CITY OF LONDON
PRIMARY ACADEMY
ISLINGTON

Health and Safety Policy

Responsibility:	Governing Body
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COLPAI Health & Safety Policy

1. Policy Statement

The aim of the governing body and the Head Teacher 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.

COLPAI attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors. This establishment aims to provide, so far as it is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training and supervision to enable its employees to work safely without risk to their health;
- Premises and places of work that are well maintained, have safe access and egress for all and are without risk to health
- Where vehicles are used, to ensure that they are well maintained, safe and without risk to health;
- Safe systems and methods of work that are without risk to health
- Machinery and equipment that is safe and without risk to health
- Articles and substances for use at work that are safe when properly used, stored, handled and transported
- Suitable safety clothing and equipment when required by regulation, approved code of practice, departmental instruction or when considered necessary by the Key Manager;
- Any other suitable protection, where appropriate, where staff might be at risk
- For the safety of visiting contractors, members of the public and authorised visitors
- For arrangements to involve all members of the school community including pupils in developing this health and safety policy.
- For our responsibility towards the environment and ensuring that our activities do not adversely affect it.

2. Responsibilities

Governing Body

The Governing Body and Trust has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety.

The Head Teacher

The Head Teacher has primary responsibility for Health and Safety matters within the establishment. In the Head Teacher's absence, whoever is nominated, will assume this responsibility (Ms Katherine Mills DHT). The Head Teacher has responsibility for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager coordinator from Islington Local Authority for advice and information on health and safety matters. The Head Teacher will instruct the Premises Manager to carrying out procedures as required and linked to the job description.

Responsibilities:

- Setting up arrangements to cover all health and safety legal requirements
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- Resolving health and safety problems
- Bringing to the attention of the Local Authority Health and Safety coordinator those instances where delegated local executive has proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification
- Noting all the guidance produced by the Local Authority, in line with legislation, and bringing any issues to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which all staff can have access
- Maintaining a list of Safety Representatives appointed to represent staff on site
- Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Establishing a school Health and Safety Committee in accordance with Council policies
- Ensuring that all areas of the site are inspected termly by the premises manager and governing body
- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire-fighting equipment is available and maintained
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, school staff, service providers and parents.

- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular, to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work.
- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of:
  - employee health and safety training
  - accidents
  - premises safety inspections – including by the governing body
  - fire equipment tests
  - machinery and equipment safety tests and inspections

A full record is kept of statutory testing linked to health and safety requirements.

All employees are responsible for:

- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety
- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management
- Not misusing any equipment provided for their safety

Phase Leaders/ SLT are responsible for:

- The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities
- Coordinating the school science policy
- Monitoring health and safety practice in science throughout the school

Classroom teachers are responsible for:

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions

HLTA and TAs are responsible for:

The safety of group rooms or areas of the school in which they work.

The Premises Manager is responsible for:

- The safety and physical condition of all areas of the school including playgrounds and outbuildings
- Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- Informing all contractors of any known hazards, which might affect them whilst at work.

Contractors

- Contactors should notify any hazards arising from their activities, which may affect the occupants of the school. All contractors should report to the school office on arrival. The premises manager will

be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

- Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which requires a permit to work are:
  - Work on mains electrical wiring, mains incomers and distribution boards.
  - Removal of asbestos or work where asbestos materials are known or suspected to be in place.
  - Major excavations
  - Access to roofs and roof voids
  - Sterilising of water systems with chemicals
  - Access by anyone to confined spaces such as voids sumps and drains
  - Catering - Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering contractor is responsible for:

- The safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
- Ensuring that its employees are competent in working safety in the kitchens with particular regard to the following:

Hygiene
To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas

Fire
To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

Training
Providing suitable practical training to ensure that staff are able to deal with kitchen fires by using available kitchen fire-fighting equipment.

Hirers, Contractors & Others Using or Working in the School

This section should be read in conjunction with the Islington guidance, **Community Use of School Premises and Facilities.**

When the school's premises are used for purposes not under the direction of the Head Teacher then the principal person in charge of the activities or use will have responsibility for safe practices.

The Head will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

A. Introduce equipment for use on the school premises
B. Alter fixed installations
C. Remove fire and safety notices or equipment
D. Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

Visitors

All visitors must report to Reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the school. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the Premises Manager. Visitors should wear a suitable visitors badge when on the premises.

Provision of first aid

(See policy for provision of medicines and supporting pupils with illnesses.)

The school's first aiders and paediatric first aiders are:

Staff member's name	Role	Certificate title and expiry date
Aaron Spencer	Higher Level Teaching Assistant	Full Paediatric First Aid, 02/09/2027
Alex Tsoi	Class Teacher	Full Paediatric First Aid, 02/09/2027
Abigail Farrow	Class Teacher	First aid at work, 20/04/2029
Chloe Godleman	Class Teacher	Full Paediatric First Aid, 02/09/2027
Courtney Reid	Class Teacher	Full Paediatric First Aid, 13/02/2026
Dominique Singleton	Class Teacher	Full Paediatric First Aid, 02/09/2027
Donna Pearse	Teaching Assistant	Full Paediatric First Aid, 02/09/2027
Elif Bostanci	Teaching Assistant	Full Paediatric First Aid, 02/09/2027
Faye Maleady	Higher Level Teaching Assistant	Full Paediatric First Aid, 02/09/2027
Genevieve Wright	Higher Level Teaching Assistant	Full Paediatric First Aid, 02/09/2027
Kaitlyn Askew	Class Teacher	First aid at work, 06/05/2029
Leila Maric	Class Teacher	First aid at work, 05/05/2029
Natasha Brashko	Higher Level Teaching Assistant	Full Paediatric First Aid, 02/09/2027
Paige Tozer	Class Teacher	Full Paediatric First Aid, 02/09/2027
Rim Raddi	Teaching Assistant	First aid at work, 01/05/2029
Renata De Godoy	Teaching Assistant	Full Paediatric First Aid, 02/09/2027
Shaista Amir	Teaching Assistant	First aid at work, 29/04/2029
Samantha Li	Class Teacher	Full Paediatric First Aid, 02/09/2027
Sophia Eades-Jones	Class Teacher	First aid at work, 06/05/2029

The designated person responsible for checking and maintaining the contents of the first aid boxes and individual pupil medical folder Charlotte Rous

Note: If necessary, a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If an ambulance is required, the emergency 999 service should be used.

Delays in calling the ambulance service can be very serious. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service but it should be noted that this should always be on a voluntary basis.

Accident Reporting

Accidents must be reported within 24 hours or as soon as possible.

It is the responsibility of Head Teacher or a member of the senior leadership team to sign off an accident form in the event of an incident. She should also investigate the accident and suggest action to prevent recurrence. All major accidents should be reported to City of London Academies Trust.

In the case of minor accidents to non-staff, i.e. pupils or parents, where there are no issues of liability and there have been no contributory failures of premises, procedures or equipment, details may be recorded in a school's minor injuries book which should be retained for at least 3 years.

Certain injuries must be reported to the HSE under the RIDDOR Regulations. (See www.riddor.gov.uk)

Fire and emergency arrangements

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

Fire Wardens are responsible for a formal check of the premises fire equipment on a weekly basis. This will include fire doors, fire signage and alarm systems and they will assess their suitability and any repairs or improvements required.

As part of an annual health and safety check, the governing body will also show due regard to fire safety.

Fire-fighting and precautions

All fire-fighting equipment is annually inspected and serviced by DMA Group.
It is the responsibility of the premises manager to ensure that fire-fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

Fire alarms

The fire alarms should be tested weekly and recorded in the fire alarm logbook by the premises manager. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

Fire drills

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers. Suitable arrangements must be in place for evacuating those with disablement or with special educational needs.

Notifying the Emergency Services

The following staff have specific responsibility to call emergency services:

Name	Location	Tel no	Area of Responsibility
Denitsa Petkova	Office	020 7504 0556	COLPAI Senior Administrator

Charlotte Rous	Office	020 7504 0556	COLPAI Business Manager

Clearing premises in an emergency

The following staff have specific responsibility to check all areas are cleared:

Name	Location	Tel no	Area of Responsibility
Chanelle Francis	Internal school office	07818 578 098	Senior Premises Officer

Assembly Areas

The following staff have specific responsibility to take charge of the assembly area and check numbers correspond with attendance figures:

Name	Location	Tel no.	Area of Responsibility
Mrs Kim Clapham	Muster point in MUGA	020 7504 0556	Pupils
Ms Denitsa Petkova	Muster point in MUGA	020 7504 0556	teaching and non-teaching staff/ visitors
Ms Charlotte Rous	Muster point in MUGA	01252 819991	Aspens catering staff

Information, documentation and training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the school's health & safety manual. The Head Teacher must ensure that the guidance or safety standards are current and are adhered to at all times.

Health & Safety documents are held by the school office and identified staff, heads of department, etc. must ensure that their staff are familiar with all relevant documentation.

It is the responsibility of the Head Teacher to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

Repairs and maintenance

All damage, signs of wear and defects in the premises must be reported to: the School's Senior Premises Officer. Note: A record must be kept of all reported items. This will be managed by the premises manager and action taken will be quality assured by the school business manager.

School Premises Plans

A copy of this plan should be held in the school office to be available in the school office for use by the fire brigade.

Electrical equipment

All portable electrical equipment is tested every year by a qualified company.

A copy of the inventory of the electrical equipment tested including the results should be kept with the school health and safety manual, which is held in the office.

All staff must visually check all electrical appliances prior to their use and report any defects to the Head Teacher and Senior Premises Officer.

All defective equipment must be taken out of use immediately and reported to The Head Teacher/ Premises Manager. Privately owned appliances must typically not be used on the school's premises (unless their use has been approved and/or they have been tested under the PAT test).

Name	Tel no.	Area of Responsibility
Chanel Francis	07818 578 098	Senior Premises Officer
Denitsa Petkova	020 7504 0556	COLPAI Senior Administrator

Machinery and plant

All machinery and plant will be of suitable safety specifications and will carry an EC marking which shows that it complies with the European Community safety standards.

Certain pieces of equipment and plant must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc. On behalf of COLPAI, the premises manager organises or carries out these tests:

Senior Premises Officer - Chanel Francis	Heating system and boiler (weekly)
Senior Premises Officer - Chanel Francis	Fume Cupboard (weekly)

Arrangements should be in place to ensure that the CLEAPSS guidance is fully available to science teachers and is available at: www.cleapss

Furniture and equipment

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the Head Teacher who should arrange for repairs or replacement where necessary. If the defect item is a fixture or fitting, this must be reported to the Premises Manager.

Control of Substances (COSHH)

All substances, chemicals, etc. purchased and used within the school including all science laboratories, preparation and storage rooms must comply with the COSHH guidance contained in the relevant sections of the CLEAPSS Manuals. Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.

Substances will be used in accordance with the guidance given in "Be Safe" from the HSE; in the CLEAPSS booklet LP5 "Safe Use of Household and Other Chemicals"; and in accordance with the manufacturers, instructions and advice on the label.

Any substance, which it is proposed to use for a purpose not covered in either of the above texts, should be the subject of further advice (from CLEAPSS) and to the consent of the Head. Any substance not identified should be disposed of.

Cleaning arrangements

The School's premises are cleaned by an externally contractors Kindred. Any problem related to the cleaning should be made to Charlotte Rous who will liaise with Kindred to ensure consistent standards of cleaning. Specifications for the cleaning regime is set out in the facilities management contract with Bouygues. Bouygues and COLPAI agree the specification of the cleaning arrangements and will include the following:

- The health and safety policy of the contactor.
- Risk assessments of the arrangements for cleaning tasks.
- Arrangements for supervision and control of their employees.

- Arrangements for training their employees in working safely and particularly the safe handling of hazardous substances.
- Coshh assessments for the use and storage of cleaning materials.
- Arrangements for maintaining testing and inspecting electrical equipment such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged.
- Use and storage of personal protective equipment
- Training in responding to emergencies such as fire and accidents particularly when they occur out of hours when they may be alone in the building.
- Regular meetings should be arranged if using cleaning contractors to review the suitability of safety arrangements and records kept of the meetings

Risk assessment

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

Schools as employers have a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors.

Islington have produced a Risk Assessment Toolkit to guide through the process with particular reference to the school environment.

Off-site Visits

COLPAI has a separate Off-Sites Visits Policy which should be read in conjunction with this Health and Safety Policy.

Conclusion

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff's, pupils' and the school's general wellbeing.