



NORTHSIDE Primary School

Health and Safety Policy

Last review: October 2023

Ratified: October 2023

Review: September 2024

Rationale

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for our pupils, staff and any visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1992 and 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Gas Safety (Installation and Use) Regulations 1998
- The Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- Guidance published by Public Health England
- Statutory Framework for the Early Years Foundation Stage

Key Principles

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly

RESPECT
inspected

PRIDE

Northside Values

INSIDERS

CHALLENGE

CREATIVITY

RESILIENCE

to value all the Health and Safety needs of members of the Northside Community

to have pride in the school site and ensure that it is a safe and healthy environment

to work together with families and our diverse community to ensure a safe and healthy environment

to have high expectations of all safe working procedures

to ensure all stakeholders are able to express their feelings and ideas about Health and Safety concerns

to develop life skills so all members of the Northside Community remain healthy and safe

In Practice

Roles and Responsibilities

The Chief Executive of Barnet Borough Council has overall and final responsibility for the effective management of health and safety within Northside Primary School. The Director of Children's Services is responsible for ensuring that the school has systems in place to meet the requirements

of the Council's Health and Safety Policy. The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Governing Body

The responsibility of Health and Safety has been devolved to the Resources Committee but all decisions are ratified at the full Governing Body. The Resources Committee 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 governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- Review the Health and Safety Policy annually
- Consider Health and safety matters when assessing the budget

Further details on the Governing Body's responsibilities can be found in the Council's Health and Safety Policy at www.barnet.gov.uk .

The governor who oversees health and safety is *Rebecca Bakar*

Headteacher

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

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing body on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the deputy headteacher assumes the above day-to-day health and safety responsibilities. Further details on the headteacher's responsibilities can be found in the Council's Health and Safety Policy at www.barnet.gov.uk.

The nominated health and safety lead is Sian Parry/Geoff Barclay (caretakers).

Staff

Staff will:

- Take care of their own health and safety
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them
- Ensure that their classroom is kept in a condition that does not put the children, themselves or anyone else at risk, i.e. free from hazards, such as trailing leads
- Ensure that PE is carried out safely so far as is reasonably practicable
- Check equipment is safe before using it

- Ensure that children are either competent to use any equipment they might be using or supervise them in such a way that the risks to their Health and Safety are minimised
- Ensure the safety of their children in the event of an emergency, such as a fire or an accident
- Ensure that the fire precautions are not obstructed within the area under their control
- Carry out risk assessments prior to educational visits

Pupils and parents

Pupils and 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.

Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Aggressive Behaviour towards Staff, Pupils or Visitors

We do not tolerate any physical or verbal abuse and we have a system in place to record such incidents. We will take appropriate action involving the Council and Police where necessary.

Site Security

The caretaker is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The caretaker, headteacher and deputy headteacher's are key holders and will respond to an emergency.

In the morning the school gates are open at 8.40am and all means of entry and exit are secured at 9am. Any admission to the school during the school day is monitored. The site, including all entrances, is also covered by CCTV cameras. In the afternoon the school gates are opened at 3.25pm and closed at 3.45pm. Outside of these times, entry to the school is then restricted to the main entrance. All visitors have to explain the nature of their visit and sign in at the school office. All visitors have to wear a visual dated visitors badge and are supervised appropriately throughout their visit. All staff wear a staff badge and have a duty to challenge any strangers on the premises or a visitor not wearing an appropriate visitor's badge.

Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly. Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will assemble on the KS2 playground and MUGA as far away from the building as possible
- Class teachers will then count the pupils, only if the number differs from the number of the pupils registered in the morning/afternoon, will a register be called out. Once all the pupils

have been accounted for the teacher will raise their arm to show that they have all their pupils

- The school secretary will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

COSHH

The type of work that we do means that our use of hazardous substances is limited. However, we are aware of our responsibilities under the Control of Substances Hazardous to Health Regulations (1999) and will comply with these where appropriate. We continually review what we hold to see if there are safer alternatives and we assess those hazardous products that we do use to ensure that we use them in accordance with the safeguards advocated by the suppliers.

Where our contractors bring hazardous substances onto our premises we ensure that COSHH assessments have been carried out on them.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained, our gas boilers are inspected annually by registered specialists
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

- A water risk assessment and water sampling is carried out regularly by Barnet Council contractors

Asbestos

- The premises have been surveyed for the presence of asbestos and a record is kept of the location of asbestos that has been found on the school site
- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work

Electricity

- The electrical installation is inspected and tested at least every five years by qualified electrical specialists
- Visual checks three times a year to ensure that there are no obvious signs of damage to the system
- Electrical equipment is regularly tested using a portable electrical appliance testing (EAT) system

PE Equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently, this is monitored by staff
- Any concerns about the condition of the gym floor or other apparatus will be reported to the PE leader

Display Screen Equipment

All DSE workstations used by our staff and those in the classrooms are assessed to ensure that they meet the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. We provide eye tests and glasses specifically designed for DSE work where required.

Lone working

Lone working may include:

Late working, Weekend working, Site manager duties, Site cleaning duties, Working in a single occupancy office.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague will be informed about where the member of staff is and when they are likely to return. The lone worker will ensure that they are medically fit to work alone.

Working at Height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The caretaker retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

Manual Handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

Off-site visits

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

- Risk assessments will be completed and uploaded using Evolve
- All off-site visits have appropriate staff to pupil ratios
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate

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, shingles, measles, German measles and Slapped cheek disease (parvovirus B19) can affect the pregnancy. Expectant mothers should report exposure to antenatal carer and GP immediately to ensure investigation.

Accident Reporting

Accident Record Book

Accidents are recorded in the accident book by the first aider who deals with it and a copy is given to the class teacher to give to the parents. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The school secretary will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The accident will be reported to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

Audit

There is an annual Health and Safety inspection of the school carried out by the Headteacher, Chair of the Resources Committee and the caretaker using audit/inspection form. This is shared with all members of the Governing Body. In addition the Council and OFSTED also audit the effectiveness of our systems.



