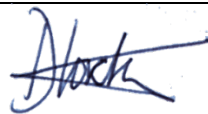




North Harringay
Primary School

At North Harringay Primary School we respect each other's age, disabilities, gender, race, religion, gender identity and sexual orientation.

HEALTH & SAFETY POLICY

Date	September 2026
Approved by	Full Governing Body on 23 rd September 2026
Next review	Autumn term 2027
Head teacher signature	



HEALTH & SAFETY POLICY

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REVIEW PROCEDURES

The Health and Safety Policy for North Harringay Primary School will be reviewed regularly and revised as necessary.

Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.



HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

NORTH HARRINGAY PRIMARY SCHOOL

North Harringay Primary School recognizes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and safety management procedures will be adopted, and responsibilities appropriately assigned, to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

The policy applies to all North Harringay Primary School activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).



ORGANISATION

1.0 INTRODUCTION

In order to achieve compliance with the Statement of Intent the School's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix 1.

2.0 THE GOVERNING BODY

The Governing Body is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) The Head teacher is aware of his/her health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health & safety policy or implementation recognized, and policy and procedure revised as necessary.

3.0 THE HEAD TEACHER

The Head teacher is accountable to the Governing Bod for the effective implementation of this policy.

Ensure the policy's objectives are fully met by

- a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Providing final authority on matters concerning health and safety at work.



- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the School Business Lead and Site Manager.

4.0 THE SCHOOL BUSINESS LEAD & SITE MANAGER

The School Business Lead working in conjunction with The School's Health & Safety Consultants, Judicium, and the Health & Safety Committee will advise the Head teacher on Health & Safety policy. Acting for and on behalf of the Head teacher, the School Business Lead has the responsibility for implementing and monitoring the policy, principally through the Senior Leadership Team, Phase/Subject Leaders and Site Manager.

The School Business Lead achieves this by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.
- b) Appropriate information on significant risks is given to visitors
- c) Appropriate consultation arrangements are in place for staff and their safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- j) Records are kept of all relevant health and safety activities e.g. assessments, accidents, etc.
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated and any remedial actions required are taken or requested.



- m) A report to the Governing Body on the health and safety performance of the school is completed termly.

Other responsibilities include:

- n) Assisting with annual H&S audit
- o) Attending Health and Safety Committee Meetings.
- p) Attend any required health and safety training provided by the school or the Council.
- q) To maintain relevant Health & Safety documentation as well as first aid and training records.
- r) To provide an induction in the school's health and safety procedures and responsibilities to new staff on their first day of employment.
- s) Arrangements are in place to inspect the premises and monitor performance.

4.2 The Site Manager has responsibility for planning, monitoring and day-to-day operations in accordance with H&S regulations. The Site Manager's responsibilities include:

- a) Organisation of fire safety matters within the school, liaising with contractors who check fire alarms and equipment and carry out weekly fire alarm tests
- b) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Head teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- c) Ensure all accidents are investigated appropriately.
- d) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- e) Ensure that the day-to-day maintenance of the school premises as well as weekly walk-through inspections of the standards of housekeeping is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Head teacher.
- f) To undertake regular health and safety risk assessments on the premises, making appropriate recommendations for change or improvement to the Head teacher as necessary.



- g) Ensure that statutory inspections of school plant, equipment and systems are undertaken in accordance with Local Authority policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept.
- h) The activities of contractors are adequately monitored and controlled. Appropriate information on significant risks is given to contractors.
- i) Ensure that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in Health and Safety Management and that records are kept.
- j) Arrange any necessary corrective action identified by health and safety inspections detailed above.
- k) Ensure safe use, storage and maintenance of tools and equipment
- l) Maintain a register of dangerous and hazardous substances used or stored by the Site Manager at the school and ensuring that this register contains copies of up-to-date material safety data sheets.
- m) Ensure relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments.
- n) Ensure that he only undertakes work that is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he is both trained and authorised to do so.
- o) To assist the Head teacher in developing appropriate policies for the school/site, e.g. lettings, security arrangements, and to advise on their implementation, monitor and evaluate their success.
- t) Ensure machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- u) Records are kept of all relevant health and safety activities e.g. assessments, compliance checks, inspections, etc.
- v) Complete relevant health and safety training.



5.0 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

This includes the Deputy/Assistant Head teachers, Early Years Manager, Phase Leaders and Subject Leaders. They must:

- a) Apply the school's Health and Safety Policy to their own department/phase or area of responsibility and be directly responsible to the Head teacher for the application of the health and safety procedures and arrangements in their area of responsibility.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Head teacher and the Health and Safety Lead.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to Head teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.
- h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.
- i) Include Health and Safety performance in the annual report for Head teacher.

6.0 ALL TEACHING STAFF

Class teachers are responsible for:

- a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.



- c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their Head teacher or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.
- h) Regularly check their classrooms for potential hazards and report any observed to the Premises Manager or the Business Lead.
- i) Report all accidents, defects and dangerous occurrences to Head teacher or Site Manager.
- j) Carry out termly classroom risk assessments
- k) Report all accidents, defects and dangerous occurrences to the Head teacher or Site Manager.

7.0 THE KITCHEN MANAGER

The Kitchen Manager is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Site Manager or School Business Leader of any potential hazards or defects.



- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.
- f) Ensure that the Catering team training is up-to-date, and refreshed annually.

School staff must not use the catering facilities and equipment without the prior agreement of the Head teacher.

8.0 OBLIGATIONS OF ALL EMPLOYEES

All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the Governing Body, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Attend briefings and complete compulsory and other H&S training as appropriate. Follow the guidance given in Health and safety training.
- d) All staff to complete the following training as part of their induction:
 - Fire Safety Awareness
 - Health & Safety Basics
 - Control of Infections
 - Manual Handling
 - Working at Height basics
 - Stress Management for Employees
 - Working from home safely (*where applicable*)
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform the Head teacher/School Business Lead of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.



- h) Inform the Head teacher of any shortcomings they identify in the School's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with the any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

9.0 CONTRACTORS AND VISITORS

- 9.1 All visitors (including contractors) must report to reception and sign in on arrival.
- 9.2 Visitors and contractors must report any injuries to their host as soon as possible.
- 9.3 When the premises are used for purposes not under the direction of the Head teacher e.g. extracurricular activities, lettings, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 9.4 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Head teacher and Site Manager of any risks that may affect the school staff, pupils and visitors.
- 9.5 All contractors must be aware of the school health and safety policy and emergency procedures and comply with these at all times.
- 9.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head teacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

10.0 PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions



of staff given in an emergency.

- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

PROCEDURES AND ARRANGEMENTS

Introduction

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

The list provides a brief summary of all the key health and safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

Accident and Incident Reporting

All staff are required to ensure that all accidents are reported to the Designated First Aiders who will work in conjunction with the School Business Lead and Site Manager to ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported to the School Business Lead so they can be investigated and appropriate steps taken to prevent a more serious reoccurrence.

Animals in school

A risk assessment must be carried out for the care of animals that live on school premises. If a member of staff wishes to bring in additional live animals as part of the curriculum, a risk assessment must be carried out.

Asbestos

All employees must read and ensure they have read and understood the school Asbestos Management policy.

The Site Manager is responsible for ensuring that the school Asbestos Log is read and signed by all contractors before starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from Site Manager.

Staff must report any damage to asbestos materials immediately to the Site Manager.

Where damage to asbestos material has occurred the area must be evacuated and secured. Head



teacher will immediately notify the Local Authority and the Chair of the Governing Body.

Contractors

Day to day management of contractors in the school is the responsibility of the Site Manager.

The Site Manager is responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy.

Control of Infections

The Head teacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

All staff are responsible for complying with the Control of Infections Policy.

All staff must complete Control of Infections online training.

Curriculum Safety (*including out of school learning activities*)

All curriculum leaders/teachers are responsible for ensuring that risk assessments are in place for curriculum activities (including out of school learning activities) where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Teachers are responsible for ensuring that parent helpers are familiar with the *Volunteers Guidelines to Helping on School Trips* and that volunteers understand the expectations prior to the school trip.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display Screen Equipment

The School Business Lead is responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

Staff is reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

Educational Visits and Journeys

Head teacher is responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

Head teacher and the EVC are responsible for ensuring that all school outings are managed in accordance with the school policy for Educational Visits



Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

Electrical Safety

The Site Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

The Site Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health & Safety Executive.

All staff must be familiar with school procedures and report any problems to the Site Manager. **Staff must not bring any electrical equipment into school** without the permission of the Head teacher.

Fire Precautions and Emergency Procedures

The Head teacher is responsible for ensuring:

- a) That a Fire Risk Assessment is completed and reviewed annually.
- b) That the school emergency plan and evacuation procedures are regularly reviewed.
- c) That an emergency fire drill is undertaken every term.
- d) The preparation of specific evacuation arrangements for staff and/or pupils with special needs.

The Site Manager is responsible for:

- a) The maintenance and regular testing/inspection of the fire safety systems and emergency lighting and reporting significant findings to the Head teacher.
- b) The maintenance and inspection of the fire fighting equipment.
- c) The maintenance of exit/escape routes and signage.
- e) Supervision of contractors undertaking hot work.
- f) Displaying fire procedures in all rooms and on the notice boards and next to fire alarm call points.

The School Business Lead is responsible for ensuring:

- a) All staff complete Fire Safety Awareness training
- b) Fire safety and procedures induction for new members of staff



All staff must be familiar with the school Fire safety risk assessment, the school emergency plan and evacuation procedures.

First Aid

The names of the school's Qualified First Aiders are displayed on the notice board in the Welfare Room, Staff Room, school office, kitchen, classrooms and offices, before/after school clubs.

First Aid supplies are kept in:

- EYFS building – First Aid room
- Main building - Ground Floor – Welfare Room
- Main building - First floor – Acorn Room
- Main building - Top floor – Bonzai Room
- Main building - There are basic First Aid kits in each classroom

It is the responsibility of Designated Qualified First Aiders to ensure that stocks of supplies are kept up to date.

Travelling First Aid Kits. The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used and should be suitably stocked. This is the responsibility of the first aider on the trip.

ALL head injuries must be reported to the Designated Qualified First Aiders and parent/carer must be informed. The first aider will record it on Medical Tracker and will inform parent/carer by email or telephone call.

Records of all pupils' accidents and treatments must be recorded on Medical Tracker and a notification sent to parents/carers.

Staff and visitors' accidents must be reported to the Designated First Aider at Work who will complete the Staff/Visitor Accident form.

All staff must be familiar with the school arrangements for First Aid provision and the First Aid and Medicines Policy.

Harassment, Violence and Aggression

Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment;

Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff;

Government guidance from the Department for Education, the Health and Safety executive and



Unions are taken into account when risk assessments are completed;

Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;

Individual student risk assessments or Care Plans will be completed when necessary;
Regular reviews to monitor the effectiveness of the control measures are completed;

The design of the school premises will take into consideration the risks of violence, aggression and harassment;

Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;

Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;

If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.

To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

Hazardous Substances

The Site Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

All Staff are reminded that no hazardous substances should be used without the permission of the Head teacher. The Site Manager will complete an assessment for any authorised products.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older pupils under supervision.

Substances used in D&T, Art, and science should be assessed as per COSHH requirements and used in accordance with the generic assessments and guidance provided by CLEAPSS.

Any flammable liquids or substances will be stored in small quantities only. Any flammable liquids will be stored in a suitable locked cabinet. A Flammables log is maintained by the Site manager using the school proforma.



Inclusion

All teaching and support staff should be familiar with the schools Inclusion policy and supporting guidance.

The Head teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEN.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The Inclusion Manager, SENCo and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEN. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head teacher.

Lettings/shared use of premises/use of Premises outside School Hours

The Head teacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school Health & Safety policy, Fire Safety policy and Lettings policy.

The Site Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

The School Business Lead is responsible for managing the arrangements for extracurricular clubs related lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Premises and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head teacher and Site Manager of their location and intended time of arrival and departure.

Lone workers should not undertake any activities which present a significant risk of injury.



Managing Medicines & Drugs

The school policy for Supporting Children with Medical Needs provides detailed guidance and all staff should be familiar with this policy.

Medicine can only be given to children when their parents complete a Health Care Plans and when the medicine has been prescribed by a doctor or other medical professional. 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 first aider and kept securely. Throat sweets are medicine and should be treated like other medication.

Staff must notify the Head teacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

Medicine must only be administered by a first aider or nominated representative. All administered medicine given must be recorded accordingly.

Maintenance and Inspection of Equipment

The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Site Manager.

All faulty equipment must be taken out of use and reported to the Site Manager. Staff must not attempt to repair equipment themselves.

Manual Handling and Lifting

The Head teacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Site Manager for assistance.

All staff must complete Manual handling online training.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

New and Expectant Mothers

Staff that is a new or expectant mother should notify their line manager as soon as practicable.

The Head teacher is responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.



The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

The school should consider these risks when completing the risk assessment:

- Working with hazardous substances
- Stressful environments
- Movement around the site (including stairs and distances between classrooms etc.)
- Doing duties that involve physical effort which might be too arduous;
- Standing for long periods
- Inherent risks in certain departments, e.g. PE, Science
- Manual Handling
- Working in a confined working space
- Using an unsuitable workstation
- Infectious diseases
- The provision of appropriate sanitary and rest facilities.

PE and Playground Equipment

The Physical Education Coordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

The Site Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the Premises team.

The Site Manager undertakes weekly checks of the play equipment and play areas.

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments must be completed for all playground and PE activities, and all staff must be familiar with these (Site Manager / PE Co-ordinator).

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

Students must not use the PE or playground equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Site Manager.

Pupils and pupils' siblings are not permitted to use the play equipment before/after school hours.



Any member of staff who observes unauthorised use of the play equipment must report it to the Head teacher or Site Manager immediately.

Personal Protective Equipment (PPE)

Where the need for PPE has been identified in Risk Assessments, it is the School Business Lead's responsibility to ensure adequate supplies of suitable PPE.

Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to the School Business Lead.

Risk Assessments

It is the Head teacher's responsibility to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The Head teacher is responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

The Assistant Head teacher for Inclusion is responsible for undertaking pupil SEN needs related risk assessments.

The School Business Lead/Administrative Assistant is responsible for undertaking pupil medical needs related risk assessments.

Curriculum Co-ordinators are responsible for undertaking risk assessments for their specialist areas.

The Site Manager will undertake risk assessments for site, site maintenance and cleaning.

The EVC will ensure that risk assessments are completed by all staff who organise and lead school visits, including the residential trips (i.e. Pendarren) that must be also approved by the Governing Body.

Security

The Site Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

The Site Manager is also responsible for the security of the site after normal school hours use and lettings.



The numbers on security pads will be changed at regular intervals, and these changes notified to relevant staff. Staff are reminded that these numbers should not be divulged to any student or parent.

All staff must challenge any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head teacher should be notified in advance of these meetings where possible.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head teacher.

Site Maintenance

The Site Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

The Site Manager will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to the Head teacher.

All staff are responsible for reporting any damage or unsafe condition to the Site Manager immediately.

Smoking

No smoking is allowed on the school premises.

Staff Training & Development

The Head teacher with School Business Lead is responsible for annually assessing the health and safety training needs of all staff and for arranging any identified training.

All new staff will receive specific information and training as part of the school induction process.

All staff will receive Health & Safety and Fire Safety Awareness training. Training must be completed by all new staff and refreshed by all existing staff at least every 2 years or sooner if there is a need.

Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

Health and safety will be a regular agenda item for staff meetings and on the September INSET



day in each new school year.

Stress and Wellbeing

The school governors and Head teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- The provision of training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

All staff should complete Stress Management for Employees online training.

Supervision of students

Staff will actively promote sensible, safe behaviour to students.

Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules.

Students will only be allowed into or stay in classrooms under adult supervision.

Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

Swimming

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes take place in South Harringay School swimming pool and are subject to the Swimming SLA Specification.

At the beginning of the academic year NHPS will provide the first aider at South Harringay Swimming pool with the following information:

- Pupil details including name, address and contact details of parents/carers
- Copies of welfare care plans for pupils with known welfare needs. The plans includes details of what to do in case of an emergency

Before each journey to the swimming pool a member of staff must be identified, who, should a pupil need to be taken to hospital, will accompany the pupil. This person's name will be recorded on the "On the Day" form. Should an accident/incident take place at the swimming pool, the responsibility for any decisions relating to first aid lies with the pool's own first aider. The NHP staff member in charge of the group must remain calm and contact the school immediately to inform the office of the accident/incident and action being taken. This will be followed up with a verbal and a written report to the Head teacher who will investigate the accident/incident further. The NHP staff member will request additional assistance e.g. another person to come to the



swimming pool to accompany the pupils back to NHP in the event of a member of staff having to accompany a child in an ambulance.

All staff must ensure that they are familiar with the guidance before accompanying any swimming groups.

All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

Visitors

All visitors must sign in and out at the school reception desk. This includes parents and supply teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.

Visitors to the school will be made aware of the emergency procedures and other safety information as is relevant.

Contractors undertaking maintenance work on the school will be informed of the emergency procedures and any risks in their work area e.g. asbestos, fragile roofs.

Water hygiene management (control of Legionnaire' disease)

The Head teacher will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Site Manager specialist external contractors.

The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk from exposure will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective.

The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

Working at Height

The Site Manager is responsible for the purchase and maintenance of all ladders in the school.

All ladders must conform to BS/EN 131 standards as appropriate.

The Site Manager is responsible for completing risk assessments for all working at height tasks in the school.



Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is not permitted

Do not work at height when you are alone. If you are planning to use a step ladder, ask the Site Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Working at height when alone is not permitted.

School Dress Code

The school has a school uniform. Parents and carers must ensure that their children arrive at school in appropriate clothing. Full school uniform guideline is published on the school website. On the grounds of health and safety, we do not allow children to wear jewellery in school. The exception to this is earring studs in pierced ears. We ask children to remove these during PE, swimming and games or to cover them with a plaster.

Theft or other criminal Acts

The teacher or Head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head teacher will inform the police and record the incident.

Should any incident involve physical violence against a member of staff, we will report this to the Local Authority and Health and Safety Executive and support the Teacher in question if he or she wishes the matter to be reported to the police.

The School Curriculum

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate the children in this respect in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials and how to handle equipment safely.
- We teach children respect for their bodies and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design and technology and science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach children care for the environment and awareness of the dangers of litter. The children receive sex and drugs education (see RSE policy).



- Our school promotes the spiritual growth and welfare of the children through special events such as workshops and festivals.
- Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

Safeguarding and Child Protection

See **Safeguarding & Child Protection** policy as well as Keeping Children Safe in Education guidelines published on the school's website

Safeguarding Team - responsible for child protection in the school:

Paula Olurin (Designated Child Protection Lead)

Darren Lock (Deputy Designated Child Protection Lead)

Rhiannon Mapleston (Deputy Designated Child Protection Lead)

Naz Fahri (Deputy Designated Child Protection Lead)

Tracy Goldblatt is a Nominated Safeguarding Governor

Competent professional H&S compliance service

Competent advice on health and safety issues is available to the school through Judicium Education and Haringey Council's Health and Safety Team.

Monitoring & Review

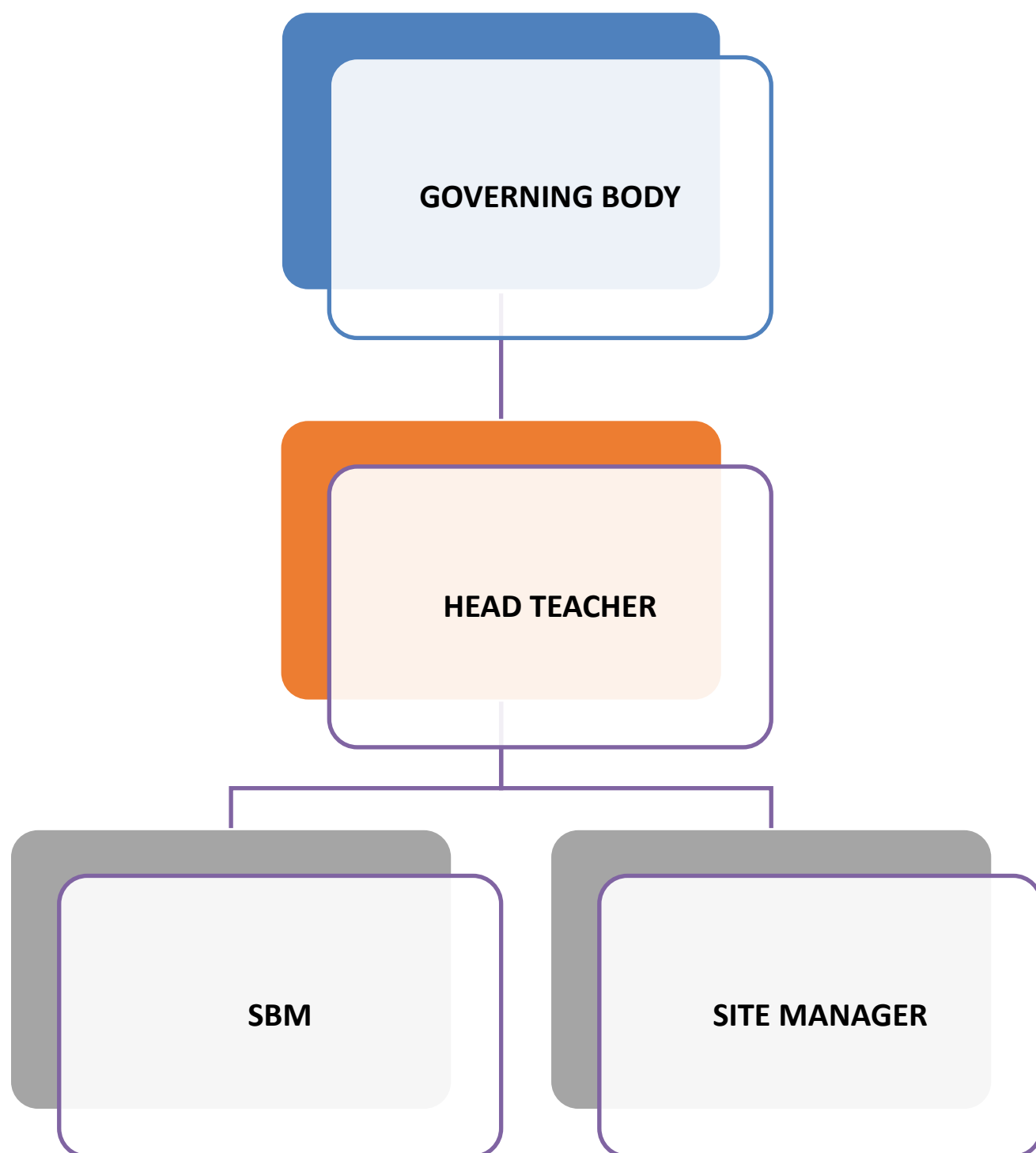
- The Governing Body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the Governing Body informed of new regulations regarding Health and Safety and to ensure that the school regularly reviews its procedures and processes with regard to Health and Safety. The governor in question also liaises with the LA and other external agencies to ensure that the school procedures are in line with those of the LA.
- The Health and Safety Governor in consultation with professional advisors, carries out regular risk assessment to ensure the school is a safe environment
- The Head teacher implements the school health and safety policy on a day-to-day basis and ensures that all staff are aware of the details of the policy as it applies to them.
- The Head teacher/School Business Lead reports to governors termly on health and safety issues.



- This policy will be reviewed at any time at the request of the governors, or at least annually.
- The Health and Safety committee meets termly to review health and safety procedures and the progress of the Health and Safety Action Plan.



Appendix 1 – Organisational Chart





Appendix 2 – Supporting Policies and Procedures

Supporting Policies and Procedures related to Health and Safety Management:

- Asbestos Management Procedures
- Behaviour Policy
- Staff Code of Conduct
- Control of Infections Policy
- Curriculum Specific Policies
- Educational Visits Policy
- Fire risk assessment and procedures / Fire Safety Policy
- First Aid and Medicines Policy
- Lone Working Procedures
- Managing Contractors Policy
- Safeguarding & Child Protection Policy
- Supporting Children with Medical Needs
- Wellbeing Policy

HEALTH AND SAFETY POLICY

Member of Staff Acknowledgement

I have read the school health and safety Policy and agree to follow the procedures outlined in the policy.

Employees Name: _____

Employees Signature: _____

Date of Signature: _____



Appendix 3 – H&S notice board

H&S notice board contains information regarding the employer, health and safety arrangements and local building procedures.

The H&S noticeboard is located in the Staff Room and should include:

- Health & Safety Policy
- H&S Arrangements
- Wellbeing Policy
- Qualified First aiders list
- Fire action notice of the area/building
- Fire wardens list
- H&S Law poster
- Any other information is felt to be relevant for health, safety and wellbeing e.g. a health and safety bulletin.