

# NORTH LONDON GRAMMAR SCHOOL HEALTH & SAFETY POLICY

## General Statement

North London Grammar School recognises the importance of health, safety and welfare in the successful operation of its activities and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

All North London Grammar School activities will be conducted with due regard to all the statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonable practicable within the framework of the school's organisational structure and in accordance with North London Grammar School health and safety policy detailed herein.

This policy will be brought to the attention of all employees and will be subject to review and revision as necessary.

It is the policy of North London Grammar School that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all North London Grammar School employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well run school. North London Grammar School requires therefore, that a high standard of safety shall be achieved and maintained across the school site and throughout all its activities.

Whilst a statutory duty exists to comply with the Health and Safety at Work Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto, this shall be regarded as the minimum standard expected.

In order to meet these objectives the Headteacher of North London Grammar School, through the board of Governing Body will ensure that adequate resources are made available for the provision of health, safety and systems of work, and a workplace and environment which is safe and without risk to health. It has always been recognised by all staff that their responsibilities in the area are no less important than in any other function and that is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

North London Grammar School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through the DfE, trade associations, professional bodies and others as and when appropriate. North London Grammar School will continue to make use of any guidance and/or training provided by manufacturers and suppliers of

equipment used in the workplace and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They will be encouraged to submit suggestions for the improvement of standards in health and safety within North London Grammar School.

Teaching staff shall endeavour at all times to ensure that all pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures.

Where and when necessary protective clothing and equipment will be provided and shall be used by all employees and pupils.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to North London Grammar School health and safety policy will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the Headteacher and Governing Body of North London Grammar School shall at their discretion and following due consultation with the pupil's teacher and/or parent(s) or guardians(s) exercise their right to exclude that pupil from further participation in classes within North London Grammar School if that pupil's continued participation is held to be a threat to the health and safety of themselves or others.

## **Structure**

### **The Governing Body**

The Resources Committee normally discharge the Health and Safety responsibility on behalf of the Governing Body. They will conduct an annual inspection of the premises of the School and ensure that all aspects of the policy are being taken into account. Health and Safety will be included on the Committee's termly agendas as a standing item. The committee will minute action it recommends and will subsequently monitor implementation of the action. It reports directly to the Governing Body. The committee will undertake regular reviews of procedures in the light of operational practice, new law and new policy/directives of the DfE/Governing Body.

### **Specific Roles And Responsibilities**

#### **Headteacher's Responsibilities**

The Headteacher of North London Grammar School is responsible for the implementation of the health and safety policy and for ensuring that North London Grammar School fulfils its statutory obligations with respect to the health, safety and welfare of all employees, pupils and others. In order to fulfil these responsibilities he/she will:

- i. Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within North London Grammar School within the constraints of the budget.
- ii. Bring the contents of this policy and associated documentation to the notice of all members of staff of North London Grammar School and make arrangements for the regular review and monitoring of this policy, and the arrangements and procedures contained herein, including regular audits and inspections, and safety tours.
- iii. Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
- iv. Identify and make arrangements for training and where necessary, retraining or of staff with respect to health and safety and when the need arises.

- v. Take overall responsibility for organising staff training and co-ordinating the actions of staff and pupils in the event of a fire.
- vi. Identify and make arrangements for training of new staff with respect to health and safety.
- vii. Consult with members of staff and others on matters of implementation and review of this policy and any procedures contained herein.
- viii. Take responsibility for confirming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- ix. Report and investigate all accidents, injuries and 'near misses', in accordance with school procedures.
- x. Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information will be made available to all users and persons exposed to the hazard.
- xi. Designate and monitor the performance of staff with responsibility for supervision, training and the day to day implementation of this safety policy and the procedures contained herein as far as possible within the constraints of a small staff.

### **Health and Safety Co-ordinator**

- i. To constantly monitor and review all operational practice and procedures
- ii. To pass on information received on health and safety matters to appropriate people
- iii. To ensure prompt action is taken
- iv. To identify the health and safety training needs of staff
- v. To carry out appropriate risk assessments and to identify procedures in connection with these, using expert advice where necessary
- vi. To submit regular reports to the Governing Body
- vii. To investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires
- viii. To keep the headteacher informed on all the above
- ix. Arranging, recording, and monitoring Fire Procedures and frequency of fire drills

### **Individual Responsibility**

- i. All school employees, pupils and other persons entering onto the School's premises, or who are involved in school activities, are responsible for co-operating in the exercise of care in relation to themselves and others who may be affected by their actions.
- ii. Members of staff with a specific responsibility, such as for visits or science will be responsible for maintaining good health & safety practises in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Headteacher of North London Grammar School of any subsequent specialist requirements for the health & safety of staff or pupils.
- iii. Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm. They will be responsible for reporting to the Headteacher of North London Grammar School all accidents or injuries.
- iv. All staff shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and comply with all requirements contained therein at all times. They shall comply with any safety instructions from their line manager. They must wear any protective clothing and equipment supplied, not wilfully misuse or abuse such equipment and report any defects, or other safety hazards encountered.
- v. The person(s) appointed as Health & Safety Officer by the Headteacher or Governing Body of North London Grammar School with responsibility for assisting in the monitoring and review of procedures and policy will also be responsible for ensuring that everybody at North London Grammar School is kept fully up to date with changes in legislation, working practices and other issues in relation to health and safety within the North London Grammar School.
- vi. The person responsible for First Aid, Injuries and Dangerous Occurrences will ensure that provisions conform to the Health & Safety Regulations 1981 and the revised approved code of practise issued by the HSE in 1992.

## **Arrangements For Carrying Out The Functions Allocated To Individuals Emergency Procedures**

The emergency plan is based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of the building.

The aim of the emergency plan is to ensure that in the event of a fire or other emergency everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that North London Grammar School can be safely evacuated.

### **Emergency Plan**

- i. The alarm is raised by whoever detects the emergency
- ii. All staff are trained to assist in the evacuation:
- iii. All teachers have specific supervisory roles relating to the emergency.

The line drawing of North London Grammar School (which will be prepared by the Headteacher, the Deputy Headteacher and the Health and Safety Co-ordinator) will include the following details:

- i. essential structural features including escape routes, doorways, walls, corridors, stairways etc.
- ii. designation of the classroom, work and internal assembly spaces
- iii. location of the flammable materials store
- iv. location and type of fire fighting equipment
- v. location of manually operated alarm call points and the control equipment for the alarm
- vi. location of main electrical, gas, oil and water valves and control systems
- vii. location of the assembly point.
- viii. Nominated person to help disabled people to evacuate

### **Medical Matters**

Children cannot remain in school if they are ill and if it is suspected that a child is genuinely sick then advice should be sought from the Welfare Assistant about sending him/her home. Since the Welfare Assistant's time is completely timetabled so that he gives as much help as possible, a sick or injured child should remain with the class teacher and a reference made to the relevant timetable to find where the Welfare Assistant is working. No sick child should be sent to the Medical Room, or to find the Welfare Assistant. The Site Manager should clear any vomit, blood, faeces or urine, although these should be covered immediately with sawdust (obtainable from the Site Manager's room) as s/he may be off duty. Air fresheners can be employed.

Children are usually only sent home if they have a recordable temperature, but there are often significant difficulties locating an adult to collect children in spite of the careful recording of contact numbers. Some children are already unwell when they come to school and if this is the case they will be returned home as soon as practicable. Where there is knowledge of any known medical condition, care should be taken to alert all members of staff about this and its precise nature: even if it seems unlikely that you will come across this child, everyone does playground duty and classes are divided occasionally. For these children, reference must be made to the relevant log of these which is kept in the Medical Room, and 'incidents' or 'accidents' likewise recorded in the relevant log. This is statutory practice under the Health & Safety Act.

No medicine of any kind can be administered in school by any member of staff, for short term illness, unless parents come to do so. The Supervisors will oversee the administering of medicine for children in the Boarding House. The medicine must be prescribed by a GP and parent's consent should be taken.

Appointments with the doctor, dentist or other practitioner are made in school time and children may attend these if the appointment card is brought. The card should be added to the register and will be returned to the child when leaving for the appointment. NO child may leave school premises without being collected by an adult, and departure should be reported to the office. Such absences should be clearly marked in the attendance register.

## **First Aid**

The person responsible for First Aid, Injuries and Dangerous Occurrences will ensure that provisions conform to the Health and Safety (First Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1992.

The responsible person will ensure that first aid boxes are available and stocked with approved standard items. The responsible person will also ensure that qualified first aiders are available at all times.

The responsible person will also ensure that any special emergency treatments which may be required following an accident involving the misuse of substances at North London Grammar School are available and that sufficient staff are trained to deal with such treatments. Pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made known to those people appointed to deliver first aid treatment as necessary, where the medication, or condition may have a bearing on any emergency treatment given by that person.

The responsible person will also ensure that any special notices will be posted to advise on emergency procedures, the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.

First Aid boxes are located at the following points: Medical Room on the ground floor, canteen, dining hall, science rooms, art room, changing rooms.

All injuries must be reported immediately to the Headteacher of North London Grammar School and recorded in the accident book within 24 hours of occurrence. The Log Book containing details of children's medical conditions are kept in the medical room.

The Headteacher is responsible for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## **Procedures**

### **Safety Checks and Service Procedures**

The Headteacher of North London Grammar School has overall responsibility for ensuring that statutory fire precautions in relation to the Health & Safety at Work Act 1974 and Fire Order 2005 are adhered to. This will include formal certification, staff training and co-ordinating the actions of staff and pupils in the event of a fire.

The Headteacher of North London Grammar School is responsible for ensuring that all members of staff are instructed in the following matters:

- i. The action to be taken on hearing a fire alarm
- ii. The action to be taken on discovering a fire
- iii. Raising the alarm and the location of alarm points
- iv. The location and use of fire fighting equipment
- v. Knowledge of escape route and the identity of those nominated as competent persons to supervise any evacuation of the premises
- vi. Appreciation of the importance of fire doors and the need to close all doors and windows.

### **Fire Procedures (what to do in case of fire) Posted As Necessary**

- i. See appropriate map of the school
- ii. In the event of a major power failure, there is emergency lighting in the public areas of the building. Should this be prolonged the school will be closed.

- iii. The person(s) nominated to act as competent for supervising evacuation are: The Headteacher, the Deputy Headteacher and the Site Manager.
- iv. Further emergency evacuation procedures in the event of explosions or escapes of dangerous substances.

- **If you discover a fire**

Sound the nearest alarm

close fire doors and windows

- **If you hear the alarm**

Collect children, together with class register if available and vacate the building by the nearest exit as indicated on the

The assembly point for Monument House is in front of the memorial obelisk :

The assembly point for the day school and girls' boarding house is the visitors car park.

## **Exits And Entrances**

### **Session Times**

8.20 am - 12.30 pm (short break for 15 minutes) & 1.20 pm - 4.00 pm

The playground is supervised from 8.00 am each morning, and parents are asked to send or bring children into the playground, and to encourage them not to loiter in front of the school, which is both exposed and unsupervised. If the weather is wet children should wait under the shelters and are then brought into the school at 8.00 am. Only if the playground is covered in snow should children come into the building before this time, unless requested to do so for a particular reason by teachers, and early morning helpers should be indicated on the class room door.

At the end of the day children are expected to leave and go straight home. Any uncollected children wait in the school office while enquiries are made to speed up their collection: in extreme circumstances there is a formal procedure to leave abandoned children with the Police or Social Services.

The whistle is blown promptly and class teachers always collect their classes from the playground. Morning play is at 10.35am for approximately 15 minutes and which is supervised according to the daily rota.

Each of the classes has a particular place for line up and uses a particular staircase and toilet area. As well as collection from the playground, classes must be escorted from the classroom, at lunchtime and at the end of the day. This ensures swift and safe movement around the building with maximum oversight for teachers. There is a general 'no running' and 'keep left' policy which need constant reinforcement.

Although these rules affect closely the running of the school and the use of time and the maintaining of good order, there are obvious implications for health, safety and security and as such should be observed at all times.

## **Supervision Of Pupils During Non-Curriculum Time (Arrival, Dispersal And Break Times)**

- i. Pupils are allowed on the school premises from 8.00 am until 4.00 pm.
- ii. Some after school activities continue until 5.00 pm.
- iii. During morning breaktimes the North London Grammar School supervises the children, Please see duty rota separately.
- iv. During lunch breaks North London Grammar School will provide supervision in the playground, dining and adjacent areas as follows:
  - Lunch Time: 12.30 - 13.20
  - At least 2 members of staff are on duty.
  - Pupils are expected, at all times, to comply with the standards of behaviour outlined in the school's pupil behaviour policy.

## **Day To Day Security**

Since schools are prime targets for intruders of all kinds, it is important to recognise that children, adults and property need to be protected. While the front door is protected by an entryphone system, the code for which is known to all staff and changed from time to time, all other outside doors should be kept closed, and any unknown visitor challenged and, if necessary, escorted to any stated destination. Even bona fide visitors and operatives need to be reminded that they should report their presence to the office to register their presence. In the event of any kind of emergency, a 999 call should be made without hesitation.

It is accepted practice that classroom doors are locked during breaks and lunchtime, and that children are not in the main building at these times, or before school. There are secure cupboards in Assistant Head rooms on each floor the school, and the intention is that equipment such as laptops, pads should be locked in these as often as possible. Given that easy access to computers ensure greater use and that there are more computers than there is space to store them, all TVs are secured by locks and cables to their trolleys, and the TV sets and VCRs are locked into their secure stands. Small portable items should be securely locked away at the end of the day. All such items are also marked with security paint and labels and their serial numbers entered in the inventory.

There is a routine of boarding supervisor looking after any money which children may bring and this should be scrupulously observed to deter any thefts or claims of thefts. Jewellery and watches, expensive toys, training shoes and other personal belongings should not be brought into school, not only because of their value and attractiveness to other children, but because of the time spent investigating if they are missing.

Personal property should be covered by personal insurance, but should not be left unattended in classrooms, office or Staffroom. Secure lockers with keys are provided for pupils and staff in the staff room for small items.

In common with all buildings administered by Barnet Council, there is a non-smoking policy which operates in all areas of the building, and which applies equally to staff, parents and contractors.

## **General Rules For Children**

The following rules are currently observed, and have been devised in order to avoid time consuming arguments and investigations. They are also designed overall to safeguard health, safety and security, and must therefore be closely observed.

- i. Jewellery should be kept to an absolute minimum and should only consist of stud or sleeper type earrings if it is thought necessary for ears to be pierced. Any type of hoop or drop earrings, or rings, are dangerous as they may be caught in PE or any kind of movement, in addition to the many difficulties involved in investigating loss or theft. Watches may not

be worn at any time. Rings, necklaces and bracelets are not appropriate for school wear.

- ii. All clothing should be named: lost items are kept in the medical room.
- iii. Large sums of money should not be brought to school, but if children are asked to bring money for trips, collections or as part of a fund-raising effort, it should be collected during the registration time. These sums should be sent to the office as soon as is practicable. Money for meals is collected as soon as possible on Mondays, but advance payment cheque is possible.
- iv. Children may not carry hot liquid to or from the playground or classroom.
- v. The general rules about movement around the school need reinforcement at all times - this is achieved partly by teachers escorting their classes, partly by constant reminders and intervention, and partly by restricting opportunities for unsupervised movement about the school. Children should walk quietly and sensibly at all times, keeping to the left on the stairs and in the corridors; there are elements of Health & Safety to be considered in a building such as we have, and therefore co-operation in this aspect is particularly necessary.

### **Visitors And Security**

Visitors must report to the North London Grammar School office immediately on arrival. They will be given a 'visitor's sticker'. Any person (other than a member of school staff or pupil) on the school site and not in possession of a visitor's sticker will be challenged, and if necessary, asked to leave.

Safety Guidelines For Visitors:

- i. All visitors must comply with the schools Health & Safety regulations
- ii. All visitors must wear security identification at all times
- iii. The fire alarm is a continuous ringing sound. If this should sound, leave the building by the nearest exit and proceed to the assembly area which is the visitors' car park.
- iv. The school operates a no smoking policy
- v. All accidents must be reported to the school office. First aid facilities are available from the medical room.
- vi. Visitors are not permitted into a classroom unless a member of staff is present
- vii. Visitors must report to the school office before leaving the premises.

### **Contractors and Trades People**

- i. All contractors, delivery person, inspectors and other trades people will be expected to comply with the 'visitors' section of the policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work.
- ii. In some instances it will be necessary for the contractor to deposit with the Headteacher a copy of the company's Health & Safety Policy, and any risk assessments/method statements relevant to the work being performed by them, in so far as the work may affect the staff and/or pupils of the school.
- iii. When a contractor is likely to disrupt the teaching of pupils then prior notice will be required before the work is commenced.
- iv. Should any construction or maintenance work lasting for more than 30 days or involving more than 500 person days of work or any demolition be carried out on the school site, then such work will be subject to the Construction (Design and Management) Regulations 1994.
- v. Under the Construction (Design and Management) Regulations 1994 any appointed contractor shall be required to co-operate with North London Grammar School. The planning supervisor, appointed by the client (Governing Body, etc.) will ensure that no contractor shall begin work until a safety plan for the construction phase has been drawn up to the satisfaction of the school.



- The planning supervisor will also prepare and maintain a health & safety file which will remain on the site after the project is completed.
- vi. Generally speaking, the Surveyor to the Governing Body oversees major work to the building. Where possible, this kind of work is carried out during periods of closure.

### **Risk Assessment and Safety Audits**

The Headteacher of North London Grammar School is responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit. Audits and Health & Safety tours will be carried out once a year and more frequently if there have been any significant changes in buildings, machinery, equipment, work practices or personnel.

The assessment team will consist of a number of staff, at least one person being competent to make assessments concerning the activity or processes involved.

The purpose of the assessment is to:

- i. Identify hazards
- ii. Assess the nature and seriousness of the hazard and subsequent risks
- iii. Avoid risks by elimination
- iv. Control any remaining risks by: selection of control measures; maintenance and use of controls; monitoring and surveillance; supervision, information instruction & training.

A record will be kept of the findings of the assessment team.

### **Trips and Visits Away From School Premises**

An increasing number of pupils are likely to participate in visits and outdoor or adventurous activities off the school premises. During these activities much of the leadership and tuition is undertaken by staff employed by the organisation responsible for the management of the centre being visited and/or the activity.

Before staff take groups of pupils on visits away from school premises they will undertake to establish answers to the following questions. Only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist will further detailed planning take place.

Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?

For hazardous activities it will be expected that certain staff have received appropriate training and hold formal qualifications.

For day visits, it is necessary to visit the site of the visit to determine its suitability and to ascertain what provision - lunch rooms, toilets etc. - is made for children, and to familiarise accompanying adults with precautions, escape routes, first aid facilities and any possible hazard which might occur. This should take part of the briefing of all adults assisting - see 'Guidelines for Adults Accompanying School Visits'. All visits made by the school are adequately insured.

The organiser of the trip is responsible with the risk assessment of the trip. School trips and excursions form including risk assessment should be filled and have approved by the line manger/headteacher.

### **Adventure Activities**

Under the Activity Centres (Young Persons' Safety) Act 1995, providers of certain activities for people Under-18 must hold a licence. Not all adventure activities require licences. The following is a guide to the types of activities which do.

- i. **Caving:** underground exploration of natural caves and mines including potholing, cave diving and mine exploration.
- ii. **Climbing** - climbing, traversing, abseiling and scrambling except on purpose-designed climbing walls or abseiling towers;
- iii. **Trekking** - walking, running, pony trekking, mountain biking, off-piste skiing and related activities in moor or mountain country which is remote, i.e. over 30 minutes' travelling time from the nearest road or refuge; and
- iv. **Water sports** - canoeing, rafting, sailing and related activities on the sea, tidal waters or inland waterways which are more than 100 metres across or are turbulent.

Providers in scope of the Adventure Activities Licensing Regulations 1996 (SI 1996/772) are commercial bodies and local authorities. They must hold a licence before they offer licensable activities. (Refer to HSE guidance and DfE guidance)

Individual schools do not need to apply for a licence for facilities they provide for prescribed activities if provision is limited to their own pupils. Advice on whether licences are required is available from the Adventure Activities Licensing Authority, which keeps a register of licence holders, so schools can check whether a provider is licensed.

## **Swimming**

Swimming lessons will only take place at pools with adequate life saving personnel and facilities. As a minimum at least one person will hold an appropriate life saving proficiency certificate and resuscitator, pole and ropes will be readily available. The location of an alarm and telephone will be noted.

To ensure the safety of pupils during swimming lessons the Head Teacher will provide trained observers capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil. The observer must not be the instructor, but he or she should be a life saver or resuscitator.

Before any swimming takes place teaching staff, supervisors, observers and pupils must be aware of what to do in an emergency. At regular intervals this emergency procedure must be practised.

When pools are being used by more than one school standardised emergency procedures must be established and practised at regular intervals.

All observers must be in position before the pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

All teachers, supervisors and observers will be provided with a whistle, horn or klaxon. Whilst children are encouraged to succeed at the various levels for which tests exist, the school does not accept responsibility for any accidents which may arise from children being deemed proficient to undertake any task or project out of school or away from a protected environment.

## **Seats Belts In Buses**

Department of Transport safety regulations (The Road Vehicles (Construction and Use) (Amendment) (No 2) Regulations 1996) require minibuses and coaches used to transport children to have seat belts.

Schools should check with coach operators that seat belts will be available. Since 1 May 1996 the 3:2 concession of the Public Services Vehicles (Carrying Capacity) (Amendment) Regulations 1996 (allowing three children under the age of 14 to share a double seat) has been withdrawn where seat belts are fitted. Since 10 February 1998, irrespective of age, all coaches and minibuses must have seat belts fitted.

## **Litter**

Under section 89 of the Environmental Protection Act 1990, governing bodies must keep land that is under their control and is open to the air free from litter, refuse and dog excrement, so far as is practicable.

### **Expected Standards Of Cleanliness**

The Environmental Protection Act 1990 does not define 'free from litter and refuse'. However, expected standards of cleanliness for all relevant school land are set out in 'The Environmental Protection Act 1990: Code of Practice on Litter and Refuse, January 1991', which was sent to the chairs of all governing bodies in March 1991. Governing bodies should regularly check whether their current arrangements for keeping their grounds free from litter meet the standards set by the Code.

### **Enforcing Litter Duties**

A magistrate's court can enforce the duty on governing bodies to keep land free of litter if an aggrieved person complains. Five days' written notice must be given, of the intention to make a complaint to a magistrates' court, to allow the school time to put things right. Local authorities can take action directly by serving a 'litter abatement notice'.

### **Science Activities, Art Activities, and Design & Technology Activities**

Hazards associated with working the range of materials will be reduced to an acceptable level recognising that many of the tools and materials used by the pupils and staff can be found in many domestic environments.

All staff will be given relevant medical/emergency information on those pupils who are likely to suffer allergic reaction to any of the materials or processes used in these areas.

Staff will make sure each pupil is physically fit for any activity or experiment they may undertake.

Staff will avoid situations that could result in stress to pupils or adults working with them.

North London Grammar School will make sure that children know how to use the tools/equipment available to them and that they keep the working areas tidy. Where appropriate pupils will be required to wear the provided personal protective equipment (PPE). The school will monitor the safe working practices of pupils and staff.

The following tools, materials and processes are considered by North London Grammar School to have the potential to cause injury. Appropriate risk assessments will determine, in each case, safe working procedures. All activities will be monitored accordingly.

**i. Craft Knives:**

These will only be used under teacher supervision by responsible pupils

**ii. Low Melt Glue Guns:**

These will only be used under teacher supervision by responsible pupils

**iii. Hot Melt Glue Guns:**

These are potentially more dangerous and will therefore only be used under the strictest teacher supervision

**iv. Super Glues:**

These will not be used by pupils

**v. Power Hand Tools:**

These will not be used by pupils

**vi. Wood/Plastic/Metal/Clay/Modelling Materials:**

All materials used will be checked for suitability.

Pupils involved in activities which produce excessive quantities of dust/particles/chippings will be required to wear face masks and goggles.

When working with wire face masks or goggles will be provided.

When working with thin sheet metals, rough wood and certain other materials gloves will be provided.

**vii. Dirty Activities:**

Whenever pupils are involved in activities where clothing could be soiled, damaged or entangled some form of protective clothing will be worn.

**viii. Testing Activities:**

Pupils will be kept clear of experiments involving stretched materials, hanging loads and the releasing of objects from a height.

**ix. Flying Things:**

Staff and pupils will be extra vigilant when flying kites outdoors taking notice of roads, buildings and overhead electricity cables. Any thrown, spinning or launched object will be directed away from spectators.

**x. Food Preparation Equipment:**

This should be carefully stored in a secure cupboard. Strictest hygiene procedures will be followed at all times.

**xi. Food Storage:**

Only very small quantities of food will be stored in appropriate sealed containers at the correct temperature. Sell by dates will be monitored.

**xii. Cookers and Microwave Ovens:**

These will only be used under teacher supervision by responsible KS2 aged pupils. Cookers and microwave ovens will be sited and maintained as per manufacturer's instructions

**xiii. Hot Oil And Boiling Sugar:**

These will not be used by pupils

**xiv. Personal Hygiene When Working With Food:**

All pupils will be taught the need for personal hygiene, and encouraged to wear clean cookery aprons, wash their hands, cover any cuts and scratches with blue waterproof dressings and tie back long hair. They will also be taught to re-wash their hands after breaks or visits to the toilet.

**xv. Classroom Hygiene:**

Work surfaces, cookery aprons, utensils and washing-up equipment will be maintained in a clean and hygienic condition. All unwanted food will be disposed of carefully. All mouthpieces will be suitably sterilised.

**xvi. Heating:**

All heating activities will only take place under close adult supervision. Kilns should only be used by adults.

**xvii. Chemicals:**

Before using any chemicals or process involving hazardous substances staff will refer to the appropriate COSHH data sheets (see materials and hazardous substances). Chemicals will not be stored in any container other than that in which they were supplied.

**xviii. Mains Electricity:**

This will not be used by pupils. All plugs will have an insulated area to obviate tampering.

**xix. Battery Power:**

Pupils will be taught to use batteries correctly and know the differences between mains and battery power.

**xx. Caring for Animals:**

Before any animal is kept in the school reference will be made to appropriate documentation and the RSPCA. Pupils will be taught how to maintain personal hygiene while handling animals. Any animal bite will be treated by trained staff and then referred to a medical practitioner.

**xxi. Micro-Organisms:**

Staff will refer to appropriate documentation before undertaking activities involving micro-organisms but experiments involving processes of delay will not be stored in the Staffroom refrigerator, nor any of those which are soil (or artificial compost) based.

**xxii. Machinery and Equipment:**

Each item will be permanently marked with a unique identification number or identified by a manufacturer's serial number, and recorded in the inventory.

Electrical items will be checked by a competent electrical engineer as often as possible.

All machinery and equipment within North London Grammar School will be maintained in good working order at all times, or otherwise clearly marked by provision of suitable and securely fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when utilising or issuing equipment to check for obvious signs of damage and report any defects found to the Headteacher.

Full and suitable assessments shall be made of the hazards and risks involved in the use of all machinery and equipment and these shall be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.

Clear guidelines will be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care will be taken over the installation and siting of such equipment.

#### **xxiii. Vetting Purchases:**

All purchases will be considered in terms of them presenting a hazard to pupils and staff.

While the schools risk assessment and COSHH management procedures will identify the major hazards, the school will actively review, in terms of health and safety, each proposed purchase.

Each new purchase will be monitored and its use reviewed in terms of its safe operation.

#### **xxiv. Materials And Hazardous Substances:**

The use of any material or substance within North London Grammar School will be subject to prior assessment.

North London Grammar School recognises as a result of COSHH (Control of Substances Hazardous to Health Regulations 2002) the requirement to:

- Undertake assessment of all hazardous materials with respect to usage and risk
- Assemble comprehensive Hazard Data information.
- Instigate control measures

This usually involves storage in the flameproof cupboard in the Art store.

Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.

#### **Personal Protective Equipment (PPE)**

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

It is recognised that certain processes and the use of certain substances within North London Grammar School activities will necessitate the use of personal protective equipment. Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Headteacher of North London Grammar School will ensure that it is made available, and its continued use monitored.

All PPE used will be of a type approved for the purposes and conform to the relevant British or European standards.

All PPE will be regularly inspected and kept in good working order.

It is the responsibility of all staff and pupils to:

- wear PPE as required
- use PPE as instructed by the manufacturer
- report defects immediately

- not alter or abuse any PPE provided

**a. Eye Protection**

It is a statutory requirement under the Personal Protective Equipment Regulation 1992 to wear eye protection when an assessment shows that a risk of injury cannot be otherwise eliminated.

Staff and pupils (as indicated) must wear eye protection when involved in any of the following operations which occur rarely in the primary school

- Using or dispensing liquids which could cause injury
- When breaking, cutting, dressing, carving, stone, metal and glass
- Any other process involving the production of fine particles
- Any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and conform to BS2092 and carry the relevant code for the type of protection offered (1 = Impact, 2 = Impact, C = Chemical).

**b. Gloves**

Rubber gloves will be worn when washing items following work with food. Caretaking and cleaning staff will wear gloves suitable for the job in hand.

**c. Protective Clothing**

Appropriate protective clothing will be worn by staff involved in activities which could

- lead to entanglement
- be subject to harmful liquid spillages
- involve high temperatures or naked flames

In areas exposed to high temperatures and naked flames overalls will be of an appropriate type of material. Protective clothing made from synthetic fibres will not be used unless supplied specifically for the purpose.

- Aprons and overalls made from synthetic, 'wipe down' materials will be used for all food based activities.
- Aprons and overalls made from water resistant materials will be used for all wet activities.
- All aprons and overalls will be cleaned regularly.

**d. Footwear**

The premises officer and certain other caretaking staff will be required to wear protective shoes whenever the activity involves a lifting and moving of heavy items.

**e. Ladders**

Ladders are provided for access to reasonable heights, and are maintained to be fully serviceable. Staff and children should not balance on chairs, tables, window sills or other means of temporary access: 'kick steps' are provided in stock cupboards for access to shelves.

## **Electricity 240V Mains**

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil with North London Grammar School.

Any work of an electrical nature on any conductors or circuit shall be carried out only by competent and qualified electricians.

All electrically operated tools and equipment will be maintained in good order and subject to regular inspection and testing as appropriate by a competent person.

A record of all such tests and inspections shall be kept in the safety manual alongside all recognised and authorised safe working practices.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to the Headteacher.

On no account will amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

Under no circumstances will working on live circuits be allowed.

## **School Meals**

### **a. School Meals For Pupils**

The Governing Body may provide meals or other refreshments to pupils in the middle of the day, either on the school premises or elsewhere where education is being provided. A charge must be made and all pupils must be charged the same for the same quantity of the same item. The Governing Body may subsidise meals from school funds if they wish.

### **b. Facilities For Pupils Not Eating School Meals**

The Governing Body must provide facilities for pupils not taking school meals to eat meals that they bring to school. The Governing Body can decide what facilities are appropriate. These include accommodation, furniture and supervision so pupils can eat food they have brought from home in a civilised way and in suitable conditions. The school cannot charge pupils for using these facilities.

### **c. Catering and Kitchens**

The food handling premises of North London Grammar School have been registered with the local food authority and is inspected regularly by the borough.

## **Food Safety Teaching**

It is recommended that all staff working with food will be made aware of the following

- i.** Knowledge of the ways and conditions that bacteria grow and multiply
- ii.** Knowledge of the ways of preventing food poisoning and contamination
- iii.** Knowledge of cleaning methods
- iv.** Knowledge of the effect of food poisoning
- v.** Knowledge of pest control
- vi.** Knowledge of food handlers legal responsibilities.

The staff have undertaken training in the safe handling of food and will abide by and full implement all aspects of their training with respect to health and safety.



Staff undertaking food based work with pupils should be mindful of the difficulties associated with the storage of completed work and of the necessary ingredients.

Pupils will not be allowed unsupervised access to equipment which could burn or scald.

At least one stage of the washing up procedure involve items being exposed to temperatures in excess of 60 degrees. Suitable procedures will eventually be put in place to ensure that this happens.

### **VDU Operation**

Any assessments carried out pursuant to the Health & Safety (display screen equipment) regulations 1992 will be kept in the safety manual. Staff using or involved in the use of VDU equipment must assist in the undertaking of workplace risk assessments, and upon request, will be offered a free eye test for the purposes of working with display screen equipment.

Workplace risk assessment will include consideration of all users (staff, pupils and others).

### **Lifting and Manual Handling**

The risk of injury due to the manual handling of loads is recognised by North London Grammar School and all measures will be taken as necessary to reduce such risks. Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy weights. Under no circumstances will pupils be allowed to lift or move heavy or awkward weights. Guidelines for implementation will follow the 'ergonomic' approach which encourages assessment and quantifying of risk factors with the task in hand within an occupational setting. The lifter or handler will be seen at the centre of a system.

Only staff, appropriately trained in manual handling will be asked to move heavy weights. As a guide, for an adult, 20 kg will be the maximum weight (held close to the body). If the load is held at arms length then this limit will be reduced by 50%. If the lifting involves twisting then the limit will be reduced by 20%. Loads lifted above shoulder height or below knee level will be reduced by 50%.

### **Cleaning and General Maintenance**

All cleaning and maintenance staff will be provided with protective clothing which should be worn at all times.

Glass and other sharp waste materials will be disposed in a way which will ensure that no sharp waste materials can cause injury to pupils and other staff.

All users of the building will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements.

All cleaning and maintenance staff will ensure that at all times adequate exits are available in the case of an emergency.

During cleaning it is anticipated that children will not be in the building: those taking part in after school activities, and those supervising them, need to be aware of the fact that children should not be allowed to return to classrooms via wet corridors and stairs or in darkness.

### **Arrangements for Monitoring and Reviewing the Health & Safety Policy Statement**

The Headteacher (or Governing Body/proprietor) of North London Grammar School will review the Health & Safety policy statement and the arrangements for the Health & Safety on an annual basis or more frequently should the need arise.

The form of this review will be by means of Audit, Inspections and Tours.

Particular attention will be given to:

- i. The Policy statement
- ii. Organisation
- iii. Training and competency
- iv. Safe systems of work
- v. Safe place to work
- vi. Trips and activities holidays
- vii. Internal communications
- viii. Emergency Procedures
- ix. Fire
- x. Medical facilities and welfare
- xi. Records
- xii. Monitoring at the workplace

Following the review the policy statement will be signed and dated by the Headteacher, and the Chair of the Governing Body.

The Headteacher, through the termly meetings, keeps the Governing Body informed, and up to date, with matters concerning health & safety at North London Grammar School.

### **Legislation (HMSO)**

- i. The Health and Safety at Work Act 1974
- ii. The Food Safety Act 1990
- iii. The Control of Substances Hazardous to Health regulations 2002
- iv. The Electricity at work regulations 1989
- v. The Noise at Work regulations 1989
- vi. the Management of health and safety at work regulations 1999
- vii. The Provision and use of work equipment regulations 1998
- viii. The Workplace (health and safety) regulations 1992
- ix. The Personal Protective Equipment regulations 1992
- x. The Manual handling operations regulations 1992
- xi. The Health and Safety (display screen equipment) regulations 1992
- xii. The Woodworking machines regulations 1974
- xiii. The Abrasive wheels regulations 1970
- xiv. The Health and Safety (first aid) regulations 1981
- xv. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

### **Health & Safety Executive/Commission Publications**

- i. Safety Policies in the Education Sector
- ii. A Guide to the HSW ACT 1974 4th Edition 1990
- iii. COSHH - Approved Codes of Practice 6th edition 2002
- iv. MHSAR Approved Code of Practice 1992
- v. First Aid at Work ACOP and Guidance on Regulations 1990
- vi. Noise Assessment Information and Control. Noise Guides 3-8
- vii. A Step by Step Guide to COSHH Assessments
- viii. Electricity At Work; Safe Working Practices 1993
- ix. Training Woodworking Machinists 1992
- x. Electrical Safety In Schools 1990
- xi. Health And Safety In Kitchens And Food Preparation Areas 1990
- xii. The Storage Of Flammable Liquids In Containers 1990
- xiii. Essentials Of Health And Safety At Work (revised 1994)

### **Further Reference**

- i. BS4163: 1984 Code of practice for Health & Safety in Workshops Of Schools And Similar Establishments

- ii. Maintenance and Testing of Dust Extract Plant
- iii. Safety of Pressure Systems
- iv. Lighten the Load
- v. Getting to Grips With Manual Handling
- vi. Safe use of Woodworking Machines
- vii. 5 Steps to Risk Assessment
- viii. Guide to RIDDOR
- ix. Furniture and Woodworking

**Other Publications**

- i. Risk Assessments for Technology (CLEAPSS)
- ii. Health and Safety at Work (Croner)
- iii. Practical Food Hygiene (Croner)
- iv. ROSPA Health and Safety Practice

**Review Date: October 2017**

**Next Review Date: October 2018**

**110 Colindeep Lane Building Maintenance Frequency checklist 2017**

Item	Frequency
<b>Air Conditioning</b>	
Checking/ testing / Servicing	Yearly
Energy Performance Certification	5 Yearly
<b>Automatic Gates</b>	
Servicing	Yearly
<b>Drains</b>	
Clear drainage channels	3 yearly
<b>Electrical Inspection</b>	
Inspection and testing	5 Yearly
<b>Emergency Lighting</b>	
1 hour drain down of lighting (turn off electric supply to check battery) record in log book	Montly
2 hour drain down of lighting, (turn off electric supply to check battery) record in log book	2nd Quarter
3 hour drain down of light (turn off electric supply to check battery) record in log book	4th Quarter
<b>Fire Alarm/Fire Extinguisher</b>	
Full Testing	Yearly
Test on call point, different call point each time, record in log book	Weekly
Fire Drill	1 each term (school) 2 each term (boarding)
Fire Extinguisher servicing	Yearly

<b>Gutters</b>	
Clear out remove debris and flush through with hosepipe	Yearly
<b>Heating system Gas</b>	
Boilers and plant tested inspected and serviced	Yearly
Radiators/ Heating	Turn on prior to heating season
<b>Kitchen</b>	
Extract Sytem Clean	Yearly
Gas Cookers and Equipment	Yearly
<b>Intruder Alarm/Cctv</b>	
Intruder alarm servicing	Yearly
DVR servicing	Yearly
<b>Lift</b>	
Servicing	Quarterly
<b>Portable Appliance Testing (PAT)</b>	
PAT testing	48 Months
Movable equipment testing	24 Months
<b>Legionella</b>	
Legionella Testing	24 Moths
<b>Playground / Tress</b>	
Damp proofing	5 Yearly
Check surface of play area to ensure no trip hazards	Regurarly
Playgroung equipment	Regurarly
Tree safety inspection	Annually

## NORTH LONDON GRAMMAR SCHOOL

Responsible Persons for

### Health and Safety

#### First Aid

#### Child Protection

Name	Responsibility	Areas/Sections
Mr Hakan Gokce	<b>Designated Safeguarding Lead</b>	NLGS
Mr Omar Salahuddin	Deputy Designated Safeguarding Lead	NLGS
Mr Murat Tiknaz	<b>Designated Safeguarding Lead</b>	Boarding
Mr Akif Demircan	Deputy Designated Safeguarding Lead	Boarding
Mr A. Ibis	Health & Safety Co-Ordinator & Caretaker	NLGS
Mr Murat Tiknaz	Health & Safety Co-Ordinator	
Mr A. Ibis Mr Akif Demircan	<b>Lead Fire Warden</b>	NLGS Boarding
Mr G. Ibis Mr Hakan Gokce Mr Omar Salahuddin Mr Oguzhan Ermis	Fire Wardens	
Mr G. Ibis	<b>Lead First Aider &amp; Site Manager</b>	NLGS
Ms Vera Lysenczuk Mr Hakan Gokce Mr Omar Salahuddin Mr G. Calli Mr Murat Tiknaz Mr A. Ibis	First Aiders	