



Blanche Nevile School

Health and Safety Policy

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NB: Updates since last year's policy have been highlighted in blue

Blanche Nevile specific text is highlighted in amber

1. Health and Safety Policy Statement

- 1.1 This policy statement complements (and should be read in conjunction with) the Haringey Council, Health, Safety and Wellbeing Policy. It records the school's local organisation and arrangements for implementing Haringey Council's Policy.
- 1.2 The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
- 1.3 In compliance with the Health and Safety at Work etc. Act, Blanche Nevile School's Governing Body will ensure so far as is reasonably practicable that:
- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g., work experience and off-site visits).
 - All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - Appropriate safe systems of work exist and are maintained.
 - Sufficient information, instruction, training, and supervision is available and provided to ensure that staff are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - A healthy working environment is maintained including adequate welfare facilities.
- 1.4 In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.
- 1.5 Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives' forms part of this policy.
- 1.6 To review and revise this policy as necessary at regular intervals (at least annually). This policy statement and the schooling organisational arrangements supersede any previously issued.

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2. Health and Safety Responsibilities

2.1 The Governing Body will ensure:

- Those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Sufficient competent persons are in place to advise the school on H&S issues.
- H&S targets are set to improve H&S performance.
- Effective monitoring that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements.
- Advice is sought from, and reports received from the Haringey Council Health and Safety Advisers as appropriate, and actions taken as necessary.
- Formal auditing of H&S by the local authority takes place annually and action plans are developed as a result of audit.
- In addition, a termly H&S Walkabout is carried out by the Co-Headteachers [and/or the link Health & Safety Governor](#) and the School Business Managers and a checklist and action plan completed. This is brought to the attention of the Resources Committee of the Governing Body.
- All Governing Body decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.

The Governing Body will inform Haringey Council of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

2.2 The Co-Headteachers will.

- Be familiar with the overall responsibilities laid down in Haringey Council's Health and Safety Policy.
- Take overall responsibility for the day-to-day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Co-Headteachers from the overall day to day responsibilities for health and safety within the establishment).*
- As part of their management of health and safety:
 - appoint a competent person to advise the school on H&S issues.
 - appoint a person with responsibility for the Premises.
 - (if required) identify a member of staff who can co-ordinate health and safety management and
 - ensure that these staff receive appropriate H&S training e.g., IOSH Managing Safely.

- Ensure that all staff within the school are aware of their responsibilities about health and safety issues. Where staff have specific duties in health and safety matters (e.g., First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the Council and other resources and communications.
- Ensure that suitable and sufficient training, instruction, and information is provided when required.
- Set health and safety objectives as part of the school planning process,
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks.
- Develop management arrangements for the recording and investigation of accidents / incidents.
- Attend H&S training courses as dictated by the LA.
- Ensure school educational visits are logged and approved via Evolve and category 3 visits (overseas, overnight, adventurous activities) are submitted at least 6 weeks in advance of the trip.
- Attend the school's Resources Committee, within which health and safety issues will sit.
- Liaise with governors and Haringey Council Health and Safety Team on policy issues and any problems in implementing the health and safety policy.
- Co-operate with and provide necessary facilities for trade union safety representatives.

2.2a The Deputy Head Teacher/Head of School (Primary) shall deputise for the Co-Headteachers in all areas of health and safety.

2.3 The School Business Managers, in consultation with the Co-Headteachers will:

- Carry out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by Haringey Council.
- Ensure regular inspections are carried out.
- Submit inspection reports to the Governing Body and Haringey Council Health and Safety Team.
- Ensure remedial action is taken where appropriate.
- Arrange for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced.
- Identify staff safety training needs.
- Assist the Co-Headteachers in the development of health and safety management arrangements.
- Periodically meet to assess and report on health and safety performance.
- Ensure that staff receive appropriate H&S training.
- Ensure that staff within the School are aware of their responsibilities with regard to health and safety issues.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.

- Communicate any health and safety actions outlined in the school planning process to relevant staff.
- Consult with staff as necessary on matters of health and safety which may affect them at work.
- Day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Co-Headteachers.
- Exercise effective supervision over those for whom they are responsible.
- Be aware of safe working practices and setting a good example personally.
- Carry out regular inspections and making reports to the Co-Headteachers.
- Ensure remedial action is taken where appropriate.
- Pass on information received on health and safety matters to appropriate people.
- Act on reports from the Co-Headteachers or subordinate staff.

2.4 The following points are the responsibility of the School Business Manager (on Secondary School site) / Highgate Primary School Site Manager (on Primary School site):

- Maintain an understanding of Haringey Council Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
- Control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensure adequate security arrangements are maintained.
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arrange for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensure that plant and equipment is adequately maintained.
- Arrange or ensure the regular testing and maintenance of electrical equipment.
- Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensure that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Undertake thorough investigation of all premises related accidents/incidents. Ensure the availability of an accident book at each premise, and up to date Incident Reporting forms are available.
- Ensure the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
- Ensure that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Management) Regulations and make this available to contractors upon requests.

- Ensure that adequate systems are in place for the management of asbestos through the 'Asbestos Management Plan' and control of legionella and water temperatures are within safe ranges.
- Respond promptly to defect notification, i.e., notification of a defect that could affect the health and safety of building occupants/visitors.

2.5 Employees will

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate to enable the school to carry out any duty or requirements.
- Observe all safety rules and always carry out safe working practices.
- Wear appropriate safety equipment and always use appropriate safety devices.
- Report any defects in plant or equipment immediately.
- Report all accidents/incidents to their Line Manager.
- Co-operate in the investigation of accidents/incidents with the objective of introducing methods to prevent a recurrence.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions and shall not take part in any horseplay type activities.
- Checking classrooms and work areas are safe and that fire exits are unlocked and unobstructed.
- Checking equipment is safe before use.
- Ensure protective equipment is used when needed.
- Participate in inspections and the health and safety committee as appropriate.
- Bring problems to the attention of the relevant manager.

2.6 Competent Person

The school's Competent Person is appointed under Regulation 7 of the "Management of Health and Safety at Work" Regulations 1999 to assist in health and safety matters. They will:

- Ensure that they understand and assist in the implementation of the school Safety Policy.
- Act as the school's liaison nominee on all matters relating to health and safety.
- Carry out yearly formal safety audits on the documentation, provisions and safety standards at the school.
- Assist in identifying hazards and assessing risks and advise the Co-Headteachers and Business Managers of the appropriate course of action.
- Provide telephone support to senior management on matters relating to Health and Safety.
- Ensure that the Co-Headteachers and Business Managers are made aware of all relevant new Health and Safety Regulations, Approved Codes of Practice and HSE Notes of Guidance.
- Assist in the investigation into the causes of any major RIDDOR incidents and report accidents to the HSE.
- Failure to appoint a competent person to provide H&S Advice will result in the school automatically joining the Councils Health and Safety for School's SLA, incurring in the cost for the service.

- **Blanche Nevile School buys into the Council's Health & Safety for School's SLA, and they are the school's nominated Competent Person.**

2.7 First Aiders are responsible for:

- The first aid equipment found in boxes in the classes, nursery and offices.
- Recording when medicines are given to any person.
- Recording any accident and subsequent treatment in the appropriate accident book (Secondary) / on Smartlog (Primary)
- Immediately informing the Co-Headteachers / [Deputy Headteacher](#) / [Senior Teachers](#) of accidents involving bumps to the head and face, fainting fits, severe cuts, bruises, broken teeth and bones, etc.
- Completing an Accident Form for all accidents which involve hospital treatment and passing this form to the Co-Headteachers. Completion must be within one day of the accident.
- Notifying parents of any case recorded in the accident book.

See Appendix A for location of First Aid boxes and Accident Books

2.8 Health and Safety Representatives

The Governing Body and Co-Headteachers recognise the role of Health and Safety Representatives who may be appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable. Trade Union Representatives are entitled to certain information, e.g., information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However, representatives are not part of the management structure and do not carry out duties on behalf of the Co-Headteachers or Governing Body.

3. Arrangements

3.1 Safety Review

The Co-Headteachers will carry out a general safety review of the School's safety performance in conjunction with the Senior Leadership Team and the School Business Managers on a six- monthly basis. This will include a review of the school's Health and Safety Policy, its accident trends, and its performance in meeting the objectives set out in the annual review.

3.2 Safety Information

Health & Safety is reported on formally every term to the Resources Committee, including reviewing the H&S Walkabout and 'Near Miss' incidents. Periodic 'housekeeping' health & safety issues are circulated to staff by email / in morning briefings.

3.3 Safety Inspection System

The Health and Safety Competent Person will carry out a formal audit of the Statutory and school documentation provisions and safety standards at the school on an annual basis. The findings of this audit will be brought to the attention of the Co-Headteachers and Business Managers.

3.4 Accident Reporting

Employees are required to report to the Co-Headteachers / the Deputy Headteacher or [Senior Leaders](#) all accidents / incidents and near misses whether injuries are sustained or not. Any injury must be assessed / treated by a trained first aider / appointed person.

Managers will complete the Haringey Accident and Incident Reporting Form and send a copy by email to health.safetyadvice@haringeygov.uk within three days of the incident.

Where necessary the Co-Headteachers will then carry out an investigation and complete the Haringey investigation report form.

Where necessary the School will undertake detailed accident investigations, including the taking of witness statements.

3.5 Asbestos

The school is responsible for arranging an Asbestos Management Survey (AMS) to be carried out by a competent UKAS accredited surveyor

The school will complete the Asbestos Management Plan (AMP) template provided by the Local Authority following an asbestos survey. Asbestos Containing Materials (ACM) will be inspected annually to monitor its condition; re-inspections will be recorded on the Asbestos Management Plan. A resurvey by a competent UKAS Accredited Surveyor will be completed after 5 years of the original survey.

All contractors working on site are required to see the Asbestos Management Plan, located outside the school office at Secondary / in the Site Manager's Office at Primary.

All school staff are aware that they must not drill or affix anything to walls. A request for work must be made via the School Business Managers.

3.6 Educational Visits

The school will ensure that all educational visits and journeys, including adventurous activities, residential visits and trips overseas are organised effectively. The Local authority system for approval (Evolve) will be followed to manage any risks to staff and pupils.

The Educational Visits Co-ordinator (EVC) will assist in the collation of information and

assessments and, where necessary, liaise between the school and the Local Authority. Trip organisers will ensure that all planned trips follow this process and relevant information is provided to the EVC in a timely manner.

The EVCs at Blanche Nevile School are:

- Primary School [Jodie Griffiths-Er](#)
- Secondary School [Teressa Willis](#)

With final authorisation by the Co-Headteachers.

3.7 Electrical maintenance

Fixed electrical systems will be maintained in line with statutory requirements and statutory examinations will be conducted every 5 years.

Portable appliances will be tested annually for electrical safety.

3.8 Fire / Emergencies Evacuation Process

A Fire Evacuation Procedure is in place. Information, instruction and training are included in the induction training given to new employees before they commence work on site. This includes the importance of good housekeeping.

A fire evacuation procedure has been implemented - See Appendix B for Primary School and Appendix C for Secondary School. Line Managers are responsible for ensuring that all persons under their control know what to do in the event of a fire, know their evacuation routes and assembly points. Procedures to deal with fire, bomb, gas leaks, electricity supply failure and natural disasters, for example, flooding should be included in the Plan.

A full emergency / evacuation drill is undertaken every term.

Maintenance of fire systems are carried out by competent contractors and nominated persons, dependent upon their British Standard requirement. A full testing and maintenance schedule of periodical records is kept by the Highgate Primary Site Manager (Primary site) / School Business Managers (Secondary site), available for audit.

3.9 First Aid

For First Aid equipment locations, see Appendix A

First Aid treatment is provided through trained First Aiders. (details listed throughout buildings and in Appendix A).

All new employees complete a pre-employment screening questionnaire and a separate pre-employment medical form.

The Co-Headteachers will ensure that a suitable number of staff are qualified to administer first aid in an emergency. The need for first aiders, their level of training required and for first aid equipment will be ascertained through a first aid assessment.

First aid bags / boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

3.10 Administration of medicine

Medicine can only be given to children when their parents complete a Medicine Consent Form and when the medicine has been prescribed by a doctor or other medical professional. Paracetamol may be given at Secondary, if we have written parental consent. Children with special needs will be accommodated in accordance with written medical recommendations.

Medicines must not be in the possession of children (except children who suffer from asthma), they must be handed to the office or a first aider and kept securely. Throat sweets are medicine and should be treated like other medication.

Medicine must only be administered by a first aider or their nominated representative. All medicine given must be noted in the medicine book in the First Aid folder in the Co-Headteachers office (on the Primary site) and in the First Aid Room for long term medicine / the School Office for temporary medicine (on Secondary site).

Children who suffer from asthma need to have access to their medication at all times. For this reason, their medication is kept either in their school bags or in their classrooms where the child has been trained to administer the medication themselves.

3.11 Gas

All gas appliances, including boilers and kitchen equipment, will be examined in line with statutory requirements.

3.12 Grounds Safety & play equipment

Grounds, including trees, will be maintained in good order and periodically examined formally to ensure safe conditions.

3.13 Hazardous substances

COSHH Assessments are conducted in accordance with the "Control of Substances Hazardous to Health" Regulations; the results will be acted on accordingly.

A Health and Safety Data Manual is kept by the Highgate Primary Site Manager (Primary site) and the School Business Manager (Secondary site) who are the nominated people responsible for COSHH. This manual should contain the COSHH assessments and

material safety data sheets and be available to all employees. All COSHH material relating to the Science Curriculum is kept in the Science Room at Secondary and the science teacher, Emma Donovan is the nominated responsible person.

Before any new substance is introduced the health and safety information will be obtained from the supplier. An assessment will be carried out and the information issued to employees and entered into the Manual. Where chemicals are used for teaching purposes, an assessment must be performed, with reference to CLEAPSS, where necessary.

3.14 Lettings

Blanche Nevile School does not undertake any Lettings on its premises.

3.15 Maintenance / Inspection of Premises

The premises will be periodically and formally inspected by the CoHeadteachers together with the School Business Managers in termly H&S Walkabouts. Findings will be reviewed by the Senior Leadership team and the Resources Committee.

3.16 Maintenance / Inspection of Work equipment

All work equipment is inspected and maintained in line with statutory requirements. This will include:

- Design & Technology equipment – annually
- Kiln - annually
- P.E equipment at Highgate Primary School – annually
- Food Technology – annually
- Lifts – 3 monthly (passenger lift)
- Fire alarm – 6 monthly
- Fire Extinguishers - annually
- Emergency lighting – annually (and weekly flick tests)
- Lightning Conductors – annually
- Fixed Wire Testing – every 5 years
- Security systems – annually
- Fire doors and fire shutters – annually
- Glazing – rolling period of review.

N.B. this list is not exhaustive. Other systems may be added as required.

3.17 Manual Handling

Manual Handling is considered in the school's risk assessments. Where necessary, staff are trained on person manual handling as the need arises for specific children.

3.18 New & Expectant Mothers

Risk assessments will be conducted for staff who are new or expectant mothers and suitable measures to manage any risk implemented.

3.19 Noise

Areas where noise exceeds the statutory thresholds will be managed in line with the current regulations.

3.20 Permit to work

A permit to work procedure will be used to ensure the safety of any person working on potentially dangerous jobs on school premises. Some of the areas included will be.

- Work at height
- Specified work on electrical equipment
- Excavations
- Hot work
- Work on Pressure systems
- Work in Confined spaces

3.21 Personal Protective Equipment.

The need for personal protective equipment will be determined by risk assessment. Line Managers will ensure the provision, storage and use of this equipment in their areas. Where the requirements to use personal protective equipment has been identified for an activity, staff must comply and wear this equipment.

3.22 Reporting Defects

Staff must report any defects to the School Business Managers (Secondary) or to the Co-Headteachers (Primary) as appropriate. The arrangements for reporting Defects are verbal or email to these staff members.

The Co-Headteacher (Primary) will pass it on to Primary Premises Manager either verbally or by email.

Secondary site have a Small Jobs Book which is kept in the School Office and is available for all staff to request small jobs. This Jobs Book is reviewed at least weekly by the Fortismere Site Officer and by the SBM. Staff must only use this book for small jobs that do not have a Health & Safety aspect. Defects that involve Health & Safety must be reported to the Co-Headteachers or the School Business Managers, verbally or by email.

3.23 Remote & Lone working

Where there is a requirement to work off-site, or alone on site, a lone working risk assessment will be completed with the Co-Headteachers. Controls will be agreed between the staff member and the Co-Headteachers.

3.24 Safeguarding – Access to school

Primary School Site:

Parents and guardians [and Local Authority transport / escorts](#) are requested to deliver their children to the dining centre or main playground. Parents and [Local Authority transport / escorts](#) should collect their children from the main playground [outside the dining hall \(under the bridge\)](#).

Parents must not take late children into the classroom but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Co-Headteachers who will speak to the individuals concerned.

To make this easier for parents, all teachers must be available to speak to parents before and after school – on the playground from 8.50 am to 8.55 am and in the assembly area from 3.15 pm to 3.30 pm, thus giving all parents the opportunity to pass on brief messages.

The main gate is opened before school and closed at 9am. From that time onwards visitors need to use the pedestrian gate. It is only unlocked by a visitor pressing a button and alerting a member of the office staff. The gate is opened at 3.10pm pm and locked again when all the children have left.

Secondary School Site:

Parents/Carers and Local Authority transport / escorts can gain access to the carpark and rear playground from 8am each morning, by buzzing the entry system at the main vehicle gate on Burlington Road.

[At the end of the school day, parents/carers and Local Authority transport / escorts for smaller vehicles can gain access to the carpark from 3pm each afternoon, by buzzing the entry system at the main vehicle gate on Burlington Road. They will then wait outside the front door until school ends at 3.15pm, at which time students are handed over to their adults by staff at the door.](#)

[For larger vehicles, such as a minibus, afternoon pickup takes place on Creighton Avenue, where members of staff escort the children over and hand them over to the escorts or drivers.](#)

All visitors and contactors will be instructed to report to the main school office at the Primary or Secondary site and will be issued with a badge to wear whilst on the premises. Therefore, anyone without a badge has not conformed with this request and should be approached and challenged.

All staff, both teaching and support, have their police record checked before they begin work in the school, and then every three years. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.

3.25 Safeguarding – Collection of children

Parents who wish to collect their children during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the child to the office. No child will be allowed to leave school during the day unaccompanied unless a request has been made in writing or a telephone message given to a member of the office staff. [For any medical appointments proof will be required.](#)

If any teacher is unsure as to whether an adult has the legal right to collect a child, they should check with the Co-Headteachers/ Deputy Headteacher or [member of the safeguarding team](#) or office staff.

3.26 Risk Assessments

Risk assessments will be carried out and all significant risks will be recorded using the Council's risk assessment process. The risk assessments will then be used to prioritise the risk reduction measures required and allocate the resources required to implement them. All risk assessments will be reviewed on an annual basis or following an incident or a significant change.

Where specific risk assessments are required, e.g., lone working, new and expectant mothers, the School Business Managers in collaboration with the Co-Headteachers will complete the assessment and consider guidance from the competent person, where required.

3.27 Cash handling

Blanche Nevile is a cashless school, other than collecting for charities. On these rare occasions, standard cash handling procedures are followed: cash is counted out of sight, and kept in a safe until banked. In the instance of a staff member being subjected to a robbery, they should hand over the cash and report the incident immediately to the police.

3.28 School Transport

Only authorised drivers who have completed the necessary training are permitted to drive the school minibus.

The vehicle(s) are maintained in line with statutory requirements. Vehicle, driver and insurance records are maintained by the School Business Managers.

3.29 Statutory Inspections

The School Business Managers are responsible for ensuring that records and statutory registers are maintained

The School Business Managers duties are to monitor and advise the Co-Headteachers where there are breaches of compliance with the specified periods.

3.30 Training

All new employees undergo 'in house' induction training in health and safety. The training will have as its first objective, an understanding of emergency arrangements and personal responsibilities.

Health and Safety Training for all employees will be an essential part of specific job training within the school. The School Business Managers will ensure that employees are competent and are fully trained regarding health and safety.

Training will depend upon risk assessments, the needs of the individual and the specific job concerned. Such training may include:

- PPE
- Fire Awareness
- Fire Warden
- Slips, Trips and Falls in Education
- DSE Users (Display Screen Equipment)
- Manual Handling
- COSHH information and data
- First aid
- Health and safety awareness
- Safe use of ladders

Records of training will be retained and monitored by the Business Managers.

3.31 Welfare

Staff have access to Haringey's Employee Assistance Programme which offers independent support on a wide range of issues. See Appendix D for details.

4. School Safety Rules

4.1 General Safety

No employee should conduct an activity unless they have been trained and are competent in the activity or they are adequately supervised. If in doubt, please consult the Co-Headteachers (Primary site) or the School Business Managers (Secondary site).

4.2 Housekeeping and Cleanliness

A clean and tidy workplace is a fundamental of safe working conditions. Accumulations of material and waste can result in fire and trip hazards. All staff are aware that they must not obstruct marked gangways or fire exits. All employees are asked to co-operate with maintaining a high level of good housekeeping.

4.3 Pupil Safety

No Primary age child is to be left unattended anywhere in the school buildings and should be escorted in an orderly fashion around the grounds – no running.

All children should be escorted when moving around the school, for example, to assembly, a P.E. lesson, etc. The teacher should always remain with their class unless they hand that responsibility over to another adult i.e., when the teacher has non-contact time or when the midday supervisors or support staff (CSWs or LSAs) are in charge.

No Primary age child is to carry glass or crockery and are to be reminded to take care when using scissors, compasses, etc.

4.4 General Safety

All staff should ensure that working areas are sufficiently ventilated.

No hot drinks are to be walked around the school or taken onto the playground.

All staff should be aware of the procedure for moving and assembling P.E. apparatus as listed in the P.E. procedure/safe system of work. The apparatus should be stored safely in the cupboard after use.

All staff will be given a copy of the Health and Safety policy at the commencement of their contract.

Secondary school site: Parking within the school car park is for nominated staff members and official visitors only. Local Authority transport is also authorised to drive into the car park for drop off only **and only some vehicles are permitted in the car park pick up each day**. To ensure the safety of children, extreme care must always be taken. Drivers have been advised to drive slowly and carefully when arriving and leaving, **and warning signs stating “5 mph” and “Children” are installed on the vehicle gate and in the car park**. Parents/carers should not drive in the school car park unless it is to collect a sick child, or it is outside the school day. The speed limit of 5 mph must always be adhered to.

Primary school site: there is no parking on site.

4.5 Waste Disposal

Place wastepaper in the baskets provided. Do not litter the floor or work surfaces. Do not contaminate segregated waste containers.

Broken glass or empty bottles should not be put into wastepaper baskets but be wrapped carefully and placed in a dustbin.

4.6 Smoking

The school has a clearly defined smoking policy, which will be strictly enforced. Smoking, including e-smoking, is not allowed on site.

Cigarettes and matches should not be left where the children can have access to them. If teachers light candles for any reason (e.g., religious services, scientific experiments, etc.) they should not be left unattended.

4.7 Intoxicants

In the best interests of health and safety the consumption of alcohol on the premises is not permitted.

Any person who is suspected to be under the influence of alcohol or drugs will not be allowed on the premises. Where such a person is an employee, the matter will be thoroughly investigated by the Co-Headteachers.

4.8 Fire Precautions

Every employee must ensure that:

- They know what to do in the case of fire.
- They are familiar with the sound and sight of the alarm.
- All classrooms and other areas are vacated immediately on hearing the fire alarm or seeing the beacon flash.
- Hazardous electrical appliances are disconnected, and all doors shut when vacating the premises; and
- They always check for any potential fire hazard at the end of the day.

Further, every employee must:

- NEVER ignore a fire alarm or disregard any notice on fire prevention.
- NEVER smoke in the school buildings.

- NEVER be untidy and leave waste materials laying around.
- NEVER leave obstructions in passages or stairways.
- NEVER leave any temporary heating appliances burning when unattended.
- NEVER move or interfere with firefighting appliances.
- NEVER leave electrical appliances plugged in when not in use.
- NEVER leave furniture etc. by fire exits or placed directly in front of electrical heaters.

Alarm sounding points (manual call points) are distributed at various points around the buildings. Staff are asked to familiarise themselves with their locations during their induction.

Fire extinguishers are distributed at various points around the buildings. Only fully trained staff can use fire extinguishers.

Primary School site: The fire alarm is tested weekly every **Friday at 6pm** by the Highgate Primary Site Manager, using a different call point each week, on rotation

Secondary School site: The fire alarm is tested weekly every Tuesday by the School Business Managers together with the Fortismere Site Officer, using a different call point each week, on rotation.

Fire drills take place

It is the duty of every employee who discovers an outbreak of fire to:

1. Raise the alarm.
2. Tackle the outbreak only in circumstances where it is necessary to reach the exit.

UNDER NO CIRCUMSTANCES MUST ANY INDIVIDUAL TAKE PERSONAL RISK

3. If practicable, close all doors and windows to reduce draughts.
4. If practicable, switch off all machines and electrical appliances.

On hearing/seeing the fire alarm all employees must:

- Escort Pupils / visitors and vacate the premises in an orderly manner by the nearest safe exit

- Proceed outside the building to the Assembly Point for a roll call and further instructions. See *Appendix A (Competent Persons and Relevant Locations) and Appendices B and C (Fire Evacuation Plans) for Assembly Point locations*
- On no account must you re-enter the building.

THE CO-HEADTEACHERS / SCHOOL BUSINESS MANAGERS / PREMISES MANAGER (Primary) will check the zone area as indicated on the fire panel for signs of fire or smoke prior to dialling 999 (or 9999 from Secondary site landline phones).

Only if there is evidence of a fire:

The Office Receptionist will dial 999 (from the school mobile, whilst leaving the building) and ask for the Fire Service as soon as instructed to do so by the Co-Headteachers / SBMs / Premises Manager and give clear instructions with the school's address and location of fire.

4.9 Emergency Exits & Fire Routes

These must be always kept clear and unobstructed. Fire doors must not be wedged open.

4.10. Hazard Reporting

If you think you have seen a hazard to safety in the building, please report it immediately, following this procedure:

Primary School Site: report it in person to Co-Headteachers (Primary)

Secondary School Site: report it in person to the School Business Managers

4.11. Notification of Accidents and Dangerous Occurrences

All employees must report accidents, incident, near-misses, and dangerous occurrences to the Co-Headteachers / Deputy Headteacher on the actual day of occurrence. It is a legal requirement that these events are recorded on the Haringey incident form. The local authority must be informed of all incidents except minor injuries to pupils e.g., playground incidents should be recorded in the accident book and the school protocol followed e.g., head injury protocol.

Major accidents, i.e., any fatality, major injury, reportable disease, or dangerous occurrence, must be reported immediately by telephone to the Council Health and Safety Team to enable a report to be submitted to the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The Council Health and Safety Team reports such incidents to the HSE.

4.12. Protective Clothing & Equipment

Suitable clothing and protective equipment are supplied by the school for use on jobs or processes when required. Where identified as required by risk assessment the equipment must be worn.

4.13 Eye Safety

Where there is a foreseeable risk of injury to the eyes from flying particles or splashes from chemicals, e.g., when handling chemicals or handling and using power tools, eye protection must be worn.

4.14. Manual Handling

Some work may involve lifting and carrying. Remember to lift safely and keep your back moderately straight. If the loads are awkward, seek help. Further advice on safe lifting is given on safe working procedures for manual handling. Make sure you know what mechanical handling assistance is available and if in doubt – ASK. Where person handling is required, suitable training will be provided.

4.15. Stacking/Storage

All materials must be stacked safely. Avoid overhangs into walkways and do not overload shelves. Avoid storing items above head height.

4.16. Electrical Equipment

Maintenance and repair of electrical equipment is a specialist's job and can have fatal results if undertaken by an untrained person. If equipment is faulty, report it at once to the School Business Managers

Personnel who use portable electrical appliances should pay regard to the condition of the cable and plug and rectify where necessary. Damage must be reported to School Business Managers

4.17. Hazardous Substances

The school has assessed substances that are brought in for use on the premises, including appropriate pre and post use storage/segregation. Ensure that you understand and follow any precautions that must be taken.

4.18. Driving

At the commencement of employment where driving is a job role requirement, employees will produce their licence for inspection as a check of validation to drive school vehicles or lease/hire vehicles.

All drivers will have to satisfy the following conditions before being allowed to drive school vehicles:

- The driver will have passed the appropriate Department of Transport test to drive the class of vehicle.
- All drivers will give unconditional permission to the school so it may apply to the DVLA, through whichever means, to access that driver's license records.
- All drivers will inform the school of any change in circumstance which may have any bearing on their ability to drive school vehicles.

It is the responsibility of drivers of school vehicles to ensure that they are fit to drive. Employees will refrain from driving and inform the Co-Headteachers & Business Managers if they:

- Are under the influence of alcohol, illegal drugs, prescription drugs or non-prescription drugs which may affect their ability to drive
- Have any health issues which may affect their ability to drive (subject to statutory requirements under the Disability Discrimination Act 2005)
- Feel fatigued
- Have any other issues which may impair their driving

4.18.1 Seat Belts

Seat belts are provided in all school vehicles for the driver and all other seating positions.

The following roles and responsibilities shall be adhered to:

- It is the wearer's responsibility to ensure the seat belt is fastened both for themselves and for any pupils.
- All defects are to be reported immediately.

4.18.2 Speed limits

All posted speed limits must be strictly adhered to during normal driving situations. Driving speeds must reflect conditions inherent to possible dangers by speeds being reduced to deal with all situations safely.

4.18.3 Use of mobile devices while driving.

The use of handheld mobile devices whilst driving is not permitted. Due to distractions which may be caused by such activities, vehicles should be stationary with the hand brake applied, engine switched off and out of any traffic flow before any mobile devices are used.

4.18.4 Eating and drinking whilst driving

Eating and drinking whilst driving is not permitted. Due to distractions which may be caused by such activities, vehicles should be stationary with the hand brake applied, engine switched off and out of any traffic flow before any food or drink is consumed.

4.19 Display Screen Equipment

The school operates an Eye Care Policy. Full details can be obtained from the School Business Managers. A completed workstation DSE assessment is required for ALL employees who use DSE screens for more than one hour per working day.

All relevant staff annually complete training followed by a risk assessment on the Safesmart platform 'Smartlog'. The completed risk assessment is automatically sent to the School Business Managers to review and action as necessary.

4.20 Contractors Control Procedure

The school has a duty to consider the Health and Safety of contractors invited or brought onto site.

Any employee responsible for a contractor being brought onto site must ensure.

- That any relevant safety information is included in the invitation to tender documents to all those being considered for any work on the premises. (and consideration is given to the requirements of the Construction (Design and Management) Regulations 2015.
- Any work to be done by contractors must be risk assessed prior to attendance for work and a method statement provided to the School Business Manager (Secondary) / the Highgate Primary School Site Manager (Primary), one week in advance for planned maintenance / repairs, or on the day for breakdowns. They must have a current public liability policy certificate on file.
- Contractors must sign in when attending site, sign to confirm they have seen the asbestos register and the fire evacuation procedure and not commence work until permission has been given from the school.
- The Contractors work should be monitored frequently for compliance with the requirements of Health and Safety Policy Rules. Handovers should be made at the end

of any contractor work period to ensure that everything has been safely completed and work is to a safe and satisfactory level.

- All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Co-Headteachers, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Co-Headteachers must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

4.21. Use of machinery

Care should be taken when using all machines. If anyone does not know how to use a particular machine, they should ask for help and advice before attempting to use it.

If there is a fault with any electrical equipment, the staff member who notices the defect should report it to the School Business Managers

The appliance should be marked so that other staff do not attempt to use it.

All staff members must visually check all appliances prior to each use. If staff members are in any doubt as to whether the appliance is faulty or not, they should not use it.

Staff should not use their own electrical appliances unless they have been PAT tested (except plugged via USB to a computer). All electrical appliances are checked periodically by the Premises Officer.

Computers - No adult or child should work with a computer for more than 20 minutes without a short break. The school office has appropriate lighting for employees to work with computers.

Photocopying machine – Only the admin team and School Business Managers are authorised to change toners.–The machines automatically go into safe ‘night time’ mode when they are not in use from the end of the day-

Solvent abuse - Children should not be allowed to use any solvent-based products. Solvent based products must be used only by an adult and stored with care.

4.22. Staff consultative arrangements

Health & Safety issues will be brought to the Resources Committee of the Governing Body.

4.23. Monitoring

The Policy is put into practice and monitored daily and the results of any monitoring carried out will be reported to the Governors. Termly Health & Safety monitoring inspections will be carried out, by means of a walk around by the Co-Headteachers and School Business

Managers and if possible, by a union staff representative and a member of the Governing Body.

A report will be drafted, and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note.

5. Codes of Safe Working Practice

5.1 Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

5.2 Classroom safety

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Headteacher.

Examples of items to be checked include:

- Doors unlocked and free from obstruction.
- Floors kept clear of obstructions.
- Sinks will be kept clear to enable effective cleaning.
- Electrical equipment unplugged when not in use (report frayed or damaged flex).
- Edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use.
- Orderly sensible movement within the teaching area should be maintained.
- Always ensure children are not left unsupervised.

5.3 Playground safety (including lunch and breaks)

Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

Examples of items to check include:

- Climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear.
- No child should leave the play areas without the permission of the staff on duty (teacher or controller).
- At the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils.

5.3.1 Large playground equipment

Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff.
- Children must only be allowed to use equipment suitable for their age.
- Numbers of pupils at any time must be limited such that overcrowding is avoided.

5.3.2 Staff and pupil safety

Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- Children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:
 - Suitable footwear for PE.
 - Wearing of earrings is not permitted for PE.
 - Knives and other dangerous items should be removed from pupils and held by the Co-Headteachers.
- Children should be taught to exercise personal responsibility for safety of self and classmates.
- Children should be taught to observe all school safety rules and those relating to evacuation and procedures to be observed in the case of fire or other major emergency.

Specific guidance, which is to be followed by all staff, is given in DfE and CLEAPPS documents on safe working in:

- Art and craft activities.
- Physical education.
- Electrical equipment.
- Science activities.
- Animals in schools.
- Swimming.
- Work at height

5.4 Manual Handling

Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.

5.5 Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g., step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Highgate Primary Site Manager (Primary) / School Business Managers (Secondary) on a 6-monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.
- Staff using step ladders should be trained in their safe use.

5.6 Staff training and information

It is expected that the Co-Headteachers will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher-than-normal risk e.g., the Site Manager.

Where information and/or advice is not locally available the Co-Headteachers should seek such information from the Council Health and Safety Team.

5.7 Staff and workplace safety

In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- Staff should know and apply any special safety measures and arrangements that exist in their working environment e.g., in the kiln area, use of ICT equipment, etc.
- Staff should observe standards of dress consistent with their duties e.g., maintaining hygiene when teaching cooking by wearing apron and tying back hair.
- Staff should exercise good standards of hygiene and housekeeping.
- Staff should know and be able to apply the emergency procedures which relate to evacuation, e.g., in a fire, and to first aid.
- Staff must use and not interfere with any measures provided to ensure their continued health and safety e.g., staff should not remove protective covers on powered plant or electrical equipment.
- Staff must co-operate with each other, teaching, non-teaching, and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures.
- Staff must report any perceived health and safety failings and any defective equipment to the School Business Managers/ Deputy Headteacher or Co-Headteachers immediately such defect is discovered.

Appendix A

COMPETENT PERSONS AND RELEVANT LOCATIONS

Secondary School

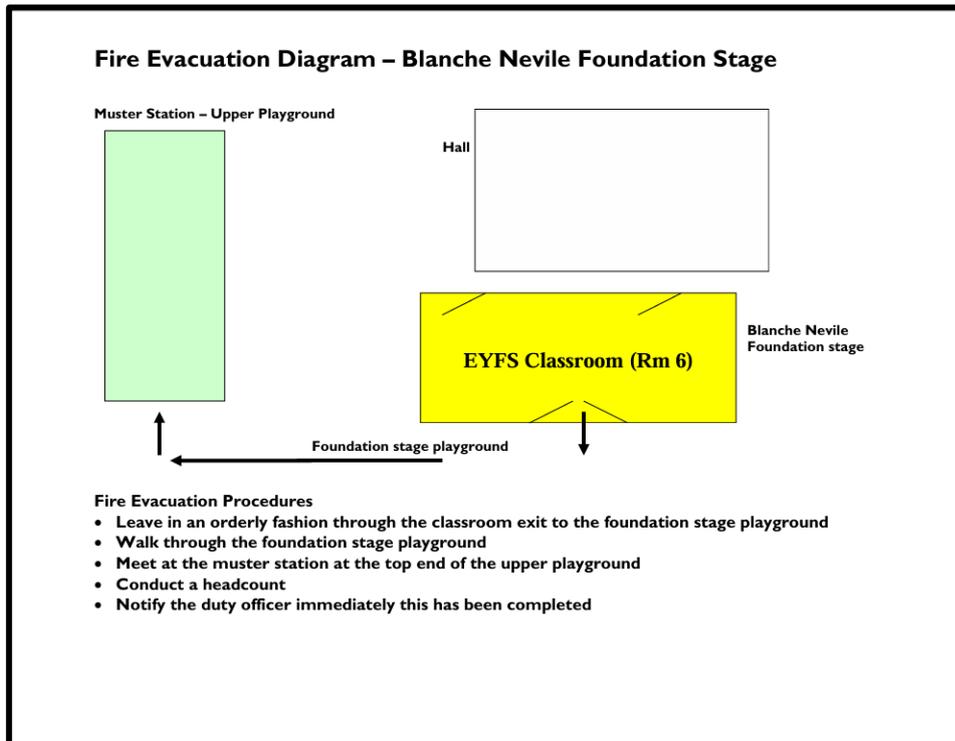
Blanche Nevile Primary follow Highgate Primary School unless specified below.

RESPONSIBILITY	COMPETENT PERSON	LOCATION
First Aid Box Locations	Primary	Every classroom Co-Headteacher Office Admin Office
	Secondary	First Aid Room Cooking Room Reception Foyer School Office: 2 x portable outings bags
First Aiders	Haider Ali Maria Barke (Paediatric & FAW) Jo Woolf Emma Henwood (Paediatric) Titilola Kareem Sindy Saseetharan Jo Smith (Paediatric) Lee Twine-Smith	Primary Department
	Claire Bissell Helena Demirci Okan Demirci Emma Donovan Ali Er Shania Iannuccilli Oliver Monksfield Gemma Oktay Renuka Ruparelia Teresa Willis	Secondary Department
Accidents Notified to	Minor: recorded by First Aider in Accident Record Book (Pupils & Staff)	Accident Book: School Office / Smartlog (Primary)
	Co-Headteachers (all accidents)	Accident Book located in First Aid Room (Secondary)

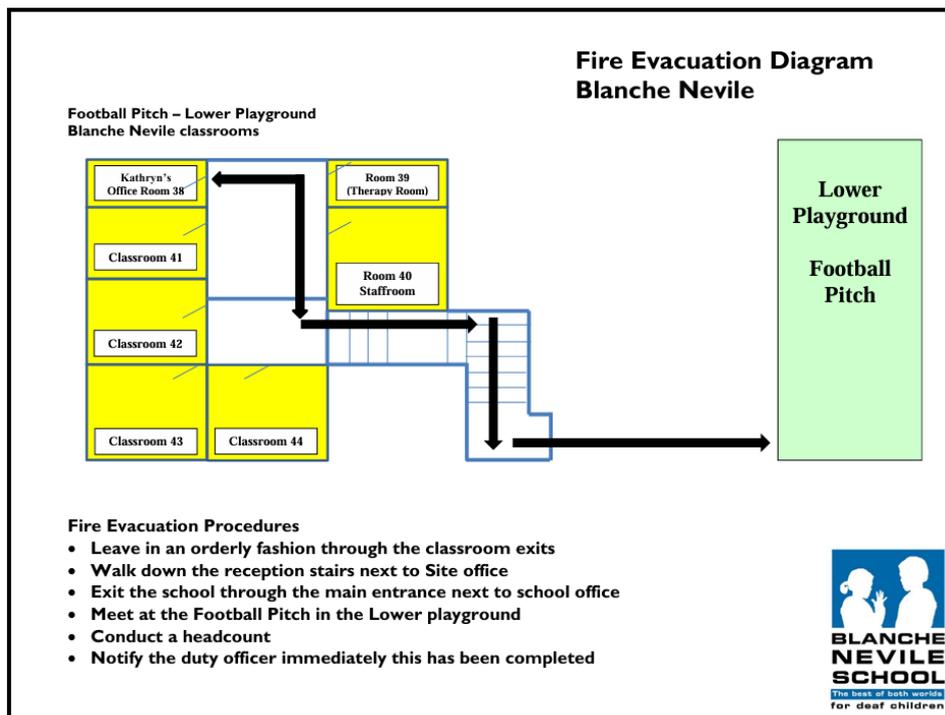
Accident Book Kept by	Primary: Primary Admin Secondary: First Aiders	School office First Aid Room
RIDDOR Notifications by	Co-Headteachers / Deputy / SBM to Haringey	School Office Template Accident Forms on Shared Server
Fire Marshals	Communication Support Worker Co-headteachers/Deputy Headteacher	Primary
	Co-Headteachers Deputy Headteacher Senior Teacher School Business Managers	Secondary
Assembly Points	Primary	Specific assembly points in playgrounds- EYFS pupils in Upper Playground next to the train KS1 & KS2 pupils in the Lower Playground football pitch
	Secondary	Basketball pitch, Fortismere School
Emergency Procedures		
		Co-Headteachers
Statutory Inspections – Secondary School: i)Boilers / Gas ii)Lifts iii)Fire Alarms iv) Fire Fighting Equipment v) Water Hygiene vi) Asbestos Management	Highfield Mechanical Services Omega City Lifts iMonitor WFS (Workplace Fire & Safety) Primec NO LONGER APPLICABLE	
Out of School Visits	Co-Headteachers	
Risk Assessments	Co-Headteachers with Deborah Lissowski (SBM)	

COSHH Assessments	School Office Services (SOS)	School office
Manual Handling Assessments	SafeSmart	
DSE Assessments	SafeSmart	
Electrical Safety / Emergency Lighting	SIGMA	
Caretaking	Primary: Highgate Site Team Secondary: Fortismere Site Team	
Cleaning	Primary: Highgate Site Team Secondary: School Office Services (SOS)	
Grounds Maintenance (grass cutting, litter picking and gardening equipment)	Primary: Highgate Site Team Secondary: ASM (Amenity Sports Management Limited)	
Catering	Primary: Highgate Primary Secondary: Fortismere School	
School Business Managers	Julia Chalfen & Deborah Lissowski	
Occupational Health	Co-Headteachers	
Safety Representatives	Co-Headteachers Deputy Headteacher Senior Teachers School Business Manager	

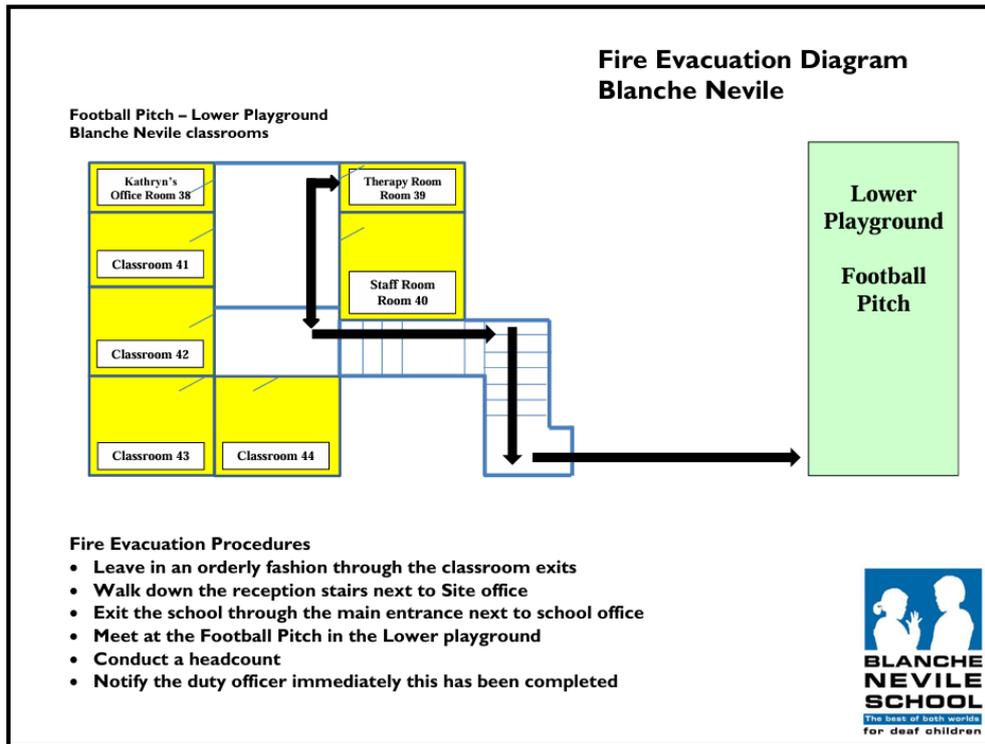
Early Years Classroom (Ground Floor) – Room 6



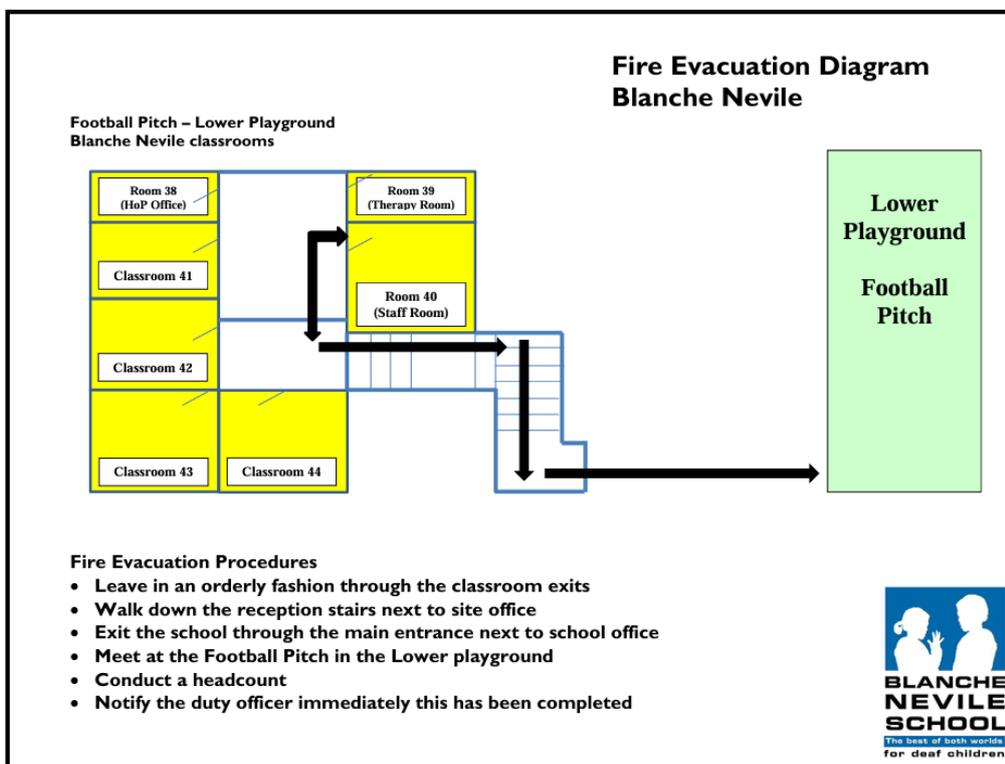
1. Head of School’s Office (First Floor) Room 38



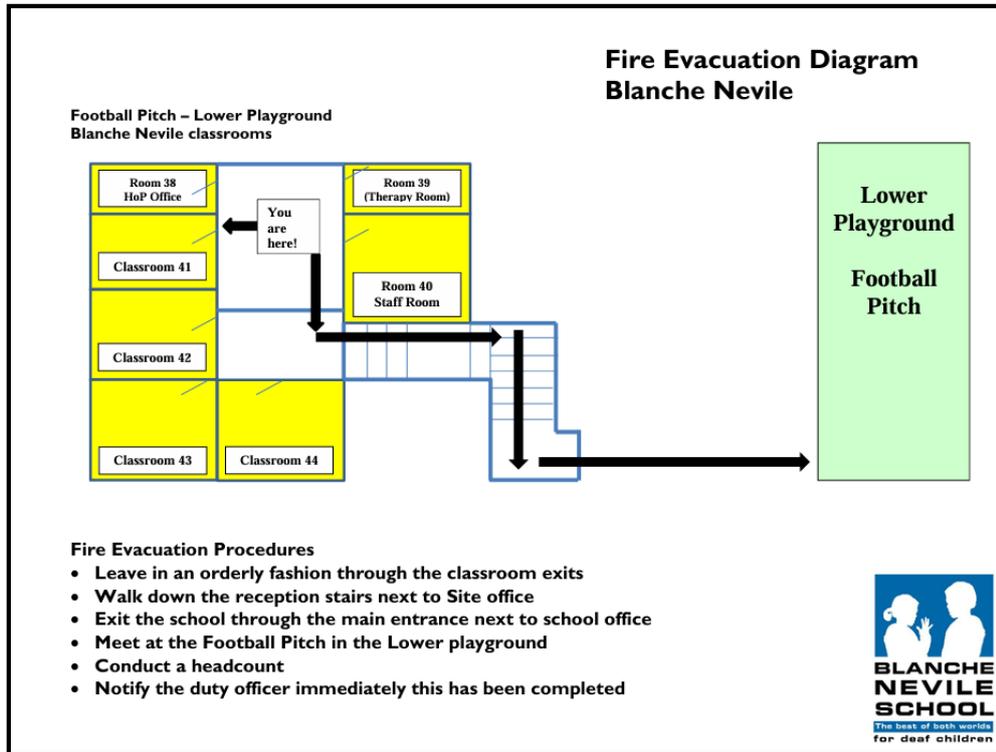
2. Therapy Rooms (First Floor) Room 39



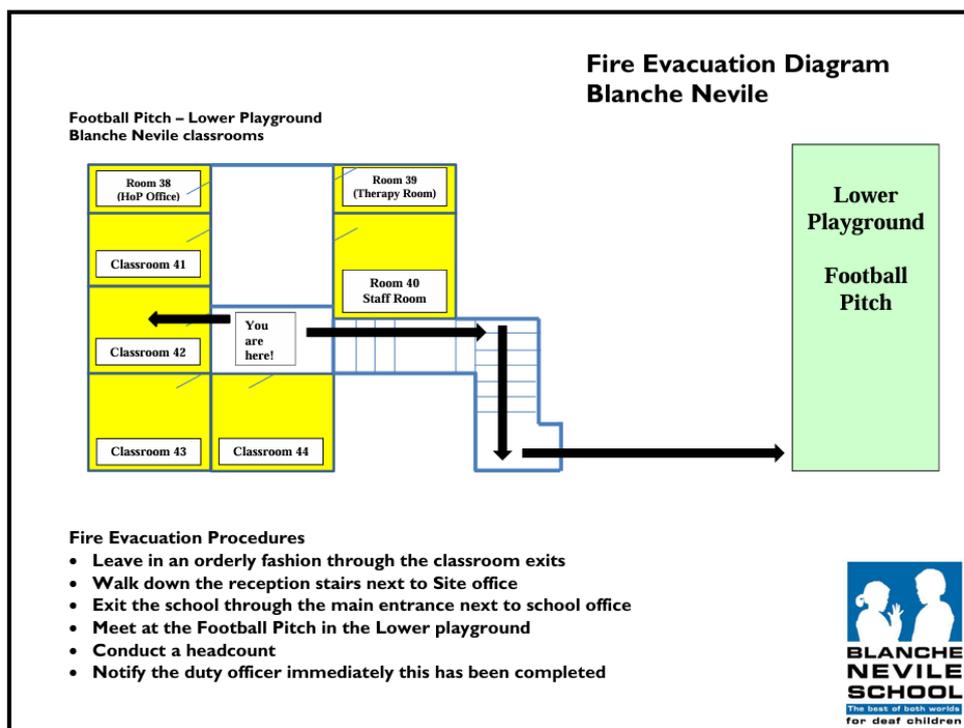
3. Staffroom (First Floor) Room 40



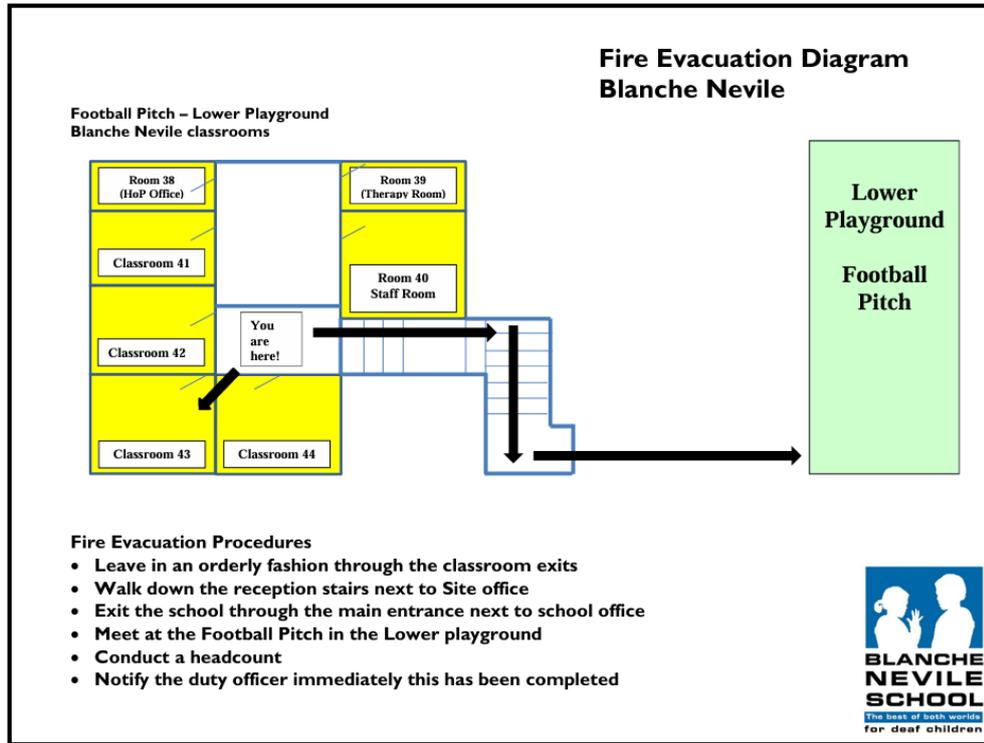
4. Classroom 41 (First Floor)



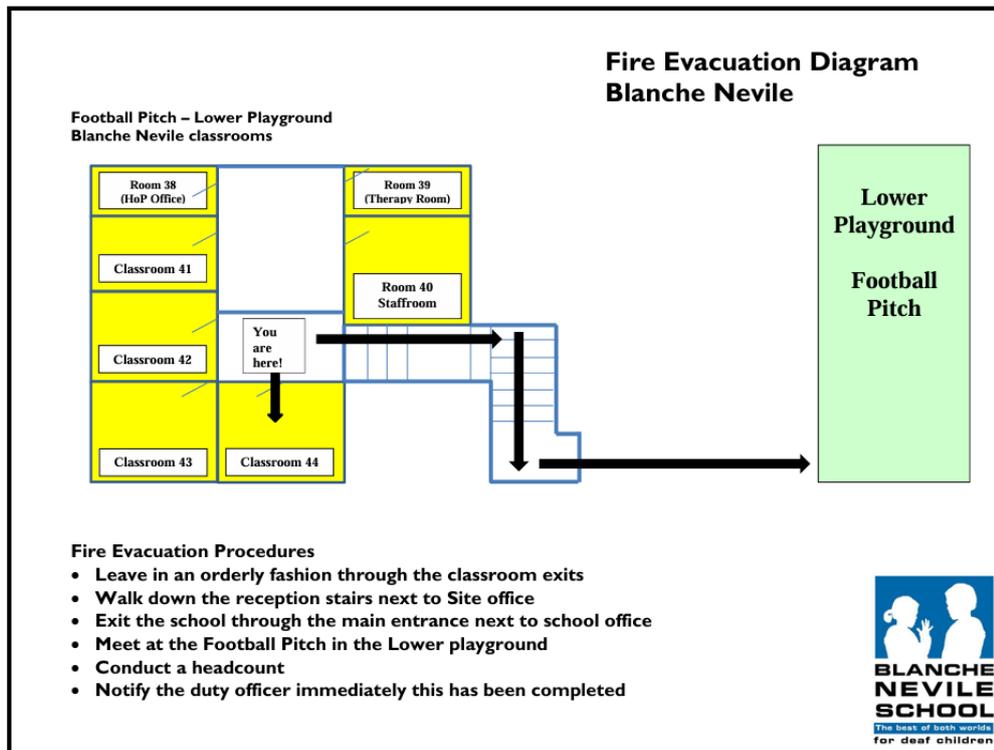
5. Classroom 42 (First Floor)



6. Classroom 43 (First Floor)

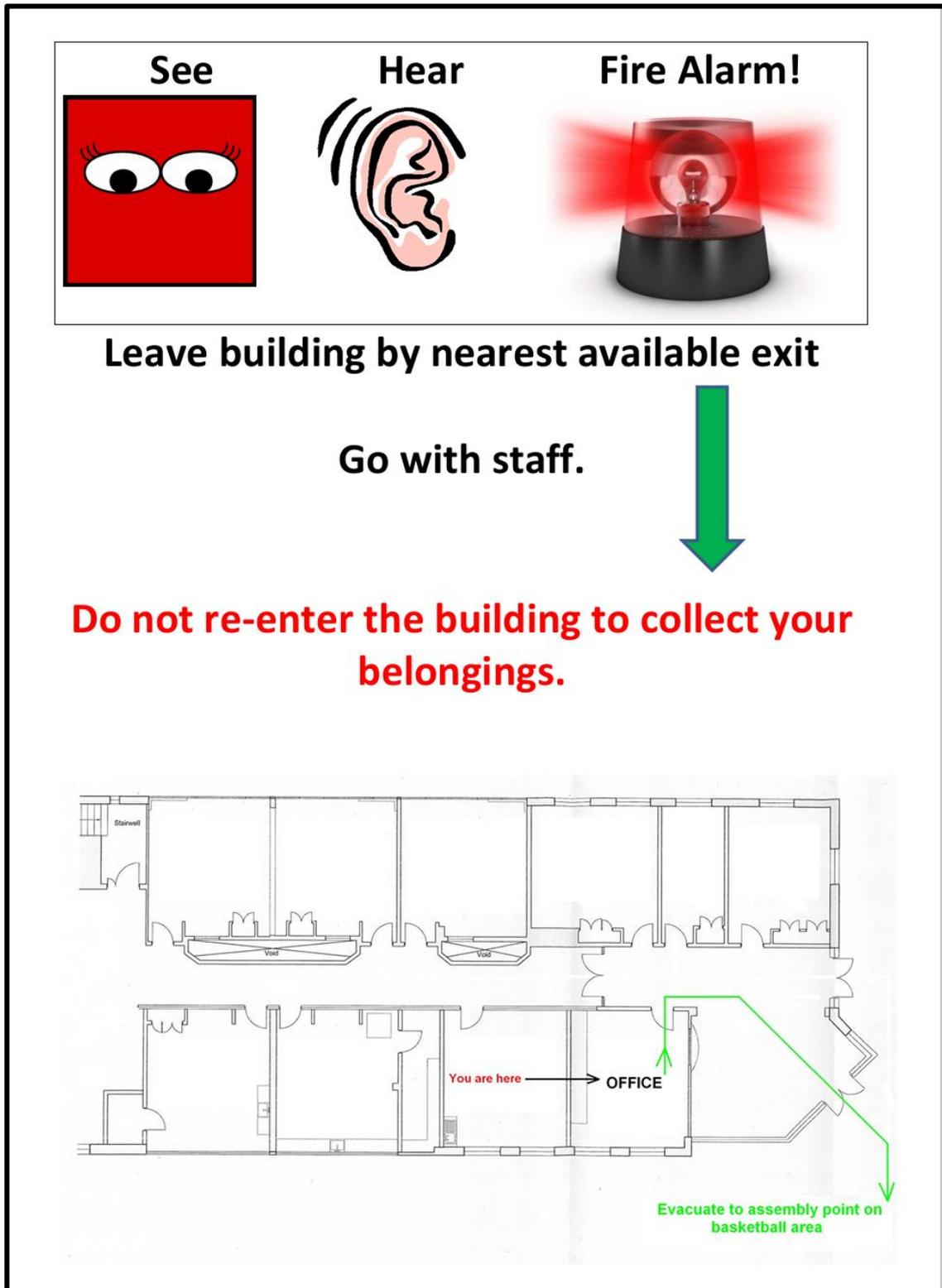


7. Classroom 44 (First Floor)



Appendix C: Fire Evacuation Plans – Secondary Site

Every room has a 'You Are Here' plan showing the fire evacuation route from that specific room to the basketball area. E.g. Fire evacuation plan from main office – example below



Secondary School Whole Site Fire Zone Plan Plus Fire Exits

Fire Exit at bottom of stairs

Blanche Nevile Fire Evacuation Floor Plan



C:\Users\jcha\Downloads\Blanche Nevile Floor Plan Evacuation (1).docx

Counselling & Advice Helpline



employee assistance

We're here to help

- ✓ Free & confidential
- ✓ Counselling support
- ✓ Legal & financial advice

Call us free 24/7

0800 019 7831

From outside the UK:

+44 (0) 1482 661814

Or go online:

haringeep.org.uk

You will need to use your organisation's access code: **Haringey**



Mental Health



Money



Wellness



Addiction



Work



Family



Law



Older People



Managers



Service provided by
Wellbeing Solutions
wsm-wellbeing.co.uk