



# Coldfall Primary School Health and Safety Policy

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**Individuals with specific responsibilities in the policy and access to information on Health and Safety** **22**

**Documents relating to this Policy are listed below, along with the locations in which they can be found:** **23**

## Coldfall Primary School Health and Safety Policy Statement

- *The Head Teacher of Coldfall school fully accepts his/her responsibilities under the “Health and Safety at Work Act 1974” to provide the resources to ensure the health, safety and welfare of both staff and pupils.*
- *The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.*
- *The Head Teacher will monitor this safety policy and revise it as necessary.*
- *The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e., pupils.*
- *This statement, together with the safety policy, will be communicated to all members of staff via the school’s regular training sessions and through induction training for new staff. A copy of this policy will be issued to all staff and a copy will in future be included as part of the staff handbook for all new staff.*

**Signed:** original signed document **Head Teacher**  
held in the school office

**Date:** ...17/10/2024...

**Signed:** original signed document **Chair of Governors**  
held in the school office

**Date:** ...17/10/2024...

# Roles and Responsibilities

## Governors

- Whilst Governors do not have to actually implement the health and safety policy of the school, they do have a role in ensuring that the school has a suitable health and safety policy in place and that it is acted upon.
- By ensuring that the health and safety policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e., pupils, parents, visitors and contractors.
- The Governors must also ensure that the senior school management operates safe school premises with safe equipment, materials and substances.
- The Governors should also ensure that the policies and standards laid down by the Local Authority are adhered to.
- To ensure that the above are in place it will be necessary for the Governors (or designated H&S link Governor) to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

## Head Teacher

In a primary school the Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school that are undertaken away from the school site.

The Head Teacher has delegated the following duties to the staff indicated:

- Responsibility for all health and safety matters affecting the school
- - **Tsveta Dimitrova School Business Manager, and Glenn Goodey, Site Manager.**
- Ensure effective communications on health and safety matters exist between the school and the Education's Department Safety Advisers – **Tsveta Dimitrova School Business Manager;**
- Ensure compliance with health and safety law – **Tsveta Dimitrova School Business Manager;**
- Provide Governors with regular reports and/or minutes from the health & safety Committee meetings on matters affecting health and safety within the school- **Tsveta Dimitrova School Business Manager;**

- Together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken – **Tsveta Dimitrova School Business Manager /Glenn Goodey - Site Manager;**
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained – **Tsveta Dimitrova School Business Manager /Glenn Goodey - Site Manager;**
- Ensure hazardous substances, i.e., cleaning substances, are properly used, stored and disposed of **Glenn Goodey - Site Manager / Anna Nieciecka – Cleaning Supervisor**
- Maintain first aid and accident reporting systems that are suitable for the school – **Tsveta Dimitrova School Business Manager & Leonie Gosling Brown (Primary First Aider Fully Qualified).**
- Evaluate the need for health and safety training for school staff and arrange for its delivery- **Tsveta Dimitrova School Business Manager / Ms King – Assistant Head Teacher**
- Bring to the attention of the Head Teacher/Governing body or the Local Authority, any matter of health and safety that can not be resolved or is of substantial or imminent danger to any person – **Tsveta Dimitrova School Business Manager /Glenn Goodey– Site Manager**
- Liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed. **Glenn Goodey - Site Manager / Tsveta Dimitrova – School Business Manager.**
- Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained - **Glenn Goodey - Site Manager;**
- Ensure adequate fire drills are carried out and their results recorded - **Glenn Goodey - Site Manager;**
- Keep the school’s health and safety policy under review and bring any amendments to the notice of all staff – **Ewan Marshall, Head Teacher and Tsveta Dimitrova, School Business Manager;**
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc. - **Glenn Goodey - Site Manager;**
- Ensure that the school has access to competent health and safety advice - **Tsveta Dimitrova School Business Manager.**

## Deputy Head Teacher

- In addition to the duties listed for the School Business manager, the DHT, Emily Gazzard, will also assume the duties of the HT when deputising for the HT. It is therefore important that the DHT is fully familiar with all aspects of the school safety policy.

## All employees

All employees are to be familiar with the school safety policy and:

- Ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors;
- Co-operate with those who have a duty to ensure health and safety by
  - Adhering to advice, instructions and procedures for health and safety;
  - Reporting any unsafe practices which come to your notice;
- Participate with the school to improve the standard of health and safety.

## Site Manager and Assistant Site Manager

The Site Manager and Assistant Site Manager, under the management and supervision of the School Business Manager, has very specific and important roles to play in the implementation of the health and safety policy for the school.

The Site Manager and Assistant Site Manager will ensure:

- Duties identified below are carried out;
- Staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- The COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
- All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- All staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- Risk assessments have been carried out on all hazardous activities undertaken by the department i.e., using ladders, manual handling, etc.
- Maintenance regimes are carried out as per regulatory expectations, school policies and Local Authority expectations and report any concerns of contractor's quality of work to the School Business Manager for escalation.

- They carry site walkabout and keep records of these dynamic risk assessments (inputting a copy within school health and safety file),
- They check the school maintenance book several times daily and input their action/date.
- Report their need for health and safety training update to the SBM.

# Arrangements for Health and Safety

## 1. Administration of medication

It is recognised that staff do not have any obligation under their employment/contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the Department for Education to assist pupils with medical needs.

### 1. Medication administered by the school.

The school will only administer prescribed medicines that are required to be taken MORE than three times per day. If this is necessary, the parent should complete an 'Administration of Medicines in Schools' form and leave it with the school office along with the medication. The medicine should be in date and clearly labelled with:

- Name of medication
- The child's name
- Dosage, time and frequency
- The prescribing doctor's name.

Each time a medicine is administered by the School it is recorded in a book.

**The school will not administer non-prescribed medicines or treatments.**

#### **Note.**

Inhalers and EpiPens are normally outside of this procedure and other arrangements are made such as them being stored in the class room or central location.

With the government's policy of integrating special needs children into mainstream schools, the above procedures may need to be reconsidered. See Medical needs – supporting children.

*Reference: See DFE publication "Supporting children with medical needs." Available from DFE website: [www.dfe.gov.uk](http://www.dfe.gov.uk)*

In addition, all staff should be made aware of and become familiar with children with a high-risk medical condition. A poster showing the child's face, class, condition and medication should be permanently displayed in the medical room, staff room and the food technology room.

## 2. Animals in school.



- Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. This procedure is a guide to the precautions taken by the school.
- Be aware that there are some animals and plants that cannot be taken from the wild.
- Have a reliable reference book available on the animal such as those produced by the RSPCA.
- Only obtain animals from reputable suppliers.
- Ensure that children wash their hands before and after handling animals.
- Animal houses to be kept clean and disinfected as required.
- Do not allow contact between school animals and wild animals to avoid transmission of disease.
- Do not allow children to bring dead or injured animals in to school.
- If animals wander on to floors or tables wash afterwards.
- Teach children how to handle the animals with care.
- Feed animals correctly.
- Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

### **3. Asthma/ Severe allergic reactions/ Epilepsy / Diabetes**

- Some children in the school are likely to have one of the above conditions.
- Guidelines for dealing with these conditions should be made known to all staff.
- Details of all of the children in the school who have one of these conditions are contained in the school medical register which all staff have access to.
- All First Aid qualified staff and the child's teacher and teaching assistant should be aware of the location of each child's inhaler, EpiPen, Epilepsy, or Diabetes medication and where it is stored.
- Parental consent forms must be obtained from parents and copies kept in medical room.

## 4. Accident reporting

- All accidents should be recorded in the school accident book.
- More serious accidents to pupils and any accidents to staff, visitors, or contractors should be notified to the Local Authority. A log of such incidents is maintained by the School Business Manager (SBM)
- Notifiable injuries, as shown by the Local Authority, should be declared to the Health and Safety Executive local office and the Local Authority by completing an on-line RIDDOR form. A log of such incidents is maintained by the SBM
- Where a child is taken directly to hospital from school, the Health and Safety Executive should be notified by completing an on-line RIDDOR form. A log of such incidents is maintained by the SBM
- Where a child has suffered a knock on the head, the parent is notified, and is given the option to collect the child from school if they wish, even if the injury is not deemed to be serious by the school first aid personnel.
- The accident book should contain the following information:
  - Name of injured person;
  - Time, date and place of the injury,
  - What happened to cause the injury,
  - The injury sustained,
  - Treatment given,
  - Name of any witnesses.
  - Sign and Print name of person who administered first aid.
- More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented and the log maintained by the SBM.

## 5. Auditing of the safety system

- Our Health and Safety mechanisms are audited annually. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are actually aware of them.
- As part of the audit, the auditor also walks through all parts of the school to look for failings in the system. This walk through also shows if the policy is being put into practice.
- The safety system will be audited by: Local Authority Health and Safety advisor annually. The purpose is to ensure the system remains effective.

## **6. Blood, avoiding contamination**

**All staff should be familiar with this procedure before having to handle blood.**

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask first aider to treat.
- Dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.
- Wash hands thoroughly again.
- Record incident in the accident book.

## **7. Breakfast Club, After School Club and Extended Clubs Provision**

- These settings exist within the School. Each of them must have their own safety procedures to ensure children safety whilst they are under their care.
- The staff managing these settings must be familiar with the school emergency evacuation procedure and first aid expectations.
- A fully stocked first aid box and accident reporting book should be maintained by the Breakfast and After School Club leaders. Activity club injuries should be dealt with in the medical room, if possible, unless first aid needs to be given at the location of the accident.

## **8. Chemical safety**

- The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or site manager. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.
- Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.

- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

*Reference: The Control of Substances Hazardous to Health Regulations. See also School Health and Safety Manual by Local Authority.*

## 9. Contractors on site

- Contractors on site need to be supervised by the Site Manager who should be aware of the school's responsibilities regarding contractors. Checks do need to be made for competence and (annual) insurance.
- Ask the contractor for their risk assessments and method statements where applicable.
- The following guidelines should be followed.
  - Before any work commences, it is advisable to hold a meeting on site with the contractor to agree how potential problems can be avoided.
  - When using local contractors, it is advisable to set up the school's own "approved list". This will ensure that only suitable contractors are brought into the school to perform tasks. There are many advantages in setting up an approved list, such as:
    - You will know who to call quickly in the event of an emergency;
    - Staff will know who to call in the absence of the School Business Manager, or Site Manager.
    - The contractor will be familiar to the school and with the school.
    - References will have been taken up and checked as applicable.
    - Contractors working during normal school children day, would be shadowed by the site team, unless a suitable DBS is produced.

### 1. ASBESTOS

A copy of the latest asbestos survey report would be made available to all contractors to inspect prior to engaging in any work. This will be kept by the main Reception lobby/signing in area.

Site staff will make contractors aware of any known areas of asbestos if they are likely to be working in that vicinity.

Asbestos will be managed in-house by the School Business Manager and Site Manager. An annual inspection / review would be carried out by a competent (usually external) company and documented. This information will also be submitted on Haringey Council's H&S database – Technology Forge.

## **10. Electrical safety**

Most people are aware of the dangers associated with electricity and electrical equipment. Electricity is potentially the most dangerous thing in the school and must be treated with due care and safe professional practice. The Electricity at Work Regulations impose certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure should be adhered to in the use of electricity:

- All portable electrical appliances should be tested as necessary. The frequencies of the tests vary according to the equipment and where/how it is used.
- Staff should be instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.
- Any faults must be reported to the Site Manager immediately and the equipment taken out of use until it is suitably repaired.
- No one is allowed to work on any electrical circuitry or equipment unless competent to do so.
- Be aware of the dangers of trailing cables and do not have trailing cables across walkways.
- Four-way extension blocks should only be used as a last resort. They should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.
- The fixed electrical installation should be tested at five yearly intervals.

## **11. E-Safety and Acceptable Use Policy**

- The school apply a E-safety Policy. Refer to the specific document for details. The details are also available on the school website.
- The ICT room as well as the ICT teacher (and Technician) are responsible to ensure the E-safety Policy is taken forward.
- Leaflets about E-Safety, warning against cyber bullying, code of conducts expected whilst using ICT and representing Coldfall Primary School are displayed throughout the ICT room and discussed with students at the start of each year/term.
- All staff must read and agree to the terms of our Acceptable Use Policy before using any school ICT equipment.

## **12. Fire safety.**

- Fire drills are carried out at least once per term. The time taken to evacuate the school is recorded. If it takes longer than the recognised time the school will investigate and consider carrying out the drill again. The time should normally be approximately 3 minutes.

- During the fire drill, we block off one of the escape routes to more closely simulate a fire situation.
- Our electric fire alarm system will be tested by an approved contractor on a regular basis.
- Any faults on the systems are reported to the contractor immediately.
- Break glass points are tested from a different point each time.
- Emergency lighting is regularly tested.
- All records of the alarm system tests and fire drills are kept.
- Fire assembly points are known by all.
- Registers are taken to the assembly point by the school office staff to carry out a roll call.
- Fire extinguishers are serviced regularly.
- Fire exits are checked to ensure that they are not blocked.
- Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.
- Fire signs are adequate and updated to comply with recent changes to regulations.
- Fire Marshals will “sweep” the building in the event of a fire or alarm to ensure it is empty and that doors are closed. (see attached fire drill notice).
- All staff, and particularly new staff and visitors to the school, are made aware of the fire arrangements.
- Fire evacuation procedures and fire exit routes are reviewed annually by the School Business Manager and the Site Manager following the advice and guidelines from a professional third party eg. Haringey Council H & S manager, or by Strictly Education’s, property services consultant.
- All staff undertake (and must pass) an annual fire safety awareness on-line course.
- The school also has several assigned fire wardens with additional duties. All registered Fire Warden Staff undertake (and must pass) an annual fire warden’s safety awareness on-line course.

### **13. First aid**

- The school has 9, three days qualified first aiders to allow for cover during school visits. Where possible, all the teaching assistants and some additional staff will have received the basic one day first aid training. Two of these staff are also qualified in Paediatric First Aid Training.
- A list of the qualified first aiders is available in strategic places throughout the school. All staff, including supply teachers are made aware of the first aiders and their location.

- First aid kits are available in the school and their contents checked and replenished as necessary by the nominated first aider, or whoever is nominated. Only first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.
- Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.
- In the event of a more serious injury, such as:
  - unconsciousness;
  - severe bleeding;
  - object stuck in throat;
  - deep cut that may require stitching;
  - suspected fracture;
  - severe asthma attack;
  - severe reaction to bites or stings;
  - swallowing or suspected swallowing of toxic substance;
  - severe epilepsy
  - diabetics for whom their reaction cannot be controlled by the trained staff member(s)

**Dial 999 and ask for an ambulance,**

**CALL PARENTS IMMEDIATELY.**

- A defibrillator is also kept by the school and located in the medical room. All first aid trained staff have also been trained in the use of the defibrillator.

## **14. Flammables**

- It is unlikely that the school should have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaner's or caretaker's store.

We will keep records of quantities stored and location of storage. We will use signage to inform relevant parties.

## **15. Health and safety assistance**

- To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Authority.

- This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.
- The department provide *a School Health and Safety Manual by Local Authority updated every three years.*
- The principal officer is a Chartered member of the Institution of Occupational Safety and Health (IOSH) with over 20 years experience of work in local government health, safety and wellbeing.

## **16. Hiring / Letting**

- The school apply a Hiring and Letting Policy. Refer to the specific document for details. The details are also available on the school website.

## **17. Inspections of the school**

- The school is inspected regularly by the Head/ SBM and the Site Manager for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally once per term and the results are retained by the Site Manager.
- The link Governor for health and safety for the school is welcome to accompany these inspections.
- The Governors should carry out safety inspections on an annual basis and submit a report to the Head Teacher for action.

## **18. Ladders and stepladders**

### **1. Extending ladders.**

- Where extending ladders are used, normally by the site Manager, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. used to be a Fire fighter and received training from the Fire Service. Roof work, even retrieving balls, should not be undertaken during windy or severe weather.

### **2. Stepladders kick stools.**

- There are stepladders provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.
- Chairs should not be stacked higher than one metre.



## **19. Lockdown**

- All staff and children have been trained in what to do in the event of a lockdown situation at the school.
- A lockdown drill is practised once per term and the date and time is logged by the site manager.
- During a practice drill the SLT are each allocated a zone to patrol the building to determine how successful each area has carried out the lockdown. In the event of a real drill the SLT will also take the necessary cover themselves

## **20. Manual handling**

- All employees are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.
- Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.
- Where staff have to carry out manual handling operations then the appropriate level of training will be provided.
- Seeking assistance with the task can often reduce the risks for simple handling tasks.

## **21. Office safety**

- The office is checked to ensure that trailing cables from computers do not cause tripping hazards. The same rule applies to trailing cables in classrooms.
- A Display Screen Assessment is available online from the school's "Smart Log" system to ensure that school personnel are not exposed to risks from repetitive strain injury or work-related upper limb disorder. This is mainly for those employed (or agency) using computers more than 2 hours daily regularly.
- There should be adequate storage provided for files etc.
- Space under the desk and open floor areas are not used for storage.

## **22. Off site visits (also called by Local Authority Educational Visits)**

- An off-site visit is any visit where the children are taken away from the school site.
- Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed as necessary.

- All Local Authority and Department for Education guidelines are to be followed before any off-site visits take place. All necessary documentation is to be completed before the visit takes place.
- Where activity providers are used then their competency is to be checked.
- The risk assessment process determines the level of first aid cover on the visit.
- First aid kits are always taken on the visit.
- All arrangements for off site visits must be checked by the SBM before the visit commences.

*Reference: See School Health and Safety Manual by Local Authority.*

### **23. Pregnant workers (Expectant Mothers at Work)**

- When a member of staff has become pregnant the school should be notified and an risk appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

### **24. Risk assessments**

- Risk assessments will be carried out by the school to comply with legislative requirements.
- The risk assessment process will be led by senior school management, but will include as many staff as possible. Risk assessment is better carried out by several people together rather than as an individual exercise.
- The risk assessment will consider potential hazards, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary.
- The risk assessment procedures will be regularly reviewed and revised, but will also take place if there are changes that require it, such as building work being carried out at the school.

### **25. Safety training**

- The safety training needs of the school will be considered by senior school managers and the appropriate training arranged for staff.
- Safety training will be given to new or relief teachers as soon as they join the school. As an absolute minimum, this basic training should include the procedures for fire and first aid. They should also be made aware of this safety policy and the procedures for implementing it.
- The Head Teacher will arrange refresher training as necessary.

- We will also use the advice of our competent health and safety advisor (Local Authority) to make recommendations through supportive pre-emptive assessments visits which we will request directly.

## **26. Safeguarding**

- The school operates an in-depth Safeguarding Policy. The policy was created in accordance to the Local Authority recommended practice (Safeguarding team and LADO) as well as recommended procedures from the Department for Education.
- The School has three trained safeguarding leaders.
- Refer to the specific document for details.

## **27. Security**

It should be possible to make the school secure during the day. Doors should not be left open where this would allow access to people.

### **1. Visitors.**

- Visitors to the school should be directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc, should sign the visitor's book at reception. All visitors must wear a visitor badge/label whilst on the premises.
- If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.
- Visitors should sign out at the end of the visit.

### **2. Valuable equipment.**

- All valuable equipment (say over £150) should be security marked and an inventory compiled and maintained by the school secretary.

### **3. Personal property.**

- Staff are responsible for the security of their own personal items. Every classroom is equipped with a lockable cupboard for staff use only.
- Pupils are discouraged from bringing valuables into school
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

### **4. Cash handling.**

- Very little cash handling is involved at the School. Payments for trips, dinner money, clubs etc are paid on-line using "School Money" has. Occasionally some cash is brought into the school for dress up or charity donation days. Any cash or cheques collected will be kept in the school safe. Large amounts are

periodically collected by BDI Securities and should not be stored on the premises for longer than necessary.

## **1. Intruders**

- All visitors must wear a visitor's lanyard.
- All unknown visitors should be challenged and asked "Can I help you? Are you looking for reception?"
- If an intruder is in a classroom the TA or a responsible child is asked to inform the school office immediately.
- All school staff must wear their ID badge at all times whilst at school.

## **28. Stress**

- Make all staff aware that stress is not a sign of weakness and that it should be discussed openly.
- Staff should be encouraged to support one another.
- Head Teachers and senior school managers should be aware of the signs of stress and how to deal with it.
- Stress should be considered when carrying out the risk assessments for the school.
- Pay particular attention to signs of stress during difficult periods i.e., coming up to and during Ofsted inspections etc.

## **29. Waste**

- The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.
- Consideration is given to the need for removing clinical waste in yellow bags.
- The school is a green school and therefore endeavour to recycle a maximum of their waste.

## **30. Coldfall Primary School Medical Procedures**

- In the event of illness or injury suffered as a result of an accident or incident the casualty needs to be attended to by a member of staff.
- When the illness or injury is more serious, one of the school's named first aiders (listed below) will be required.
- If the casualty requires an ambulance the school office must telephone the emergency services and ensure that the relevant entrances are opened and staffed.

- While the casualty is waiting for the ambulance the first aider must stay with them and may be required to accompany them to the hospital.
- If the casualty does not need to go to hospital but is waiting for someone to collect them, there must be a member of staff with them whilst they wait.
- Always make sure that the office knows where the casualty is waiting.
- A record must be kept of all injuries by completing a Coldfall Primary School Accident Report Form kept in the medical room. On completion a copy of the form should be given to the casualty and the original must be placed in the Coldfall Primary School Accident Report Form File. In the event of more serious illness or injury where further medical attention is required, such as the casualty going to the doctor or the hospital, Haringey Education Services – Report Form must also be completed and signed by the Head Teacher or School Business Manager.

### **Coldfall Primary School Named First Aiders (Fully Qualified)**

- Leonie Gosling Brown
- Therapis Georgiou
- Gail Roose
- Margaret Soful Arslan
- Mitchell Browning
- Laureline Verpiot
- Nia Harding-Rickards (Paediatric Trained)
- Marion Liddy (Paediatric Trained)
- Serphina Coffman (Paediatric Trained)
- Beata Potoniec (Paediatric Trained)
- Pinar Parlayan

## Individuals with specific responsibilities in the policy and access to information on Health and Safety

Responsibility	Name
<b>Head</b>	Ewan Marshall
<b>Deputy Head</b>	Emily Gazzard
<b>SLT</b>	Ewan Marshall Emily Gazzard Tsveta Dimitrova Ms King Gemma Colquhoun
<b>Health and Safety Co-ordinator / SBM</b>	Tsveta Dimitrova
<b>Educational Visits Co-Ordinator</b>	Tsveta Dimitrova
<b>First Aiders – fully qualified</b>	See previous page
<b>First Aiders – trained</b>	All Teaching Assistants
<b>First Aiders – Paediatric trained</b>	See previous page
<b>Location of first aid boxes</b>	Medical Room Reception Class Rooms Food Tech Room School Mini Bus Kitchen office After School and Breakfast Club Playground
<b>Nearest hospital</b>	Finchley Memorial Hospital Add: Granville Rd, London N12 0JE Phone:020 8349 7500
<b>Fire Safety Manager/Evacuation Officer(s)</b>	Tsveta Dimitrova / Glenn Goodey
<b>Location of Fire Log</b>	Site Manager's Office
<b>Fire Assembly points</b>	Small playground (front) And main playground Car Park Turnaround area
<b>Frequesncy of fire alarm tests and drills</b>	Test carried out weekly Fire Drill - Termly
<b>Asbestos appointed person</b>	Ewan Marshall / Tsveta Dimitrova / Glenn Goodey
<b>Procedures reporting hazards</b>	Site Manager/ H&S Co-ordinator
<b>Site Manager</b>	Glenn Goodey
<b>Assistant Site Manager</b>	Therapis Georgiou
<b>LEA Principal H&amp;S Advisor</b>	Maria Chaneva - Health & Safety Advisor : 07970 208 274
<b>Other: Strictly education</b>	David Newberry 44 (0) 1908 20 8200

**Documents relating to this Policy are listed below, along with the locations in which they can be found:**

Fire Log Book	Site Manager's Office
Asbestos Register	Site Manager's Office
School Policies	School Website and Office
List of First Aiders	Medical Room, Staff Room and Corridor areas.
Accident Report Book	Medical Room
Serious Incident Records and Log	School Business Manager Office
Fire Evacuation procedures and Fire drill log	Site Manager's Office. Procedures issued to all staff. Fire Exit routes displayed in all classes and all rooms.
Risk Assessments	AHT Office
Educational Visit Assessments Log	School, Business Manager Office
Legionella Risk Assessment	Site Manager's Office
Site Manual / Premises Log	Site Manager's Office
Health & Safety Committee Minutes	School Business Manager and Governing Body