SCHOOL POLICY

Parliament Hill School
A high achieving and happy school

Health & Safety Policy

Governor Committee: Staffing & Resources

Responsibility of: Business Director

Date ratified: March 2026

Review date: March 2027

Our Mission

Our feminist mission is to enable every student to forge a strong identity, empowered to make their mark in the world.

We are proud to be a centre of excellence and innovation for girls' education.

We nurture aspirations and support each student to discover their dreams and ambitions. We empower girls to take risks and to develop the confidence, leadership attributes, and cooperative relationships that enable them to flourish academically, socially and personally.

Students are educated to be inclusive global citizens, enabled to speak out, and make a positive difference to the world now and in the future.

We believe that achievement and happiness are inextricably linked and we are committed to enabling both.

Health and Safety Policy for

Parliament Hill School

PART 1. STATEMENT OF INTENT

The aim of the governing body and the headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors, so far as it is reasonably practicable. This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff and a copy will be kept on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

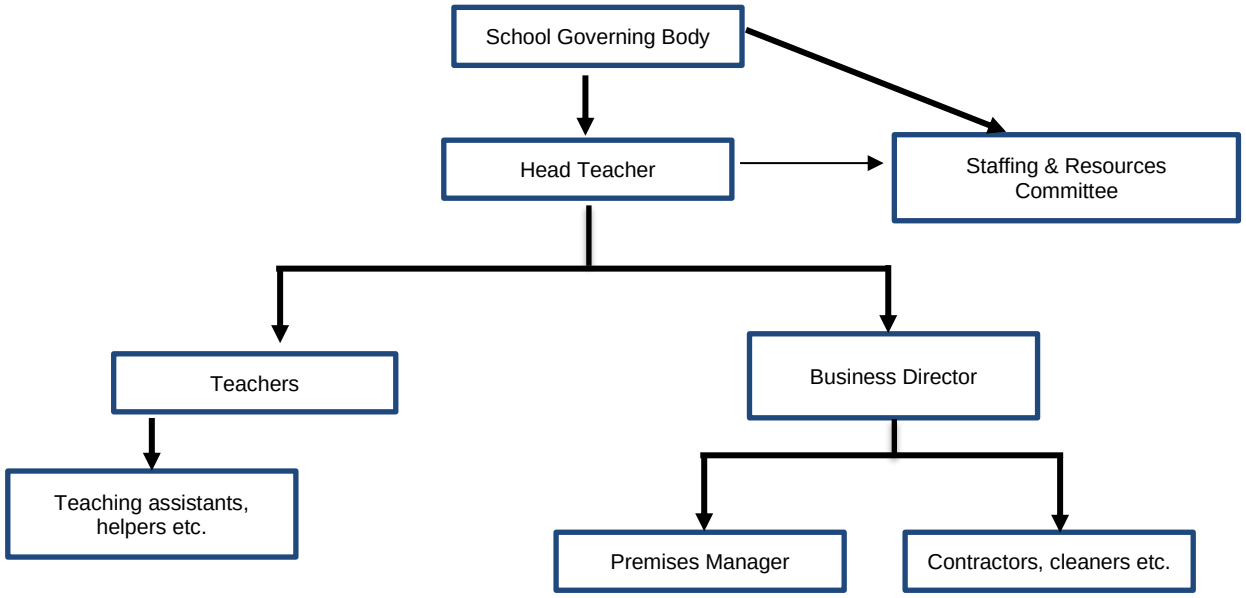
This policy should be read in conjunction with Camden Health and Safety Policies and all relevant school policies.

Daniel Silverstone, **Chair of Governors**	Sarah Creasey, **Headteacher**
Signed: Daniel Silverstone	Signed: Sarah Creasey
Date: 18 March 2026	Date: 18 March 2026

PART 2. ORGANISATION

As the employer, Camden Council has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.



Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective. As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the myDrive folder (LGFL/USOLogin/**myDrive**).

A Health & Safety Governor, Vassilis Zafiris, has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Health & Safety Team provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with the LA's health and safety policy and procedures rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.

The task of overseeing health and safety on the site has been delegated by the Head to the Business Director and the Premises Manager. Within departments this task is further delegated to the relevant Head of Department

Responsibilities of other staff holding posts of special responsibility

The Health and Safety Coordinator, Heads of Department, Technicians and Premises Manager will:

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head or individual with delegated responsibility of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

Detailed information on LBC's expectations can be found in the **myDrive** folder (LGFL/USOLogin/**myDrive**/Health&Safety).

Appendix 1 - Risk Assessments
Appendix 2 - Health and Safety Monitoring and Inspection
Appendix 3 - Fire Evacuation and other Emergency Arrangements
Appendix 4 - Inspection / Maintenance of Emergency Equipment
Appendix 5 - First Aid and Medication
Appendix 6 - Offsite Visits & School Journeys
Appendix 7 - Accidents & Incident Reporting
Appendix 8 - Health and Safety Information and Training
Appendix 9 - Personal Safety / Lone Working
Appendix 10 - Premises Work Equipment
Appendix 11 - Flammable and Hazardous Substances
Appendix 12 - Asbestos Management
Appendix 13 - Lifting and Handling
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Appendix 15 - Work at Height
Appendix 16 - Display Screen Equipment (DSE)
Appendix 17 - Lettings/ Shared use of Premises
Appendix 18 - Vehicles on Site
Appendix 19 - Minibuses
Appendix 20 - Stress / Wellbeing
Appendix 21 - Legionella Management
Appendix 22 - Work Experience
Appendix 23 - Workplace Environment

APPENDIX 1:
RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by the appropriate senior member of staff following guidance and are approved by the Headteacher.

Risk assessments are available for all staff to review and are held centrally in Teams. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the HR Manager or SENDCo as appropriate. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Respiratory Infections (including Covid-19)

The school will follow national guidance for people with symptoms of a respiratory infection (including Covid-19) within educational settings as provided by the UK Health Security Agency North East and North Central London Health Protection Team (Tel: 020 3837 7084 (option 0, then option 2) or via necl.team@phe.gov.uk). The school will also liaise with and follow advice from the Camden and Islington Public Health Team (CIPHadmin@islington.gov.uk) as necessary.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant Heads of Department / technicians using the relevant codes of practice and model risk assessments detailed below. Whenever a new course is adopted or developed all activities must be checked against these and significant findings incorporated into texts in daily use such as scheme of work, lesson plans etc.

Camden secondary schools and academies have a subscription to CLEAPSS and their publications are used as sources of model risk assessment within science and DT. In addition, the following resources may be used within the school as sources of health and safety information & model risk assessments:

Secondary schools

- BS 4163:2021 Health and Safety for Design and Technology in Schools and Similar Establishments - Code of Practice
- Safeguards in the school laboratory (ASE) https://www.ase.org.uk/news/updated-edition-of-safeguards-in-school-laboratory-now-available
- Topics in safety (ASE) https://www.ase.org.uk/resources/topics-in-safety
- National Society for Education in Art & Design (NSEAD) https://www.nsead.org/resources/health-safety/
- Safe Practice in Physical Education and School Sport' Association of PE (AfPE) https://www.afpe.org.uk/

APPENDIX 2:
HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on a 6 monthly basis and be undertaken / co-ordinated by the Premises Manager.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher and Business Director. Responsibility for following up items detailed in the safety inspection report will rest with the Business Director and Premises Manager.

A named governor, Vassilis Zafiris, will be involved/ undertake a review of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Inspections will be conducted jointly with the Headteacher and the establishment's health and safety representative(s) if possible.

APPENDIX 3:
FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance contained on the school's website. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

- Fire and emergency evacuation procedures are detailed in the staff handbook and on Teams and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.
- Evacuation procedures are also made available to all contractors / visitors.
- Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by the Head's PA and Camden

Fire Drills

- Fire drills will be undertaken termly and results recorded on the Every system.

Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Details of service isolation points

Isolation Point	Location
Gas	**Green box outside the LaSWAP building (LaSWAP)** **Green box just inside the main visitor gate (Morant, Kite and PA buildings)**
Water	**Two inside the fence in the corner of the LaSWAP grounds opposite Croftdown Road, adjacent to WES pathway** **Third (for LaSWAP) is a small round cover outside the grounds on the left-hand side of the LaSWAP entrance.**
Electricity	**Plant / boiler room in the Morant building** **Plant room in Kite building** **Plant room in PA basement**

Details of chemicals, flammable substances & gas cylinders on site.
An inventory of these will be kept by Heads of Department as appropriate, for consultation.

APPENDIX 4:
INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Premises Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the site office.

FIRE ALARM SYSTEM
Fire alarm call points will be tested weekly in rotation. This test will occur on Mondays between 6.30am and 6.40am. Results are recorded on the Every system.
Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

Essential Group 07734 139772 / 01992 560 599

A fire alarm maintenance contract is in place with Essential Group and the system is tested 6 monthly by them.

FIRE FIGHTING EQUIPMENT
Weekly checks are carried out in-house to ensure that all firefighting equipment remains available for use and is operational.
Chubb undertakes an annual maintenance service of all firefighting equipment.
Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Chubb.

EMERGENCY LIGHTING SYSTEMS
These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Essential Group

MEANS OF ESCAPE
Daily checks are carried out for any obstructions on exit routes and to ensure that all final exit doors are operational and available for use.

APPENDIX 5:
FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

TRAINED TO FIRST AID AT WORK LEVEL 3

Liz Avery
Rebecca Luogon
Sara Stephenson
Josephine Farquhar
Stephen Key
Rachel White
Yorgos Tsirkas
Lucie Scott
Georgie King
Laura McDaniel
Jade Gauntlett
Amanda McCormack
Emily Doyle
Manuel Pais
Zoe Grainger
Athanasios Papapostolou
Faiza Bennouna
Siobhan Scott
Evie Lewis
David Wise

First Aid phone number is **013 on the landline (carried by first aiders)

First aid qualifications remain valid for 3 years. Josie Farquhar will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:
Main Reception, DT Room and Science Prep Room plus 3 portable kits that are kept in the front office and issued for trips.

Josie Farquhar is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS 111) and, in the case of pupil with the parents/carers.

Local A&E departments
Whittington Hospital: 020 7272 3070
Royal Free Hospital: 020 7794 0500

Administration of medicines
All medication will be administered to pupils in accordance with the DfE document Supporting pupils at school with medical conditions. Detailed arrangements are provided in a separate policy held with the SENDCo.

Medicines are kept in a locked cupboard in student services and are checked termly.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Student services is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
Records of administration are logged by the first aider on the student records on Bromcom.

All non-emergency medication kept in school are securely stored in the safe in the Cover Manager office, adjacent to the front office with access strictly controlled. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in student services and clearly labelled.

Health Care Plans
Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrols / on diagnosis being communicated to the school and will be reviewed annually by the SENDCo.

All staff are made aware of any relevant health care needs and copies of health care plans are available on Bromcom.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

There is a Defibrillator in the Main Reception with all first aid staff having been trained how to use it. A second defibrillator is located in the staff room.

APPENDIX 6:
OFFSITE VISITS & SCHOOL JOURNEYS

Camden has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite visits will be planned following this guidance which can be found in the **myDrive** folder of LGFL.

Camden's Outdoor Education Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.
Evolve will be used for the planning and approval of **all** offsite visits. Relevant risk assessments, participants' names etc. will be attached electronically as required.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) Uta Kreuzberg who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the SLT link and Business Director.

Visits are categorised into two main groups. As a rough guide, all trips which fall into the high risk category (formerly Category B) must be notified to Camden's Outdoor Education Advisor. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Headteacher should satisfy themselves that such assessments are suitable and sufficient.

Routine or lower risk activities
These are visits where risks are no greater than those encountered in everyday school /centre/ club activities. These include for example: parks, museums, libraries etc.

Notification procedures are determined by the governing body but in all cases authorisation by the Headteacher is required. These trips can be updated onto Evolve (Camden's online Approval system), but this is optional.

Higher risk activities

These visits must be entered on to Evolve at www.camdenvisits.org.uk.

They include potentially 'high risk' activities and are visits where the following criteria apply: travel by air or sea is involved; overnight stay; destinations abroad; adventurous activities are included in the programme; visit involves activities or field-work in a mountainous or coastal environment, or near inland water (rivers, canals, lakes and reservoirs) and swimming (other than lessons given as part of the National Curriculum) is included.

The Headteacher has authorisation for routine (lower risk) visits. The Headteacher is also responsible for ensuring the satisfactory completion of risk assessments.

Camden LA has powers of approval for higher risk visits. The Headteacher / Head of Centre / club is responsible for ensuring full risk assessments are undertaken and consent received from the governing body. The Headteacher or centre manager is then required to ensure the visit is entered onto Evolve for processing by the LA health and safety adviser. **This must be done as soon as possible and in all cases, at least 10 days prior to the visit taking place.**

APPENDIX 7:
ACCIDENTS & INCIDENT REPORTING

Accidents to employees
Where Camden Local Authority (LA) is the employer (i.e. Community, VC and Community special schools) then **all** employee accidents, no matter how minor, will be reported using the telephone reporting system hosted by **Risksured** on **0117 450 1227.** Near misses and occupational ill health will also be reported.

Accidents to pupils and other non-employees (members of public / visitors)
A local accident/bumps folder is held in the front office to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to LBC using the telephone or online reporting system.

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and Health and Safety Governor. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary.

The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Violence to Staff
The school takes a serious view of any incidence of violence against its employees and takes responsibility for protecting all its employees from acts of violence and aggression.

Violent incidents towards staff will be reported via Risksured. A system of monitoring incidents of violence and aggression towards employees has been adopted so that appropriate action can be taken to reduce the risk in the workplace.

Violence Between Students/Pupils/Learners
Violent incidents between pupils will be dealt with in accordance with the school's policy for behaviour management and will not be reported to Risksured unless serious in nature (severity of injury, police involvement etc.).

Reporting to the Health and Safety Executive (HSE)

Incidents involving death where they arise from a work-related accident will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the

Schools' Health and Safety Team on 0207 974 6655 (internal 6655) select option 2 then option 3.

Incidents resulting in the following outcomes will be reported to the HSE within 15 days of the incident occurring.

- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

Incidents resulting in the following outcomes will be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Incidents involving specified injures to workers, dangerous occurrences as specified in the RIDDOR regulations.

Any accident/incident reported to Risksured will be monitored against RIDDOR reporting criteria and reported onto the HSE by Risksured following approval from the Health & Safety team.

Schools who are not required to report incidents via Risksured can report RIDDOR reportable incidents to the HSE as soon as practicable via their online reporting system at http://www.hse.gov.uk/riddor/report.htm.

Further guidance on accident and incident reporting along with a flowchart summarising the reporting requirements can be found in the **myDrive** folder (LGFL/USOLogin/**myDrive**/Health&Safety/Accident&IncidentReporting).

APPENDIX 8:
HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The school is required to establish effective means of communication and consultation and to ensure that health and safety is included in all relevant meetings.

The Staffing and Resources committee meets half termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the Staff Room and the main reception.

The Camden Health and Safety Team provides competent health and safety advice for Community and Community Special schools.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height, manual handling etc.)
- refresher training where required.

Training records will be kept by the HR department.
The HR Assistant is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's / line managers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9:
PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and Police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working
Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of their line manager and ensure site staff are aware they are on site before locking up.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.
For staff conducting home visits, expected control measures include: mobile phone contact, notifying a line manager / colleague of visit details, expected time of return / end time and arrangements for contacting etc. Where there are known risks which may affect staff safety staff should not visit alone.

School staff responding to call outs
Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

APPENDIX 10:
PREMISES AND WORK EQUIPMENT

All staff are required to report to any problems found with plant/equipment to the Site services team using the Every system. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Premises Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.
Equipment restricted to those users who are authorised / have received specific training is labelled accordingly.

Planned maintenance / inspection
Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in designated logbooks on site. The Premises Manager is responsible for ensuring the logbook is maintained and kept up to date.

Curriculum Areas
Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety
All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site services team.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). HSE guidance document maintaining portable electrical equipment will be used to help determine frequency of inspection and testing required.

PAT inspection and testing will be conducted by Office Test or another contractor and frequency of inspection and testing is annual. The Premises Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by an electrical contractor on a 5-year cycle.

APPENDIX 11:
FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***"Control of Substances Hazardous to Health Regulations 2002"*** (COSHH Regulations).

Within curriculum areas (in particular science and DT) Heads of Department, subject leads, co-ordinators and technicians are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is the Premises Manager and the school catering contractor, Caterlink.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

A template inventory and COSHH assessment form available for customisation is located at LGFL/USOLogin/**myDrive**/COSHH.

Where persons may be affected by their use on site, the Premises Manager is responsible for ensuring that COSHH assessments are available from contractors *(this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

RADIOACTIVE SOURCES

The school follows CLEAPSS guidance L93 in 'Managing Ionising radiation and Radioactive sources in schools'.

- Camden's Radiation Protection Officer (RPO) is the School's Health and Safety Advisor.
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for LBC
- The member of staff with day to day responsibility for radioactive sources (the Radiation Protection Supervisor, RPS) is John Singleton, detailed responsibilities are provided in the Science Department H&S Policy / [they are responsible for ensuring that the radioactive source history and use log are kept up to date and that a leak test is conducted and recorded annually.
- They may give instructions to a technician to carry out these duties under their supervision.
- There is also a separate Science H&S Policy

APPENDIX 12:
ASBESTOS MANAGEMENT

An asbestos survey and management plan is in place for the school in accordance with Camden's asbestos policy available at LGFL/USOLogin/**myDrive**/Health&Safety/Asbestos). The school's most recent asbestos management survey was conducted by Full Circle Compliance in March 2023 - Project number J034211.

The school's asbestos management folder (including school plans, asbestos survey data and site specific management plan) is held in the site office by the Premises Manager. It is also on Teams.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the School's Asbestos Authorising Officer (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager who will contact Camden's Asbestos Compliance Officer, Steve Manley on 020 7974 1781 or via email at steve.manley@camden.gov.uk.

The school's Asbestos Authorising Officers are the Premises Manager and Site Services Supervisor. Refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos management folder is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the **AMP01 - Permission to Work Form** and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) using the **AMP02 – Inspections Records Form**.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via Camden's Asbestos Compliance Officer.

APPENDIX 13:
LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Business Director and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a **6-monthly** basis by a competent contractor.

APPENDIX 14:
CONTRACTOR MANAGEMENT

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Premises Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School managed projects

Where the school undertakes construction and building works projects directly, the governing body are considered the 'client' and therefore have additional health and safety responsibilities to consider before starting works.

Such projects are managed by the Business Director who will ensure that landlord's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. For maintained schools, the landlord is the Local Authority. Schools are required to notify the Authority when they are proposing works that will affect the layout or operation of the building. A form for requesting landlord's consent, entitled '**Building Changes Notification Form'**, and accompanying explanatory notes has been distributed to schools via Camden Learning. Further information can be obtained by contacting Property & Contracts on 020 7974 4547.

Under the Construction (Design & Management) Regulations 2015 (CDM) certain construction work must be notified to the Health & Safety Executive (HSE). The school will seek further advice and guidance from competent person(s) for fulfilling their duties under CDM 2015 as applicable.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. **Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.**

APPENDIX 15:
WORK AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them. Basic instruction is provided to all staff who use ladders / stepladders.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role e.g. site staff

The establishments nominated person responsible for work at height is the Premises Manager
The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

Staff who are not nominated are not allowed to use ladders / stepladders unless trained. Contractors are subject to their own training and risk assessments which will be made available to the school upon request.

APPENDIX 16:
DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work *(significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). From 1st of April 2019, Camden Council will no longer cover the cost of eyesight tests. Schools will be expected to make provision to pay for eyesight tests in their individual budgets.

Advice on the use of DSE is available in the **myDrive** folder (LGFL/USOLogin /**myDrive/**Health&Safety/WorkstationSelfAssessment).

APPENDIX 17:
LETTINGS / SHARED USE OF PREMISES

School lettings are managed by SchoolsPlus, with whom the school has a Service Level Agreement (SLA) regarding usage of the premises. Usage is flexible according to the requirements of the school.

All details regarding insurance, timings, use of equipment and first aid etc is in line with the SLA.

One long-standing arrangement which runs prior to the start of the SchoolsPlus day (6pm) is subject to a direct contract with the school.

APPENDIX 18:
VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them. Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

Delivery vehicles are expected to access the site responsibly. Any contravention of that would be reported to the Head office.

APPENDIX 19:
MINIBUSES

All employees who drive a minibus must have undertaken a theoretical training and assessment course.

In most circumstances, minibus drivers must hold a D1 licence. However, school staff that hold a car (Class B) licence can legally drive a school minibus without a D1 licence as long as certain conditions are met. Comprehensive guidance can be found in this publication: ***Driving school minibuses advice: schools and local authorities***

The school does not have its own minibus. On rare occasions an arrangement may be made to borrow the minibus belonging to a local school. For this reason and for the record, the following information in appendix 19 has been retained.

Driver Authorisation and Licenses

A. ***If you passed your category B (car) driving test before 1 January 1997,*** *you can drive a minibus that is not being used for hire or reward as these licences automatically include category D1 (101) (not for hire or reward) entitlement. This means school staff with such a licence can drive a minibus carrying up to 16 passengers with no maximum weight restriction on the vehicle. Drivers with a D1 + E (101) (not for hire or reward) entitlement can tow a trailer over 750kg.*

B. ***If you passed your category B driving test on or after 1 January 1997,*** *you may drive a minibus that is not being used for hire and reward if the following conditions are met:*

- *you are over 21 and have held a category B licence for at least 2 years;*
- *the minibus is used by a non-commercial body for social purposes,*

- *you receive no payment other than the recovery of your out of pocket expenses (e.g. fuel and parking costs);*
- *you provide the service on a voluntary basis;*
- *the gross vehicle weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers); and*
- *you do not tow a trailer.*

Further guidance material and standards as identified in ROSPA Minibus Safety A Code of Practice will be referred to as applicable to help ensure the safety of minibus operations.

APPENDIX 20:
STRESS / WELLBEING

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and LBC management standards.

The school and governing body recognise that some employees may require temporary or long-term adjustments for needs which may not be visible (including, but not exclusively: Long Covid, Menopause, Mental Health Conditions).

The school has a number of systems in place to monitor staff workload and respond to individual concerns. These include access to a 24/7 performance management process, staff well-being surveys, Employee Assistance Programme, and a governor as well as staff governor who support staff wellbeing. The school also has a number of policies which recognise and support individual circumstances and undertakes Occupational Health referrals as required.

APPENDIX 21:
LEGIONELLA MANAGEMENT

The school complies with advice on the potential risks from legionella as identified in Camden's Water Hygiene Policy for Schools available at LGFL/USOLogin/**myDrive** /Health&Safety/WaterHygiene).

A water hygiene (legionella) risk assessment of the school has been completed by HSL Compliance and the Premises Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded. (A written scheme is in place identifying all technical procedures for the water system on site.)

- Water is heated and stored to 60ºC at calorifiers (any vessel that generates heat within a mass of stored water)

- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets or other for hot water outlets and nearest and furthest to the CWST or mains for cold water taps, plus 20% of all other outlets over a 12-month period.
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and temperature monitored on an annual basis by HSL Compliance

APPENDIX 22:
WORK EXPERIENCE

Where those students in 16-19 education are involved in 'non-qualification' activities as part of their study programme e.g. work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

The Head of Sixth form, is responsible for managing and co-ordinating such activities for KS5. The Careers Office is responsible for managing and co-ordinating the activities for Y10 students.

This will include ensuring work experience are appropriate and thus necessitate some proportionate checks on their health and safety.

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) should be subject to pre-placement checks by those named above, or delegated by them to assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Smaller businesses are asked to provide students a Health & Safety induction at the start of their placement.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

Any incidents involving students on work placement activities will be reported to the placement organiser / Camden H&S Team via Risksured: on **0117 450 1227** at the earliest possible opportunity.

APPENDIX 23:
Workplace Environment

The school will provide a suitable workplace environment including ensuring that there is adequate ventilation, lighting, temperature, cleanliness, workplace facilities etc. Maintenance of work equipment including mechanical ventilation/air conditioning systems will be undertaken as required.

Further information and guidance material including HSE Workplace Health, Safety & Welfare Approved Code of Practice & Guidance will be referred to as applicable.