



**Health, Safety and Welfare Policy**  
**2023**  
(Including Food)

# Holy Trinity and S. Silas

## Our Mission Statement

Holy Trinity and S. Silas School was founded by the Church in 1847 to serve the community and to provide an education for every child in the area.

We offer all our children an education of the highest quality taught through the arts and lived through the principles and practice of the Christian faith. We provide a place where all children and adults know their contribution is valued and where they can develop their own faith in God and in one another.

We aim to help every child develop to their full potential, to achieve highly, succeed, and grow in confidence and abilities. Our inspiring curriculum provides all the skills every child will need for life, it develops their self-confidence, awakens their imagination and encourages them to think independently.

We value the diversity of backgrounds and cultures which enrich our life and help our school become the unique place it is. The life of our school is integral to that of the Parish: we both contribute to our local community and benefit from it in our achievements.

It is in this way that we prepare our children for the future and fulfil our school motto: 'Fortis in Fide' (*Strong in the Faith*).

*"And let us consider how we may spur one another on toward love and good deeds, but encouraging one another-and all the more as you see the Day of the Lord approaching." (Hebrews 10.25)*



'Strong in the Faith'

## **Holy Trinity & S. Silas Primary School**

### **Part 1: Statement of Intent**

The aim of the governing body and the headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors, so far as it is reasonably practicable. This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff and a copy will be kept in the staff room notice board and in Policies folder on the school hard drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy should be read in conjunction with Camden Health and Safety Policies and all relevant school policies.

**Chair of Governors**

**Headteacher**

Fr. Graeme Rowlands

Lorraine Goll

Date: 13/07/2023

Date: 13/07/2023

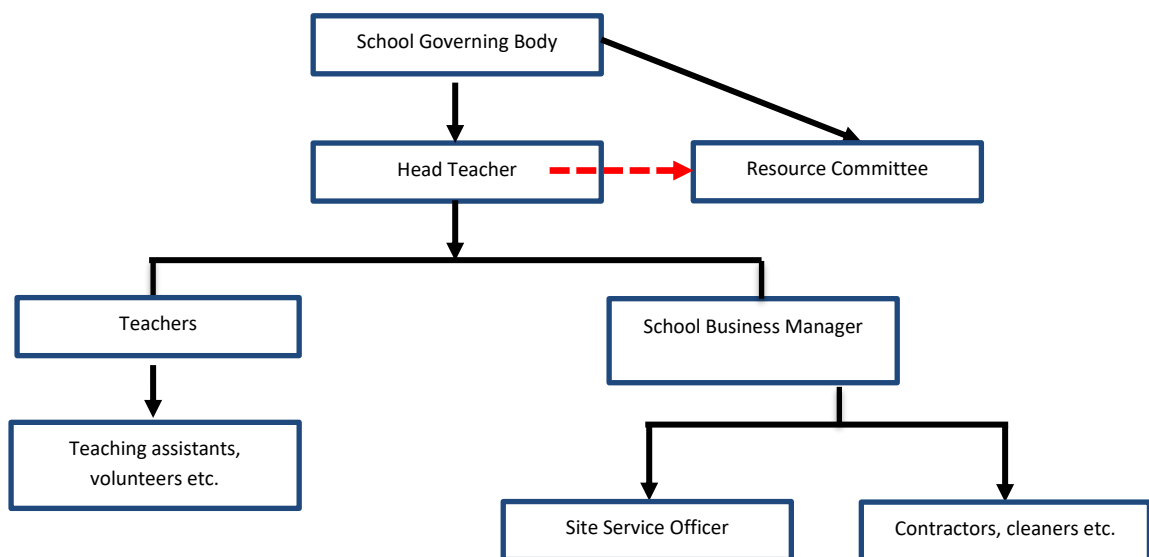
## Introduction

The aim of the governing body and the Headteacher is to provide a safe and healthy working and learning environment for staff, pupils and visitors. This will be achieved by implementing the health and safety measures detailed in this policy.

This school attaches great importance to the health, safety and welfare at work of all its employees and other users, particularly children, parents and visitors, so far as it is reasonably practicable. This statement sets out how these duties will be conducted and includes a description of the arrangements for dealing with different areas of risk.

## Part 2: Organisation

**Duties and responsibilities have been assigned to staff and governors as detailed below:**



### Responsibilities of the Governing Body

The school Governing Body are responsible for Health and Safety as the employers.

The governing body are responsibility for ensuring health and safety management systems are in place and effective. A health and safety governor – Simon Kantor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the resources committee and full governing body.

The Governing body will receive regular reports from the Headteacher & School Business Manager to enable them to provide and prioritise resources for health and safety issues.

### Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety rests with the Headteacher.

The Headteacher has responsibility for:

- Co-operating with Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the London Diocesan Board for Schools (LDBS) any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

While overall responsibility cannot be delegated, the Headteacher has chosen to delegate certain tasks of the health and safety to other staff members. The task of overseeing health and safety on the school premises has been delegated to the School Business Manager. The task of undertaking statutory weekly, monthly and termly checks and arranging specialist contractors to undertake mandatory inspections has been further delegated to the Site Services Officer.

**Responsibilities of other staff holding posts of special responsibility (Deputy Head Teacher, School Business Manager, Site Services Officer, teacher's & SENDCO)**

- Apply the school's health and safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the head or individual with delegated responsibility of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.
- Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.

- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

## **Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **Part 3: Arrangements**

Appendix 1	-	The school Curriculum
Appendix 2	-	School Uniform
Appendix 3	-	Safeguarding & Child Protection
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### **Appendix 1: The school curriculum**

At Holy Trinity & S. Silas we teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum.

For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely. In design technology we teach the children how to use tools and materials safely from when they start in reception. We teach PSHE through 'Character Education' and additional, specific units related to sex, relationships, drugs and medicines.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as cultural heritage week, and through the daily act of collective worship.

The school has a Hero/Buddy system based on the Humanutopia philosophy. This enables children to build strong relationships with children across the school and be able to discuss problems or issues of concern.

### **Appendix 2: School uniform**

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the headteacher and class teachers to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is small ear-ring studs in pierced ears.

### **Appendix 3: Child protection (see safeguarding policy)**

The Headteacher is the designated safeguarding lead (DSL) in school responsible for child protection. In the event of the headteachers absence this responsibility will be delegated to the deputy safeguarding leads – Neil McIntyre / Kate Arnison .

If any teacher, or any other staff member suspects that a child may be the victim of abuse, they should immediately inform the DSL about their concerns. The DSL works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through the DBS process in order to follow safer recruitment practices.

### **Appendix 4: School security (see also safeguarding policy)**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign the electronic 'visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises. Unfamiliar visitors are expected to show picture ID when they sign in.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police. The school also operate a lockdown procedure that can be implemented in the case of an intruder that could potentially cause harm. See emergency lockdown procedures – Emergency, Contingency & Recovery Plan.



The school has CCTV cameras on all entrances in to the school. These are annually maintained by an external contractor and checked by the Site Service Officer (SSO) to ensure they are working correctly. The SSO carries out a weekly check of the school premises to ensure the building is safe and secure.

## **Appendix 5: Accident and Incident reporting**

All accidents that occur on the site should be recorded within the school accident log/books (pupil & staff/visitors (internal and external). In the event of a more significant accident/incident a report will be phoned through to the reporting system hosted by Risksured on 0117 450 1227.

All minor accidents to children should be recorded in the minor incident log book the school has specifically for the children. It is unlikely that a minor incident would need to be reported to Camden Health & Safety. Where necessary, parents/ guardians or other persons should be notified of the accident. If the accident is serious, the headteacher and school business manager should be informed immediately and action taken to ensure the location of the accident is still safe to use and the incident is reported to Camden.

Accidents to employees, contractors or visitors are recorded in the school accident book

Any significant incident to pupils, staff or visitors are reported using the telephone reporting system Risksured on 0117 450 1227.

More significant incidents include:

- Major injuries
- Accidents where significant first aid treatment has been provided
- Accidents which result in the person being taken from the scene of the accident to hospital
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the Headteacher and the Governing Body – Health and Safety Governor through the Resources Committee. Parents / carers will be notified immediately of all major injuries. Accidents will be monitored for trends and a report made to the Governing Body as necessary

The Headteacher and / or School Business Manager will investigate accidents and take remedial steps to avoid similar incidents recurring. Faulty equipment, must be isolated, reported and attended to as soon as possible.

## **Reporting to the Health and Safety Executive (HSE)**

Incidents involving death where they arise from a work related accident will be reported immediately to the Health and Safety Executive (HSE) on 0845 300 9923 and the **Schools' Health and Safety Team** on 0207 974 6655 (internal 6655) select option 2 then option 3.

Incidents resulting in the following outcomes will be reported to the HSE within 15 days of the incident occurring.

- Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including weekends and holidays).

Incidents resulting in the following outcomes will be reported to the HSE within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.
- Employee absence or inability to carry out their normal duties as the result of a work

related accident, for periods of 7 days or more (including W/Es and holidays).

**Any accident/incident reported to Risksured will be monitored against RIDDOR reporting criteria and reported onto the HSE by Risksured following approval from the Camden Health & Safety team.**

## **Appendix 6: Risk assessments**

### **General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by School Business Manager & the Site service officer following guidance and are approved by the Headteacher.

Risk assessments and templates are kept on the shared drive and in the school Office. See also Risk Assessment Policy

General Risk Assessments are reviewed every two years by the SSO and SBM, or if a change takes place, which requires a new assessment to be made.

**Individual Risk Assessments** relating to staff are held electronically in their staff files Risk, only assessable to the Leadership team for confidentiality. These are also developed / shared with the individual being assessed, and will be reviewed regularly.

### **Respiratory Infections (including Covid-19)**

The school will follow national guidance for people with symptoms of a respiratory infection (including Covid-19) within educational settings as provided by the UK Health Security Agency North East and North Central London Health Protection Team (Tel: 020 3837 7084 (option 0, then option 2) or via [necl.team@phe.gov.uk](mailto:necl.team@phe.gov.uk)). The school will also liaise with and follow advice from the Camden and Islington Public Health Team ([CIPHAdmin@islington.gov.uk](mailto:CIPHAdmin@islington.gov.uk)) as necessary.

Curriculum activities and School trip assessment are held in the teachers drive, risk assessment folder.

## **Appendix 7: Health and Safety Monitoring and Inspection**

A general inspection of the school site will be conducted termly and be undertaken by the SSO & SBM. A checklist will be completed with any follow up actions required to be undertaken.

The school Business manager will report back to the Headteacher of any significant work required and any budget implications. Responsibility for following up items detailed in the safety inspection report will rest with the Site Service Officer.

The schools Health and Safety governor – Simon Kantor will undertake a review of the school's health and safety management systems on an annual basis and report back to the Resources Committee and the full governing body.

## **Appendix 8: Fire Evacuation and other Emergency Arrangements**

- Fire evacuation procedures are documented in the Emergency, Contingency & Recovery Plan. These procedures are reviewed annually and are made available to staff on induction.
- Evacuation procedures are also made available to all contractors and visitors.
- Emergency exits & fire call points are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by Classic Security

Fire drills are held termly and recorded in the fire log book and electronically on the school admin drive.

On occasion fire drills will also include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills

## Fire Fighting

- Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment and only if they have been trained to do so.

## Details of service isolation points

Isolation Point	Location
Gas	Boiler room in basement
Water	Boiler room in basement
Electricity	Main electrical cupboard – year 2

## Responsibilities for class teachers

During the first day of school all class teachers should explain to children what the procedure is should the fire alarm sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear / loose items of clothing on floor

*Fire exit* to be used and staircase to be used and what to do if this is not available.

*Assembly point* – location in the ball court facing away from the school building standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

*Action on discovering a fire* – children inform someone immediately and should never try to put a fire out themselves.

*Keeping gangways clear* – children should be reminded about hanging coats and bags out of the way.

*Reporting* – registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the headteacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see 'Emergency, Contingency & Recovery Plan'. This also provides information about the notification of staff, parents and LA in the event of school closure.

All staff will be trained in order to understand what to do to minimise the risk of an emergency as well as what to do if something happens. Fire notices are contained in each classroom.

## **Appendix 9: Inspection / Maintenance of Emergency Equipment**

The SSO – Jimmy Ioannou is responsible for ensuring that the school's fire log is kept up to date and that inspections / maintenance is undertaken and recorded in the fire log book located in the school office.

### **Fire Alarm Systems**

Fire alarm call points will be tested weekly in rotation and recorded in the fire log.

Any defects on the system will be reported to the alarm contractor / electrical engineer currently Classic Security.

A fire alarm maintenance contract is in place with Classic security and the system is tested every 6 months.

The fire alarm is linked to the Fire Brigade for an immediate response.

### **Fire Fighting Equipment**

Weekly visual checks are carried out in-house by the SSO to ensure that all firefighting equipment remains available for use and is operational.

Chubb contractors undertakes an annual maintenance service of all firefighting equipment.

Defective equipment or extinguishers that need recharging or replacing following an inspection is reported to the School Business Manager (SBM) and corrective action is taken.

### **Emergency Lighting Systems**

These systems will be checked for operation monthly in house by the SSO and annually a full discharge test and certification of the system will be undertaken by Chubb.

### **Means of escape**

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

#### Please note:

Always assume an alarm is genuine.

If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening.

Have a torch at hand (in case there is poor visibility).

Have a mobile phone at hand.

Tell someone where you are going and how long you are likely to be.

Wait for the emergency services to arrive before re-entering the site.

## **Appendix 10: First Aid & Medication**

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities, where possible)

<b>Name</b>	<b>Expiry Date</b>
1. Katie Bergin – First Aid at Work	April 2024
3. Yvonne McQueen (Paediatric First Aid at Work EYFS)	November 2025
4. Lisa Hall – First Aid at Work	May 2024

First aid qualifications remain valid for 3 years. The school Business Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave. Detailed arrangements are provided in a separate First Aid Policy.

All medication will be administered to pupils in accordance with the DfE document 'Supporting Pupils at School with Medical Conditions'. No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Lead first aider Lisa Hall is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept by Lisa Hall and stored in the pupils file.

All non-emergency medication kept in school are securely stored in a lockable cupboard in the school office and all refrigerated meds are kept in a labelled bag in the medical room. All pupils know how to access their medication.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the classroom / diner hall or wherever the child is allocated and clearly labelled

Detailed arrangements are provided in a separate Managing Medicines Policy

**Health Care Plans:** Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by Lisa Hall – Lead First Aider.

All staff are made aware of any relevant health care needs and copies of health care plans are available in the pupil's medical bag.

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

**Transport to hospital:** Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS 111) and, in the case of pupil with the parents/carers.

## **Appendix 11: Health and Safety Information & Training**

### **Consultation**

The school has an established means of communication to ensure that health and safety is included in all relevant meetings.

The Resources Committee meets termly where, if required, health, safety and welfare issues that might be affecting staff, pupils or visitors are discussed.

The Health and Safety Law poster is displayed in school reception

Under a SLA the Camden Health and Safety Team **tel: 020 7974 6655** provides health and safety support to the school.

## **Health and Safety Training**

All employees will be provided with:

- induction training in the requirements of this policy;
- update training in response to any significant change;
- training in specific skills needed for certain activities dependent on role (e.g. legionnaires, manual handling etc.)
- refresher training where required.

Training records will be kept on the school training log

The School Business Manager is responsible for co-ordinating health and safety training needs

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

### **Appendix 12: Personal Safety & Lone Working**

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

#### **In the event of an abusive parent/ adult**

Staff to ensure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident occurs, an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Staff should attend to their own emotional needs following any incident and seek help and support if necessary.

#### **Personal Safety / Lone working**

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher. The school will work in partnership with the LA and Police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

**Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.**

The school has undertaken an individual risk assessment for the Site Service Office, who in the holiday period will undertake lone working.

Staff working outside of normal school hours must obtain permission of the Headteacher.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc.

Staff undertaking home visits for the new reception intake will provide a list to the school office of the times and locations of each visit and will only attend in pairs.

If working late after school hours staff will need to vacate the premises by 8.45 pm prior to the premises being locked.

Staff are not permitted to use the lift for personal use outside of normal school hours (8am-5pm). In the event that the lift is essential for personal use outside of school hours than this would need to be agreed with the School Business Manager to enable safety measures. Under no circumstances can the lift be used for personal use if lone working. In the event that the lift fails there is a 24/7 emergency number in the lift to alert the maintenance contractor. There is also a phone in the lift that alerts the top floor art room.

Where lone working cannot be avoided staff should call the SSO or the Headteacher in the event of an emergency.

**School staff responding to call outs**

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

Key holders responding to an alarm:

- Father Graeme Rowlands
- Jimmy Ioannou
- Lorraine Goll
- Neil McIntyre

**Appendix 13: Premises and Work Equipment**

All staff are required to report any problems found with equipment to the Site Service Officer. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The school does not operate any plant equipment that requires PPE, all school electrical equipment such as PC's, tablets etc are registered on the school asset register.

**Defects**

Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the SSO or SBM. The SSO in consultation with SBM, if necessary, will take steps to have the defect rectified, i.e. by contacting a competent contractor.

**Planned maintenance / inspection**

Regular inspection and testing of equipment is undertaken annual, including PSSR – boiler room, LOLER – lifts and is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in designated logbooks in the school office.

## Electrical Safety

All staff should remain vigilant to conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment should not be used and be reported to the Site Service Officer

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT) annually. Registers are kept in the office itemising each appliance and details of tests carried out.

Electrical items of certain value received or purchased by the school are recorded in the asset register by the SBM. All defective items are removed or repaired.

A fixed electrical installation test (fixed wire test) will be conducted every 5 years.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

## Outdoor Play Equipment

Outdoor play equipment will only be used when appropriately supervised.

The SSO will conduct a formal and recorded termly inspection of the equipment.

Play equipment is subject to an annual inspection by a certified inspector and is maintained by Timotay Playscapes.

## **Appendix 14: Flammable and Hazardous substances**

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (COSHH Regulations).

The school cleaning is contracted out to Ridgecrest and the school catering arrangements to Caterlink.

They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.



Where persons may be affected by their use on site, the School Business Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.*).

## **Appendix 15: Asbestos Management**

An asbestos survey and management plan is in place for the school in accordance with Camden's Asbestos Policy. The school's most recent asbestos management survey was conducted on 13 March 2017 survey contract code L-03765. There have been no changes to the premises since the last survey.

The school's asbestos management folder (including school plans, asbestos survey data and site specific management plan) is held in the school office

The Headteacher will ensure that all school staff (including cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

**Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the School Site Service Officer.**

Any damage to materials known or suspected to contain asbestos should be reported the Site Service Officer who will contact Camden's Asbestos Compliance Officer, Steve Manley 0207 974 1781 or via email at [asbestoscompliance@camden.gov.uk](mailto:asbestoscompliance@camden.gov.uk) and the LDBS Steve White – Principal Buildings & Development Officer [steve.white@london.anglican.org](mailto:steve.white@london.anglican.org)

The school's Asbestos Authorising Officers are Jimmy Ioannou & Pam Macmeikan and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the school building or fixed equipment (e.g. boilers.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

- That the asbestos management folder is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the **AMP01 - Permission to Work Form** and signed by those undertaking the work.
- A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum) using the **AMP02 – Inspections Records Form**.
- The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc.
- All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)
- The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via Camden's Asbestos Compliance Officer and the LDBS.

## **Appendix 16: Lifting and Handling**

Generic Risk Assessment for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Site Service Office. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### **Appendix 17: Contractor Management**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to the school reception area where they will be asked to sign in electronically and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The site Service officer is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

### **School managed projects**

Where the school undertakes construction and building works projects directly, the governing body are considered the 'client' and therefore have additional health and safety responsibilities to consider before starting works.

Such projects are managed by the Headteacher and School Business Manager who will ensure consent from the LDBS has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. The school will also inform the LA insurance section.

Under CDM 2015, certain construction work must be notified to the Health and Safety Executive (HSE). For further information and guidance on CDM 2015 the school will contact: Schools' Health and Safety Advisor on 020 7974 5672 as and when required.

The school, contractor(s) and any subcontractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. **Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.**

### **Appendix 18: Work at Height**

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height is required at low levels (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The schools nominated person responsible for work at height is the Site service Officer.

The nominated person shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users; currently only the Site service Officer

- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

### **Appendix 19: Legionella Management**

The school complies with advice on the potential risks from legionella as identified in Camden's Water Hygiene Policy for Schools.

A water risk assessment of the school has been completed by Alan Slater – Thames Air & Water Tech on the 15 Feb 2021. The SSO is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water logbook.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint. More generally the Risk Assessment will be undertaken every two years.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

- Water is heated and stored to 60°C at calorifiers (any vessel that generates heat within a mass of stored water)
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)
- Monthly temperature checks on sentinel outlets or other for hot water outlets and nearest and furthest to the CWST or mains for cold water taps, plus 20% of all other outlets over a 12 month period.
- Quarterly disinfection / descaling of showers
- Stored cold water tanks are inspected for compliance and temperature monitored on an annual basis by Thames Air and Water Tech

### **Appendix 20: Display Screen Equipment**

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use). From 1<sup>st</sup> of April 2019, Camden Council will no longer cover the cost of eyesight tests. Schools will be expected to make provision to pay for eyesight tests in their individual budgets

### **Appendix 21: Swimming lessons**

Lettings agreements are managed by the school's sports coach who will ensure that a lettings agreement has been completed and risk assessments for the activity have been completed. All staff are to ensure they are familiar with the Normal Operating Procedures NOP and the Emergency Action Plans EAP of the GLL managed swimming pool. Staff should also check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

Children there should accompanied be at least two adults when a class participates in swimming. A mobile-phone must accompany all off-site visits and a number left with the School Administration Officer.

- Children with serious epilepsy should be accompanied by an adult in the pool

- The accompanying adult should be a competent swimmer, preferably with swimming qualifications
- Pool attendants and the swimming instructor must be notified by the class teacher or teaching assistant of any children with epilepsy.

In the event of an incident that requires an ambulance to be called:

- A member of school staff to be supported by trained first aiders at the swimming pool
- School to be contacted so that parents can be notified and additional school support can be sent to the pool
- School staff not supporting the incident to prioritize returning safely to school with the class.

If the parent is unable to get to the pool promptly, a member of school staff should accompany the child to hospital and return to school, by taxi, upon the arrival of the child's parent.

Immediately after the incident the responsible adults must write a dated statement reporting the nature of the incident and action taken, include times if possible.

The headteacher or deputy headteacher will notify Camden.

In the case of an emergency evacuation at the pool, the fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit. Under no circumstances should children be taken to the changing areas to collect their belongings. Staff are responsible for ensuring their class is fully accounted for by taking a register.

## **Appendix 22: Offsite Visits & School Journey**

Camden has adopted the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits and all offsite school visits/ activities will be planned following this guidance which can be found on My Drive LGFL and in the teacher shared Risk Assessment folder.

Camden's Outdoor Education Advisor must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. This will be done via the use of Evolve, the online notification and approvals system.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the all school trips directly to the school's Educational Visits Co-ordinator (EVC) - Pam Macmeikan or via Evolve (if in a high risk category), who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to Lorraine Goll – Headteacher who has the delegated authority for approval.

Visits are categorised into two main groups. As a rough guide, all trips which fall into the high risk category must be notified to Camden's Outdoor Education Advisor. The headteacher will submit the documents to Camden's advisor for approval. Suitable risk assessments are required for lower risk trips and the Headteacher should satisfy themselves that such assessments are suitable and sufficient.

### **Routine or lower risk activities**

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

Notification procedures are determined by the governing body but in all cases authorisation by the Headteacher is required and risk assessments are to be submitted to the SBM/EVC 2 weeks prior to a routine or lower risk activity.

### **Higher risk activities**

**These visits must be entered on to Evolve at [www.camdenvisits.org.uk](http://www.camdenvisits.org.uk).**

They include potentially 'high risk' activities and are visits where the following criteria apply: travel by air or sea is involved; overnight stay; destinations abroad; adventurous activities are included in the programme; visit involves activities or field-work in a mountainous or coastal environment, or near inland water (rivers, canals, lakes and reservoirs) and swimming (other than lessons given as part of the National Curriculum) is included.

The Headteacher has authorisation for routine (lower risk) visits. The Headteacher is also responsible for ensuring the satisfactory completion of risk assessments.

Camden LA has powers of approval for higher risk visits. The Headteacher is responsible for ensuring full risk assessments are undertaken. The Headteacher is required to ensure the visit is entered onto Evolve for processing by the LA health and safety adviser. **This must be done as soon as possible and in all cases, must be submitted to the LA at least 2 weeks prior to a high risk visit.** Visit leaders should therefore submit their documents on Evolve at a minimum of 2 weeks in advance.

### **Appendix 23: Lettings / Shared Use of Premises**

School Lettings are managed by the School Business Manager. Each Letting will be individually assessed, insurance documents will be obtained by all users and contracts outlining details of use will be issued.

### **Appendix 24: Stress & Wellbeing**

The school and governing body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and LBC management standards.

The school and governing body recognise that some employees may require temporary or long-term adjustments for needs which may not be visible (including, but not exclusively: Long Covid, Menopause, Mental Health Conditions).

The school performance management procedures can be utilised to respond to any individual concerns, the school also offers a free school counselling service available to all staff.

### **Appendix 25: Theft or other criminal acts**

The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

### **Appendix 26: Smoking & Vaping**

All areas of the school premises are no smoking / vaping areas. If anyone is seen to be smoking/vaping on school premises, all members of staff are instructed to ask them to stop smoking/vaping or leave the premises.

Children are taught about the dangers to health of smoking / vaping. It is a core part of our drugs and PSHE policies, as well as an element of our science policy and scheme of work.

## **Appendix 27: Workplace Environment**

The school will provide a suitable workplace environment including ensuring that there is adequate ventilation, lighting, temperature, cleanliness, workplace facilities etc. Maintenance of work equipment will be undertaken as required.

Further information and guidance material including [HSE Workplace Health, Safety & Welfare Approved Code of Practice & Guidance](#) will be referred to as applicable

## **Appendix 28: Food and School Meals**

At Holy Trinity and Saint Silas we recognise the important part a healthy diet plays in a child's wellbeing and their ability to learn effectively and achieve to the best of their ability. The school has an important role in partnership with the family and wider community in promoting healthy eating.

Aims and objectives:

- To improve the health of pupils, staff and their families by helping to influence their eating habits through increasing their knowledge and awareness of food issues, including what constitutes a healthy diet and hygienic food preparation.
- To ensure pupils are well nourished at school, and that every pupil has access to safe, tasty, and nutritious food, and a safe easily available water supply during the school day
- To ensure that food provision in the school reflects the ethical and medical requirements of staff and pupils e.g. religious, ethnic, vegetarian, medical and allergenic needs.
- To make the provision and consumption of food an enjoyable and safe experience.
- To introduce and promote practices within the school to reinforce these aims and to remove or discourage practices that negate them.

### **School lunches and packed lunches**

Parent/carers can choose between buying a school meal for their child or providing a packed lunch (**See Appendix 1 for packed lunch guidelines**).

Parent/Carers can apply for free school meals if on a low income; details of how to do this are on the school website and can be obtained at the school office. All our school meals are provided by a contracted caterer Caterlink who has a healthy food policy as part of their tender. This includes the use of fresh fruit and vegetables each day as a choice for the children. (Children are required to include at least one fruit or vegetables option in their choices.) They usually provide a hot and cold option, both of which pay regard to nutritional balance and healthy options, in line with the requirements of the School Standards and Framework Act of 1998. The school promotes a healthy lifestyle. As sugar can damage children's teeth, we do not allow sweets to be eaten in school. We also have a healthy food and water only policy at lunchtime.

### **Snacks**

The school takes part in the Government initiative to provide all infants with free fruit and vegetables during the day, which supplies the fruit. Children in Key Stage 2 are welcome to bring in a healthy snack to have at break time or before and after school clubs but this must be in line with the school's healthy eating guidelines.

### **Partnership with parents and carers**

The partnership of home and school is critical in shaping how children and young people behave, particularly where health is concerned. Each must reinforce the other. This is not always easy but our school is well placed to lead by example.

Parents are informed of the school dinners on offer through the weekly menu being displayed on the parent's board. Parents and carers are also updated on our water and packed lunch policies, when necessary, through school newsletters.

### **NUT allergies**

The school is a nut free zone. Parents are asked to refrain from providing food products, which may contain nuts, in packed lunches or as birthday treats.

### **Developing healthy eating in the curriculum**

Food, its production and preparation is an important part of the curriculum for all children. Food is an excellent way of learning about and celebrating a country's culture. There are also opportunities to learn and explore where food comes from.

### **Monitoring and review**

The governing body has a working party with responsibility for health and safety matters (the resources committee) It is this committee's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The committee also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The school, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The headteacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Reviewed: 03 July 2023

Approved by governors on: 13 July 2023

## **Packed lunch guidelines: appendix A**

When deciding what to put in your child's lunch box, it's a good idea to use the national standards for primary school meals as a guide. These standards highlight the importance of offering a variety of food from the four main food groups.

As well as something to drink, the guidelines advise that school meals must offer at least:

1. One portion of vegetables or salad and one portion of fruit (fresh, canned or dried can all count).
2. One portion of a dairy item such as cheese, yoghurt, fromage frais or a yoghurt drink.
3. One portion of meat, chicken, fish, eggs, peanut butter, beans or other protein source.

4. One portion of a starchy food, such as bread, pasta, rice, noodles or potatoes.

Holy Trinity & S Silas School has the **following restrictions** for packed lunches:

- No fizzy drinks (water only)
- No sweets
- No chocolate bars
- No crisps or cakes (see below for exceptions)

The following guidance is sent out to parents in the newsletter regarding what their children can bring in their packed lunch.



### Holy Trinity & S. Silas Primary School Packed Lunch Allowances

Dear Parents/Carers,

Below is a reminder of what the children are allowed to have in their packed lunch. Please note, if you child has something that is not allowed, they will not be permitted to eat it.

Lunch box checklist	Food that is recommended and allowed
✓ <b>A good portion of starchy food</b>	Thick wholemeal bread, chapatti and roti, pitta pocket or wrap, pasta, couscous, potato or rice salad. Slice of deep based pizza topped with meat, fish or vegetables
✓ <b>Plenty of fruit and vegetables</b>	Salad in sandwiches or rolls, an apple, satsuma, dried apricots, handful of cherry tomatoes or carrot sticks, mini can of fruit chunks in natural juice or small box of raisins, fruit winders.
✓ <b>A portion of milk or dairy food</b>	Individual cheese portion, pot of yoghurt or fromage frais
✓ <b>A portion of lean meat, fish or alternative</b>	Ham, chicken, beef, tuna, salmon, turkey, egg, hummus, or bean/lentil salad etc
✓ <b>Other</b>	Soup, pasta, other warm food in a flask  Healthy bars but not containing nuts or chocolate
✓ <b>A drink</b>	Water ( <b>There is a water only policy in school</b> )
✓ <b>Friday treat</b> One from the list opposite:	Small packet of crisps Small cake Chocolate biscuit or wafer



	Chocolate cereal bar A small pudding tub
	<b>Food that is not allowed</b>
	Anything containing nuts Chocolate covered food (only Fridays) Chocolate filled sandwiches Any sweet sandwich filler

Please note, if you are unsure please ask at the school office.