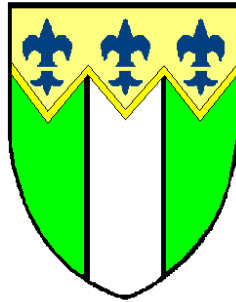


# Friern Barnet School

## Health, Safety and Welfare Policy



Last Reviewed:	November <del>2022</del> <u>2024</u>	Next Review:	<del>November 2024</del> <u>December 2026</u>
Approved by:	<del>Finance Committee</del> <u>Governing Body</u>	Date:	<del>18 November 2022</del> <u>9 December 2024</u>

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## 1. Statement of Intent

At Friern Barnet School, we are committed to the health and safety of our staff, students and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment
- Preventing accidents and any work-related illnesses
- Compliance with all statutory requirements
- Minimising risks via assessment and policy
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our policies to ensure effectiveness
- Setting high targets and objectives to develop the school's culture of continuous improvement
- Ensuring adequate welfare facilities are available throughout our school
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable

Signed by:

..... Head Teacher                      Date: .....

..... Chair of Governors                      Date: .....

*This signed statement must be displayed alongside the Health and Safety at Work Act poster.*

## 2. 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](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

## 3. Roles and responsibilities

### 3.1 The local authority and governing body

The London Borough of Barnet has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing body.

The governing body delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

### **3.2 Head Teacher**

The Head Teacher 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 students
- 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

### **3.3 Health and safety lead**

The nominated health and safety lead is the school's Business Manager who has the following delegated responsibilities:

- To co-ordinate and manage the risk assessment process for the school
- To co-ordinate the general workplace monitoring inspections and performance monitoring process
- To make provision for the inspection and maintenance of work equipment throughout the school
- To manage the keeping of records of all health and safety activities, including management of building fabric and building services in liaison with the local authority and contractors
- To advise the Head Teacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally
- To carry out any other functions devolved to him/her by the Head Teacher or Governing Body

### **3.4 Principal Caretaker**

The Principal Caretaker has the following delegated responsibilities:

- To adhere to the school's Health, Safety and Welfare Policy and relevant LA local codes of practice in maintaining the premises and site safety
- To ensure that fire exits are clear and unobstructed, that fire doors are functional and that fire appliances are maintained
- To ensure that tests and inspections are carried out as required and that accurate logs of all such inspections are maintained
- To ensure contractors, including cleaners, are aware of health and safety requirements
- To undertake regular site inspections and arrange for necessary remedial works to be carried out
- To take appropriate action to control access to the premises, to reduce risks to the health and safety of the premises' occupants
- To ensure that gates are locked during the school day
- To ensure that all windows and doors are locked at the end of the school day
- To report any breaches of health and safety to the Health and Safety Co-ordinator
- To ensure a caretaker is on site whilst the school buildings are open

### **3.5 All employees**

All employees have an individual legal responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Comply with the school's Health, Safety and Welfare Policy and Procedures at all times
- To carry out risk assessments of the activities for which they are responsible. (Guidance is given in Local Code of Practice Risk Assessments in Secondary Schools, available through <https://www.barnet.gov.uk/wwc-home/information-for-schools/health-and-safety-in-schools/local-codes-of-practise.html> )
- Use all work equipment, materials and substances in accordance with relevant notification, training and instruction received
- Report to their line manager any hazardous situations and defects in equipment found in their workplace
- Report all incidents in line with reporting procedures
- Act in accordance with any specific health and safety training received
- Inform their line manager of any issues or shortcomings they consider in the school's health and safety arrangements

- Exercise excellent standards of housekeeping and cleanliness
- Co-operate with appointed trade union health and safety representatives

### **3.6 Staff with line management responsibility**

All staff with line management responsibility have the following delegated responsibilities:

- To apply the school's Health, Safety and Welfare Policy or relevant LA Local Code of Practice to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements
- To carry out regular health and safety risk assessments, as appropriate, of the activities for which they are responsible. (Guidance is given in Local Code of Practice Risk Assessments in Secondary Schools, available through <https://www.barnet.gov.uk/wwc-home/information-for-schools/health-and-safety-in-schools/local-codes-of-practise.html>)
- To ensure that all staff under their control are familiar with any relevant health and safety Local Codes of Practice
- To resolve health, safety and welfare problems referred to them, or to refer to the Head Teacher any problems to which they cannot achieve a satisfactory solution within the resources available to them
- To carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and to record these inspections where required
- To ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- To investigate any accidents which occur within their area of responsibility
- To ensure that he/she follows the school's safe recruitment practices
- To contribute, where appropriate, to an annual report for the Head Teacher on the health and safety performance of his/her department or area of responsibility

### **3.7 Classroom teachers**

Classroom teachers have the following delegated responsibilities:

- To exercise effective supervision of their students, to know and carry out relevant procedures for fire, first aid and other emergencies
- To carry out risk assessments of the activities for which they are responsible. (Guidance is given in Local Code of Practice Risk Assessments in Secondary Schools, available through <https://www.barnet.gov.uk/wwc-home/information-for-schools/health-and-safety-in-schools/local-codes-of-practise.html> )
- To follow safe working procedures and adopt the particular health and safety measures to be adopted in their own teaching areas as laid down in any relevant Local Code of Practice, and to ensure that they are applied
- To give clear oral and written health and safety instructions and warnings to students when necessary
- To require the use of protective clothing/equipment where necessary

- To make recommendations to their line manager or the Head Teacher regarding health and safety equipment or necessary improvements to plant, tools, equipment or machinery
- To integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education
- To avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation
- To report all incidents, defects and dangerous occurrences to their line manager.

### **3.8 School safety representatives**

In accordance with Local Code of Practice (1) Safety representatives and safety committees, the Governing Body acknowledges the role of safety representatives appointed by a recognised trade union and notified to the school in accordance with the Health and Safety at Work etc Act 1974 and the Safety Representatives and Safety Committee Regulations 1977.

Safety representatives are entitled to reasonable time off with pay for the following functions:

- To investigate potential hazards and dangerous occurrences at their workplace (whether or not they are drawn to their attention by employees that they represent) and to examine the causes of accidents in the workplace
- To investigate complaints by any employee they represent relating to that employees health, safety and welfare at work
- To make representations to the employer on general matters arising
- To make representations to the employer on general matters effecting the health, safety and welfare of the employees of the workplace
- To carry out inspections in accordance with regulations 5, 6 and 7 of the Safety Representatives and Safety Committees Regulations 1977
- To represent the employees they are appointed to represent, in consultations at the workplace with Inspectors of the Health & Safety Executive and of any other enforcing authority
- To receive information from Inspectors in accordance with section 28 (8) of Health & Safety at Work etc Act 1974
- To attend meetings of the safety committees where they attend in the capacity of a safety representative in connection with any of the above functions
- To undergo such training in aspects of those functions as may be reasonable in all the circumstances

The governors recognise that in certain circumstances it will be necessary to provide cover for safety representatives who are absent from work while undertaking the functions of a safety representative. Accordingly, the Governing Body agree that safety representatives are provided with reasonable time off with pay, and, where necessary, supply cover in order to enable them to carry out these functions subject to adequate advance notice having been given to the Head Teacher. Adequate advance notice will be defined by the urgency of the situation to be



investigated. However, wherever possible, leave of absence must be approved in advance by the Head Teacher.

### **3.9 Students**

Students are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with health and safety practice
- Observe the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
- Ensure they do not compromise health and safety through wilful misuse, neglect or damage to the buildings, equipment or materials
- Report to a member of the Student Parliament and/or a member of staff, as appropriate, any issues or shortcomings they consider in the school's health and safety arrangements

### **3.10 Parents and Visitors**

Parents and visitors 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.

### **3.11 Contractors**

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

The school will:

- Liaise with the contractor and, where possible, arrange for the work to be segregated from students and staff
- Make the contractor aware of any associated site-specific or student-specific risks
- Provide the contractor with risk assessments, asbestos log and other logs, as appropriate
- Inform the contractor of any relevant emergency procedure at the premises
- Provide all known information concerning asbestos on the site to contractors

## **4. Site Security**

Premises staff are 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. They must take appropriate action to control access to the premises, in order to reduce risks to the health and safety of the premises' occupants.

- All visitors must report to the school reception where they will sign in and be issued with a visitor's badge; they will be directed to read the Fire Evacuation procedures and Safeguarding Pocket Guide. Prior to leaving the school, visitors must return to the

reception and sign out. All staff have a duty to challenge any unknown person on site who is not wearing a visitor's badge

- With the exception of the main front door, to ensure that all outside doors are locked at 6.00 pm on a normal school day
- To ensure that all windows and doors are locked at the end of the school day
- To ensure that all electrical equipment is switched off and that valuable items (such as laptops, cameras, music players) must be locked away, out of sight
- To ensure that gates are locked during the school day
- To ensure that gates are locked when the school is closed to prevent unauthorised access to the site

## 5. Fire procedures / precautions:

**In accordance with *Local Code of Practice (03)***

### 5.1 Fire Action Plan –

To ensure that an emergency plan is in place in the event of a fire and it is updated to take account of changes to the school buildings and personnel.

The plan must include:

- Action on discovering a fire
- Warning if there is a fire
- Calling the fire brigade
- Evacuation of classrooms/workplaces, including those particularly at risk
- Power isolation (if applicable)
- Places of assembly
- Liaison with emergency services
- Identification of agreed escape routes
- The fire-fighting equipment provided
- Specific responsibilities of individuals in the event of a fire
- Training required

To test the plan by practicing it with staff and students, at least once per term

### 5.2 Fire Risk Assessment –

To ensure that a Fire Risk Assessment is in place and includes the following:

- Identification of all the significant fire hazards
- Identification of who is at risk from each fire hazard
- Evaluation of existing control measures to reduce the risk
- Determination of additional measures (action when and by whom)
- The means of escape from the premises
- The means of detection and giving warning
- The means of fighting a fire

- Planning for an emergency (Fire Action Plan), including specific responsibilities and actions
- Training, information and instruction to all staff about fire precautions in the workplace
- Effective maintenance and testing of fire safety equipment

### **5.3 Fire Precaution Log**

To ensure the keeping of a log recording the periodic tests, inspections and training undertaken, as detailed in (d) to (g) below. (This may be delegated to another member of staff, although the responsibility is retained by the Head Teacher.)

### **5.4 Test and Inspections** (internally organised)

To arrange for the following tests and inspections:

- Fire Alarm (actuation test) - Weekly
- Fire Exit (break to open fastening) - Monthly
- Fire Doors (Non-Automatic) Doors effectively self-close and are not held open by wedges or other obstructions – Daily

### **5.5 Tests and Inspections** (externally organised)

To check the following externally organised tests/inspections are carried out, as indicated:

- Fire Alarm and Automatic Fire Detectors – every 13 weeks
- Emergency Lighting - Six monthly
- Fire Appliances - Annually

### **5.6 Fire Training**

To ensure that managers carry out the following training:

- Induction - For new staff, on the morning of first commencing work.
- Annually - All staff employed in the premises on their responsibilities as stated in the premises fire procedures

### **5.7 Fire Drill**

- Initiate a fire drill at least once a term.
- Check effectiveness of evacuation procedures and ensure details are entered in the Log Book

### **5.8 Appointments**

To appoint Fire Wardens as indicated in the premises Fire Plan. Ensure Wardens attend relevant training.

## **6. Bomb alert**

Staff have a duty to challenge any stranger on the premises or any person who is acting in a suspicious manner and to inform the Head Teacher.

In the event of a bomb threat being received the person receiving the call should keep calm and elicit as much relevant information as possible from the caller using the bomb threat checklist

(see Appendix A). The Head Teacher should be informed immediately. The police should be called.

The decision to evacuate the school, or not, will be made by the Head Teacher with the advice from the police.

If it is judged appropriate to search the building, teachers will search their own classrooms and the rest of the buildings will be searched by other members of staff. If a search is undertaken the buildings must be evacuated at least 20 minutes before any deadline that has been given for a device exploding. If a suspicious object is found it must not be touched or moved, but its location should be marked. The police will not normally search a building as they are unfamiliar with the layout.

If a search proceeds, then the area of assembly and any area of passage to a place of safety should be included at an early stage. All outdoor areas should be searched.

If evacuation is deemed necessary:

- If there is an immediate risk the fire alarm will be sounded and the building evacuated via the nearest exits.
- If there is more than 20 minutes warning, verbal instructions will be given that personal belongings should be collected prior to evacuation.
- Student Services to bring out all registers.
- Office Manager to bring out visitors' book and follow procedures as for fire drill
- Students, staff and visitors should line up in the playground as for fire drill while registers are called.
- After registers have been checked, the Critical Incident Policy should be followed. Police advice will be taken before anyone re-enters the building. If the bomb scare is considered genuine the buildings should not be used for 24 hours.

## 7. Risk Assessment

### **In accordance with *Local Codes of Practice***

In line with the Management of Health and Safety at Work Regulations 1999, the local authority's Health, Safety and Welfare Police and Ofsted guidance, suitable and sufficient risk assessments must be undertaken. (Guidance is given in Local Codes of Practice, available through <https://www.barnet.gov.uk/wwc-home/information-for-schools/health-and-safety-in-schools/local-codes-of-practise.html>)

Control measures arising from risk assessments must be implemented and, where necessary, relevant staff informed and trained

Risk assessments must be reviewed when any significant changes arise. For example:

- The introduction of new equipment
- New or revised work processes
- New staff or changes in their circumstances
- New legislation
- Following accident investigations

- H&S in the teaching of e.g. Design and Technology.

Monitoring must be ongoing to reveal changing circumstances and highlight revised safety controls for implementation. Such processes may include:

- School based safety audits
- Regular site inspections
- Examination of accident reports
- Governing Body enquiries
- Health and Safety as a regular agenda item at staff meetings
- Periodic examination of health and safety policy documents

## 8. Accident Reporting and Investigation

### In accordance with *Local Code of Practice (04)*

- To report accidents and incidents to the SHaW team via the on-line Health and Safety Management System: <https://barnet.info-exchange.com/Schoolincident>
- To act as the 'Responsible Person' for the school (under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations [RIDDOR] 1995)
- To report to RIDDOR, when relevant, any accident concerning students, staff and visitors ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)).
- In conjunction with the responsible manager/supervisor carry out a preliminary investigation of the accident, and where necessary provide a written report to supplement the accident/incident report forms
- As a result of any investigation to review the school's health and safety processes, revising risk assessments and notifying relevant staff accordingly

## 9. Control of Substances Hazardous to Health (COSHH)

### In accordance with *Local Code of Practice (11)*

- To comply with the COSHH Regulations 2002, relevant to the school
- To ensure that delegated staff follow COSHH guidelines in the storage, handling and use of hazardous, explosive and dangerous substances
- To ensure that risk assessments are in place for all hazardous substances used and held on the premises
- To arrange training for relevant staff as required
- To arrange for machinery and equipment (such as extraction and ventilation equipment) to be examined at least every 14 months
- To ensure that control measures are in place for safe systems of work and that records of these inspections are maintained
- In accordance with guidance from the Consultation of Local Education Authorities for the Provision of Science Services (CLEAPSS), to dispose of hazardous, dangerous and explosive substances in accordance with its safety data sheet and in compliance with environmental legislation

## 10. Infection Control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### 10.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### 10.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### 10.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### 10.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

### 10.5 Cleaning of blood and body fluid spillages

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### 10.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

## 11. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## 12. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## 13. Personal Protective Equipment

**In accordance with *Local Code of Practice (16)***

- a) To assess the necessity for the wearing of personal protective equipment (PPE)
- b) To arrange for the supervision and maintenance of PPE
- c) To arrange for training in the use of PPE

## 14. Health and Safety of Students on Educational Visits

**In accordance with *Requirements for Educational Visits (2008)*, *Local Code of Practice***

The school will appoint an Educational Visits Co-ordinator (EVC) to co-ordinate school trips and visits. The EVC should:

- Familiarise themselves with the local authority requirements for educational visits
- Ensure that a school policy exists for trips and visits and that it is updated as necessary
- Attend relevant training concerning trips and visits
- Organise the training of trip leaders and other adults going on a visit
- Ensure that DBS clearance is in place for all adults
- Ensure that risk assessments are submitted by the leader and for each trip
- Monitor and assess systems in place and make recommendations for adjustments to the policy/arrangements

- Ensure that all trips and visits are supervised by suitably qualified staff, with the agreed ratio of staff to students

## 15. Transport for schools

### In accordance with *Local Code of Practice (36)*

- To ensure vehicles used are road worthy and comply with road traffic legislations
- All drivers are competent, qualified and not disqualified from driving relevant class of vehicles
- All vehicles are insured for the purposes and functions they are being used, they have valid road tax and have valid and up to date MOT certificates as required
- Transport service providers are competent, risk assessed and monitored

## 16. Working at Height

### In accordance with *Local Code of Practice (10)*

- To ensure that anyone working at height has received appropriate training
- To ensure that anyone working at height has the appropriate, properly maintained and erected equipment. Further, that it is sufficient and stable to prevent a fall
- To ensure that any mobile towers or scaffolding are erected by a competent person, or under the supervision of a competent person
- To ensure that ladders are never used on mobile towers
- To ensure that any ladders, stepladders, towers are covered by appropriate safety standards
- To reinforce health and safety awareness to all staff concerning working at height

## 17. Display Screen Equipment/Visual Display Units

### In accordance with *Local Code of Practice (17)*

Staff whose role is to habitually use a workplace display screen (workstation) is classified as a 'user'.

It is the responsibility of the Premises Controller:

- To facilitate workstation assessments where the member of staff is classified as a 'user'
- To implement remedial action, where possible, to alleviate any problems
- To facilitate eye and eyesight tests for workstation 'users' no more than every two years
- To train assessors to identify obvious problems prior to carrying out an assessment. These may include overhead glare from lighting and seating/desk height
- To encourage 'users' to complete self-assessment checklists to enable them to take remedial action prior to a workplace assessment

## 18. Manual Handling Regulations

### In accordance with *Local Code of Practice (12)*

- To ensure that relevant staff are fully trained in the manual handling of loads



- To ensure that relevant staff undertake risk assessments concerning the manual handling of objects
- To put recommendations arising from these assessments into action

## 19. Electricity at Work Regulations

### In accordance with *Local Code of Practice*

- To ensure that fixed electrical installations are tested every 5 years
- To ensure that portable appliances are tested every year
- To arrange for annual testing of the kiln, DT Equipment and fixed kitchen appliances
- To ensure that any private electrical equipment is inspected and tested prior to use on site
- To ensure that any appliance identified as defective is taken out of use until repaired and re-tested, or disposed of safely
- To ensure that contractors can show evidence of having relevant systems in place to comply with Electricity at Work Regulations
- To ensure that changes to fixed electrical installations in the school Hall (light and sound) are made by competent persons only. These fixtures should be tested annually
- To ensure that regular visual checks are made of electrical plugs, sockets and cables and that defective items are taken out of use until repair or replacement

## 20. Managing Violence at Work

### In accordance with *Local Code of Practice (14)*

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff. While physical violence to staff from students and parents is rare, the HSE's definition of work-related violence is:

***any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.***

This does **not** include:

- Bullying and harassment from other members of staff (covered in LA personnel procedures)
- Assaults by students on other students: (should be covered in school's Behaviour policy)
- Assaults by staff on students (should be addressed in Child Protection procedures)

The Head Teacher should make every effort to:

- Ensure staff are trained to recognise early signs of aggression
- Remind staff of safe systems set up for their support
- Provide staff with any information they might need to identify students/parents with a history of violence, or to anticipate factors that might make violence more likely
- Suggest meetings between staff and students are held in 'open' areas
- Suggest staff have a colleague with them when meeting an 'angry' parent
- Suggest staff sit closest to the door in a meeting room, to avoid entrapment

## 21. H&S in the Teaching of Design Technology

In accordance with *Local Code of Practice (H&S in teaching design and technology)*

- To ensure that Design & Technology (D&T) is taught by specialists only
- To ensure that D&T teachers attend training sessions as necessary
- To ensure that D&T technicians attend training sessions as necessary
- To ensure that risk assessments to control hazards are in place to cover all lessons
- To ensure that all D&T staff have access to departmental risk assessments
- To ensure that Personal Protective Equipment (PPE) is provided, where necessary
- To ensure that PPE is worn, where necessary
- To ensure systems are in place to account for all tools used for lessons
- To ensure that students are made aware of the health and safety risks in this area
- To ensure that students receive adequate training in the use of tools and equipment, and to keep proper records of when such training was delivered
- To ensure noise is at an acceptable level

## 22. Safeguarding

To ensure that the school adheres to **safer recruitment processes** in all appointment processes.

**In particular:**

- To ensure that all interview panels contain at least one member who has passed the assessment for Safer Recruitment
- To ensure that all candidates provide an acceptable means of identification at interview
- To ensure that any interviews (for staff or volunteers) contain a series of probing questions to ascertain the candidates' motivation for working with children
- To ensure that all statutory checks and references are undertaken prior to employment/engagement
- To retain all paper-work and interview notes for successful candidate on file
- To ensure that all staff appointed are DBS checked.
- To ensure that all new governors are DBS checked
- To ensure that all volunteers are DBS checked
- To ensure that agencies confirm their staff are DBS cleared
- To ensure that no adult works alone with students prior to DBS clearance

## 23. Lone Working

Staff are informed of school opening and closing times, and are required to inform a senior member of staff if they wish to come in at these times. The site manager will monitor this. Staff should not work in the building alone after 6.00pm. Consideration is given to groups specifically at risk such as new or expectant mothers, individuals who may be medically unfit to work alone, and new staff. Lone working activities avoided for this group of individuals as far as is practicable:

- Staff should not work alone if they have medical conditions that may cause incapacity or unconsciousness
- Staff must have with them access to means of communication (an office telephone or their own mobile phone)
- There are occasions when members of staff are required to conduct interviews with parents and other adults. Staff should not arrange meetings with parents without another member of staff being on the premises
- Staff must inform senior managers if they have a meeting after/ before school that they envisage may be a problem. Senior staff should be available to support at such meetings
- Staff should report any aggressive/ violent behaviour immediately to a senior member of staff
- Staff have been instructed to avoid hazardous activities whilst lone working such as working at height, using ladders/hazardous manual handling activities, working in confined spaces, and handling or transporting large amounts of cash

## 24. Lettings

The Head Teacher must ensure that:

- the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head Teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness
- hirers of the premises are briefed about the location and use of the telephone, fire escape routes, fire alarms, fire-fighting equipment and emergency procedures
- notices regarding emergency procedures are prominently displayed
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his/her staff

## 25. Arrangements for supervision of students

- Ensure adequate on-site supervision of students at all times
- Ensure adequate ratio of adults to students for school trips and visits
- To review periodically the risk assessment for supervision of students at break-times

## 26. Guidance on preventing slips, trips and falls

**In accordance with *Local Code of Practice (37)***

- Ensure a risk assessment has been carried out considering what risks may lead to slip or trip injuries, and decide what suitable and effective control measures will prevent these types of accidents
- Ensure staff are aware of their collective responsibility to minimise slips, trips and falls
- Regularly review buildings and behaviours, putting in place remedial measures where appropriate

## **26. Smoking / vaping at work**

### **In accordance with Local Code of Practice (29)**

Premises where smoking / vaping is not allowed are defined in law as 'smoke-free'. All premises occupied by the council, including schools and school vehicles, must be smoke-free. The Head Teacher is responsible to enforce a smoke-free workplace.

- 'No smoking' signs must be placed in prominent positions
- Staff, visitors and contractors must follow the smoke-free policy at all times and must not smoke on school grounds or in school vehicles.

<https://www.smokefreeengland.co.uk/thefacts/the-regulations/>

Further guidelines are contained within the relevant local codes of practice.

These are available in the Business Manager's office, on the school's intranet (O:\H&S\LCops) and through the borough's website: <https://www.barnet.gov.uk/wwc-home/information-for-schools/health-and-safety-in-schools.html> as well as via the Health and Safety Executive: <http://www.hse.gov.uk/services/education/>

Further Health and Safety advice is available through Barnet's Health and Safety Unit (HSU) on 020 8359 7450 / 7949 /7960

## APPENDIX A: Bomb threat checklist

# Bomb threat checklist

This checklist is designed to help staff to deal with a telephoned bomb threat effectively and to record the necessary information.



### Actions to be taken on receipt of a bomb threat:

- Switch on recorder/voicemail (if connected)
- Tell the caller which town/district you are answering from
- Record the exact wording of the threat:

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### Ask the following questions:

- Where is the bomb right now? 

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- When is it going to explode? 

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- What does it look like? 

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- What kind of bomb is it? 

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- What will cause it to explode? 

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- Did you place the bomb? 

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- Why? 

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- What is your name? 

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- What is your address? 

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- What is your telephone number? 

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### Record time call completed:

- Where automatic number reveal equipment is available, record number shown: 

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- Inform the Security Co-ordinator of name and telephone number of the person informed: 

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- Contact the police on 999. Time informed: 

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### The following part should be completed once the caller has hung up and the Security Co-ordinator and the police have been informed.

- Time and date of call: 

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- Length of call: 

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- Number at which the call was received (i.e. your extension number): 

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### About the caller

- Sex of caller: 

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- Age: 

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- Nationality: 

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