



## Health and Safety Policy

Chair of Governors: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date Ratified:

Review Date: November 2025

## **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 google 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 all relevant school policies.

Joanna Wootten

Dani Sive

**Chair of Governors**

**Headteacher**

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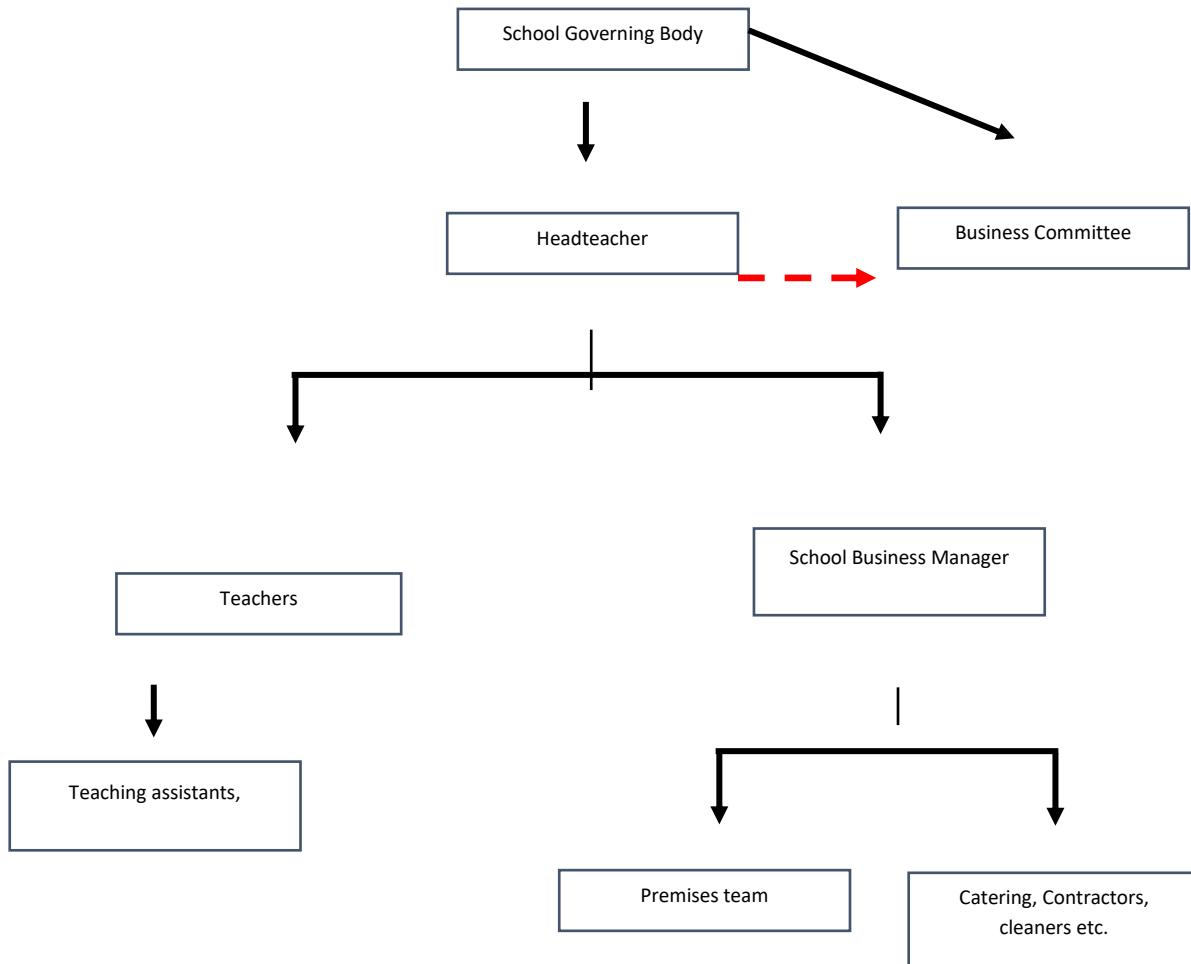
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## PART 2. ORGANISATION

As the employer, London Borough of Camden / Frank Barnes School has overall responsibility for Health and Safety.

**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 local authority's health and safety policy, procedures and standards.

A Health & Safety Governor, Simon Pearson, 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.

## **Responsibilities of the Headteacher**

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

The Headteacher has responsibility for:

- Co-operating with the 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 Health and Safety committee 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) 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 and facilities managers.

### **Responsibilities of other staff holding posts of special responsibility**

*The Deputy Head, SENCO, Team Leaders, Facilities Manager, Chef, Office 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 etc. Act 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**

- 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
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- 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 - Swimming pool
- Appendix 24 - 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 Max Crisera following guidance and are approved by the Headteacher. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Risk assessments are available for all staff to review. 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 either the Business manager, Headteacher, Deputy Head, SENDCO or Facilities Manager. 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.

#### Infectious diseases (including Covid-19)

The school will follow national government guidance for person(s) with symptoms of/diagnosed with an infectious disease (including Covid-19) within educational settings as provided by UK Health Security Agency (UKHSA). Guidance followed will include health protection in children and young people settings, including education & managing specific infectious diseases: A to Z.

Where required, the school will notify/contact UK Health Security Agency (North London) Health Protection Team (UKHSA HPT) on tel: 0300 303 0450 regarding person(s) with symptoms of/diagnosed with an infectious disease. The (North London) HPT will conduct a risk assessment of the situation based on the information provided by the school and advise the school of any action that they should take.

#### Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Senior Leaders/ Team Leaders / subject teachers / Subject Co-ordinator / leader 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.

**APPENDIX 2:**

**HEALTH AND SAFETY MONITORING AND INSPECTION**

A general inspection of the site will be conducted on a twice-yearly basis and be undertaken / co-ordinated by the facilities manager.

The person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher.

A named governor Simon Pearson will be involved / undertake a review of the school's health and safety management system 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 risk assessment folder on the shared drive and will be reviewed on an annual basis.

#### **Emergency Procedures**

- Fire and emergency evacuation procedures are detailed in **emergency plan and in the staff handbook** and a summary posted in each classroom/relevant areas. 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 facilities manager.

#### **Fire Drills**

- Fire drills will be undertaken termly and results recorded in the fire log book.

#### **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.
- Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use at induction.

#### **Details of utility isolation points (i.e. gas, water, electricity)**

<b>Isolation Point</b>	<b>Location/utility provider contact details</b>
<b>Gas</b>	<b>Details held in</b> school lobby in wall mounted black briefcase with location suitably marked on a site plan accessible to relevant persons. E.g. Emergency services, relevant staff. Emergency contact number for a gas leak (natural gas) is 0800 111 999.
<b>Water</b>	<b>Details held in</b> school lobby in wall mounted black briefcase with location suitably marked on a site plan accessible to relevant persons. E.g. Emergency services, relevant staff.
<b>Electricity</b>	<b>Details held</b> school lobby in wall mounted black briefcase with location suitably marked on a site plan accessible to relevant persons. E.g. Emergency services, relevant staff. Our electricity distribution network operator is Independent Power Networks. If a power cut call: 0800 032 6990

Chemicals, flammable substances, gas cylinders, hazardous substances on site. An inventory of these will be kept by the facilities manager as appropriate, for consultation, locations marked on a plan and readily accessible to emergency services.

## **APPENDIX 4:**

### **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

The Facilities 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.

#### **FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation. This test will occur on Friday morning 8am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer.

A fire alarm maintenance contract is in place Blue Sky 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.

Workplace Fire Safety 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 Workplace fire safety

#### **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 Vertex.

#### **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 suitable staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities). A training schedule records those trained and a current list is held in the school office.

First aid qualifications remain valid for 3 years. The Deputy Head 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 LOCATIONS:**

Classrooms, Playground, First aid room, School office

#### **DEFIBRILLATOR(S) ARE LOCATED AT THE FOLLOWING LOCATIONS:**

School office

A member of the Business Team (receptionist) is responsible for regularly checking (termly) that the contents of first aid boxes are complete and replenished as necessary. Defibrillators will be included in checks with battery, pads replaced as per manufacturer guidance.

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 a pupil with the parents/carers.

Local hospitals with A&E departments are University College Hospital, Royal Free Hospital

#### **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 Supporting pupils with medical conditions.

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

Class teachers are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. Records of administration will be kept by teaching support staff.

All non-emergency medication kept in school are securely stored with access strictly controlled.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in access controlled /locked cupboards in the classroom, 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 enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENDCO Katie Johnston.

All staff are made aware of any relevant health care needs and copies of health care plans are distributed by the SENCO as part of their monitoring of all healthcare plans.

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

## APPENDIX 6:

### OFFSITE VISITS & SCHOOL JOURNEYS

The member of staff planning the visit will submit all relevant paperwork and risk assessments relating to the trip to their Team leaders as first line of approval and then by the school's Educational Visits Co-ordinator via Evolve who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher for final approval. Visits are categorised into two main groups (lower risk & higher risk) detailed below.

#### **Lower risk visits**

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

Notification procedures are determined by the governing body but in all cases authorisation by the Headteacher/person with delegated approval authority is required. The Headteacher is responsible for ensuring the satisfactory completion of risk assessments.

Evolve will be used for the planning and approval of **all** off King's Cross Estate visits. Relevant risk assessments, participant details etc; will be attached electronically as required.

#### **Higher risk visits**

The Headteacher is responsible for ensuring that for higher risk visits adequate risk assessments are undertaken and approving the trip.

## APPENDIX 7:

### ACCIDENTS & INCIDENT REPORTING

In order to avoid misunderstanding, the school deems an accident and incident to be defined thus: -

**Accident:** - "any unplanned event that results in personnel injury or damage to property, plant or equipment.

**Incident:** - "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to personnel, incidents involving vehicles and electrical short-circuits.

Accident forms must be completed by staff for any adult or pupil who has an accident on site or during a work-related activity. Investigations should be carried out for any major accidents or accident trends by a member of the leadership team. Accident reports are passed to the facilities manager to log and review and identify if any further action is required.

All major incidents will be reported to the Headteacher and the Governing Body/ 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.

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 behaviour policy.

## **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 LB Camden 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 injuries to workers, dangerous occurrences as specified in the RIDDOR regulations.

*A full list of reportable incidents can be found at <https://www.hse.gov.uk/riddor/reportable-incidents.htm>.*

**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 School's health and safety committee meets termly, jointly with Kings Cross Academy. Action points from meetings are brought forward for review by school management.

The Health and Safety Law poster is displayed in the school office and staffroom.

The Governing body as the employer provides access to competent H&S advice as required by the Management of Health and Safety at Work Regulations 1999.

**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 Headteacher. The leadership team 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.

**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 the leadership team / sign in and out of the school premises.

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.

**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 facilities any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The Facilities Manager is responsible for identifying all plant and equipment and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment is restricted to those users who are authorised / have received specific.

#### 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 on Snapfix and on spreadsheets in the facilities drive area. The facilities manager is responsible for ensuring logbook is maintained and kept up to date.

#### Classrooms

Teachers 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 facilities.

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 a suitability trained contractor and frequency of inspection and testing is every 2 years. The facilities 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 Vertex on a 5-year cycle.

## **Outdoor Play Equipment**

Outdoor play equipment will only be used when appropriately supervised.

PE and Play equipment is subject to an annual inspection by a suitably qualified contractor.

## 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) teachers 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 facilities manager.

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.

Where persons may be affected by their use on site, the facilities 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.*).

**APPENDIX 12:**  
**ASBESTOS MANAGEMENT**

- As a new build in 2015 there is no asbestos in the School.

## **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 facilities manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled.

## 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 Facilities 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 manager 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 the School, 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.

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:

### WORKING 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.

Formal training on working at height, use of ladders, mobile tower scaffolds, mobile elevated working platforms etc; will be provided as applicable & where a significant risk is identified as part of an individual's role e.g., facilities team.

The school will ensure the following measures are in place.

- 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.
- persons erecting/using a mobile scaffold tower or using a mobile access platform will be suitably PASMA/IPAF trained respectively.

**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.

**APPENDIX 17:**  
**LETTINGS / SHARED USE OF PREMISES**

School lettings are managed by the facilities team. Please refer to the lettings policy for policy and procedures around Health and safety.

**APPENDIX 18:**  
**VEHICLES ON SITE**

Vehicular access to the school is restricted by Kings Cross Estates. They have currently granted access to the Handyside car park for drop off /pick up to eligible parents identified by the leadership team for pupils / parents with medical or physical needs for a short 15-minute window. Access to the school must be kept clear for emergency vehicles.

## 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](#)

Catherine Drew maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.

Catherine Drew is responsible for undertaking regular checks on the vehicles and the school's operation of minibuses.

#### 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 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. The school will undertake an employee stress risk assessment (organisational level); and individual employee stress risk assessments (where applicable).

The 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).

Through monitoring sickness absences in return-to-work meetings discussions, adjustments can be considered for support for medical and health conditions. Employees will be signposted to the employee assistance programme on induction and at review meetings / regular reminders at staff meetings. Referrals can be made to occupational health where necessary.

## APPENDIX 21:

### LEGIONELLA MANAGEMENT

A water hygiene (legionella) risk assessment of the school has been completed by LB Camden and the facilities 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.

- Water is heated and stored to 60°C 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 Hydro-X.

## APPENDIX 22:

### WORK EXPERIENCE

Where those students in 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 leadership team are responsible for managing and co-ordinating such activities.

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 should be subject to pre-placement checks by a competent person(s) / supplier(s) the leadership team will assess the suitability of the placement and provide all relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Arrangements will be in place to visit/monitor students during the placement.

Any incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

## **APPENDIX 23:**

### **SWIMMING POOL**

There is no swimming pool on site. Pupils attend the local swimming pool at Pancras Square leisure centre for swimming lessons. For swimming lessons, staff will refer to specialist guidance, such as that provided by the Association for Physical Education (AfPE), the Swimming Teachers' Association (STA), and Swim England and Swim Wales. Staff will accompany pupils at all times to ensure health and safety.

The swimming pool instructors and staff follow their own risk assessments for their premises.

## APPENDIX 24:

### 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.