prevent the proliferation of Legionella and other bacteria:

- Hot water storage (calorifiers) should be at 60°C or above.
- Hot water distribution should be at least 50°C attainable at the taps within one minute of running.
- Cold water storage and distribution should be at 20°C or below.

Hot water pipes should be covered where vulnerable pupils are present.

Work at Height

Tasks vary greatly therefore we take a sensible approach to ensure that infrequent low risk tasks are controlled and allowed to be conducted without complex controls and risk assessments that will not reduce any residual risk. Careful consideration is given to ensure that higher risk tasks, however infrequent, are suitably controlled. The main factor that dictates the type of controls required is the risk that the operation poses. For example a short task at 10m above ground level needs to be controlled as effectively as a long-term task at 5m above ground level.

Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task. Where work at height does take place e.g. on roofs, harnesses or other fall arrest equipment must be used. Staff are not permitted to use any other access equipment for work at height without specific training.

Contractors working at height are to be appropriately supervised and must only use their own access equipment.

Work at height tasks includes teachers putting up displays in classrooms, for which suitable steps/kick stools should be provided. A second member of staff should be in attendance.

Work Equipment

All general equipment requiring statutory inspection and/or testing on site (e.g. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors as provided by the term contractor under the SLA arrangements, or as locally arranged. Records of all inspections and tests must be kept in the appropriate folder/file.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be labelled as such and immediately taken out of use until repairs can be carried out. Any urgent matter is to be referred to a senior member of staff immediately.

Young people at Work

The law requires that before employing a young person less than 18 years of age that you carry out a risk assessment, taking into account the following:

- Their inexperience, lack of awareness or the fact that young persons have not yet fully matured.
- The layout of the workplace and the workstation.
- The nature, degree and duration of exposure to physical, biological and chemical agents.
- The use of work equipment and the way in which it is handled.
- Supervision requirements.
- Hours to be worked.

• Last reviewed by Governing Body	• Autumn 2017
• Next revision	• Annual
• To be reviewed	• Autumn 2018

Appendix 1 Emergency Response Flowchart

Appendix 2 Detailed Roles and Responsibilities

Appendix 3 Major Emergency Response Contact List

**Appendix 1
Emergency Response Flowchart**

TASK	PERSONNEL	TIME SCALE
Obtain the facts of the incident as accurately as possible	Most senior member of staff first notifies of incident	Within Hours
Senior management to meet with support personnel	Where appropriate any outside officers who may be able to help with planning as well as senior management team	Within Hours
Assign roles	See Detailed Roles & Responsibilities	Within Hours
Contact families	Headteacher	Within hours and continue until completed
Call a staff meeting to give information	Headteacher	Same day if practicable
Give relevant information to pupils in small groups	Headteacher /Class teachers	Same day if practicable
Arrange a debriefing for staff involved in crisis event	Headteacher	Same day if practicable
Debriefing for pupils involved in the crisis	Headteacher	As soon as possible allowing for H&S
Identify high risk pupils and staff	Leadership Team	Next Few Days
Promote controlled discussion in classes	Class Teachers	Next few days and weeks
Organise special staff meetings to discuss issues eg special assemblies, attending funerals	Headteacher	As soon as necessary
Identify the need for group or individual treatment	Leadership Team	Incrementally over days and weeks after crisis
Organise treatment etc	Headteacher	As required

**Appendix 2
Detailed Roles and Responsibilities**

ACTIONS	RESPONSIBILITIES	NAMES
Ensure accurate lists of contact persons is readily available (both for activity staff and emergency contact points)	SAO	L Spearing
Contact emergency services	School Business Manager	M Sikder
Immediate action to safeguard students and staff evacuation and roll call in accordance with fire/bomb threat procedures	Headteacher Deputy Headteacher	A McLean J Iwanicki
Staff telephone numbers	SAO	L Spearing
Opening of appropriate parts of the school	Headteacher Deputy Headteacher Premises Officer	A McLean J Iwanicki J Day
Ensure premises is secure	Premises Officer	J Day
Informing Chair of Governors and Education Department/Directorate of Educational Services	Headteacher Deputy Headteacher	A McLean J Iwanicki
Contacting parents/guardians/relatives	Headteacher SBM SAO	A McLean M Sikder L Spearing
Liaison with media	Headteacher Deputy Headteacher	A McLean J Iwanicki

**Appendix 3
Major Emergency Response Contact List**

Updated list held in office

CONTACT	NAME	PHONE NUMBER
Ambulance		999
Fire Brigade		999
Police		999
Chair of Governors	Jenny Lupa	020 7435 4135
Camden (Out of Hours) Customer services centre		020 7974 4444
Public Relations Officer	PCSO James Payne	020 8721 2958
School Nurse	Ms Natalie Emmett	020 3317 5859
Home/School Liaison Officer	Deputy Headteacher	020 7435 4135
Social Services		020 7974 3317
Counselling Services		020 7974 3317
Local Religious Group	Hampstead Parish Church	020 7794 5808
This list was last updated Date:	December 2015	

Camden Executive Director of Supporting People	Martin Pratt	020 7974 1505 / 4221 M: 07833 406179
CSF Emergency Response Team – Lead Director	Peter Dudley Director of Education	020 7974 3813 M: 07825 351 967
Senior officer day contacts	Eve Stickler Director of Early intervention and prevention) Peter Dudley Director of Education Anne Turner, Director of Children's safeguarding Bodil Mlynarska, Head of children's quality assurance Cynthia Walters, HR Strategic Lead for CSF	020 7974 1117 M: 07557 290 007 020 7974 3813 M: 07825 351 967 020 7974 6641 M: 07896 654 076 020 7974 6999 M: 07736 332766 020 7974 4919
Premises	Matthew Sales, CSF Head of Property and Contracts	020 7974 2996 M: 07824 350393
Health and Safety Advisor	Darren Williams (Health & Safety)	020 7974 2117 07824 418 488
Emergency Planning	Duty Emergency Planning officer: Darren Wilsher, Head of Emergency Management	020 7974 4444 (ask for duty emer planning officer) 020 7974 2797 M: 07733 307295

CSF Press Officer/Media	Press Office (office hours) Press Office (duty mobile) CSF Comms managers: Rachel Poyton (Mon to Wednesday) Sally Cloughton (Wednesday to Frid) CSF communications Officer	020 7974 5717 M: 07901 554 530 020 7974 5966 M: 07500 225304 0207 974 4687 M: 07557 294118 020 7974 6649
School closure / general advice	Jean Lang, Head of Learning, Schools Improvement and Partnership	020 7974 7306 M: 07920 254295
Emergency counselling for pupils or staff	Claudia Noel-Michael (Critical Incident Response lead for EPS (Educational psychology service)) or Hilary Forbes (Head of SEN and Educational psychology service)	020 7974 6500 / 1618 M: 07787 845276 020 7974 6500 / 6547
Education Welfare Service	Ed Magee	020 7974 1653 M: 07833 406200
Children in need team	Michelle O'Regan	020 7974 1905
Integrated Early years service	Anthony Keen Deputy Service Manager	020 7974 4371
Integrated Youth Support	Eugene Griffin Acting head of service	020 7974 6762