



*secure foundations — excellent practice — faith, hope and love*

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# Health and Safety and Security Policy

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Christians understand that every person is made in God's image and are to be treated as such. This belief has many implications for school life, one of which is that the health, safety and welfare of staff, pupils and visitors at St Luke's School is paramount.

It is important that lines of responsibility are clear and that procedures are both comprehensive and frequently reviewed.

## Purpose of the Health and Safety Policy

The purpose of St Luke's CE School's health and safety policy is to explain in a simple and easy to understand way how the school manage key health and safety issues. In particular, this health and safety policy is designed to:

- To ensure schools protect the health, safety and welfare of pupils, staff, visitors and contractors on site.
- Provide head teachers with sensible easy to follow common sense guidance.

## **1. Responsibilities**

Responsibilities are divided as follows:

### 1.1 Governing Body

- The Governing Body acknowledges and fully accepts the duties and responsibilities for the management of health and safety at the school, placed upon them by the law and has overall responsibility for policy formulation, implementation and development.
- The Governing Body is committed to achieving and maintaining the highest standards of health and safety, by pursuing proactive improvements in health and safety performance.
- The Governing Body will take all steps within its power to meet all relevant statutory health and safety legislation and common law requirements.
- Governors will ensure that adequate resources are made available, including allocating appropriate funding to maintain the site and premises in a safe condition and ensuring the provision of training and instruction to ensure the competence of employees.
- The governors have appointed a governor with responsibility for Health & Safety matters. This person will actively and reactively monitor of Health and Safety documentation from DfE or other sources and draw any changes to the attention of other Governors. They will also monitor health and safety

matters within the school including annually reviewing health and safety arrangements, policy and risk assessments, and recommending new arrangements where necessary.

## 1.2 Head of School

- The Head of School has been delegated day to day responsibility for health, safety and welfare at the school.
- The Head of School will ensure that a competent person is responsible for ensuring that the school's risk assessment is kept up to date and implemented.
- The Head of School will alert staff to their specific responsibilities as well as emergency routines on induction and annually at staff meetings.
- The Head of School will ensure that a competent person is responsible for the day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice, seeking specialist advice on health and safety matters where appropriate.
- The Head of School will ensure that risk assessments are made and recorded of all the schools work activities, including those off site, which could constitute a significant risk to the health and safety of employees or other persons;
- Identifying and providing for staff health and safety training, including induction, and arranging for training records to be kept;
- Participating in health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring the purchase and maintenance of equipment and materials and ensuring that it complies with current health and safety standards and monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site; Ensuring the maintenance and repair of equipment is carried out by a competent person;
- Ensuring that procedures are in place in case of fire or other emergencies, that fire fighting equipment is available and properly maintained, and that emergency drills and are carried out regularly and monitored for effectiveness;
- Ensuring that First Aid equipment is available with trained first aiders;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated and action taken;
- Liaising with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the school to prevent the spread of infection. That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing;
- Liaising with St Luke's Church over Health and Safety matters when the responsibility for maintenance or repair lies with St Luke's Church.
- Ensuring that records on children in the school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk;

- Ensuring that staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required;
- Ensuring that Health and Safety Handbooks and are kept up to date;
- Ensuring appropriate procedures for risk assessment and authorisation of school visits is followed.

Note: in the absence of the Head of School these responsibilities fall to his/her immediate deputy.

### 1.3 Safety Officer

The Office Manager will assume the role of Safety Officer. It is important that he/she is trained in all aspects of personal safety. In addition to the responsibilities imposed on all staff members the Safety Officer will take primary responsibility to:

- Ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use;
- Make arrangements for the safe working of contractors on site, ensuring, as far as is reasonable, that their work is segregated from school users and ensuring they consult the asbestos management plan;
- Ensure that play areas are kept free of rubbish and safe and ensure that snow and ice is cleared or prevent access to hazardous areas;
- Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry;
- Ensuring that all statutory inspections are completed and records kept and including portable electrical equipment;
- All fire appliances are properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed;
- Attending appropriate Health and Safety Training Courses to enable him/her to discharge his/her duties effectively;
- Participating in any Health and Safety Audits.
- The Office Manager will ensure that parents have signed a medical permission form;

### 1.4 Teachers

- All teachers must ensure that their areas of responsibility are checked on a daily basis to ensure that no health and safety hazards are present;
- Check fire exits in the classroom area are working, unobstructed and unlocked during the school day;
- Not to issue medication to any child but report any signs of illness, in themselves, or of in any child to the Head of School immediately;
- Implement policies and procedures within their classroom; be aware of location of nearest first aider, fire exits and evacuation procedures;
- Teachers should ensure that children are properly supervised, with an appropriate adult to child ratio, at all times;

- Report any accidents involving children in the classroom or areas for which they are responsible, make sure all incidents are recorded in the accident book or in the Camden Accident Procedures book and where appropriate the Head of School is informed;
- Check equipment for damage or hazards that could cause harm and supervise children when using equipment that could cause harm;
- Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue then the Head of School should be advised.

### 1.5 Responsibilities of all staff and other adults on site

All employees, pupils and visitors have a responsibility to contribute to the implementation of this policy:

- Act responsibly and co-operate fully with management, to be proactive to prevent injury or occupational ill health, either to themselves or others.
- Take reasonable care for the health and safety of themselves and others when undertaking their work and familiarise themselves with H&S aspects of their work;
- Check classrooms/work areas are safe;
- Ensure safe working procedures are followed, check equipment is safe before use and report defects;
- Cooperate with DfE, school governors and the Head of School on all matters relating to health and safety by complying with the health and safety policy;
- Use protective clothing etc made available and not intentionally or recklessly misuse any equipment provided in the interests of health safety and welfare;
- Report immediately to the Head of School any serious or immediate danger accidents or near misses, and any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Take an active interest in promoting health and safety and suggest ways to reduce risk

## 2. Accidents, Dangerous Occurrence, Violent Incident and Near Miss Reporting and Investigation

Policy and procedures relating to First Aid and Medical needs are outlined in the Medical Policy.

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the Accident Reporting Procedures book as soon as possible after the event. Serious incidents should be brought to the attention of the Head of School who will report as necessary. A list of the reportable injuries/incidents is available.

Accident book(s) are kept by the following people at the location(s) specified:

Location of Accident Book (First Aid Room)	First Aid Room
The accident book shall be monitored termly with outcomes and trends reported to the Governors	Head of School

Serious accident reports reported to Camden H&S Team	Head of School
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### First Aid

School policy and procedures are set out in the Medical Policy.

A termly check on the location and contents of all first aid boxes, and replenishment of supplies will be made by.	Office Manager
Use of first aid materials and deficiencies should be reported to:	Office Manager
Telephone in case of accident and emergency	999
The person responsible for ensuring first aid qualifications are maintained is:	Head of School

### RIDDOR Reporting – Accidents and Incidents

As a general guide, all accidents other than very minor ones (scratch, graze bruise etc) should be reported via Camden’s Repor tline on 02920 266787 or 020 7974 6655 whether they involve pupils, staff, contractors or visitors. If a minor injury requires action to prevent recurrence, this should also be reported. Assaults, near misses and occupational ill health should also be reported. You can also report by email to: [reportline@santia.co.uk](mailto:reportline@santia.co.uk)

### Bumps book

Schools are advised to use a “Bumps” book for minor incidents. The forms should be used for:

- recording minor non-preventable injuries involving children
- where there is no apparent fault of the school/centre
- there is no requirement for hospital treatment/admission
- there is no need to be reported under RIDDOR.

The bumps book is a school document and should be reviewed regularly e.g. monthly to identify whether trends are evident. If common themes are identified, you need to determine what action you could take to address them.

### Head Injuries

Where a head bump/injury has taken place, the child/pupil should be assessed immediately by a fully qualified First Aider (who has attended a HSE approved course). In Early Years settings this should be a Paediatric First Aid trained member of staff. The child/pupil must be monitored (look for signs of drowsiness, vomiting, headache etc) and if their condition deteriorates an ambulance should be called, or he/she taken to the nearest A&E department. If the First Aider or the school is in any doubt, then they must seek immediate medical attention.

Parents should be informed either at the time of the accident or when the child is collected – depending on the nature of the incident.

### Health and Hygiene

Children with long hair (shoulder length or longer) must wear their hair tied back at all times.

## **9 Medicines**

Policy and procedures for the administration of medicines can be found in the Medical Policy.

### Administration in Schools

- Labelling – the medication will clearly show the child’s name, the name of the contents, the times it should be taken, the quantity and the expiry date. If the medication is not clearly labelled, parents/carer will be contacted in the first instance.
- Storage – medication should be in child-proof containers, which should be provided by the parents/carer. It will be stored in a locked cupboard/drawer unless required to be stored in a refrigerator. Leftover medication will be returned to the parent/carer. Only named individuals should have access.
- Supply of medication – The parents/carer must supply the school with medication either daily or weekly. Staff will check the medication given is not out of date.
- Recording – When administering medication staff are advised that this is done in pairs. A record will be made at the time. It should specify the name of child, medication given and dosage. The record must be signed by person administering and countersigned by witness.
- Side effects – Staff should be aware of possible side effects that the medication can have on the child and be prepared to respond appropriately e.g. is there somewhere the child can rest if needed.
- Special Circumstances – if any of the following circumstances apply then arrangements will be made to ensure only trained staff in conjunction with the school nurse administer the medication.

o The prescribed medication is classified as a “dangerous drug.”

o The timing and nature of the administration is critical or where serious.

o Consequences could result if the dose is not taken.

o Any technical/medical knowledge or expertise is required to administer the medication. o Intimate contact is necessary.

o Removal of under garments is necessary.

Training: If the administration of prescription of medicines requires technical knowledge then individual training will be provided for staff from a qualified health professional. Training should be specific to the individual child concerned.

Parents/carer are required to provide schools with sufficient information of the medical condition that requires a child to take medication whilst at school e.g. Asthma, Epilepsy.

Medication will not be given without written consent from parents/carer. This applies to each and every medicine. Only those medicines which are part of a specific prescribed course of treatment will be administered.

### New and Expectant Mothers

A new and expectant mother risk assessment with the individual concerned is undertaken as soon as the Head/Line manager is notified by the member of staff that they are pregnant. This includes those who have given birth or miscarried in the previous six months and breast-feeding mothers.

Line managers take particular account of risks to new and expectant mothers or to that of her baby from any processes or working conditions, or physical, biological or chemical agents.

The risk assessment will be reviewed at regular intervals throughout the pregnancy to ensure continued effectiveness of any control measures.

### **3. Asbestos management plan Management Plan**

The Head of School and Office Manager shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the procedures within the asbestos management plan. The asbestos management plan must be kept up to date. A copy of the AMP is kept in the office. Any member of staff who may disturb the fabric of the building must report it immediately to the Head of School

All contractors shall be referred to and sign the Asbestos Management Plan before commencing work.

For advice and help on asbestos contact CSF's Property & Contracts service on 020 7974 1601.

### **4. Audit, Review, Performance Measurement and Action Plan**

The person(s) responsible for carrying out an annual review of the Health and Safety Policy and its implementation in the school is/are:	Head of School & H&S Governor
The person responsible for compiling and implementing the annual Health and Safety action plan, including action for improvements in the appropriate development plan is:	Head of School & H&S Governor
Employee absence statistics for the purposes of performance measurement are kept:	Head of School & Administrator

### **5. Bullying**

The school's policy on behaviour (including bullying) is kept:	Website and School Office
Records of bullying incidents and action taken are kept & reported termly to the governors:	Head of School

### **6. Cash Handling**

Staff should keep to a minimum the amount of cash entering and being handled on the premises. Maximum limits have been set for the size of each individual cash transaction. Cash is kept in a safe and monies are banked weekly. Counting of accumulated cash occurs at an appropriate location within the school. Other deterrents have been implemented, such as controlled access to the premises via keypads, online banking and use of Parent Pay online system. Site staff responsible for carrying monies to and from the bank should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

### **7. Catering**



The person responsible for registering the food premises with the local Environmental Health Officer of the Council is:	School Cook/Caterlink
The person responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards is:	School Cook/Caterlink Head of School
Person responsible for Catering Equipment (Dough mixers, Slicing machines, Potato peelers) safe use and risk assessment is:	School Cook/Caterlink
Person(s) authorised to operate and use is/are:	School Cook and authorised staff under the supervision of the School Cook through Caterlink

## 8. Cleaning

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment sheet. Regular checks must be made on areas that require meticulous cleaning such as kitchens, dining areas and toilets.

A site cleaning record book is kept to monitor cleaning by:	Caretaker
The Caretaker will be notified of problems by:	Office Manager
Spillages, leaks or wet floors should be reported to :	Office Manager

## 9. Contractors

Contractors must be properly managed and also made fully aware of all aspects of Health and Safety when working on St Luke's Church Of England School property.

### 9.1 **St Luke's CE School Responsibilities**

St Luke's Church Of England School has a duty under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Regulations 1999 to take reasonable, practical steps to ensure that safety of persons on St Luke's Church Of England School property while Contractors are carrying out work. This includes not only St Luke's Church Of England School employees and Contractors, but also any visitor or member of the public.

St Luke's Church Of England School recognises and accepts that it can be jointly responsible for unsafe methods of work adopted by the Contractor whilst on St Luke's Church Of England School property, so it is important that there is adequate liaison and control over Contractor's activities.

It is important to demonstrate that everything reasonable was done prior to the commencement of work, to ensure safety. This includes ensuring that Contractors are suitably qualified and competent to carry out the work required.

## **9.2 Vetting of Contractors**

All Contractors providing services to St Luke's Church Of England School will be evaluated and only those Contractors who are deemed competent will be allowed to work on St Luke's Church Of England School property. Contractors working within school hours must go through the school's vetting procedures.

## **9.3 Contractors Responsibilities**

Contractors have a duty to ensure the health, safety and welfare of their own employees and others that may be affected, wherever they may work.

Contractors must provide and maintain a safe place of work and safe systems of work, whilst working on St Luke's Church Of England School property.

Whether the work is of short or long duration, complicated or straightforward, proper planning of the works is crucial. A close relationship should be maintained, if the work is of a long duration, so that both parties are constantly aware of each other's requirements in the safe operation of the working area.

## **9.4 Information for Contractors**

The Manager must provide appropriate Health and Safety information to the Contractor (risk assessments etc). The Contractor will be responsible for passing any such information to their sub-contractor.

The Manager should undertake periodic checks on the work of Contractors, unless their work area is fully and physically separated from the St Luke's Church Of England School managed controlled areas (fenced off areas).

## **9.5 Breach of St Luke's CE School Health and Safety Rules**

Where St Luke's Church of England School site rules are breached or the works are liable to affect the Health and Safety of the Contractor, St Luke's Church of England School staff or members of the public, the work must be stopped by the Manager until it can be completed in safe manner.

## **9.6 During The Works**

During the works the Contractor will ensure that:

- Tools and other work related equipment owned by St Luke's Church Of England School is not used.
- Noise and dust generated by the works is effectively controlled at all times.
- If asbestos is suspected or discovered the work is stopped immediately and the Manager informed.
- Contractor vehicles are only parked in designated areas.
- The unloading of materials from vehicles is only undertaken in designated areas, agreed with the Manager.
- Operatives are familiar with the site fire warning system and means of activating it.
- Operatives and the schedule of works do not obstruct means of escape.
- Operatives comply with St Luke's Church Of England School no smoking policy.
- Operatives do not use electricity supply without the agreement of the Manager.
- All Contractor access equipment is secured when not in use (ladders removed from scaffolding etc).
- All accidents are reported to the Manager.

## **9.7 Completion of Works**

Prior to the Contractor leaving site, the Manager will ensure that:

- The area(s) where the Contractor has been working is free from obvious hazards.
- All equipment, which has been worked on, has been re-commissioned and is operating safely (fire alarms, smoke detectors re-instated, dust covers removed etc).
- All Contractor equipment, materials and waste have been removed.

The person responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance, when one cannot be found on an approved list is:	Head of School Office Manager
The person in control of contractors is:	Head of School
Responsibility for liaison with contractors, and for matters set out in the Code of Practice on the Control of Contractors and the Property Handbook is allocated as follows:	Head of School Office Manger

## 10 Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of ladders and stepladders is:	Office Manger
Person(s) authorised to use ladders and stepladders up to a specified height is/are:	Caretaker
Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment of cleaning tools and power tools is:	Office Manager
Person(s) authorised to operate and use is/are:	Caretaker

## 11 Fire and other Emergencies

The Governors and Head of School will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School.

School plans will indicate the actions to be taken in the event of a major incident:

- to ensure the safety of all persons people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- to call the emergency services when appropriate;
- to safeguard the premises and equipment, if this is possible without putting persons at risk.
- Plans are agreed by the governing body and are rehearsed regularly, once a term, by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body

### Emergency Planning

The Civil Contingency Act 2004 defined an Emergency as:

“An event or situation which threatens serious damage to human welfare, the environment, or war or terrorism which threatens serious damage to the security of the UK”.

Camden’s Children, Schools and Families Directorate have an Emergency and Business Continuity Plan which is available to all schools. Please click on link below:

<http://schoolsupportservices.camden.gov.uk/document-library/service/36/human-resources- payroll-and-health-and-safety/33/health-and-safety/>

## **12 Fire Prevention and Detection Equipment Arrangements**

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Location of Test Records	Person Responsible
Fire Alarm	Office	Office Manager
Emergency Lighting System	Office	Office Manager
Smoke Detection System	Office	Office Manager
The person responsible for carrying out a termly visual inspection of all emergency fire fighting equipment ( for example, fire hoses, fire extinguishers, fire blankets) and to whom any short comings should be immediately reported is:		Office Manager
The person responsible for arranging an annual test of fire fighting equipment inspection and maintenance is:		Office Manager

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head of School or senior member of staff is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

Responsibility	Person	Deputy
The controlled evacuation of people from the building or on the site to a place of safety.	Office Manager	Teacher in Charge
Summoning of the emergency services	Head of School	Teacher in Charge
That a roll call is taken at the assembly point	Head of School	Teacher in Charge
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Office Manager	Teacher in Charge
Arranging, recording and monitoring fire drills once per term:	Office Manager	
Details of the locations of all hazardous and flammable substances on site in case of emergency are kept:	School Office	
	Church Office	
The competent person responsible for carrying out and updating the fire risk assessment for the premises is:	Office Manager	

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

Type of emergency procedure	Location(s)
Fire Evacuation Procedure	At all fire call points
Bomb Alert	At all fire call points
Person threatening violence	Physical Restraint policy (children)

### **13 Hazardous Materials COSHH Risk Assessment**

The Bursar undertakes an annual risk assessment and to identify all hazardous and potentially dangerous chemicals and ensure that these are stored safely. An inventory will be completed and key staff trained and informed.

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

Copies of all the hazardous substances inventories are held centrally in:	School Office & copy in Church office
The person responsible for undertaking and updating the COSHH risk assessment is:	Office Manager
The person responsible for ensuring follow up action on the report is completed is:	Head of School

### **14 Health and Safety Inspections and Information**

Where possible Health and Safety Inspections will be carried out with the school's health and safety representative(s). Members of the Governing Body will participate with safety inspections where practicable.

The person responsible for distributing all health and safety information received from DfE and elsewhere and for the maintenance of a health and safety information reference system is:	Head of School
Records of employees signatures indicating that they have received and read and understood health and safety information are kept:	School Office
New employees will be informed of all relevant health and safety information as part of the induction process by:	Head of School
Health and Safety Documentation will be kept in the Health and Safety handbook which is kept:	School office
The person responsible for maintaining it is:	Office Manager

Risk Management documentation will be kept in the Risk Management Handbook which is kept:	School office
The person responsible for maintaining it is:	Office Manager
The person responsible for deciding on the appropriate circulation of each document is:  Employees will sign to confirm they have read and understood the information.	Head of School
The Health and Safety Law Poster is sited:	Staff Room

## 15 Health and Safety Training

The person responsible for drawing to the attention of all employees to the following health and safety matters as part of their induction training is:	Head of School
The person responsible for provision of the health and safety training needs of staff is:	Head of School

Health and Safety Policies and Health and Safety Handbook

EVC Toolkit

Codes of Safe Practice and Guidance

Risk Assessment

Fire and other Emergency Arrangements

Accident Reporting Arrangements

First Aid Arrangements

Safe Use of Work Equipment

Procedures for Hazardous Substances

Good Housekeeping, Waste Disposal and Cleaning Arrangements

Hazard Reporting and Maintenance Procedures

Special Hazards/Responsibilities Associated with their Work Activity

## 16 Insurance

The Governing Body has arranged the following insurance cover:

Insurance	Details
Block Policy through LDBS	LDBS
Buildings	St Luke's Church

## 17 Lettings

The Governing Body notes its residual responsibility for the control of premises and the terms of the licence with St Luke’s Church under which the school operates. Governors will take all reasonable steps to ensure that renting the buildings complies with the terms of these Policies.

The Head of School or Governing Body will seek to ensure that contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal School hours for an activity then, for the purposes of this Policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

The person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure is:	Office Manager Head of School
The person responsible for informing other users of the building of the presence of any hazards which have not been rectified is:	Office Manager
The person responsible for checking that the premises are left in reasonable order by other users before locking up is:	Caretaker

### **18 Locations of Main Service Isolation Points**

The locations of the positions of all main service isolation points are as follows:

<b>Service</b>	<b>Location of Isolation Point Details</b>
Water	Behind the panel in the entrance hall
Electricity	In the cupboard between the staffroom and library
Gas	Boiler room

### **19 Lone Working**

All staff should be aware of the following procedure for lone working in the school. This will particularly be an issue in the first few years of the school when the staff team is very small.

Where work activities are likely to be undertaken by a lone worker or outside normal working hours then these factors should be considered in the assessment. It may be the case that merely by working alone, or working out of hours, risks are introduced even for a non-hazardous work activity which have not been subject to a formal risk assessment.

- assessing if the work is a “one person” job
- the remoteness or isolation of the workplace
- any problems of communication
- the possibility of violence or criminal activity by intruders
- the nature of possible injury
- emergency egress (e.g. are fire exits open out of hours?)

## 20 Manual Handling

All staff engaged in the pushing, pulling, lifting or carrying of equipment / pupils will receive training prior to being asked to do such work. Risk assessments will be carried out and wherever possible equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils. Consideration should also be given for pregnant staff.

The person(s) responsible for identifying and monitoring hazardous manual handling activities involving objects is and arranging for their elimination or risk assessment is:	Office Manager
The person responsible for dealing with the administration of medicines and inhalers including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required is:	Office Manager Teaching Assistants with paediatric first aid training
The person(s) responsible for undertaking and reviewing the healthcare plans of pupils with medical needs is:	SENCo

## 21 Noise

Any employee concerned about the noise levels at work should report the matter to:  who will arrange for an assessment and, if necessary, remedial action.	Head of School
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## 22 PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment is:	Head of School Office Manager
Person(s) responsible for regular (daily) visual inspection is/are:	Class teacher
Person responsible for arranging an annual full inspection and report is:	Office Manager

## 23 Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing their manager as soon as they become aware of a need to repair or replace PPE, which they use.

## 24 Physical Restraint

### 24.5 Legal Framework

Physical Restraint should be limited to emergency situations and used only in the last resort. Under the Children (NI) Order 1995, it is only permissible as described under the heading "Physical Control". Article 4 of the Education (N.I.) Order 1998 clarifies powers that already exist in common law. It enables teachers and



other members of staff in the school, authorised by the Head Teacher, to use such force as is reasonable in the circumstances, to prevent a pupil from:

- Committing an offence
- Causing personal injury to, or damage to the property of, any person (including the pupil himself); or
- Engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among its pupils, whether during a teaching session or otherwise.

Examples of possible situations are given in the DENI document Pastoral Care in Schools: CHILD PROTECTION (p.82 sections 11 and 12).

#### **24.6** *What does it mean to restrain a child?*

Physical restraint is the positive application of force with the intention of protecting the child from harming himself or others or seriously damaging property. The proper use of physical restraint requires skill and judgement, as well as knowledge of non-harmful methods of restraining.

#### **24.7** *Why use restraint?*

Physical restraint will usually be needed very rarely, and within a context of care, protection and responsibility. Physical restraint should avert danger by preventing or deflecting a child's action or perhaps by removing a physical object, which could be used to harm him/herself or others. Physical restraint skilfully applied may be eased by degrees as the child calms down in response to the physical contact. It is only likely to be needed if a child appears to be unable to exercise self-control of emotions and behaviour.

#### **24.8** *Aims*

Staff recognise that the use of reasonable force is only one of the strategies available to secure pupil safety/well-being and also to maintain good order and discipline. Our policy on the use of reasonable force is part of our overall pastoral care policy and closely related to our policies on managing pupil behaviour in the "Discipline Policy" and "Child Protection Programme".

- To protect every person in the school community from harm.
- To protect all pupils against any form of physical intervention which is unnecessary, inappropriate, excessive or harmful.
- To provide adequate information and training for staff so that they are clear as to what constitutes appropriate behaviour and to deal effectively with violent or potentially violent situations.
- To give full support to staff who have been assaulted or have suffered verbal abuse from pupils or others.

#### **24.9** *Risk Assessment*

Although most young people in St Luke's Church of England School will never require any form of physical restraint, staff may have to deal with some young people who exhibit disturbed, distressed and distressing behaviour. All school policies are intended to create a positive learning environment and in this context to reduce risk by managing:

- The environment
- Body language
- The way we talk
- The way we act

#### **24.10** *Environmental Risk Assessment*

Environmental risk assessments will be regularly carried out with strategies to minimise risks in identified locations where necessary.

#### **24.11 Individual Risk Assessment**

If we become aware that a pupil is likely to behave in a disruptive way that may require the use of reasonable force, it is our intention to plan how to respond if the situation arises. Such planning needs to address:

- Managing the pupil ( e.g. reactive strategies to de-escalate a conflict, holds to be used if necessary);
- Involving the parents to ensure that they are clear about the specific action the school might need to take;
- Briefing staff to ensure they know exactly what action they should be taking (this may identify a need for training or guidance);
- Ensuring that additional support can be summoned if appropriate.

#### **24.12 Procedures**

For further information about approaches to behaviour in the school please see the Behaviour Policy. A calm and measured approach to a situation is needed and staff should never give the impression that they have lost their temper or are acting out of anger or frustration when handling a situation. If physical restraint is deemed a necessary step, the following procedures will be followed:

- Tell the pupil who is misbehaving to stop and state possible consequences of failure to do so;
- If possible summon another adult;
- Continue to communicate with the pupil throughout the incident;
- Make it clear that restraint will be removed as soon as it ceases to be necessary;
- Appropriate follow-up action should be taken, which may include providing medical support or providing respite for those involved.
- After any incident in which a child is physically restrained, follow-up and repair strategies should be discussed with parents or carers.

#### **24.13 Recording**

- Staff should record all incidents of restraint in accordance with School Policy and report these to the Head Teacher.
- Details should include: Name of pupil(s), Staff member(s) involved, Factors necessitating physical intervention, The strategies which were employed prior to using physical intervention, How physical intervention was effected, Outcome of restraint, Any other action taken in the management of the incident.
- Parents/carers should be contacted as soon as possible and the incident explained to them. This action should also be recorded.

#### **24.14 Complaints**

All staff have a duty of care to the young people in St Luke's School and cannot escape our legal responsibilities by avoiding taking appropriate and necessary action. Involving parents when an incident occurs with their child, together with a clear policy adhered to by the staff, should help to avoid complaints from parents. It will not prevent all complaints, however, and a dispute about the use of force by a member of staff might lead to an investigation, either under disciplinary procedures or by the Police and social services department under child protection procedures.

Staff subjected to physical violence or assault have the right to be supported in making a formal complaint to the police and, if necessary, taking private action against an assailant.

Adhering to the principles and procedures referred to here is part of effective practice and should minimise risk to young people in our care and enhance our own self-protection.

## 25 Play Equipment

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision:

The person responsible for the selection, siting, inspection, maintenance, training, supervision, safe use and risk assessment of outdoor play equipment is:	Head of School Office Manager
The person responsible for following up the annual play equipment inspection report is:	Office Manager
The person responsible for the weekly formal inspection of the equipment and safety surfacing and to whom any faults should be reported immediately and who will take it out of use if necessary is:	Head of School
The person responsible for ensuring that the equipment is adequately supervised when in use is:	Head of School
Person(s) responsible for regular (daily) visual inspection	Classteacher
Person responsible for arranging annual full inspection and report is:	Office Manager

## 26 Premises Security

The person (and their deputy) responsible for unlocking and locking the building, is:	Head of School Caretaker
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## 27 Repairs and Maintenance

The person to whom repair and maintenance needs should be reported is:	Office Manager
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## 28 Risk Assessment

The school operates RED CARD risk assessment system. The Head of School will ensure that annual updates are undertaken on the school premises and methods of work, and new assessments are done for changes in practices or working environments and all out of school activities.

Risk assessments will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body who will prioritise issues and assign resources to undertake remedial control measures where required.

Daily weekly and half termly checks are also made by the Administrator (See detailed list in Appendix)

The person responsible for carrying out a general survey of the school's work activities including extra-curricular, extra-mural activities, work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessment are produced and appropriately communicated is:	Head of School
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## 29 Rubbish

All staff are responsible for ensuring the good housekeeping of their own areas.

Waste will be carefully stored, and only in the designated area.

Clinical waste is potentially very harmful and should be dealt with in a responsible manner. Advice on the disposal of Sharps and Special collections should be sought from Camden.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke.

The person who should be contacted about rubbish is:	Office Manager  Caretaker
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## 30 School Security

The Governors and Head of School will consult with staff to agree a security procedure for dealing with incidents that occur during and out of school hours, ensure all staff are trained and know what to do should one of the following incidents occur.

- Aggressive parents or visitors
- Thefts
- Break-ins and burglaries
- Ensure the school is locked up and nominating emergencies key holders
- Contacting the Schools Liaison Police officer
- When to notify DfE
- Protecting children, staff, visitors and contractors from the risk of abuse

It may be necessary to ban individuals from the school premises if they continue to be verbally or physically abusive to members of staff other parents or children. Letters confirming the schools policy on aggressive behaviours should be sent to such an individual within 24 hours of an incident to prevent further breaches.

## 31 Stress

Stress management through risk assessment and appropriate consultation with staff will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards, guidance and requirements. This will identify a constructive way of dealing with and preventing stress.

Where an individual indicates that work related stress is becoming an issue, our approach will be to follow this process. All staff are made aware of the need to maintain a balance between work life and home life. Senior leaders will endeavour to keep school meetings to a minimum and any stress counselling availability will be made known to all staff.

**32 Supplies (Purchasing/Procurement and Deliveries)**

The Governing Body will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

Staff placing orders and/or accepting gifts or donations to the school must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

They will also assess any revenue implications of the necessary maintenance of donated items.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school.	Head of School Office Manager
Deliveries of goods will be reported to:  who will arrange for them to be taken to the appropriate location by:	Office Manager Caretaker

**33 Swimming**

Children in Y3/4 are taken to a local swimming pool with a fully implemented Risk Assessment. We will ensure that children are taught by a fully qualified instructor and a qualified life guard and accompanied at all times by two appropriate adults.

**34 Training**

Safety Induction is given to all new employees on the first day of employment. These instructions should take the form of explanation of the red card system.

Training is given to all Key staff and staff with special responsibilities such as the Premises Officer and First Aid staff.

The School keeps a record of all staff who have been trained and the expiry dates of any certificates, kept in the school office by the Office Manager.

**35 Tree Safety**

Maintenance of trees in the school grounds is the responsibility of St Luke’s School.

Person responsible for verifying that all Trees in school playgrounds or overhanging have been checked for dangers:	Office Manager
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### **36 Off-site Visits & School Journeys**

All Group Leaders or staff taking pupils on school trips should follow the school's guidance which is outlined in detail in the Safeguarding Policy.

Visits are categorised into two main groups. As a rough guide, all trips which fall into the high risk category (formerly Category B) must be notified to the Health & Safety Service. Suitable risk assessments are required for lower risk trips (formerly Category A) and the Head of School should satisfy themselves that such assessments are suitable and sufficient.

The person responsible for ensuring that the appropriate risk assessment and approval is obtained for Category A educational visits is:	Head of School
The person responsible for ensuring that the appropriate risk assessment and approval is obtained for Category B educational visits is:	Teaching staff

### **37 Vehicles**

The school owns no vehicles nor hires/leases vehicles without a driver. Should this position change, new policies will be required. The Head of School is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

### **38 Visitors**

On arrival all visitors should report to:  where they will be issued with a visitor's badge and sign the visitors book	School Office
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An employee seeing an unidentified person should inform the school office.

### **39 Visits and Recommendations of Enforcing Authorities e.g. HSE Officers, CSF Health & Safety Advisers, Environmental Health Officers**

The person responsible for co-ordinating visits and recommendations, co-ordinating action and reporting matters requiring authorisation/action to the Governing Body or HSE is:	Head of School
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### **40 Work Experience**

The person responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, and liaising with partners as appropriate is:	Head of School
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#### 41 E-Safety

E-safety forms part of the “staying safe” element of the Government’s Every Child Matters agenda, and the school has a responsibility under the Children Act 2004 to safeguard and promote the welfare of pupils, as well as owing a duty of care to children and their parents to provide a safe learning environment.

E-safety is a framework of policy, practice, education and technological support that ensures a safe e-learning environment in order to maximise the educational benefits of ICT whilst minimising the associated risks.

An e-safety strategy enables schools to create a safe e-learning environment that:

- promotes the teaching of ICT within the curriculum
- protects children from harm
- safeguards staff in their contact with pupils and their own use of the internet
- ensures the school fulfils its duty of care to pupils
- provides clear expectations for staff and pupils on acceptable use of the internet.

Schools can enable an “e-safe” environment for pupils by ensuring that the following aspects are addressed.

- Safe systems
- Safe practices
- Safety awareness

Head teachers have ultimate responsibility for e-safety issues within the school including:

- the overall development and implementation of the school’s e-safety policy
- ensuring that e-safety issues are given a high profile within the school community
- linking with the board of governors and parents and carers to promote e-safety and forward the school’s e-safety strategy
- ensuring e-safety is embedded in the curriculum
- deciding on sanctions against staff and pupils who are in breach of acceptable use policies.

As governing bodies have a statutory responsibility for pupil safety, it is vital that governors are aware of e-safety issues and support the head of school in the development of the school’s e- safety policy and strategy and promote e-safety to parents.

St Luke’s CE School’s designated e-safety contact officer is the Head of School who is responsible for co-ordinating e-safety policies on behalf of the school.

**Appendix 1** Emergency Response Flowchart

**Appendix 2** Major Emergency Response Contact List

**Appendix 3** Camden Accident Reporting Flow Chart

**Appendix 4** Fire Drill Procedures

**Appendix 5** Bomb drill



## Appendix 1

### Emergency Response Flowchart

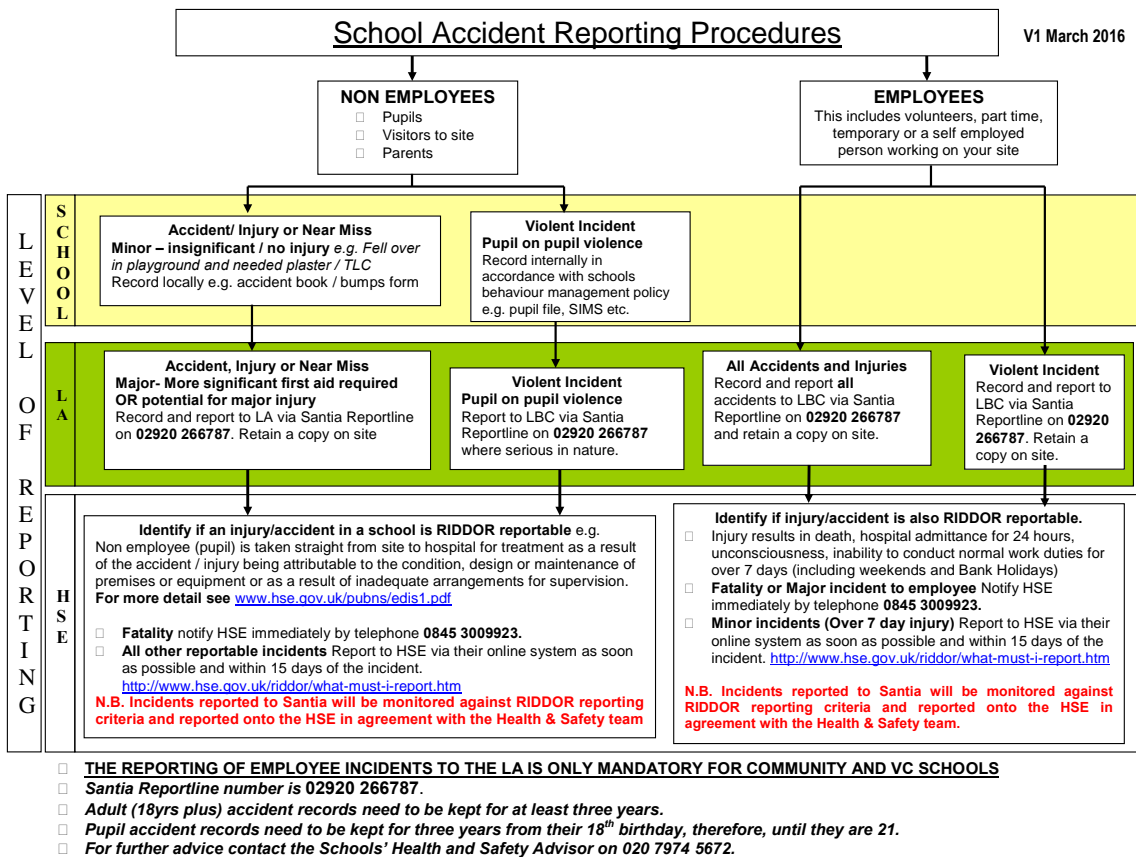
TASK	PERSONNEL	TIME SCALE
Obtain the facts of the incident as accurately as possible	Most senior member of staff first notifies of incident	Within Hours
Senior management to meet with support personnel	Where appropriate any outside officers who may be able to help with planning as well as senior management team	Within Hours
Assign roles	See Detailed Roles & Responsibilities	Within Hours
Contact families	Head of School	Within hours and continue until completed
Call a staff meeting to give information	Head of School	Same day if practicable
Give relevant information to pupils in small groups	Head of School LT/ Class teachers	Same day if practicable
Arrange a debriefing for staff involved in crisis event	Head of School	Same day if practicable
Debriefing for pupils involved in the crisis	Head of School	As soon as possible allowing for H&S
Identify high risk pupils and staff	Leadership Team	Next Few Days
Promote controlled discussion in classes	Class Teachers	Next few days and weeks
Organise special staff meetings to discuss issues eg special assemblies, attending funerals	Head of School	As soon as necessary
Identify the need for group or individual treatment	Leadership Team	Incrementally over days and weeks after crisis
Organise treatment etc	Head of School	As required

## Appendix 2 Major Emergency Response Contact List

CONTACT	NAME	PHONE NUMBER
Ambulance		999
Fire Brigade		999
Police		999
Managing Director of Camden Learning	Jon Abbey	
Chief Education Officer	Anne Baxter	020 7974 5717
Vice Chair of Governors	Adrian Barret	
LDBS Advisor	Helen Ridding	
Home/School Liaison Officer	Head of School	
Safeguarding Officer	Sarah Hannan	020 8342 1722
Counselling Services		020 7278 4444
Local Religious Group	St Luke's Church	020 7794 6317
Press and Media contacts	Charlotte Newton Ham & High Josie Hinton Camden New Journal	020 7433 0000 020 7419 9000
Riddor Reporting in case of serious accident		<a href="http://www.hse.gov.uk/riddor/index.htm">http://www.hse.gov.uk/riddor/index.htm</a>
Camden (Out of Hours) Customer services centre		020 7974 4444
Public Relations Officer		020 8721 2958
Camden School Nursing		020 3317 5859
Social Services		020 7974 3317
Counselling Services		020 7974 3317
Camden (Out of Hours) Customer services centre		020 7974 4444
Public Relations Officer		020 8721 2958
Camden Executive Director of Supporting People	Martin Pratt	020 7974 1505 / 4221 M: 07833 406179
CSF Emergency Response Team – Lead Director	Peter Dudley Director of Education	020 7974 3813 M: 07825 351 967
Senior officer day contacts	Eve Stickler Director of Early intervention and prevention)  Peter Dudley Director of Education  Anne Turner, Director of Children's safeguarding  Bodil Mlynarska, Head of children's quality assurance  Cynthia Walters, HR Strategic Lead for CSF	020 7974 1117 M: 07557 290 007  020 7974 3813 M: 07825 351 967  020 7974 6641 M: 07896 654 076  020 7974 6999 M: 07736 332766  020 7974 4919
CSF Press Officer/Media	Press Office (office hours) Press Office (duty mobile) CSF Comms managers: Rachel Poyton (Mon to Wednesday)  Sally Cloughton (Wednesday to Frid)  CSF communications Officer	020 7974 5717 M: 07901 554 530  020 7974 5966 M: 07500 225304 0207 974 4687 M: 07557 294118 020 7974 6649
Emergency counselling for pupils or staff	Claudia Noel-Michael (Critical Incident Response lead for EPS (Educational psychology service)) or	020 7974 6500 / 1618 M: 07787 845276 020 7974 6500 / 6547

	Hilary Forbes (Head of SEN and Educational psychology service)	
Education Welfare Service	Ed Magee	020 7974 1653 M: 07833 406200
Children in need team	Michelle O'Regan	020 7974 1905
Integrated Early years service	Anthony Keen Deputy Service Manager	020 7974 4371
Integrated Youth Support	Eugene Griffin Acting head of service	020 7974 6762
This list was last updated:	June 2018	

### Appendix 3



## **Appendix 4 Fire Drill Procedures**

### **When Alarm Sounds:**

Stop Immediately

Proceed in an orderly line EITHER through the school Reception Area OR round the side of the school through the back entrance, whichever is closer, and to the Fire Assembly Point on Kidderpore Avenue.

Wait in silence while register is taken. Return to classroom when instructed.

## **Appendix 5 BOMB DRILL**

The fire alarm will not be sounded unless it is safe for all the children to follow the fire drill procedure.

If the fire alarm can be sounded: follow the procedure for fire drill, then classes to obey instructions from the person in charge to proceed to Fortune Green Open Space.

Line up in the fenced area and await instructions.

Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Head of School and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint, then the school's complaints procedure will be followed.

Copies of this policy will be available in the staff handbook, from the school office and on the school website.

This policy has been agreed by the Head of School and the Governing Body.

Head of School signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of Governors' signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

