



Health and Safety Policy

Policy Owner	Robson House
Approving Body	Management Committee
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Introduction

The full policy consists of three parts:

PART 1: Statement of Intent from Chair of the Management Committee

This outlines the Chair of the Management Committee'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 the school's health and safety policy is to explain in a simple way how the school manages key health and safety issues. In particular, this policy is designed to:

- ensure the school protects the health, safety and welfare of pupils, staff, visitors and contractors on site.
- provide all staff 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>

Other Applicable Guidance Notes or Policies

- The Safer Management Standards
- The Safer Management Standards Schools- People
- Management Standards Schools - Buildings
- Robson House Online Safety Policy
- Robson House Safeguarding Policy
- Robson House Behaviour Policy (Physical Intervention)
- Robson House Lone Working Policy and Procedure
- Robson House Policy for Administering Medication.
- Netley Campus Security Policy (including Campus Incident Management Plan and Emergency Evacuation Procedure)

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 Organization Development 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 the Chair of Management Committee and Executive Headteacher

The Chair of the Management Committee and Headteacher recognize 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 the Management Committee and the Executive Headteacher that the established policies and procedures issued by the LA shall be followed and developed to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety is 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 school staff

The Management Committee wish to encourage recognized 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 Management Committee 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 Management Committee and Executive Headteacher are committed to ensuring a safe and healthy working environment for all staff, pupils and visitors, including the provision of safe equipment and procedures.

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

This policy will be reviewed periodically to ensure continued compliance. The reviewed policy will then be ratified at the full Management Committee Meeting.

Part 2: Organization and Responsibilities

The Management Committee - General Scope

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

The Management Committee will also maintain effective policy, organization 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 Management Committee will include items on Health and Safety in the school, such as number of incidents, accidents and security.

Executive Headteacher - General Scope

The Executive Headteacher is the responsible manager and will ensure that:

- this policy and the Council's health and safety policy are complied with at all times, ensuring that a competent Campus Business 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
- 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 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
- consultations with local trade unions on health and safety procedures are undertaken and are available to any member of staff to discuss and attempt to resolve any health and safety issues not resolved through established arrangements
- where parental / carer assistance is required when keeping children away from the school when sick, all communication will be followed up in writing
- liaison occurs 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 school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk
- staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.

Heads of School - General Scope

The Heads of School are the responsible people in the absence of the Executive Headteacher. They will manage and control all aspects of the Executive Headteacher's General Scope when required to do so.

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's 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

This is 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
- not act or omit to act in any way that may cause harm or ill-health to others

Campus Business Manager

The Campus Business Manager's role is very important within the school with regards to Health and Safety so it is important that he/she is trained in all necessary aspects of safety.

Liaising as necessary with other relevant staff, the Campus Business Manager will take primary responsibility to ensure that:

- 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
- the Water Hygiene regime is followed e.g. regular flushing of "dead legs" and cleaning of shower heads to prevent development of Legionella bacteria
- 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

- arrangements are made 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
- all hazardous substances have the appropriate MDSS (Material Data Safety Sheet) with each chemical and that they are being used correctly
- snow and ice is cleared in order to maintain safe access and egress to all buildings
- proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff/public and equipment for which he\she is responsible
- all security doors, e.g. to motor rooms, boiler rooms are identified and secured against un-authorized entry
- so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition
- all fixed and portable electrical equipment receives inspection \ maintenance in accordance with guidance
- a report is provided to the Executive Headteacher on any circumstance preventing him\her from carrying out his\her health and safety responsibilities
- 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
- suitable test, maintenance, service and training records are kept

Codes of Practice and Safety Rules - General Scope

The Management Committee will adhere to Guidelines and Codes of Practice published by the LA, DFE and recognized safety bodies such as the Health and Safety Executive.

Part 3: Arrangements

Asbestos

The Executive Headteacher is Appointed Asbestos Officer (AAO) and the Campus Business Manager is the Deputy Appointed Officer.

A copy of the AMP is kept in the school /Premises Manager office. The Executive Headteacher will ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the plan. Any member of staff who may disturb the fabric of the building must report it immediately to the Executive Headteacher. All contractors shall be referred to the AMP and sign before commencing work. Regular inspections as detailed in the plan will be carried out by the Campus Business Manager and recorded in the log in the back of the document.

However, Robson House, having been built in 2014, does not contain asbestos and there are no known materials containing asbestos on the Campus.

Boilers and Pressure Systems

The school complies with the regulations covering pressure equipment and pressure systems, including the Pressure Equipment Regulations 1999 and the Pressure Systems Safety Regulations 2000.

Maintenance, Examination and Inspection of the equipment

All pressure equipment and systems will be properly maintained. The maintenance programme will take account of the equipment's age, its uses and the environment, and signs of wear and corrosion. Systems will be de-pressurized before maintenance work is carried out. We will ensure there is a safe system of work, so that maintenance work is carried out correctly and under suitable supervision.

Training

Provision will be made for appropriate training and ensure everyone concerned has the necessary skills and knowledge to carry out their job safely. All new employees, will have initial training and be closely supervised. Additional training or retraining will be considered if:

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

COSHH Assessments

The Executive Headteacher and Campus Business Manager will complete a risk assessment and identify all hazardous and potentially dangerous chemicals. All hazardous substances will be stored in the secure and signed storage when not in use. This will remain locked at all times. An inventory of these substances has been completed and key staff have been trained and informed. Safety data sheets are stored in the site office.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff will ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff will 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 Campus Office.

Document review

The Health and Safety Policy will be reviewed every 3 years by the Management Committee in conjunction with the Executive Headteacher.

Electrical Safety

The Executive Headteacher and Campus Business Manager 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, labeled correctly, locked away and the defect reported to the Campus Business Manager who will arrange for repair or replacement.

The Heads of School 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 Campus Business Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Equipment testing/inspection/maintenance can only be carried out by a competent person

The Heads of School will ensure that:

- 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 is advised to the Campus Business Manager in order that it can be added to future Portable Appliance Testing (PAT) testing schedules

Fire Safety

A Fire Risk Assessment (FRA) has been undertaken by a competent person (e.g. member of the IFE - Institute of Fire Engineers) and will be reviewed annually for three years when a new FRA will be completed. The assessment has been written in accordance with PAS 79 2007.

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

The Heads of School 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 and corridors
- 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
- Class Fire Evacuation Risk Assessments are carried out at the start of each term or when a new child joins the class or following a change of circumstance.

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.

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 on the Health and Safety Notice board in the staff room.

Administration of Medication

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.
- Arrangements will be made to ensure only trained staff administer the medication, if any of the following circumstances apply:
 - 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/carers 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/carers. This applies to each and every medicine. Only those medicines which are part of a specific prescribed course of treatment will be administered.

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

Lifting Equipment

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 minimize any risks
- used safely (i.e. the work is planned, organized and performed by competent people)
- subject to ongoing thorough examination by competent people.

Manual Handling

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

Staff will be 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 will 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.

New and Expectant Mothers

A risk assessment with the individual concerned is undertaken as soon as the Heads of School are 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 minimize 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.

In line with the Noise at Work Regulations 2005, the Heads of School will ensure staff are not exposed to excessive noise at work by:

- Assessing (and where necessary measuring) the risks to employees from noise at work
- Making a record of required actions in an action plan
- Taking action to reduce the noise exposure that produces those risks
- Providing employees with suitable hearing protection if it is not possible to reduce the noise exposure enough by using other methods
- Ensuring that the legal limits on noise exposure are not exceeded
- Providing employees with information, instruction and training
- Carrying 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 Heads of School will contact the Health Safety Service for advice and a Noise assessment.

Off-site Visits & School Journeys

Visits are categorized into two main groups. All trips which fall into the high risk category (formerly Category B) will be notified to the Health & Safety Service. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Executive Headteacher will 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 activities. These include for example: parks, museums, libraries etc. Notification procedures are determined by the Management Committee but in all cases authorization by the Heads of School 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 Heads of School will authorize routine (lower risk) visits. They are also responsible for ensuring the satisfactory completion of risk assessments.

The LA has powers of approval for higher risk visits. The Executive Headteacher is responsible for ensuring full risk assessments are undertaken and consent received from the Management Committee. The Executive Headteacher 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.

It may be the case that merely by working alone, or working out of hours, risks are introduced even for non-hazardous work activities that have not been subject to a formal

risk assessment. Where work activities are to be undertaken by a lone worker or outside normal working hours then the following factors should be considered in an 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. fire exits open out of hours)

Staff should never enter the school premises alone without letting the Campus Business Manager and/or the Heads of School aware of their plans. All lone working is to be approved by the Heads of School.

PPE (Personal Protective Equipment)

Where identified by risk assessment as a necessary control measure or where its specifically required by a manufacturer, the Executive Headteacher 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 Report line 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. This can also be done by email to: reportline@santia.co.uk

Pupil Accident Book

The school uses a numbered Pupil Accident Book contained removable forms. 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 nature of accidents (frequency, location, who is involved etc.) is constantly monitored and reviewed (including at daily staff debriefings) to identify whether additional actions are required to reduce risk.

Head Injuries

Where a head bump/injury has taken place, the child should be assessed immediately by a fully qualified First Aider (who has attended a HSE approved course). The child must be monitored (look for signs of drowsiness, vomiting, headache etc.) and if their condition deteriorates an ambulance should be called, or the child be 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. A letter about signs of concussion for parents/carers to watch out for is also sent home with the child.

Safe system of work (SSOW)

If a significant risk 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 the Executive Headteacher 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 and 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 are in place to promote security:

- Action to prevent unauthorized access to the school (both during the day and at night when the premises are closed).
- 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.
- Ensuring that all staff understand 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 conducted and regular security checks carried out.
- Procedures 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 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 will be properly maintained. Systems and equipment will operate efficiently, and be in a good working order and state of repair.
- There will 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
- Campus Business Manager is 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 endeavor to keep school meetings to a minimum and any stress counseling availability will be made known to all staff.

All staff have access to advice and support regarding wellbeing from LB Camden. Staff are directed to the Camden counseling facility as appropriate; additional support is provided in house through 'reflective space' on Friday afternoons. Additional time with professionally qualified staff members is available either by request or by the offer or suggestion from the Heads of School.

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 Executive Headteacher will ensure that all staff have 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 will be maintained by the Senior Administration Officer.

Water Hygiene

Water hygiene risk assessments are 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 taking and recording water temperatures on a monthly basis at all tap and shower heads, flushing, disinfecting and measuring the temperature of clarifiers.

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

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

Work at Height

Tasks vary greatly so 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.

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 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.

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 will 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 labeled 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 we 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.