The Children's House

Health and Safety Policy

This policy will be reviewed at least annually and earlier following a significant incident, significant change to premises or operations, material change in legislation or statutory guidance, or where monitoring indicates that existing arrangements may no longer be effective.		
Action	Reviewer	Date
Review	AS	Oct 2026
Approved by COM	JT	Oct 2026
Date for next internal review		Oct 2027

Associated policies and documents

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

- First Aid Policy
- Allergy Safety Policy
- Accessibility and Disability Plan
- Arrival and Departure Policy
- Medicine Policy
- Emergency Response Plan
- Critical Incident Procedures
- Fire Safety (Prevention) Policy
- Risk Assessments (various for both sites to include trips and site RAs)
- Food and Hygiene Policy
- Outings Policy
- Bump to Head, Head Injury & Concussion Policy
- Infection Control Policy
- Cooking Policy
- Risk Assessment Policy
- Safeguarding Policies (all in suite)
- Staff Code of Conduct
- Induction Policy & Staff Handbook
- Uncollected Child Policy
- Accident records, logs and analysis
- Minibus 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 1999 (legislation.gov.uk) which require employers to carry out risk 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- HSE which sets out accidents and fatalities reportable to the Health and Safety Executive, including timelines
- UK Health Security Agency (UKHSA), for the control of infectious diseases and environmental hazards
- 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 Gas Safe Register engineers
- 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
- Allergy Safety in Schools (DfE) 2026 outlining statutory guidance for supporting pupils with allergies

This policy has regard for: Independent Schools Standards Regulations:
Part 3, Welfare, health and safety of pupils and Part 5, Premises of and 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 Council of Management of The Children's House recognises its responsibility to provide, so far as is reasonably practicable, a safe and healthy environment for pupils, employees, visitors, contractors and others affected by the School's activities.

The School takes a proportionate and risk-based approach to health and safety. Its objective is not to eliminate all risk from school life, but to identify significant hazards, assess reasonably foreseeable risks and implement appropriate control measures while enabling pupils to participate fully in educational activities.

Health and safety is the responsibility of everyone within the School community. The Council of Management provides strategic oversight; the Headteacher has responsibility for implementation; and all employees are expected to take reasonable care of themselves and others and to comply with the School's health and safety arrangements.

The Children's House will ensure that all reasonably practicable 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.
- Accidents and cases of work-related ill health will be reported under RIDDOR (www.hse.gov.uk/riddor) where the applicable reporting criteria are met.
- To display the Health and Safety Law poster on both sites
- To 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 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 the Health and Safety Lead effectively implement Health and Safety policies 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.

Termly governor meetings cover H&S issues and facilities updates, ensuring continuous improvement.

Responsibilities of the Headteacher

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

- Implementing the Health and Safety policy and being 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
- Ensuring that the School has access to competent health and safety assistance. The School Business Manager acts as the School's Health and Safety Lead, supported by appropriately competent external advisers where specialist advice is required.
- Ensuring the School's buildings 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, addressing non-compliance where necessary
- Reporting to the Council of Management on health and safety matters
- Regularly 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 adequate resources are available to provide staff with health and safety training relevant to their roles and responsibilities.

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 (Competent Person) is the School 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 both sites, 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
- Carrying 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 mandatory training, including refreshers, for all staff, is completed and certificates are filed and logged
- 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 are made available to staff members to use.
- Ensuring fire drills are diarised, completed and improvements made as required
- Ensuring that all documentation is filed 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 staff

Staff will be consulted on matters affecting their health and safety through staff meetings, risk-assessment processes, training, hazard reporting and direct consultation where significant changes affect their work. Staff are responsible for:

- Applying the School's safety measures and procedures.
- Adapting safety practices in line with advice from the Headteacher, Deputy Headteacher, Health and Safety Lead, and outside agencies.
- Maintaining health and safety procedures in respect of the use of equipment and materials such as 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, and hazards to the school office on either site.
- Completing training in a timely manner
- 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.
- Maintaining a vigilant approach to identifying the need for safety equipment and potential hazards associated with resources, tools, equipment and activities, and reporting concerns to the Headteacher or Deputy Headteacher.
- 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 Prep School and Early Years Site

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 periodically for a walkabout to consider potential safety issues, resolution of repairs 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 Assessment is reviewed annually and can be found in Appendix 1.
- Every staff member must have a documented induction and complete training as soon as possible after their start date.
- Training for staff may be online or take place during inset days as a group. All completed training will be logged and certificates saved either on SharePoint or The National College website.
- Understand policies and procedures in the 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 are explained 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 Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 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. For head bumps, parents will be notified by email and sent concussion information. For more serious head bumps which include big cuts, bumps and bruises, parents will receive a call from the office to let them know what happened, how their child is and any next steps. In both instances, a yellow band will be attached to the child's wrist to ensure that staff, carers and parents remain alerted to the head bump and watch out for any signs of concussion in the 24 hours after the accident.
- For staff/adults: accidents must be recorded by the School Administrator, Business Manager 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 Wellbeing Manager (iSAMs)
- Staff should refer to guidance in the Behaviour Management Policy on the Use of Restraint and Reasonable Force.
- Pupils: Wellbeing Manager (iSAMs) must be completed for any 'near-misses', dangerous occurrences, physical violence or threatening behaviour. These 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.
- Staff: 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 and investigated through Wellbeing Manager (iSAMs)

What needs to be reported to RIDDOR?

The School complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Certain work-related deaths, specified injuries, occupational diseases, over-seven-day employee incapacities and specified dangerous occurrences must be reported to the Health and Safety Executive. Accidents involving pupils or other persons who are not at work are reportable where the accident arises out of or in connection with a work activity and results in the person being taken directly from the scene to hospital for treatment, or results in death, subject to the requirements of RIDDOR.

Not every accident occurring at School is reportable under RIDDOR. The Headteacher, supported by the Health and Safety Lead and the School's health and safety adviser where appropriate, will determine whether an incident meets the applicable reporting criteria and reporting deadline.

The School will nevertheless record and appropriately investigate accidents, incidents and near misses whether or not they are reportable under RIDDOR. Lessons identified will be incorporated into risk assessments, procedures, training and/or supervision as appropriate.

Records of RIDDOR decisions and reports will be retained by the School.

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 involving members of staff, pupils or visitors, HSE is the enforcing authority and reports should be submitted to them within the applicable reporting deadline 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 Partnership: 020 7527 7400.
- 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 sent a Head Bump Form through iSAMs, and if the injury is serious (bleeding, large bruises or eye injuries), parents will be notified by phone as well.

Reporting to appropriate regulatory and child protection agencies

The Headteacher will ensure that serious accidents, food poisoning and incidents are notified to the appropriate regulatory, statutory, safeguarding and/or enforcement bodies where required, within the applicable statutory timescale. The School will seek advice where there is uncertainty as to whether a notification is required.

Workplace safety for children, staff 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 teacher, then reviewed regularly. Prior to a regular outing, the 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 Trips Co-ordinator and 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. Class timetables can be found on the school website in the parent portal and outline the time and place of regular outings. Parents will be informed 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
- Bump to Head, Head Injury & Concussion Policy

Extreme Weather

The School will consider risks arising from unusually hot or cold weather, including indoor temperature, ventilation, hydration, sun exposure, outdoor activities, snow and ice, and will adapt activities or premises arrangements where necessary.

Work-related Stress

The School recognises work-related stress as a health and safety issue. Where concerns indicate a risk to an employee's health, an individual or organisational risk assessment will be considered and reasonable control measures implemented. Staff are encouraged to raise workload, working-practice or wellbeing concerns at an early stage.

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 at Work, Full Paediatric First Aiders (all EYFS teachers and staff holding CACHE Level 2 and above), 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.

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 and carry fewer items. 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 in their classroom. Expiry dates of individual children's medication is recorded in the Medicine file and monitored by the Deputy Headteacher or Business Manager. Both the Prep School and the Early Years Site keep a salbutamol inhaler and a stock of paracetamol and 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.

Adrenaline Auto-Injectors

The School maintains spare adrenaline auto-injectors (AAIs) on both sites in accordance with applicable legislation and having regard to current DfE guidance. The School's arrangements for the storage, checking and emergency use of AAIs are set out in the Allergy Safety Policy and First Aid Policy.

Parents who are enrolling their children at the School are now asked to give consent for these to be used in an emergency, and current parents have also been asked to give consent. Even if consent has not been given, paramedics can instruct the school to use the adrenaline auto-injector.

Automated external defibrillators

Both sites have an AED which is designed to be used by lay bystanders. These are checked every month to ensure that pads and batteries are in good working order.

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 Prep School and inside the cabinet above food preparation areas at the Early Years Site. A copy of the Prep 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. Where staff reasonably believe that emergency medical assistance is required, 999 will be called without delay and parents/carers will be informed as soon as practicable. Emergency treatment will not be delayed while awaiting parental contact. For injuries or illnesses not requiring emergency assistance, parents/carers will be contacted in accordance with the First Aid Policy.

Refer to the Bump to Head, Head Injury & Concussion Policy for information around head bumps and reporting to parents after the injury has been triaged.

Infection control

We follow national guidance published by UK Health Security Agency (UKHSA) when responding to infection control issues. We will encourage staff and pupils, including those in the Early Years, to follow this good hygiene practice outlined below:

Handwashing

- Wash hands with the foaming 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 or a plaster

Coughing and sneezing

- Cover mouth and nose with a tissue
- Encouraging coughing into the elbow area, not hands

- 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 Areas:

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 on accident forms by staff and parents are informed when collecting their child
- Serious accidents and incidents will be reported to the appropriate regulatory, statutory, safeguarding and/or enforcement bodies where required and within the applicable reporting timescale.

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 in the Early Years using nappies which is near to 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.

Infectious 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 measures, 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, the School will make suitable emergency evacuation arrangements for any pupil, employee or visitor who may require assistance to evacuate. Personal Emergency Evacuation Plans (PEEPs) will be prepared where an individual's needs make this appropriate and reviewed when circumstances change.
- Staff must use the Blip! App to sign in and out of the premises so that an accurate record is maintained of who is on site.
- 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 whiteboards, 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 switches are clearly marked to identify their machine.
- When staff bring in personal devices, cables must be PAT tested, or school cables must be used
- 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

Staff should take great care when using electrical appliances in the staff room e.g. kettle, toaster, microwaves and laminator, and make sure that the oven/hob is turned off at the wall after use. Electric heaters must be wall mounted, away from combustible materials.

Gas safety and boiler room

Boiler rooms should never be 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 procedures. Visitors must be accompanied at all times by a member of staff. When visitors use the adult toilet, a member of staff will stand in the adjacent area.

Where possible, contractors will be asked to complete works during holidays.

Associated policies

- Arrival and Departure Policy
- Main Gate Risk Assessment
- End of Day Procedure
- Emergency Response Plan
- School Attendance Policy
- 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:

Cleaning products and towels that may be needed by staff during the day must be locked away in the cupboards designated for cleaning products, or on high shelves in the classrooms, out of reach of children.

Dangerous liquids (COSHH)

All hazardous substances should be labelled and stored in a locked, sealed cabinet in (a) Cleaner's Cupboard at the Prep School (b) Office at Early Years Site. 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 Early Years Site, the cleaner should empty all bins at the end of the day. The Lunchtime Supervisors 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 Prep School, the cleaner will be responsible for emptying bins into main bin at the School entrance. The Lunchtime Supervisors are 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 the written risk assessment which is available from the office. The School has worked towards reducing activities which require manual handling procedures, however the following apply where there is a foreseeable risk of injury:

- Plan manual handling tasks and decant items where possible
- 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

We have made an effort to reduce the opportunities for staff to work at height by bringing noticeboards and displays lower down on walls. In the event staff need to access higher areas, metal commercial ladders may be used for the purposes of arranging displays or accessing resources.

Staff using stepladders or ladders must have received appropriate instruction/training, undertake a pre-use check, position the equipment on a firm and level surface and use it in accordance with the manufacturer's instructions and the School's risk assessment. Staff must not use chairs, tables, desks or other unsuitable furniture as access equipment. Work at height must not be undertaken where conditions make it unsafe.

Hazard Reporting

Staff are asked to report to the school office on the relevant site immediately when they see anything that may be a safety or hygiene hazard to them or the children e.g. damaged equipment,

hazards in the 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 in the Hazard Reporting Book from initial notification through to completion of the remedial action or repair.

Asbestos

Both sites have had asbestos surveys, and these are kept in the H&S folder at the Prep School. The H&S Lead must undertake Asbestos Awareness Training and ensure that all staff and visiting contractors are made aware of the dangers of asbestos.
Before any intrusive maintenance, refurbishment or building work is undertaken, the School will consult the asbestos register and management plan and determine whether further survey information is required. Relevant asbestos information will be provided to contractors before work begins. No person may disturb suspected asbestos-containing material unless the work has been appropriately assessed and authorised.

Legionella

A water risk assessment has been completed on both sites. The Early Years Site Administrator and the Health and Safety Lead will be responsible for ensuring that identifiable operational controls are conducted and recorded.
The School's Legionella risk assessments will be kept under review and reviewed following significant changes to the water system, building use or risk profile, or where monitoring indicates that existing controls may no longer be effective. Routine control measures, including temperature monitoring and flushing where required, will be recorded.

The risks from Legionella are mitigated by temperature checks and flushing of the system after long breaks of the buildings not being used, as well as recommended repairs being undertaken.

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 and Safety at Work Act 1974 and the Management of Health and 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, unless a Temporary Licence has been granted by Islington Council for parent events.
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 individual should be under the influence of alcohol or drugs while on the School premises where this could impair their ability to perform their duties safely, care for children or, in the case of pupils, participate safely in School activities.

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 and Vaping

Smoking and vaping are 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. Staff are entitled to ask for equipment to improve their workstation if required.

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 rooms at both sites.

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 Prep School the administrator will record in the electronic Register on iSAMs the arrival or departure of children outside normal school hours using the codes supplied by the Department for Education. At the Early Years Site, 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 by the Headteacher/Deputy Headteacher
- 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 their 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 their antenatal carer and GP immediately to ensure investigation

- Slapped cheek (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.

Appendix 1

Training Needs Assessment Sept 2024, May 2025, Sept 2025, Jan 2026, Oct 2026

Area	Course
Induction	• 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	• Governors – Islington training with staff or Safeguarding for Governors, Educare (TES) or AGBIS if unable to attend • 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 training that focus on specific safeguarding issues • National College Safeguarding – any new starter out of cycle with other staff to include Peri staff and Volunteers • Peris and volunteers – Educare (TES) • Online Safety – annual updates with ICT Co-ordinator
Child Protection and Safeguarding	• DSLs – Safeguarding Role and Responsibilities (every 2 years, with annual refresher)
Safer Recruitment	• Safer Recruitment – 1 Gov, Headteacher, Deputy Headteacher, HR

Looked after children	• NA to the school presently, will train if need arises
Prevent Duty	• Prevent Duty Level 1 (Awareness) All Staff - annual • Prevent Duty Level 2 (Referrals) DSLs – annual
Equality Training	• All staff
Sexual Harassment training for school staff	• All staff • Sexual Harassment in the Workplace for Leaders • Teachers/TAs - Certificate in Harmful Sexual Behaviour Awareness for Teachers Certificate in Harmful Sexual Behaviour Awareness for Support Staff
First Aid	• Emergency First Aid at Work - 2 on each site • All pupil facing staff Emergency Paediatric First Aid, new starters ASAP after start date (Prep) • EYFS - Full Paediatric First Aid (12 hour) - From Jan 2024, any staff included in ratios with CACHE Level 2 or higher from June 2016 must have Full PFA, so we have taken the decision to train everyone as their certificates renew to ensure we meet this requirement, renewed every 3 years. • Annual refresher Paediatric First Aid Awareness (online) • Supporting pupils with medical conditions – training as required • Administration of Medicines – a few staff who regularly are asked to administer antibiotics will be offered this training, although it is not compulsory • Mental Health First Aid – SENCo • Allergy awareness training – All staff
Fire	• All staff Fire Safety Awareness in Education online – National College • Fire Warden Training – 3 on each site with fire extinguisher info (annual)
Midas Training	• For minibus drivers – every 4 years
H&S – Food Handling	• Level 2 Food Hygiene and Safety for Catering – all EYFS staff and PS lunchtime supervisors, renewed every three years
H&S – Manual Handling	• All staff annually
H&S – Ladder Training	• All staff annually
H&S – Use of Restrictive Interventions	• As required by individual class teachers, EYFS
H&S – COSHH	• Cleaners – 1 on each site, refresher as and when new risks/changes arise

H&S Asbestos Management	• Reminders not to touch the hall ceiling, this is done at the first inset day of the year to ensure everyone is aware • H&S Lead Certificate in Asbestos Management
Data	• All staff Data Protection training annually
Cyber Security	• Cyber Security basics – all staff with TCH email addresses annually, including passwords • One governor must also complete basic Cyber Security course (AZ)
SENCO	• National Award for SEN Co-ordination within 3 years of being appointed for new SENCOs