

Health and Safety Policy

Document history

This policy should be reviewed annually and as required by legislation.

Action	Reviewer	Date
Review	TH	Nov 2023
Approved by COM	JT	Nov 2023
Date for next internal review		June 2024

Associated policies and documents

The Health and Safety Policy should be reviewed in conjunction with the following policies and procedures:

- First Aid Policy
- Accessibility Plan
- Arrivals and Departures Policy
- Medicine Policy
- Emergency Response Plan
- Fire Safety (Prevention) Policy
- Main Gate Risk Assessment
- Food and Hygiene Policy
- Outings Policy
- Infection Control Policy
- Cooking Policy
- Risk Assessment Policy
- Safeguarding Policy
- Children Missing from Education Policy
- Staff Code of Conduct
- Induction Policy & Staff Handbook
- Uncollected Child Policy

References

The School has drawn up its Health & Safety Code of Practice based on guidelines from a number of bodies, including:

- [The Health and Safety at Work Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999 \(legislation.gov.uk\)](#) which require employers to carry out risks assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health

- [RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - HSE](#) which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](#)
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- [Health protection in children and young people settings, including education](#) when dealing with infection control issues.
- [Early Years Foundation Stage Statutory Framework](#)
- [Preventing and controlling infections](#) for the safe disposal of waste such as nappies and PPE used for first aid

This policy has regard for: Independent Schools Standards Regulations:

Part 3, Welfare, health and safety of pupils and Part 5, Premises of an accommodation at schools

The DfE sets out the 4 elements a health and safety policy should always include:

- Plan – leaders should set up effective health and safety management
- Do – introduce management systems and practices to ensure risks are dealt with sensibly, responsibly and proportionately
- Check – monitoring and reporting
- Act – a formal management review of health and safety performance

Aims

The Children's House will ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all pupils, staff and visitors using the School premises or engaged in off-site school activities, in the following ways:

- To prevent accidents and cases of work-related ill health and provide good control of health and safety risks arising from work activities.
- To provide training to ensure staff contribute to the safe running of the School.
- To consult with staff on day-to-day health and safety conditions and provide advice and supervision on occupational health.
- To implement emergency procedures including evacuation in case of fire or other significant incident.
- To maintain safe and healthy working conditions, facilities and equipment and ensure safe storage/use of controlled substances.
- To ensure accidents and incidents are recorded and reported. Accident and ill health at work will be reported under RIDDOR (www.hse.gov.uk/riddor)
- To display Health and Safety Law poster on both sites
- Actively promote and implement best practice and advice from regulatory bodies

Responsibilities

The responsibilities of the Council of Management

The Council of Management has ultimate responsibility for health and safety matters in the School but will delegate day-to-day responsibility to the Headteacher.

The Council of Management has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the School premises.

The Council of Management, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Appoint a nominated Governor with responsibility for overseeing Health and Safety
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Request termly reports around health and safety in order for them to monitor the effectiveness of the arrangements.
- Ensure there are rigorous systems for monitoring and auditing health and safety in the School

Nominated Health and Safety Governor

The appointed Health and Safety Governor will have overall responsibility for oversight of Health and Safety matters. They will also ensure that The Headteacher and Health and Safety lead ensure that Health and Safety policies are being implemented effectively on both sites.

The Council of Management will be responsible for ensuring that the School is commissioning regular written risk assessments for School premises and trips. An annual assessment conducted by Peninsula, an independent third-party health and safety risk assessor, will be conducted on both sites, with the Council of Management ensuring that advice given by Peninsula is implemented as soon as possible.

Responsibilities of the Headteacher

The Headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the Health and Safety policy and be aware of the basic requirements of the Health and Safety at Work Act (1974) and other legislation and codes of practice relevant to the school
- Demonstrating a personal commitment to this policy and active leadership in delivering it
- Ensuring there are enough staff to supervise pupils and the admissions and attendance registers are always up to date, with explanations for absences followed up
- Ensuring that risk assessments and any new matters arising from health and safety inspections are communicated with staff
- Creating an environment where staff are open to suggesting ways of reducing risks
- Appointing a competent person to assist with meeting health and safety objectives, standards and checks detailed in this policy and ensure the advice given by Peninsula is adopted and recorded
- Ensuring the School building and premises are safe and are regularly inspected
- Providing adequate training for School staff around health and safety matters, promoting a high standard of adherence and cooperation, disciplining when necessary
- Reporting to the Council of Management on health and safety matters
- Constantly monitoring the effectiveness of this policy in light of both teaching and non-teaching work, recommending improvements as and when new experiences occur and require a review of an incident/s

- Ensuring that appropriate evacuation procedures are in place and regular fire drills are held termly and more often if required
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring that all risk assessments are completed and reviewed.
- Ensuring that cleaners are appropriately trained and have access to personal protective equipment where necessary.
- Ensuring the budget is available to train all staff that is related to an individual's function in the School, and relevant to the key stage.

In the Headteacher's absence, the Deputy Headteacher will assume the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated health and safety lead is the Business Manager, who ensures the school complies with all testing and documentation requirements of the policy.

Responsibilities include:

- Booking annual visits to both sites from Peninsula and implementing their recommendations in a timely manner.
- Ensuring the School has a robust fire risk assessment, reviewed annually and renewed every five years by an independent assessor.
- Ensuring all building work, procurement decisions and contractor selection fully consider health and safety
- Ensuring the playground inspections are completed annually and recommendations are implemented, and staff are made aware of the report.
- Ensuring staff report hazards on either site and relevant repairs are made as soon as possible, cordoning off any hazardous areas in the meantime.
- Ensuring contractors have signed the Contractor Handbook, are qualified through the relevant trade body (eg. Gas Safe Register) and have provided details of their qualifications, as well as insurance.
- Ensure whole school risk assessments are reviewed annually or more often if required, such as for use of the church and off-site sports centres
- Carry out periodic reviews and safety audits for lighting, fire, water hygiene (legionella), access equipment, emergency exits and external providers' sites
- Ensuring that relevant training is completed in a timely fashion for new starters and the whole staff body.
- Ensuring that Incident/Accident/Near-miss forms are completed when necessary and improvements are made to ensure the incident does not happen again.
- Ensuring PPE and first aid supplies made available to staff members to use.
- Ensuring fire drills are diarised, completed and improvements made as required
- Ensuring that all documentation is filled and ready for inspection from ISI, Peninsula and insurers

Duties as an employee

The law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Do their work in accordance with training and instructions.

- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken. Issues will be logged in the Hazard Reporting book.
- Model safe and hygienic practice for pupils.
- Understand emergency evacuation procedures and feel confident using them.

Responsibilities of teachers

- Applying the School's safety measures and procedures.
- Adapting safety practices in line with advice from the Headteacher, Deputy Headteacher and outside agencies.
- Maintaining safe and healthy procedures in respect of use of e.g. guillotines, scissors, oven, boiling water, duplicating fluid, chemicals, knives, string and rope, plastic bags, first aid.
- Resolving any health and safety problem referred to them and referring to the Headteacher or Deputy Headteacher any problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Referring any serious problem to the Headteacher or Deputy Headteacher immediately.
- Maintaining safety inspections of their activities and providing a written Risk Assessment to the Headteacher or Deputy Headteacher where needed.
- Enabling colleagues and children to maintain and improve good standards of health and safety by providing information, instruction, training, supervision.
- Seeking advice/guidance from the Headteacher or Deputy Headteacher where necessary.
- Ensuring all employees within the School maintain a vigilant approach to: identifying the need for safety equipment; identifying potential dangers in resources, tools, equipment and activities; referring to the Headteacher or Deputy Headteacher. Ensuring daily classroom checklists are maintained.
- Assuming responsibility for the safety and proper supervision of the pupils in their charge (if a teacher considers they cannot accept this responsibility in special circumstances such as the location of equipment, splitting of a class for practical work, physical state of the room, they should discuss the matter with the Headteacher or Deputy Headteacher beforehand).
- Knowing and applying emergency procedures for fire, emergency evacuation and first aid.
- Ensuring safety equipment for special activities is used.
- Reporting any violent incident on the School premises to the Headteacher or Deputy Headteacher immediately and recording in Incident Book including date, time, names of persons and witnesses involved, circumstances of incident, triggers, actions, follow-up.
- Reporting any incident relating to a child with allergies coming into contact with a known allergen, whilst in the care of the school, to the Headteacher (in their absence the Assistant Head), immediately; recording the incident in the Incident Book including date, time, name of person who dealt with the incident, name of witness, event, action taken, parents informed, names of others informed.

Responsibilities of the child

Although our pupils are very young, we will expect them to develop and exercise personal responsibility for their own safety and the safety of their classmates.

- We encourage children to wash their hands thoroughly and dispose of tissues and hand towels in the appropriate bin in their classrooms and the playground.
- We expect children to be dressed in such a way that standards of safety and hygiene are observed e.g. no unsuitable footwear or sharp instruments brought to School.
- We expect the children to observe the School safety rules at all times, in particular to follow the instructions of teaching staff in an emergency.
- We expect the children to make appropriate use of equipment provided for their safety.

- The class teacher and TAs in a class where there is a child with allergies present will take responsibility for teaching the child about foods and liquids which are safe and unsafe for them.

Responsibilities of parents

Parents are responsible for following the School's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff. Parents must inform the School of any changes or incidents involving their child/ren that might affect the child's health and safety.

Responsibilities of visitors to the Upper School and Nursery

All visitors are required to report to the office to sign the Visitors Book and wear a dated badge whilst in the building. No visitor will be left unsupervised with children.

- All visitors will be required to observe the safety rules of the School.
- It is the teacher's responsibility to ensure that a parent helping out in their class understands the health and safety procedures applicable to them, including the nearest fire exits and assembly points.
- Contractors will agree health and safety practices with the School before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work, including hot works.

Health and Safety monitoring and review

- We employ Peninsula, an external Health and Safety Consultant to review our practices, inspection certifications and monitoring documents annually.
- The Health and Safety Governor visits both sites termly to run through issues and implementation of the policy.
- Monitoring of accidents allows us to review our practices and ensure areas on either site where accidents are occurring can be risk assessed and improvements can be promptly made.
- Accident/Incident/Near-miss Forms must be reviewed and immediately and next steps recorded.

Competency and training

- Training is required at all levels of the School. It is an important way of giving staff confidence to use their knowledge and create safer working practices.
- Risk assessments will help determine the level of training required. A Training Needs Analysis (TNA) should be carried out with the renewal of this policy and can be found in Appendix 1.
- Every staff should have a full documented induction and complete training as soon as possible after their start date.
- Inset Day Training including from outside agencies for Fire Awareness, lock-down procedure and First Aid etc. Other training, such as Manual Handling, Ladder Training and Food Hygiene Level 2 for Catering will take place online for all EYFS staff and lunch supervisors. Some refresher training will take place during staff meetings. Please see our TNA.
- Clear policies and procedures in Staff Handbook which is available online at all times on the School's SharePoint.
- Health and safety alerts stated on risk assessments for pupils, to include onsite and offsite activities
- Reminders of new procedures during staff meetings and written on the staffroom board
- The School must ensure that as far as possible, visitors, volunteers, supply teachers etc are made aware of health and safety and safeguarding procedures

Incident reporting (accidents, diseases and dangerous occurrences)

Definition of Incidents and Accidents:

All accidents are incidents.

What is an Incident?

- A 'near-miss' incident: any event which under slightly different circumstances may have resulted in injury or ill health to people or the environment
- Dangerous occurrence: any incident that has a high potential to cause death or serious injury and is specified by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.
- Other Incidents: incidents including threatening behaviour and physical violence.

What is an Accident?

The definition is similar to an incident: any unplanned event that resulted in injury or ill health of people or damage or loss to property or the environment.

Reporting of Incidents and Accidents:

- For children: bumps and grazes and other minor accidents will be recorded in the Accident Book by any member of staff and the teacher will be informed. Parents or carers will be notified when they collect the child and will be asked to sign against the entry. For head bumps, parents will be notified by phone to discuss the accident and emailed a head bump form so they understand the symptoms of concussion.
- For staff/adults: accidents must be recorded by the School Administrator or Head at each site, using the Accident/Incident/Near-miss Form
- An incident involving use of restraint and reasonable force by staff will be recorded on the School's incident book for this specific event.
- Staff should refer to guidance in the Policy on the Use of Restraint and Reasonable Force.
- The School's Incident book must be completed for any 'near-misses', dangerous occurrences, physical violence or threatening behaviour and records will be held in the School Office. Teachers must report any incident record to their site Head, or in her absence, the Deputy Headteacher. Incidents involving children will be reported to the parents/carers on the day, usually when the child is collected. If a serious injury has been sustained or is one that needs medical assistance, the parent will be informed immediately.
- All Accidents, Incidents and Near-misses must be investigated to ensure that the same type of injury does not happen again.
- All incidents of bullying must be reported in the School's Bullying Log Book.

What needs to be reported to RIDDOR?

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. Under RIDDOR certain incidents have to be reported to the enforcing body for health and safety using the statutory form [F2508](#) (or F2508a for reportable diseases).

The Council of Management have tasked the Headteacher with responsibility for reporting to Riddor. Online reporting procedures are at:

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](#)

Under RIDDOR the School is required to report without delay:

- Injuries and ill-health to people at work:
 - Deaths (resulting from accidents or work-related)

- Reportable specified major injuries including:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Injury likely to lead to permanent loss or reduction in sight
 - Crush injury to head or torso causing damage to brain or internal organs
 - Serious burns or scalping requiring hospital treatment
 - Loss of consciousness caused by head injury or asphyxia
 - Injury arising from working in an enclosed space which leads to hypothermia, heat induced illness or requiring resuscitation or hospital admittance for more than 24 hours
- Physical violence resulting in death, a specified injury or a person being incapacitated for over 7 days.
- Reportable occupational diseases

Incidents to pupils and other people not at work:

Injuries to pupils and visitors who are involved in an accident at School or on an activity organised by the School, where failings in premises, equipment or supervision are identified as the cause, are reportable under RIDDOR if the accident results in:

- Death (arising out of a work activity).
- Injury (arising out of a work activity and the person is taken directly from the scene of the accident to hospital for treatment)

Note: If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

Violence between pupils is a school discipline matter and not reportable under RIDDOR.

- Near-miss Events: Near-miss events that do not result in an injury, but could have done, have to be reported.
- Collapse or failure of lifts or lifting equipment
- Accidental release of biological agent likely to cause severe illness
- Accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

For incidents on School premises at the involving members of staff, pupils or visitors, HSE is the enforcing authority and reports should be submitted to them within 10 days of the incident or accident. For any major pupil injury on either site, the local authority must also be contacted.

Relevant contacts

- Islington Safeguarding Children's Board: 020 7527 3747.
- RIDDOR: Reports online. For reporting fatal and major injuries only call Incident Contact Centre on 0345 300 9923.

Notifying parents

The Headteacher or Deputy Headteacher will inform parents of any accident or injury sustained by a pupil and any first aid treatment given, on the same day or as soon as reasonably practicable. When there is a head bump of any kind, parents will be contacted by phone immediately.

Reporting to ISI and child protection agencies

The Headteacher will notify ISI of any serious accident, illness or injury to, or death of, a pupil while in the School's care. This will happen as soon as is reasonably practicable and no later than 14 days after the incident.

The Headteacher will also notify Islington Social Services of any serious accident or injury to, or death of, a pupil while in the School's care.

Workplace safety for children, teachers, and visitors

Outings

The School has an Outings Policy for off-site visits which teaching staff are required to follow. For regular outings, a written risk assessment will be carried out by the Headteacher and class teacher and reviewed termly. Prior to a regular outing, the class teacher must fill in the School's 'Checklist for regular outings' form. For other outings the class teacher will make a pre-visit and record a written risk assessment for approval by the Headteacher.

Parental consent to off-site activities

On entry to the School both parents of a child will be required to sign a one-off written consent for their child to take part in off-site activities organised by the School. The class teacher will supply parents with a timetable each term which indicates the time and place of regular outings. Parents will be informed of Important Dates by email from the office and the class teacher in advance of special outings and visits that are not part of their child's regular timetable. Parents may withdraw their child from any particular School trip or activity if they wish to do so.

Associated policies

- Risk Assessment.
- First Aid.
- Medicine.
- Missing Child.
- Emergency Response Plan.

First aid

First aiders

We have completed our First Aid Needs Assessment and have a number of first aiders on both sites who are responsible for adults/staff or children. We have two members of staff on both sites who have completed Emergency First Aid in the Workplace, Full Paediatric First Aiders (two at the Upper School and 4 at the Nursery School), and all other child-facing staff have an Emergency Paediatric First Aid or are trained as soon as possible after they begin work at The Children's House. First-aiders are named on the School noticeboards and in the offices.

First aid boxes

The School's First Aid corners are stocked with the items recommended by HSE. Mini first aid kits are located in each classroom for quick access. Medical First Aid supplies relating to individual children/staff members e.g. Adrenaline auto-injectors and inhalers, are kept in each child's/adult's personal labelled box. Expiry dates of individual children's medication is recorded in the Medicine file and monitored by the relevant site Head. Both the Upper School and the Nursery keep a salbutamol inhaler and a bottle of cetirizine on-site. These medications can be used when necessary,

to treat children on the medical alert list whose parents have given the School prior written consent to do so.

Automated external defibrillators

Both sites have an AED which designed to be used by lay bystanders.

Medical alerts

A list of children/adults with medical alerts is placed: on the wall of the classroom/staffroom near the sinks and in the office at the Upper School and inside the cabinet above food preparation areas at the Nursery. A copy of the Upper School medical alert list is kept in the lunch hall for reference.

Protective clothing

Plastic gloves and aprons must be worn whenever dealing with body fluids and the resulting waste (soiled tissue etc.) should be disposed of safely in a designated bin. The bin will be checked daily by the School cleaner and, if used, the polythene bag will be sealed and disposed of. Larger items of soiled clothing will be sealed in a polythene bag and disposed of or sent home.

Medical emergency

Refer to the First Aid Policy and procedures to follow in the event of a medical emergency. If an accident is not too serious a 999 call is not made but a parent is contacted and asked to decide what action they wish to be taken. The parent then becomes responsible for the child. Bumped heads and eye injuries are always reported to the Headteacher and parents contacted immediately to collect their child and are emailed a 'Head Bump Alert' sheet.

Infection control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice outlined below:

Handwashing

- Wash hands with liquid soap and warm water and dry with dry towels
- Always wash hands after using the toilet, before eating or handling food and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is not allowed

Please refer to the School's Infection Control Policy for further details

Sick rooms:

Both sites have a First Aid Corner for sick and injured children. Children are supervised by a member of staff wearing PPE.

Emergency procedures, illness or accident:

- Medical emergency procedures are detailed in the School's First Aid Policy.
- All minor accidents and incidents are recorded in the Accident Book by the teacher and parents are informed on collection and required to sign against the entry.

- Major accidents and incidents must be reported to Ofsted and the Local Safeguarding Board within 24 hours and RIDDOR within 15 days.

Cleaning of the environment

We will clean the whole school environment, including toys and equipment, frequently and thoroughly.

Nappy changing

We have a designated changing area for children and young people using nappies which away near handwashing facilities and away from play facilities and any area where food or drink is prepared or consumed

Staff involved in managing nappies will:

- wash and dry their hands after every nappy change, before handling another child or leaving the nappy changing room
- wrap soiled nappies in a plastic bag before disposal in the general waste
- where appropriate, clean children's skin with a disposable wipe (flannels should not be used)
- label nappy creams and lotions with the child's name and do not share with others
- wipe changing mats with soapy water or a mild detergent wipe after each use and at the end of each day
- check mats weekly for tears and discard if the cover is damaged

Cleaning of blood, body fluid spillages and nappies

Any spillages of blood, faeces, saliva, vomit, nasal and eye discharges must be cleaned up immediately using the Body Fluid Clean-up kit found in the first aid corner on either site. Mops should not be used. Any PPE or soiled /bloody items should be placed in a biobag for safe disposal.

Laundry

Soiled clothes must be placed in a plastic bag on the pupil's peg to be sent home to be laundered.

Infections disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including Covid-19. We will follow national guidance on the use of control measure including:

- All staff and pupils regularly wash their hands to prevent the spread of infection
- We will regularly clean equipment and rooms, and ensure surfaces are thoroughly cleaned
- We will ensure good ventilation of all classrooms and office spaces
- We will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance. In the event of an epidemic/pandemic, we will follow advice about the appropriate course of action.

Associated policies

- First Aid Policy
- Infection Control Policy

Fire

In the event of a fire out of School hours (when children are offsite), employees must leave the building by the nearest exit and call the Fire Brigade immediately. If the alarm is sounding, the receiving centre will also alert the Fire Brigade.

- Only staff who are trained to do so can use a fire extinguisher if an exit is blocked.
- During School hours, all employees must follow the School's evacuation procedure including PEEPS and congregate at the designated Assembly Points. The School provides staff training and arranges testing of fire equipment on an annual basis and maintains an updated Fire Risk Assessment on both sites. Testing of alarms in each building takes place weekly and a Fire Drill practise termly.
- Teachers will take a register to ensure that children are accounted for
- Staff and pupils must remain outside the building until the emergency services say it is safe to re-enter

Fire hazards

Ensure the School is kept tidy and trailing wires do not present an accident hazard. Do not store paper products near electrical sockets or wiring.

Electrical equipment

- When using computers, interactive boards, etc. that are connected to the electricity supply, make sure that leads are in good condition. Equipment with frayed leads or broken plugs must not be used and must be reported immediately.
- A portable appliance test (PAT) will be carried out by a competent person annually.
- All isolator switched are clearly marked to identify their machine.
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Electrical equipment in the staff room

- Take great care when using electrical appliances in the staff room, and make sure when finished that the main switch is turned off e.g. kettle, oven, toaster, microwave and laminator. If an electric radiator is used during break times, it should never be sited next to upholstered furniture and must be switched off at the wall before staff leave the room. Electric radiators must not be used in the classrooms.

Gas safety and boiler room

Boiler rooms should never used as a store for anything other than metal tools and equipment and must have adequate ventilation. Installation, maintenance and repair of gas appliances and fittings will be carried out by Gas Safe registered engineers, ensuring that all pipework, appliances and flues are regularly maintained.

Associated policies

- Fire Drill Procedure
- Fire Risk (Prevention) Policy

School security & attendance

We must ensure that children are registered correctly and any absences are followed up. Where there is no explanation for absence and children have not returned to School, staff must let their DSL know immediately.

Only parents/carers known to staff and with authority to collect a child may be admitted into the building/playground. Parents/carers are informed that they must not open the door or gate to one another. The School has CCTV. All visitors must sign in in the office and wear a dated badge. They must be accompanied/supervised at all times by a member of staff and can never be left alone with children.

Visitors to the school

All external visitors to the School must report to the office where they will be required to sign in the Visitors Book and asked to wear a dated badge indicating they have permission to be on the premises. Visitors will be expected to comply with the School's Health and Safety Code of Practice and to ensure that no sharp instruments are left unattended. Visitors must be accompanied at all times by a member of staff. When visitors uses the adult toilet, a member of staff will stand in the adjacent area.

Associated policies

- Arrival and Departure Policy
- Main Gate Risk Assessment
- End of Day Procedure
- Emergency Response Plan
- Registration Guidance for Teachers
- Children Missing from Education
- Safeguarding Policy

Violence at work

We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

Associated policies

- Arrival and Departure – including opening times for the gates
- Main gate Risk Assessment
- Registration Guidance for Teachers
- Violence and Aggression Towards Risk Assessment

Storage & housekeeping

Paper Towels, Toilet Paper and Cleaning Equipment:

At the Nursery School, these are stored in the under-stairs cupboard in the staff loo, which must be kept locked at all times and must not be accessible to children. At the Upper School, these are kept in the fire rated lockable cleaner's cupboard in the toilet area and spare loo rolls are stored in the adult lavatory. Cleaning products that may be needed by staff during the day must be kept in kitchen cupboards or on high shelves in the classrooms, out of reach of children.

Dangerous liquids (COSHH)

All toxic, inflammable fluids should be labelled and stored in a locked, sealed cabinet in (a) Cleaner's Cupboard at the Upper School (b) Office at Nursery School. A separate risk assessment will be recorded if it is necessary for the School to hold oxygen on the premises for reasons relating to a child's medical needs.

Rubbish

At the Nursery School, the cleaner should empty all bins at the end of the day. The lunchtime supervisor and Teaching assistants are responsible for emptying bins after lunch and removing any

overflow to the large rubbish bins which are kept behind lockable shutters at the entrance and emptied regularly.

At the Upper School, the cleaner will be responsible for emptying bins into main bin at the School entrance. The lunchtime supervisor is responsible for emptying bins after lunch. Recycling bins in the playground should be kept firmly closed and any surplus combustible materials should be removed from the School site by a private contractor.

General health and safety

Manual handling

Members of staff should lift objects according to guidance in Manual Handling training provided and in line with written guidance which is available from the office.

- Plan manual handling tasks
- Adopt a stable position
- Ensure a good hold of the load
- Keep the load close
- Keep your back straight
- Avoid twisting sideways

Working at height

Metal stepladders may be used for the purposes of arranging displays or accessing resources. Whenever ladders are used on the premises, one person should always hold the ladder steady whilst the other climbs. At the Upper School, high cupboards should only be accessed using either the steps kept in the staff room or the taller stepladders stored beside the rear entrance to the Year Two classroom. Staff must not climb on chairs or worktops to access high wall areas or cupboards.

- Ladders should only be used for short-term work
- The ladder should be face-on to the work area
- Ladders should be stable and placed on a firm, level surface
- Workers must have an assistant at the base of the ladder
- Workers must not stand on the top step
- Workers must not over-reach
- Workers must wear flat shoes
- Workers must hold on to the top of the ladder with a good grip
- Children are prohibited from using ladders

Hazards

Staff are asked to report to the Headteacher or Deputy Headteacher immediately they see anything that may be a safety or hygiene hazard to them or the children e.g. damaged equipment, holes in playground, broken windows, uncomfortably hot or cold temperatures in the classrooms or vermin in the School or in the immediate vicinity. Hazards must be documented from the notification of the hazard to completion/repair of the hazard.

Asbestos

Staff are briefed on the hazards of asbestos and contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.

Legionella

A water risk assessment has been completed on both sites. The Nursery Administrator and the Health and Safety Lead will be responsible for ensuring that identifiable operational controls are conducted and recorded.

The risk assessment will be renewed every 5 years and when significant changes have been made to the water system and/or building footprint.

The risks from Legionella are mitigated by temperature checks and flushing of the system after long breaks of the buildings not being used.

Work contractors

It is the contractor's responsibility to ensure that their equipment is in good order and to conform to the Health and Safety standards laid down by the School and by the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.

In the event of a fire, contractors should leave the premises by the nearest exit and contact the Fire Brigade immediately if they have been working alone in the building e.g. during the holiday periods.

All electrical equipment should be PAT tested. Workmen should ensure that their equipment and tools can be comfortably and safely carried. Any hot works must be notified and an appropriate area, away from combustible materials must be found.

Associated policies

- Contractor Policy

Managing drug and alcohol-related incidents

We do not allow anybody under the influence of drugs or alcohol on the School premises.

Incidents are managed in the context of the School's commitment to:

- The safety and welfare of all pupils and staff
- The welfare of individuals deemed to be at risk
- The law concerning drugs

The Headteacher retains responsibility for deciding how to respond to particular incidents in conjunction with the deputy DSL. This will take account of the individual concerned and whether they are a pupil, parent or member of staff. The School's policy is that 'no individuals should be under the influence of drugs while on the School premises unless a doctor's note indicates that this does not affect the individual's capacity to perform their duties, take care of children in their charge, or in the case of pupils, take part in lessons. All incidents are recorded in the incident book.

If the Headteacher or DSL suspect that substance use and alcohol use is affecting employees' work, they will be encouraged to seek help from their GP or a specialist agency and will not carry out work activities which expose themselves or others to unacceptable risk. Disciplinary action will be used as a last resort.

All members of the School community are aware of these procedures and the implications for individuals. Each incident will be dealt with on an individual basis. Young children who are deemed to be at risk will be treated in relation to the School's policy on Child Protection.

Smoking

Smoking is not permitted anywhere on the School premises.

Display screen equipment

Staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is near continuous spells of an hour or more at a time.

Computer users must be aware of the importance of being positioned correctly at their desks and computer:

- Ensure arms are level with the keyboard
- Ensure feet are level with the floor
- Adjust chair to support back
- Keep the top of the screen in line with eyes
- Keep screen directly in front of the user
- Keep screens an arm's distance away
- Keep relevant documents at the same height as the screen on the side of the dominant eye
- Frequently used equipment must be within easy reach

Sharp instruments

Scissors and sharp instruments must be used correctly and not be left lying about. Guillotines should only be used in the staff room and office but can be used in a classroom when the children are not present. Staples must be removed when displays are taken down and drawing pins must not be left on the floor. Take care when carrying/using glass bottles or jars.

Hot liquids

Open cups containing hot drinks must never be carried near children and hot drinks must not be consumed in the classroom during the school day. Hot drinks can be consumed in the office and in the staff room. At the Upper School, open cups of hot drink must not be carried across the playground when it is being used by children. Hot drinks must not be carried through the classrooms when they are in use. At the Nursery, downstairs staff can consume hot drinks at midday between sessions when no children are present.

Spilt liquids

Spills of paint, milk, water, adhesives, must be promptly dealt with and children warned about slippery surfaces.

Equipment

Staff are responsible for removing faulty/broken equipment from the classrooms or playground. Broken equipment should be reported to the School administrator so that it can be repaired or replaced.

Supervision of children

Arrivals and departures

: The member of staff responsible for the main door or gate must question anyone they don't recognise attempting to enter the School. If in doubt, they should ask a member of staff or a parent to alert the Administrator or member of the SLT, or press on the entry buzzer to ask for help from the office. In the event of an Emergency at the Nursery, there is an alarm that can be used in case of unwanted intrusion. The main door/gate must always remain closed between arrivals and departures. NO children are allowed to leave the building without their designated carer.

The office staff or Headteacher must deal with arrivals and departures when the main gate/door is not staffed for children's arrival and departure. During school session times, no child is allowed to

leave the premises unless a designated adult has collected them personally and has informed the administrator or a member of the SLT in the office. At The Upper School the administrator will record in the electronic Register the arrival or departure of children outside normal school hours using codes given by the School. At the Nursery, arrivals and departures will be recorded by a designated member of staff in the class electronic register. After school, children must wait inside their classrooms, or in the playground with their teacher, until they are collected by a parent or a designated carer. For uncollected children, please refer to the Uncollected Child Policy.

Off-site visits

When taking pupils off the School premises, we will ensure that:

- Risk assessments have been completed and approved
- All off-site visits are appropriately staffed
- Staff take their own mobile phones, first aid kits, individual medical kits and plans where necessary and parent contact details
- There will be at least two first-aiders, including a paediatric first-aider, on trips and outings

New and Expectant Mothers

Risk assessments will be carried out whenever any employee notifies the School that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stress through risk-assessment.

Systems are in place for responding to individual concerns and monitoring staff workloads.

Lone Working: Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site cleaning
- Site maintenance
- Working alone in any part of the site

Staff must let the Headteacher know in advance when they are going to be working alone in the School and must advise the Head when they have left the building safely.

Associated Policies

- Lone Working Policy

This Policy was reviewed, amended and agreed by the Council of Management in November 2023 . It will be reviewed at least annually and updated as required to ensure the health and safety of staff and pupils.

Appendix 1

Training Needs Assessment (Nov 2023)

Area	Course
Induction	<ul style="list-style-type: none"> All new starters, to include fire access & assembly points, first aid kits, general health and safety, line management, safeguarding and DSLs (see Induction Policy)
Safeguarding	<ul style="list-style-type: none"> Governors – Safeguarding for Governors, NSPCC or AGBIS All staff – Safeguarding annual training, Islington Update emails/blogs, sent by DSL as and when updates arise. 10 min spotlight on safeguarding in the weekly staff meetings on each site. DSL attends Islington's Safeguarding Forum termly and other trainings that focus on specific safeguarding issues. NSPCC Safeguarding – any new starter out of cycle with other staff
Child Protection and Safeguarding	<ul style="list-style-type: none"> DSLs – Safeguarding Role and Responsibilities (every 2 years, with annual refresher)
Safer Recruitment	<ul style="list-style-type: none"> Safer Recruitment – 1 Gov, Headteacher, Deputy Headteacher, HR
Looked after children	<ul style="list-style-type: none"> NA to the school presently, will train if need arises
Prevent Duty	<ul style="list-style-type: none"> New Prevent Duty training (every 2 years)
First Aid	<ul style="list-style-type: none"> Emergency First Aid at Work - 2 on each site All pupil facing staff Emergency Paediatric First Aid, new starts ASAP EYFS - Full Paediatric First Aid (12 hour) - 4 at NS, 2 at US Annual refreshers for EFAW an Full PFA Supporting pupils with medical conditions – none onsite at the moment, training as required
Fire	<ul style="list-style-type: none"> All staff Fire Safety Awareness in Education Fire Safety Awareness – annual refresher, or as & when new fire risks arise Fire Warden Training – 3 on each site
H&S – Food Handling	<ul style="list-style-type: none"> Level 2 Food Hygiene and Safety for Catering – all EYFS staff and US lunchtime supervisors

H&S – Manual Handling	<ul style="list-style-type: none"> • All staff annually
H&S – Ladder Training	<ul style="list-style-type: none"> • All staff annually •
H&S – COSHH	<ul style="list-style-type: none"> • Cleaners – 1 on each site, refresher as and when new risks/changes arise
H&S Asbestos	<ul style="list-style-type: none"> • Reminders not to touch the hall ceiling, this is done at the first inset day of the year to ensure everyone is aware
Data	<ul style="list-style-type: none"> • All staff data Protection training, role dependent, also not required by law, but best practice
Cyber Security	<ul style="list-style-type: none"> • Cyber Security basics – all staff annual • One governor must also complete basic Cyber Security course
SENCO	<ul style="list-style-type: none"> • National Award for SEN Co-ordination within 3 years of being appointed for new SENCOs