

## Policy for Health & Safety

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<b>Governor Responsibility:</b>	Resources Committee
<b>Staff Responsibility:</b>	Headteacher and Deputy Head
<b>Review Period:</b>	Bi-annual
<b>Status:</b>	Non-statutory
<b>Reviewed:</b>	Autumn 2016
<b>Next Review Date:</b>	Spring 2018
<b>Governor Signature</b>	

## 1. Health & Safety Policy Statement

The Governors and Headteacher recognise their responsibility is to provide a safe and healthy environment for teaching and non-teaching staff, volunteers, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the Governors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary;
- bring to the attention of all regular and temporary employees, volunteers, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practice of effective procedures for use in the event of a serious risk or imminent danger.

In addition, to assist in the proper implementation of this policy the Governors and Headteacher will:

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in Health and Safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring Health and Safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

## 2. Health & Safety Representatives and Organisation

Title	Name
Chair of Governors	
Headteacher	Mr. Tony Woodward
School Health & Safety Coordinator	Mr. Richard Evans
Site Manager	Mr. E. Francis
Welfare Officer	Ms. Alexandra Moir
Chair of the Resources Committee	Ms. Jane Garrard

## 3. Roles and responsibilities.

### 3.1 Health and Safety and Welfare Advice and Training

Haringey Health & Safety Officer Mr. Fabrice Terrochaire 020 8489 4504  
School Nurse: 020 3074 2600 (Opt. 2) or 020 8489 4504

### 3.2 Fire Control/Emergency Evacuation

Fire Safety Officer Haringey Council 020 8489 3780

### **3.3 Reporting and Recording of Accidents etc**

(including accidents, diseases, dangerous occurrences, and incidents of violence)

Ms. Alex Moir

Educational Visits Co-ordinator (EVC) and Risk Assessments

Ms. Annie Ashraf

Legionnaires Co-ordinator

Mr E. Francis

Portable Electrical Appliance Testing

Mr. Nnamdi Onobogu

Control of Substances Hazardous to Health

Mr E. Francis

### **3.4 Governing Body**

- ensures that a Health & Safety policy is developed and implemented to ensure the health, safety and welfare of the school's employees and the Health & Safety of those not in their employment i.e. pupils, parents, visitors and contractors.
- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, Organisation and arrangements
- will ensure that the Health and Safety Policy, Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- Will ensure that the leadership and management of H&S is monitored by a separate sub-committee comprising a minimum of two safety representatives: Site Manager, H&S Link Governor, H&S Coordinator (RE) - See Appendix 4 for Role of the Health & Safety Sub Committee
- will ensure that Health and Safety is an agenda item on every Resources Committee Meeting.
- will make adequate financial provision for carrying the policy into effect
- will monitor the effectiveness of the policy and safety performance of the school on a regular basis
- will review (and amend as appropriate) the Health and Safety Policy on a timely basis
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- will nominate a governor to sit on the Health & Safety Sub Committee.

### **3.5 Headteacher**

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- will ensure that professional safety advice is available and that a safety officer for the premises is appointed and that roles and responsibilities are apportioned appropriately.
- will periodically review the policy and draft amendments to it on a timely basis
- will monitor the safety performance of the school and take such steps as may be necessary to improve performance
- will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees or main stakeholders identified as being especially at risk
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school

- will ensure that appropriate staff liaise with subject co-ordinators and Health and Safety officer on Health and Safety matters
- will provide ongoing recommendations and present an annual report on Health and Safety to the governing body
- will be responsible for managing visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.

### **3.6 School Health and Safety Co-ordinator (Deputy Headteacher)**

- will create a positive approach to accident prevention and the Health and Safety of staff, pupils and others on the school premises
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc.) working with the site manager and school business manager
- will liaise with outside Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), The Fire Prevention Officer, etc.
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.
- will seek expert advice from the Corporate Health and Safety Team at Haringey when appropriate.

### **3.7 All Staff**

- will take reasonable care of their own Health and Safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of Health and Safety and will not interfere with or misuse anything provided in the interest of Health and Safety;
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management or the Safety Adviser as appropriate;
- will actively engage with training to remain updated and aware of H&S issues

### **3,8 Site Manager**

- will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in Health and Safety matters;
- will identify Health and Safety repairs and put into operation as necessary emergency work required to ensure the Health and Safety of staff, pupils and others;
- will ensure that leads and plugs are regularly checked. The Site Manager will be responsible for checking those items of electrical equipment which are provided for the cleaning and maintenance of the premises.
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect Health and Safety issues;
- will liaise with Property Services/outside agencies on matters of Health and Safety relating to electricity, gas, water supplies, waste disposal, safe access for pedestrians and vehicles, building regulations and planning;
- will be able to manage asbestos in the building and be familiar with the Asbestos Register.
- will promote an interest in, and enthusiasm for Health and Safety throughout the school.

#### **4. Monitoring / Auditing of the safety system.**

A Health & Safety Audit is carried out by a safety adviser from the LA on a bi-annual basis to ensure systems are effective.

Safety systems will be audited by a Health & Safety Officer. An audit is completed every two years, normally during the spring term. A report will be given to the Headteacher for action.

## 5. Inspections of the school

The school is inspected regularly by the Site Manager and the Assistant Site Manager for any defects that could lead to an accident or ill health of any occupant. The Site Manager, the Deputy Site Manager and the Deputy Headteacher carry out an inspection once per term and the results briefly recorded in the school log or inspection book. The Health & Safety link governor is invited to accompany these inspections. Health & Safety is addressed as a standing item at weekly staff briefings which takes place on Mondays.

## 6. First aid

6.1 The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure suitable provision is available at all times including out of normal working hours and on visits and journeys. If medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school via the emergency services and the child will be accompanied to the doctor's or hospital by a member of staff.

The school seeks to ensure that at least 2 members of staff have received training on a first aid course and two further members of staff have the additional paediatric training qualification. The training is provided by STS First Aid Training and Supplies Ltd., approved by the Health and Safety Executive. Names of all the First Aiders and Paediatric trained staff are displayed in the office.

### 6.2 First Aid Facilities

The first aid boxes are placed in clearly identified and accessible locations:

- in the medical room
- in the kitchen

Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished, by the first aider, as soon as possible after use in order to ensure there is always adequate supply of all materials. (Additional supplies are stored in a cupboard in the medical room) The First Aider on duty is responsible for ensuring these are replenished as soon as possible after use.

### 6.3 Recording First Aid Treatment

Records of all incidents treated will be made in the accident book – a separate file for each year group. This is monitored by the Welfare Officer, Alex Moir.

## 7. Blood, avoiding contamination.

- Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids.

Disposable plastic gloves will be provided in the first aid box which is properly stored and checked regularly to ensure that they remain in good condition. All Teaching Assistants and the SMSAs are nominated to deal with first aid for they have attended up to date First Aid at Work courses. The Nursery Nurses and the Welfare Officer have attended up to date necessary paediatric first aid courses.

## 8. Accident reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in the inability of an employee to work more than 3 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

The Corporate Accident Reporting form (CARS form) must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations the Health & Safety Co-ordinator must immediately notify Haringey Council's Corporate Health and Safety Team by the quickest practicable means during office hours. Instructions are available on the back of the white sheet of the CARS form. This information will be passed to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the CARS Form. If reporting the incident out of hours it will be necessary to contact the Health and Safety Executive Incident Contact Centre directly.

STAFF must be aware of the following:

- If a child suffers a bump to the head parents are notified (dependent on severity). Children are given a "bumped head" stamp on the hand.
- Details of the injury, time and date are noted in the accident book – a separate file for each year group.
- Children's allergies are identified and details accessible by staff and supply teachers in the staffroom, medical room and outing folders.

If there is any uncertainty as to what must be reported, staff may contact the Corporate Health and Safety Team for advice. Staff should be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible. The report form will be signed/completed by the Headteacher or nominated senior member of staff in their absence.

The white copy is retained for school purposes in the medical room. A copy of the form is scanned and emailed to the Corporate Health and Safety Team at Haringey Council.

In addition staff are required to make a note of all telephone notifications made, detailing:

- the time of the call
- the name of the caller
- what details were given of the situation being notified

## **9. Reviewing accidents**

An analysis of the accident reports and near misses will be undertaken by the Site Manager and Welfare Officer at intervals and considered by both school management and the Resources Committee (Health and Safety Sub Committee) for consideration of further action.

## **10. Chemical safety**

### **Control of Substances Hazardous to Health (COSHH)**

**NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.**

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinator will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a Haringey Council COSHH

assessment form will be used to ensure conformity. Copies of these documents will be available from the Site Manager.

- ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practice safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure protective equipment/clothing is available to personnel and used when required .

All Staff must be:

- alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed.
- aware that the use of solvent based "Tippex" is controlled by Richard Evans – School H & S Co-ordinator.
- aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Site Manager/School H & S Co-ordinator.

## **11. Contractors on site**

Haringey Council assesses the safety credentials of a contractor and these contractors will be identified on the approved list. This list is referred to before awarding the work. All contractors working on the school premises are to report to the school office prior to starting work (see section on Security). They must sign in to school following normal security procedures. Checks for DBS will be requested. Contractors without a DBS are issued a red lanyard, identifying that they must not be left unescorted. All contractors will be informed of the School's emergency procedures. For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Haringey Council and current Health and Safety legislation. Close liaison between the Council representative and contractors must be maintained. These arrangements will be put in place prior to work commencing and during the work activity as appropriate. See Appendix 5 for details of vetting procedures.

## **12. Electrical safety**

Most people are well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in the school and must be treated with respect. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The fixed electrical installation should be tested at about five yearly intervals.

Staff are reminded of the following procedures which should be adhered to when using electrical appliances:

- All portable electrical appliances should be tested annually. Staff should check the date of the last test. If no sticker is visible, the appliance must not be used until checked with the site manager.
- Staff should be instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc. Any faults must be reported to the Site Manager immediately and the equipment taken out of use until it is suitably repaired.
- Be aware of the dangers of trailing cables and do not allow trailing cables across walkways. Extension leads should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

## **13. Fire safety and monitoring practices**

- The Fire Risk assessment is sited in the Business Manager's Office. This is reviewed on an annual basis unless there are significant changes before this.
- An assessment on the risks of fire is carried out by the Health and Safety Coordinator annually. As a result of the assessment, risks are prioritised accordingly. Notices of fire procedures are fixed to visible sites around the school and in every classroom. Emergency exit doors and routes are to be kept clear at all times. All fire doors are to be kept unlocked while the premises are in use and checked regularly. The Site Manager checks all firefighting and detection equipment annually to ensure

compatibility with statutory requirements. In addition an annual check of all fire extinguishers is carried out by an approved contractor.

- The fire alarms are tested weekly by the Site Manager and emergency lighting monthly as required by the Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept by the Business Manager.
- Staff and visiting adults are asked to read (and sign) the School's Fire Alarm & Evacuation Procedures. (See Appendix 6 and copy in Staff Handbook)
- Visitors/contractors report their presence on site to the School Office and sign the appropriate 'Visitors' book. Office staff must remind visitors to read the emergency evacuation arrangements.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.
- The electronic fire alarm system must be tested by an approved contractor on a regular basis.
- Break glass points are tested weekly from a different point each time.
- Fire signs to be adequate and updated to comply with recent changes to regulations.
- Staff undertake on-line fire awareness training, monitored by the Business Manager.
- Self-evaluation following a drill leads to effective remedying of issues in order to improve safety.

**Fire drills** take place at least once per term; more frequently at the beginning of the new academic year.

- Procedures are in place to guide staff / visitors in the event of a fire or emergency evacuation
- During a fire drill, the decision to notionally block off one of the escape routes to more closely simulate a fire situation will be made by the Headteacher. The time taken to evacuate the school is recorded by the site manager. The expected time for evacuation is 2 minutes. All evacuations are evaluated by Headteacher / Deputy Head / Site Manager.

#### 14. Flammables

It is unlikely that a primary school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will kept to a minimum. COSSH arrangements are reviewed on an annual basis.

#### 15. Housekeeping

The school has adopted policies and practices which lead to a safe working environment and good housekeeping is practiced at all times and sets a good example to the pupils.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. The Site Manager should be contacted to assist with large spillages.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by the Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving school meals – see Pabulum Guidelines.

#### 16. Waste

The arrangements for removing waste from the school are reviewed annually. Consideration is given to the need for removing clinical waste in yellow bags.

#### 17. Equipment

18.1 Staff ensure that equipment is in good working order and is stored safely. Any faulty equipment is withdrawn from use and reported to the Site Manager or School Health & Safety Co-ordinator, with a note saying Faulty - Do Not Use. Staff should adhere to the following:

#### 18.2 Staple Guns

These are not to be used by children and must always be stored in a drawer when not in use.

### **18.3 DT Equipment**

Children are instructed in the correct use of this equipment and fully supervised when using tools. This must be stored securely when not in use and at times where there is no supervision.

### **18.4 Ladders and kick stools**

Several pairs of ladders are kept in school. Ladders externally stored are padlocked securely. These are checked during a Health and Safety inspection. Teachers and helpers are advised to use ladders and kick stools not chairs when displaying work.

### **18.5 PE Equipment**

PE equipment is inspected annually by an outside contractor. Records are kept of these inspections. Staff are provided with instruction and the safe use of large pieces of PE equipment, including wall bars, etc.

### **18.6 Cookers**

Staff and parents are shown how to operate the cooker. It is essential that adults remain by the hob when the rings are still hot. The hob is marked with this instruction.

## **18. Bad weather contingency plans See 'Critical Incident Plan'**

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be clearly marked.

## **19. Staff welfare – managing stress**

The school acknowledges that the Local Authority provides a confidential counselling service for all staff to support their personal well-being. Governors commend the use of this service to staff. Staff can find out more details through the Children and Young People's Services – Human Resources Department. Staff are encouraged to counter any suggestion that stress is a sign of weakness. They may be asked in an attendance review or during the Performance Management process whether stress is a problem in order to see what support we can offer. Staff are encouraged to support one another.

The Headteacher and senior managers are aware of the signs of stress and aim to manage a range of strategies to deal with this as appropriate: peer support, suggestions for treatment, referral to Occupational Health. Stress is considered when carrying out the risk assessments for the school. We pay particular attention to signs of stress during difficult periods, e.g. parent consultations, report writing time, inspection, etc.

## **20. Manual handling**

The school provides staff with guidance on this included in the Staff Handbook.

## **21. Transport use**

- Staff at Tetherdown will not use personal vehicles for the transporting of pupils. Where transport is necessary, such as school visits or for swimming, arrangements will be made following the School Visits policy and procedures (see separate policy document). Vehicles without seat belts will not be used.
- Transport to and from sporting fixtures is organised among parents by mutual agreement: Tetherdown does not arrange the transportation of children. [A1][A2] The party leader will arrange a central dropping point for all pupils. Parents are reminded to check that the driver of a vehicle has the appropriate qualifications, licenses and insurance.

## **22. Office safety including DSE- Display Screen Equipment Testing**

All offices are checked to ensure that trailing cables from computers do not cause tripping hazards. Space under the desk and open floor areas are not used for storage. Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one

time during their working day). Staff who are classified as a user must undertake a workstation risk assessment. Adaptations to the work environment may be made on the outcome of the test, e.g. screen riser, foot rest etc.

### 23. Off site visits (See separate Educational Visits Policy)

### 24. Pregnant workers

When a member of staff notifies the school that they are pregnant an appropriate risk assessment is carried out in accordance with Haringey Guidelines to ensure that the duties performed do not cause her, or her unborn child, any harm.

### 25. Risk assessments

Risk assessments are carried out to insure the safety of our children and staff and that we comply with legislative requirements. A risk assessment will be instigated by Senior Leaders, but will include as many staff as possible.

Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

### 26. Safety training

Safety training needs are reviewed by senior leaders and appropriate training arranged for staff. Safety training is also provided for new or relief staff as part of the induction process.

List training:

Training	Undertaken by	Monitored by
Fire safety	All staff	Business Manager
Manual handling	Premises staff	Business Manager
Display screen assessments	Admin staff and SLT	Business Manager
Etc.		

### 27. Security

Gates are locked at the same time each day in the morning at 9.00 am and after school at 3.45 pm. After which time access to school is through the main entrance via electronic security systems. After school clubs use the Reception playground gate via the hall. Office staff monitors those that come to the door at reception before deciding who to let into the building.

#### 28.1 Visitors

- Visitors to the school are directed to the main reception by signs outside.
- Visitors, including regular visitors, contractors, etc. are required to sign the Visitors book at the main office. They will be given a lanyard to wear.
  - Purple lanyard for parents of registered pupils
  - Green lanyard for Governors
  - Blue lanyard for those who have showed appropriate safeguarding checks
  - Red lanyard for those who have not safeguarding checks carried out or are unable to show this information on the day of their visit.
- Visitors are required to sign out at the end of the visit and return their badge.

#### 28.2 Asset Management / valuable equipment

All valuable equipment is security marked and an inventory compiled and maintained by admin staff, in accordance with the school financial regulations. See separate policy.

### **28.3 Personal Property**

- Staff are responsible for the security of their own personal items. These may be deposited in the office, subject to space or in lockers.
- Pupils are discouraged from bringing valuables into school.
- Pupils can ask the class teacher to look after small quantities of money they may bring in to school.
- Parents are constantly reminded to label pupils' clothing and belongings.

### **28.4 Cash handling – see separate Finance Management guidelines**

The handling of cash is kept to a minimum. Payments are made using ParentPay, an electronic cashless system. Cash coming into school for PSA and charity fund-raising is stored in the school safe until a time that it can be banked.

### **28.5 Intruders**

We have a range of strategies in place to prevent intruders gaining access to the school.

- All staff are aware that they should challenge anyone on the premises who is not wearing a visitors' lanyard.
- Adults with a red lanyard are to be accompanied at all times; should they appear unaccompanied at any time staff are to challenge the visitor to identify the situation.
- There are phones in each classroom which connect to the office to call for assistance.
- The school also complies with Haringey's "School-Safe" procedures.
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### **28. Welfare Facilities**

The welfare facilities provided on site are maintained in a clean and hygienic state and are available for use by all members of the school community. These facilities include toilets, hand-washing facilities with warm water, showers, soap and hot air hand dryers. There are also facilities to make a drink and eat lunch.

### **29. Lone Working**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own. In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Headteacher or designated senior manager. They are also required to comply with the following procedures:-

- inform another adult of their whereabouts and approximate lone working time and provide a contact telephone number;
- have access to a telephone;
- ensure all exterior doors are locked.

### **30. Staff and the Health and Safety Policy**

All staff, teaching and non-teaching are given a copy of the policy and are required to complete and return the acknowledgement slip to the office. All staff keep a copy of the policy in the staff file so that it is available for supply staff. Staff are expected to participate in Health and Safety training as appropriate.

### **31. Other Policies which should be read in conjunction with this policy:**

Animals in school policy  
Supporting Pupils with Medical Needs Policy  
Inventory Policy  
Finance Management Guidelines

## Appendix 1

### Security in Action

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#### Management Practice

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- Records are kept of acts of vandalism, theft
- Any damage is quickly repaired
- Incidents are reported to the police and LA as appropriate
- A budget for essential security items is requested as necessary
- Advice from the Crime Prevention Officer / LA Safety Officer is sought when security or safety is being reviewed.
- All staff are asked to be alert to suspicious activities.

#### Contingency Planning

- Keyholders are logged with both monitoring company and police/LA
- Computer back-up records are kept in the fire proof safe.

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#### General Building Security

The boundary of the school is clearly defined

The school has an intruder alarm

The alarm system is set only by designated key holders. Currently these are the Headteacher, the Deputy and Assistant Headteacher and the Site and Assistant Site Manager and Keyholding Company (Eurotech).

The alarm system is maintained on a regular by Eurotech.

Access to the building during school hours is restricted by the use of electronic security on doors and gates.

#### Security Outside of School Hours

- Parents are encouraged to report any suspicious activities to the police
- The school has external lighting and CCTV cameras.
- Hirers of the school are advised to take account of security -

## **Appendix 2**

### **Role of the Health & Safety Sub Committee (Resources Committee)**

Terms of Reference are available from the Clerk to the Governors

- To initiate, in conjunction with the Headteacher, any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
- To consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from Haringey Council or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
- To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- In conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- To understand accidents and notifiable disease statistics and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Give due consideration to reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act or which safety representatives may wish to submit.
- Provide assistance in the development of safety rules and safe systems of work.
- Keep a watch on the adequacy of safety and health communication and publicity in the workplace.
- Encourage the provision of a link with the appropriate enforcing authority.

## **Appendix 3**

### **Contractors and safety vetting procedures**

The following factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- identification of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the Health and Safety requirements as laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire-fighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication arrangements during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors work areas;
- confirmation that all workers are suitably qualified and competent for the work (including the requirement for evidence where relevant).

When using local contractors it is advisable to set up the school's own "approved list". This will ensure that only suitable contractors are brought into the school to perform tasks.

For a contractor to get onto the approved list they should satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience;
- can supply the resources to satisfactorily complete the job, without up front payment;
- able to supply several satisfactory references, which should be checked;
- is a member of the relevant trade association;
- has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- has an up to date and meaningful safety policy;
- has documented risk assessments;
- agree to abide by the school safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

**Appendix 4**

**Fire Alarm and Evacuation Procedure**

If a fire has been discovered raise the alarm and notify the school office of the location of the fire.

The fire services are to be called immediately. Dial 999.

[Should the alarm be activated in a non-controlled situation the Fire Brigade will be summoned via electronic communication with the alarm system. Admin staff will also alert the Fire Brigade on hearing the alarm unless otherwise advised.]

<b>Fire evacuation drill</b>	
Step 1	On hearing the alarm (a repeating electronic beeper similar to playtime sound), line the pupils up quickly and quietly. Lifts are not to be used. Adults / children requiring the lift should convene at the nearest CALL POINT.
Step 2	Follow the fire evacuation plan and walk to LOWER PLAYGROUND (A) If directed by the Headteacher staff and children will assemble off site at St James' Primary School (B).
Step 3	Ensure children line up in register order. Take the register and if anyone is missing alert the Headteacher or Deputy Headteacher
Step 4	Hold up your register when completed.

**DO NOT UNDER ANY CIRCUMSTANCES RE-ENTER THE BUILDING UNTIL ADVISED.**

SWEEPERS  Any member of teaching support staff	<ul style="list-style-type: none"> <li>• Check <b>the floor you are working on</b> i.e. Yellow, Blue, Green and Red has been completely evacuated (toilets, all rooms and fire exits).</li> <li>• Alert the Headteacher or Deputy Headteacher if anyone is missing</li> </ul>
ADMIN TEAM	<ul style="list-style-type: none"> <li>• Final exit doors to be opened in direction of travel and closed as leaving the building</li> <li>• Handout registers to class teachers</li> <li>• Check the fire roll list (staff and visitors)</li> <li>• Alert the Headteacher or Deputy Headteacher if anyone is missing</li> <li>• Ensure all visitors to site are notified of our fire procedures</li> </ul>
TEACHERS	<ul style="list-style-type: none"> <li>• Take/call the register</li> <li>• Hold the register up in the air when completed to indicate all children are present</li> <li>• Alert the Headteacher or Deputy Headteacher if anyone is missing</li> </ul>
PREMISES ASSISTANT	<ul style="list-style-type: none"> <li>• Regularly check that full fire exit signs and procedures are in place</li> <li>• Test the fire alarm regularly on a Tuesday at 8.15am at different call points each week</li> </ul>

- All members of staff are responsible for knowing their quickest route out of the building.
- Evacuation Procedures are displayed in each room
- Fire drills will take place on a regular basis.
- Fire equipment checks take place every 6 months.

## Appendix 5

### Health & Safety Policy - staff acknowledgement form

Name	<input type="text"/>
Job Title	<input type="text"/>
I have read this Health & Safety Policy and I understand my role with regards to Health & Safety at Tetherdown.	<input type="checkbox"/>
Signature	<input type="text"/>
Date	<input type="text"/>

On completion this section should be handed to the Admin Team.