



Fitzjohn's Primary School

# Health Safety and Welfare Policy

Reviewed: September 2024

Date for review: September 2025

**[Revision: 3.1]**

**Camden Issue date: July 2022**

# Health and Safety Policy for Fitzjohn's 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 in the school office and on our website.

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.

Ruth Katz **Chair of Governors**

Rob Earrey **Headteacher**

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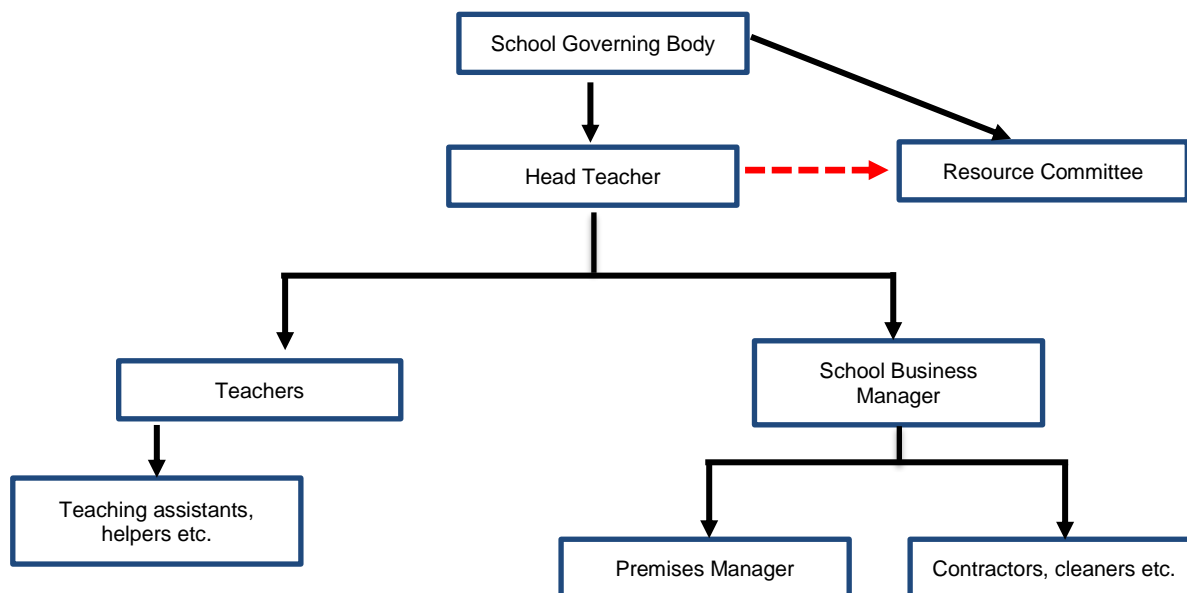
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## PART 2. ORGANISATION

As the employer, Camden Council 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 ([LGFL/USOLogin/myDrive](#)).

A Health & Safety Governor Ruth Katz 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 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 Emma Osborne.***

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

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

### **Responsibilities of employees**

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

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

### **PART 3. ARRANGEMENTS**

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

- Appendix 1 - Risk Assessments
- Appendix 2 - Health and Safety Monitoring and Inspection
- Appendix 3 - Fire Evacuation and other Emergency Arrangements
- Appendix 4 - Inspection / Maintenance of Emergency Equipment
- Appendix 5 - First Aid and Medication
- Appendix 6 - Offsite Visits & School Journeys
- Appendix 7 - Accidents & Incident Reporting
- Appendix 8 - Health and Safety Information and Training
- Appendix 9 - Personal Safety / Lone Working
- Appendix 10 - Premises Work Equipment
- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos Management
- Appendix 13 - Lifting and Handling
- Appendix 14 - Contractor Management
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment (DSE)
- Appendix 17 - Lettings/ Shared use of Premises
- Appendix 18 - Vehicles on Site
- Appendix 19 - Minibuses
- Appendix 20 - Stress / Wellbeing
- Appendix 21 - Legionella Management
- Appendix 22 - Work Experience
- Appendix 23 - Swimming pool
- Appendix 24 - Workplace Environment

## **APPENDIX 1: RISK ASSESSMENTS**

### **General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by class teachers and office/premises staff 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 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 Emma Osborne or Rob Earrey. 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.

### **Respiratory Infections (including Covid-19)**

The school will follow national guidance for people with symptoms of a respiratory infection (including Covid-19) within educational settings as provided by the UK Health Security Agency North East and North Central London Health Protection Team (Tel: 020 3837 7084 (option 0, then option 2) or via [necl.team@phe.gov.uk](mailto:necl.team@phe.gov.uk)). The school will also liaise with and follow advice from the Camden and Islington Public Health Team ([CIPHadmin@islington.gov.uk](mailto:CIPHadmin@islington.gov.uk)) as necessary.

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

#### **[Primary schools]**

- Be Safe! Health and Safety in primary science and technology, 4th Edition ASE
- National Society for Education in Art & Design (NSEAD)  
<https://www.nsead.org/resources/health-safety/>
- Safe Practice in Physical Education and School Sport' Association of PE (AfPE)  
<https://www.afpe.org.uk/>

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

A general inspection of the site will be conducted on a fortnightly basis and be undertaken / co-ordinated by Emma Osborne and the site officer.

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

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with

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

Inspections will be conducted jointly with the Headteacher and the establishment's health and safety representative(s) if possible.

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

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

### **Emergency Procedures**

- Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.
- Evacuation procedures are also made available to all contractors / visitors.
- 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 Emma Osborne.

### **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.

Portable firefighting equipment is available in each building and on each floor.



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

<b>Isolation Point</b>	<b>Location</b>
<b>Gas</b>	<b>In the area outside the office</b>
<b>Water</b>	
<b>Electricity</b>	<b>At the end of the drive near the bins.</b>

**Details of chemicals, flammable substances & gas cylinders on site.**

An inventory of these will be kept by Emma Osborne as appropriate, for consultation.

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

Emma Osborne is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located next to the fire alarms.

### **FIRE ALARM SYSTEM**

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

- Schools that buy into SLA agreement can contact Camden FM by email [camdenfmservices@camden.gov.uk](mailto:camdenfmservices@camden.gov.uk) or by phone on **0207 974 2772**.  
[Schools outside SLA agreement may insert contact details of other contractor(s) as applicable]

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.

Camden 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 Emma Osborne.

### **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 EMERGENCY FIRST AID AT WORK LEVEL (6 hr):**

2/9/22 Dawn, Gill, Selma, Nazia, Rosh, Rana

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

Emma Combes November 2023

Laura Taylor November 2022

Janie 2022

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

### **FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

The medical room and office.

Nashima Khatun is responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits/ those in vehicles] are complete and replenished as necessary.

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

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

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

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy held with Rob Earrey]. [A template Supporting Pupils with Medical Conditions Policy available for customisation is available in the office (at [LGFL/USOLogin/myDrive/administeringmedicines](#)].

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

Emma Osborne or Nashima Khatun 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 by the office

All non-emergency medication kept in school are securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location] with access strictly controlled. All pupils know how to access their medication.

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

### **Health Care Plans**

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

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

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

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 ([LGFL/USOLogin/myDrive/Health&Saefly/SchoolTrips](#)).

Camden's Outdoor Education Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Rob Earrey who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher

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

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

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

Notification procedures are determined by the governing body but in all cases authorisation by the Headteacher is required. These trips can be updated onto Evolve (Camden's online Approval system), but this is optional.

### **Higher risk activities**

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

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

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

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

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

### **Accidents to employees**

Where Camden Local Authority (LA) is the employer (i.e. Community, VC and Community special schools) then **all** employee accidents, no matter how minor, will be reported using the telephone reporting system hosted by **Risksured** on **0117 450 1227**. Near misses and occupational ill health will also be reported.

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

A local accident/bumps book is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to LBC 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 the Governing Body/ 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.

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

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

Further guidance on accident and incident reporting along with a flowchart summarising the reporting requirements can be found in the **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 Finance and Staffing Committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.**

The Health and Safety Law poster is displayed in the office.

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 office

Rob Earrey 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 and sign in and out of the school premises

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.

### **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 Emma Osborne 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.

Emma Osborne is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training is detailed in the register.

### **Planned maintenance / inspection**



Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in designated logbooks on site,. Emma Osborne responsible for ensuring logbook is maintained and kept up to date.

### **Curriculum Areas**

Class teachers 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 caretaker

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 an external contractor and frequency of inspection and testing is [Annual]. [Insert name] 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] or [an annual inspection or 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period]. Camden FM also undertake annual thermal imaging for distribution boards to ensure mains wiring is in good condition.

### **Outdoor Play Equipment**

Outdoor play equipment will only be used when appropriately supervised.

Caretaker will conduct a formal and recorded termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by an appointed external specialist contractor.

## **APPENDIX 11: FLAMMABLE AND HAZARDOUS SUBSTANCES**

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

Within curriculum areas (in particular science and DT) teachers 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 Emma Osborne.

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, [insert name] 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&Safety/Asbestos](#)). The school's most recent asbestos management survey was conducted on [insert date] and [survey reference].

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

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

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

Any damage to materials known or suspected to contain asbestos should be reported to Emma Osborne who will contact Camden's Asbestos Compliance Officer, Steve Manley on 020 7974 1781 or via email at [steve.manley@camden.gov.uk](mailto:steve.manley@camden.gov.uk).

The school's Asbestos Authorising Officers are Caretaker, Rob Earrey, Emma Osborne and refresher training is required 3 yearly.

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

The Headteacher / asbestos authorising officers shall ensure:

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

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

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

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

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

### **Paediatric Moving and Handling**

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

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

## **APPENDIX 14: CONTRACTOR MANAGEMENT**

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

**Emma Osborne** 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 Emma Osborne 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: WORK AT HEIGHT**

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

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

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

The establishments nominated person(s) responsible for work at height is Emma Osborne  
The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

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

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

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). From 1<sup>st</sup> of April 2019, Camden Council will no longer cover the cost of eyesight tests. Schools will be expected to make provision to pay for eyesight tests in their individual budgets.

Advice on the use of DSE is available in the **myDrive** folder ([LGFL/USOLogin/myDrive/Health&Safety/WorkstationSelfAssessment](#)).

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

***School lettings are managed by Emma Osborne***

**APPENDIX 18:  
VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access. Should vehicles need to enter the site during the school day they are escorted.

**APPENDIX 19:  
STRESS / WELLBEING**

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

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

Staff members with well-being concerns should speak to Debbie Moss.

## **APPENDIX 20: 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 Camden and Emma Osborne 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 the water system on site.)

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

## **APPENDIX 21: 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.

## Version Control Table

Version	Changes	Author	Date
3.1	<p><b>General Changes Made</b></p> <ul style="list-style-type: none"> <li>• Formatting</li> <li>• Updated contact details</li> <li>• Tested &amp; updated links</li> <li>• Updated introduction on completing policy</li> </ul> <p><b>Specific Changes Made</b></p> <ul style="list-style-type: none"> <li>• Respiratory Infections (Including Covid-19) (p.9)</li> <li>• Resources information updated (p.9, p.10)</li> <li>• Gas cylinders added to inventory section (p.11)</li> <li>• First Aid training qualifications amended (p.12)</li> <li>• Evolve/school journey notification time redefined (p.15)</li> <li>• How to report incidents using Risksured amended (p.15) (Updated Jan 23)</li> <li>• Violence between pupils, students, learners amended (Heading) (p.16)</li> <li>• Reporting to the HSE amended (P.16)</li> <li>• Electrical Safety - PAT guidance document referred to (p.19)</li> <li>• Asbestos (contact details) (p.21)</li> <li>• Minibus guidance (p.26)</li> <li>• Legionella (p.26,27)</li> <li>• Swimming Pool (p.28,29)</li> <li>• Appendix 24 added (Workplace Environment) p.29</li> </ul> <p><i>(Consultation with Schools JCC - March 2022)</i> <i>(Issue date - July 2022)</i></p>	BC	March 22