

**THE SAINTS  
FEDERATION**



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# Health and Safety Policy

Approved by:	Governing Board
Last reviewed on:	Spring 2026
Next review due by:	Spring 2027

# Health and Safety Policy

## 2026-2027

### GOVERNING BOARD

The Governing Board will do all that is reasonably practicable to ensure the health, safety and wellbeing of staff, pupils and visitors, including contractors, and others who may be affected by the school's activities. To this end, we believe in achieving our aims in partnership with all interested parties. We are committed to complying as a minimum with our legal responsibilities, but we are seeking to continually improve our health and safety performance in line with best practice. We will maintain and continually review an effective health and safety management system, which we consider to be an essential part of a high performing school.

It is the intention of the Governors and Executive Headteacher and Head of School that the established health and safety policies, guidance and procedures issued by London Borough of Enfield, headed by Julia Moulton, shall be followed and developed locally to meet the specific needs of The Saints Federation Schools. The aim is to ensure that health and safety becomes an integral part of managing school activity. This policy will be reviewed annually by the Governing Board, and employees will be consulted prior to any amendments being made.

- a) a safe and healthy working environment with adequate control of health and safety risks arising out of our activities;
- b) an effective organization to implement the policy;
- c) full consultation with our staff on matters affecting their health and safety;
- d) effective communication throughout the school on health and safety matters;
- e) information, instruction and supervision is provided;
- f) all staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development;
- g) risk assessments are undertaken and the necessary controls implemented;
- h) the effective management of contractors;
- i) competent advice will be obtained when that is not available within the school;
- j) effective monitoring and review of the implementation of the policy and health and safety performance;
- k) periodic independent auditing is undertaken;
- l) adequate resources are provided to implement this policy;
- m) ensure the arrangements for consultation with staff are implemented and chair the Premises Committee.

The governing board as employer recognises its overall responsibility for health and safety. However,

high standards can only be achieved with the full involvement of the school community. Staff must meet their responsibilities as laid down in the policy and work in accordance with the safe working procedures.

The governing board will review this policy annually.

## **ORGANISATION FOR IMPLEMENTING THE POLICY**

### **RESPONSIBILITIES**

#### **Executive Headteacher**

The Executive Headteacher is responsible for the overall implementation of this policy throughout the school. This includes day-to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the Executive Headteacher will:

- a) nominate a senior manager as health and safety coordinator
- b) ensure subordinate managers meet their health and safety responsibilities
- c) ensure effective communication of health and safety matters
- d) ensure requirements with regard to staff competence are met
- e) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- f) ensure risk assessments are carried out
- g) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- h) ensure health and safety monitoring is undertaken, including:
  - i. incident reporting and investigation
  - ii. specific equipment and premises inspections
  - iii. termly inspections
  - iv. implementing the school's annual monitoring checklist
  - v. health and safety in staff appraisals
  - vi. ensuring an annual report is provided to the governing board
- i) make recommendations to the governing board in relation to external independent audits
- j) report to the governing board any health and safety issues that cannot be resolved
- k) coordinating all aspects of the wellbeing policy. practice
- l) ensuring incidents are investigated

## **Senior Leadership Team**

The senior leadership team will support the Executive Headteacher with regard to the overall management of health and safety in the school. This includes:

- a) providing leadership by ensuring health and safety is considered as part of every decision
- b) considering the health and safety impact of new initiatives informing the Executive Headteacher about any health and safety issues that affect the school
- c) agreeing strategic health and safety initiatives
- d) monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing the annual health and safety report.

## **Site Manager**

The Site Manager is responsible for the overall coordination of health and safety throughout the school on behalf of the Executive Headteacher. Responsibilities include:

- a) coordinating all aspects of the health, safety policy and practice
- b) liaising with safety representatives and attending the Premises Committee
- c) disseminating health and safety information
- d) coordinating emergency evacuation procedures
- e) ensuring health and safety matters raised by staff are dealt with
- f) maintaining a central file of health and safety procedures and other relevant information;
- g) monitoring implementation of the policy by:
  - vii. managing the school's annual monitoring checklist
  - viii. making recommendations to the Headteacher about an independent audit
  - ix. reporting health and safety issues that cannot be resolved to the Head/governing board.
- h) specific equipment/premises inspections
- i) termly inspections
- j) the school's annual monitoring checklist

## **Other Senior Leaders**

Managers are responsible for implementing this policy in their area of control. This includes:

- a) ensuring staff meet their health and safety responsibilities

- b) consulting with staff on matters affecting their health and safety
- c) communicating health and safety information to staff
- d) assessing staff competence and ensuring appropriate training and development
- e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- f) ensuring risk assessments are carried out
- g) ensuring safe working procedures and codes of practice are prepared for activities under their control
- h) undertaking risk assessments in relation to directly managed staff
- i) implementing monitoring arrangements, such as:
  - i. incident reporting and investigation
  - ii. including health and safety in staff appraisals
  - iii. reporting any health and safety issues which cannot be resolved to the Site Manager/Head.

**Welfare Officer**

- a) coordinating accident reporting procedures
- b) reporting 'reportable' incidents to the Health and Safety Executive.

**All Members of Staff**

All members of staff are responsible for:

- a) taking care of their own health and safety and the health and safety of others affected by their actions
- b) co-operating with the governing board by following the school's safe working procedures and meeting responsibilities laid down in this policy
- c) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the Site Manager
- d) undertaking any health and safety training/development identified as necessary
- e) using work equipment in accordance with safe working procedures, instructions and training
- f) not making unauthorized or improper use of equipment
- g) ensuring a risk assessment is undertaken when carrying out projects or new activities
- h) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

## **Safety Representatives**

Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the Site Manager.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through **elected** health and safety representatives (known as “representatives of employee safety” in the Regulations), or a combination of the two.

## **ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

### **Consultation with Staff**

#### **Health and Safety Committee**

The school has established 2 Governing Board meetings per term. They include reports by the Executive Headteacher and/or Heads of School. The Board facilitates consultation on school-wide issues, such as codes of practice. It is also a forum where issues can be raised, concerning health and safety and where unresolved issues can be addressed.

#### **Local Consultation**

All staff are encouraged to communicate any health and safety concerns or issues with the Site Manager or, in his absence, the school office who then liaises with the Site Manager.

#### **Health and Safety Training and Competent Person appointment**

Health and Safety Training is undertaken every three years by the appointed Competent Person (the Site Manager, see Appendix attached). Individual training is undertaken by members of staff, depending upon the relevant risk assessment, in relevant areas, e.g manual handling. As the appointed Competent Person, the Site Manager may give relevant training to individual members of staff as required, e.g. Fire Marshals.

#### **Health and Safety Procedures**

The school has drawn up health and safety procedures and arrangements covering school-wide issues. These were drawn up on the basis of a risk assessment and include the following required control measures.

#### **Display Screen Equipment**

It is the responsibility of individual members of staff to conduct personal risk assessments relating to their DSE and to request changes should they be required.

#### **PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager.

## **Educational visits**

Risk assessments are carried out for individual educational visits. Refer to the Educational Visits Policy for more information.

## **Management of contractors**

All contractors contact either the Site Manager to arrange visits. They are required to read the school's "Contractors Induction Pack" which includes access and security arrangements, emergency contacts within the school, Fire Regulations and fire escape routes, vehicle parking arrangements, school map, information on emergency procedures, the Asbestos report and map, signing in and out procedures and the code of conduct for contractors.

Prior to commencing work within the school we ask all contractors to provide us with a copy of their public liability insurance, relevant qualifications, health and safety policy and their risk assessment and method statement.

Most building works are carried out in the school holidays unless there is an emergency.

## **Lettings, Clubs and use of the premises by the FOSPS**

This policy is shared with organizations wishing to use the premises e.g. an after school activity club, FOSPS/PTA and they are responsible for ensuring compliance with all aspects of it. Prior to use, the outside organization will check the facilities with the relevant member of staff to ensure that the activities on offer can be safely accommodated.

## **First aid**

Refer to the separate First Aid policy. The Welfare Assistant is responsible for monitoring all first aid requirements and their arrangements and will be on site all week. The Extra Club/After School Club/Breakfast Club Managers are responsible for first aid before and after school. First Aid boxes are located in each classroom and the Medical Room. The TAs and Welfare Assistant are responsible for ensuring that they are fully stocked. A defibrillator is located in the Medical Room and in the Small Hall at St. Andrew's.

## **Accident and Incident Reporting, recording and investigation**

All injuries are recorded on the school system in the Medical Room. and, if necessary, are reported to the Local Authority by the Welfare Assistant using the LA's CLASSi system, which is then taken up and investigated by the Health and Safety Team. A telephone call and a note is also sent home to parents by the Welfare Assistant for any children with head injuries. Members of staff report to the Site Manager if an accident or incident has occurred which needs investigating further such as uneven grounds, poor lighting, slippery surfaces.

## **Monitoring and workplace inspections (premises and facilities)**

A "Repairs and Maintenance" log is kept in the school office and is managed by the Site Manager and Head of School who inspect the premises and facilities every half term. All work completed is dated and signed off in the book.

The Site Manager holds a record of all compliance services and inspections and is responsible for arranging contractors to attend to carry these out as and when required.

## **Gas/Heating Systems**

The Site Manager is responsible for ensuring the gas and heating systems are serviced and maintained regularly. Any faults are reported to the Site Manager who then arranges for their repair. These are all logged in the Repairs and Maintenance book. A Gas Safety Check for the equipment in the main kitchen is carried out annually by a Gas Registered Contractor and this is logged.

## **Fire and emergency procedures**

The Site Manager and Head of School are responsible for ensuring that the school is compliant. Fire Regulations are displayed in prominent positions in every room throughout the school. Fire drills are carried out once every term and the outcomes are recorded by the Site Manager in the Fire Log Book. The Head of School reports the outcomes to staff to ensure that all staff are fully compliant. Fire Regulations and duties of all responsible persons can be found in the school's "Staff Handbook".

The Fire Alarm system and fire equipment are inspected and serviced periodically by a registered company. The Site Manager carries out regular weekly fire alarm checks and monthly emergency lighting and equipment checks. These checks are recorded in the Fire Log Book.

An annual Fire Risk Assessment is carried out by a registered board.

Staff are advised not to tackle any fires. They should set off the alarm and exit the building immediately.

## **Asbestos**

The school has an asbestos report and register and a map detailing all areas containing asbestos. The location of any asbestos is shared with staff.

## **Legionella**

A Legionella risk assessment is carried out annually and recommendations followed up. All cold water tanks at St. Paul's are chlorinated annually. The Site Manager carries out six-monthly inspections of the water tanks, checking temperature, water clarity and the condition of the tanks overall. The Site Manager conducts monthly temperature checks on all hot water tanks and outlets. After holidays all outlets are flushed.

## **Electricity**

The Site Manager carries out PAT testing on a rolling programme. Staff are responsible for communicating with the Site Manager so that appliances brought from outside the school are PAT tested. A five yearly inspection of all hard wiring is carried out by a registered electrician. Staff are responsible for reporting any faults to the Site Manager or, in his absence, to the school office who then liaise with the Site Manager.

## **Servicing and Maintenance of Statutory Equipment and Specialist Equipment**

The Site Manager is responsible for organizing the servicing and maintenance of all equipment. Where

required all servicing and maintenance is done by a registered board.

### **Stress**

The schools have appointed a Mental Health and Wellbeing Lead who oversees all issues relating to stress management and staff wellbeing.

### **Security**

The schools has CCTV cameras in operation 24 hours a day. The Site Manager conducts monthly perimeter checks to ensure the safety of the boundaries. All staff are responsible for reporting any issues relating to the boundaries to the Site Manager. Access to the school is controlled by an intercom system which is overseen by the Office Manager for visitors. Staff use a keypad/fobs to enter the main school building. The school uses an electronic sign in system for all visitors who are required to show photo id (where necessary) and read the school's Visitor Protocol. Staff are also required to sign in electronically using the sign in app. The intruder alarm is enabled at the end of the day and, should it be activated, the Site Manager, as first point of call, responds accordingly. The intruder alarm is serviced and inspected by a registered professional board.

### **COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and are held in the Site Manager's office should they be required. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Our cleaning contractors have their own COSHH risk assessments and these are held in their secure cleaning cupboards.

Hazardous products are stored in the Site Manager's office and the garage, both of which have restricted

access. The key to the Site Manager's office and garage are held by both the Site Manager and school office.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

### **Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

### **Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Manager retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the board and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

## **Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed.
- Staff will take a portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details (where required) and ensure that they have the school's contact details.
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

## **Smoking**

Smoking is not permitted anywhere on the school premises.

## **Risk Assessments**

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (eg display screen equipment, educational visits); in these cases the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment. Subject leads and other line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange

for a health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment.