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THE LATYMER SCHOOL

Founded 1624

HEALTH AND SAFETY POLICY

Policy produced by	Mr Ian Pilsworth
Policy To be Presented to Governors	March 2016
Review date of policy	Governing Body Meeting September 2017

Adopted from The London Borough of Enfield

HEALTH AND SAFETY POLICY

(V/A, Foundation and Academies)

THE LATYMER SCHOOL

March 2016

The Governing Body 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 Headteacher that the established health and safety policies, guidance and procedures issued by London Borough of Enfield shall be followed and developed locally to meet the specific needs of The Latymer School. 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 Body, and employees will be consulted prior to any amendments being made.

- a safe and healthy working environment with adequate control of health and safety risks arising out of our activities
- an effective organization to implement the policy
- full consultation with our staff on matters affecting their health and safety
- effective communication throughout the school on health and safety matters
- information, instruction and supervision is provided
- all staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- risk assessments are undertaken and the necessary controls implemented
- the effective management of contractors
- competent advice will be obtained when that is not available within the school
- effective monitoring and review of the implementation of the policy and health and safety performance
- periodic independent auditing is undertaken
- adequate resources are provided to implement this policy

The Governing Body 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 Body will review this policy annually.

Signed:

Chair of Governors

Date:

ORGANISATION FOR IMPLEMENTING THE POLICY

RESPONSIBILITIES

HEAD

The Head 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 Head will:

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

SENIOR MANAGEMENT TEAM

The senior management team will support the Head 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
- (c) informing the Head about any health and safety issues that affect the school
- (d) agreeing strategic health and safety initiatives
- (e) monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing the annual health and safety report.

SCHOOL HEALTH AND SAFETY COORDINATOR

The health and safety coordinator is responsible for the overall coordination of health and safety throughout the school on behalf of the Head. Responsibilities include:

- (a) coordinating all aspects of health, safety and wellbeing policy and practice
- (b) liaising with safety representatives and attending the safety committee (safety representatives and safety committee still to be set up)
- (c) disseminating health and safety information
- (d) coordinating accident reporting procedures
- (e) coordinating emergency evacuation procedures
- (f) ensuring health and safety matters raised by staff are dealt with
- (g) maintaining a central file of health and safety procedures and other relevant information;
- (h) monitoring implementation of the policy by:
 - (i) ensuring heads of department undertake inspections
 - (ii) ensuring incidents are investigated
 - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
 - (iv) managing the school's annual monitoring checklist
 - (v) making recommendations to the Headteacher about an independent audit
 - (vi) reporting health and safety issues that cannot be resolved to the Head/Governing Body.

OTHER MANAGERS

(Including heads of department, managers of non-teaching staff.)

Note: Some managers may not be directly responsible for managing staff - eg the manager responsible for school premises - but may have responsibility for a particular aspect of health and safety throughout the entire school; they should be identified in the appendix.

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

- (a) ensuring staff meet their health and safety responsibilities
- (a) consulting with staff on matters affecting their health and safety
- (b) communicating health and safety information to staff
- (c) assessing staff competence and ensuring appropriate training and development
- (d) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- (e) ensuring risk assessments are carried out

- (f) ensuring safe working procedures and codes of practice are prepared for activities under their control
- (g) undertaking risk assessments in relation to directly managed staff
- (h) implementing monitoring arrangements, such as:
 - (i) incident reporting and investigation
 - (j) specific equipment/premises inspections
 - (k) termly inspections
 - (l) the school's annual monitoring checklist
 - (m) including health and safety in staff appraisals
 - (n) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Head.

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 Body by following the schools 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 school health and safety coordinator
- (d) undertaking any health and safety training/development identified as necessary
- (e) using work equipment in accordance with safe working procedures, instructions and training not making unauthorised or improper use of equipment
- (f) ensuring a risk assessment is undertaken when carrying out projects or new activities
- (g) reporting health and safety accidents, 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**. 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 health and safety coordinator.

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.

CONSULTATION WITH STAFF

HEALTH AND SAFETY COMMITTEE

The school will establish a health and safety committee, which will meet termly. It will be chaired by the Head and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on school-wide issues, such as codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed. The terms of reference and membership need to be finalized.

LOCAL CONSULTATION

Line managers will consult directly with staff on health and safety issues relevant to a particular department or work area.

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.

EDUCATIONAL VISITS

See Journeys and Visits Policy.

MANAGEMENT OF CONTRACTORS

Note: Arrangements for the selection, management and monitoring of competent contractors, including the arrangements for securing competent advice when that is not available within the school.

FIRST AID

The list of staff qualified as first aiders, emergency first aid at work and epipen trained are detailed in Appendix 1. The location of first aid boxes and the local hospital are also listed in Appendix 1.

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.

Heads of department 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 departmental 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.

FIRE AND EMERGENCY PROCEDURES

See Appendix 2.

**Appendix 1: INDIVIDUALS WITH SPECIFIC RESPONSIBILITIES IN THE POLICY
AND ACCESS TO INFORMATION ON HEALTH AND SAFETY**

RESPONSIBILITY	NAME																																																												
Headteacher	MAUREEN COBBETT																																																												
Health and Safety Governor	IAN PILSWORTH																																																												
Senior Management Team	CHRISTOPHER WAKEFIELD: DEPUTY HEAD – SIXTH FORM PETER HAMPSON: DEPUTY HEAD-TEACHING AND LEARNING NEIL GRASSICK: DEPUTY HEAD – CURRICULUM SIMON PASHLEY: ASSISTANT HEAD – PASTORAL CHRIS CHAPMAN: BURSAR																																																												
Health and Safety Coordinator	CHRIS CHAPMAN																																																												
Other Managers (include Heads of Department, non-teaching Managers, Specialists and Educational Visits Coordinator)	<p>HEADS OF TEACHING DEPARTMENTS:</p> <table> <tr><td>CAROLYN SANGER</td><td>ART</td></tr> <tr><td>RICHARD FULFORD</td><td>BIOLOGY</td></tr> <tr><td>GRAHAM MCISAAC-HALL</td><td>CHEMISTRY</td></tr> <tr><td>NICK VAUSE</td><td>DRAMA</td></tr> <tr><td>SYLVIE KOESTLÉ-CATE</td><td>ECONOMICS</td></tr> <tr><td>NICOLA KELSALL</td><td>ENGLISH</td></tr> <tr><td>JYOTI PATEL</td><td>EXAMINATIONS</td></tr> <tr><td>CHRIS TANNER</td><td>FRENCH</td></tr> <tr><td>NICK TETHER</td><td>GEOGRAPHY</td></tr> <tr><td>BRITTA REINECKE</td><td>GERMAN</td></tr> <tr><td>BRENDA QUINN</td><td>HISTORY</td></tr> <tr><td>STEVEN CURTIS</td><td>IT</td></tr> <tr><td>STEPHEN MAGNUS</td><td>LATIN</td></tr> <tr><td>MORGAN PANNELL</td><td>MATHS</td></tr> <tr><td>NIKI BLACKBOROW</td><td>MEDIA</td></tr> <tr><td>JIM HARRISON</td><td>MUSIC</td></tr> <tr><td>NICK ZAFAR</td><td>OUTDOOR EDUCATION</td></tr> <tr><td>ADRIAN KING</td><td>PE</td></tr> <tr><td>BARRY BERNDES</td><td>SCIENCE/PHYSICS</td></tr> <tr><td>DAVE PHILLIPS</td><td>RE</td></tr> <tr><td>TATIANA HEATH</td><td>RUSSIAN</td></tr> <tr><td>HEATHER MCISAAC-HALL</td><td>SENCO</td></tr> <tr><td>STEPHANIE GARRETT</td><td>SOCIOLOGY</td></tr> <tr><td>SUE MCKILLOP</td><td>TECHNOLOGY</td></tr> </table> <p>KEY SUPPORT STAFF:</p> <table> <tr><td>LEE SURREY</td><td>MANAGER OF ICT</td></tr> <tr><td>KEVIN O'MAHOONEY</td><td>PREMISES MANAGER</td></tr> <tr><td>KELLY BARBER</td><td>SENIOR SCIENCE TECHNICIAN</td></tr> <tr><td>JEAN DIXON</td><td>CATERING MANAGER</td></tr> <tr><td>MIRANDA MCALLISTER</td><td>SENIOR LIBRARIAN</td></tr> <tr><td>JACKIE SODAY</td><td>OFFICE MANAGER</td></tr> </table>	CAROLYN SANGER	ART	RICHARD FULFORD	BIOLOGY	GRAHAM MCISAAC-HALL	CHEMISTRY	NICK VAUSE	DRAMA	SYLVIE KOESTLÉ-CATE	ECONOMICS	NICOLA KELSALL	ENGLISH	JYOTI PATEL	EXAMINATIONS	CHRIS TANNER	FRENCH	NICK TETHER	GEOGRAPHY	BRITTA REINECKE	GERMAN	BRENDA QUINN	HISTORY	STEVEN CURTIS	IT	STEPHEN MAGNUS	LATIN	MORGAN PANNELL	MATHS	NIKI BLACKBOROW	MEDIA	JIM HARRISON	MUSIC	NICK ZAFAR	OUTDOOR EDUCATION	ADRIAN KING	PE	BARRY BERNDES	SCIENCE/PHYSICS	DAVE PHILLIPS	RE	TATIANA HEATH	RUSSIAN	HEATHER MCISAAC-HALL	SENCO	STEPHANIE GARRETT	SOCIOLOGY	SUE MCKILLOP	TECHNOLOGY	LEE SURREY	MANAGER OF ICT	KEVIN O'MAHOONEY	PREMISES MANAGER	KELLY BARBER	SENIOR SCIENCE TECHNICIAN	JEAN DIXON	CATERING MANAGER	MIRANDA MCALLISTER	SENIOR LIBRARIAN	JACKIE SODAY	OFFICE MANAGER
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Safety Representatives	To be determined																																																												

First Aid: Primary Person	Sigal Kalaora (Welfare Officer)
First Aiders	Angela Ackbersingh, Barry Berndes, Marvin Birch, Nick Brice, Yvonne Conway, Jane Dadswell, Lia Elia, Simon Fouracre, Daniel Harbord, Greg Heald, Jonathan Jacobs, Sigal Kalaora, Gulzar Lalji, Ellie Man (on maternity leave), Debbie Mariotti, Catherine Meehan, Scott Rental, Jackie Soday, Joana Sousa, Lee Surrey, Jenny Wood, Nick Zafar
Emergency First Aid at Work	Aurele Bourin, Lia Dymiotti, Nicole Griffith, Alice Hamilton, Charlotte Hardy, Miranda McAllister, Heather McIsaac-Hall, Ben Nicolay, Petar Ninkovic, Diane Smith, Julia Smith, Michael Spence, Mary Sturley, Chris Tanner
Epipen Trained	Aurele Bourin, Nick Brice, Jane Dadswell, Lia Elia, Simon Fouracre, Nicole Griffith, Alice Hamilton, Jim Harrison, Sigal Kalaora, Gulzar Lalji, Stephen Magnus, Paul Michael, Petar Ninkovic, Sinead O'Driscoll, Kathryn Peake, Diane Smith, Julia Smith, Michael Spence, Nick Zafar
Location of First Aid Boxes	Junior Block T17/TD, Medical room, school reception, ICT office, Staff room, Room 59 in senior block, sports hall, kitchen, kiosk, Main Corridor (near Men's toilet)
Name and Address and Telephone number of nearest hospital	North Middlesex University Hospital Sterling Way London N18 1QX Phone; 020 8887 2000
Fire Evacuation Officer	Kevin O'Mahoney / Simon Pashley
Location of Fire Register	Premises Managers Office and by the Fire Panel (Reception)
Fire Assembly Point	School Playground
Time of weekly fire alarm tests	Weekly in the morning before school hours – full evacuation tests held on a termly basis
Location of Health and Safety procedures	To be determined
Procedures Reporting hazards	Procedures to be finalized but all letters/emails should be addressed to the Bursar

Appendix 2: FIRE ALARM AND DRILL PROCEDURE

If fire breaks out, alarms should sound automatically. If this does not happen, break the nearest alarm and inform the main office of location of fire.

If staff have areas to check (see checking areas below) and they are teaching in that area or are nearby, they should supervise the exit of students. This should be as orderly and as quietly as possible. They should then check the rooms/corridors that have been allotted to them, to ensure that nobody is left in those areas.

They should then clear the building.

Staff should only carry out the above, if it is safe to do so.

Staff teaching in the Geography, Science or MFL corridors should inform students which exit to use to avoid congestion. See suggested routes to be taken below and refer to red fire notices in your classroom.

Teachers should supervise the class that they are teaching, ensuring that the class walk in a quiet and orderly fashion to the playground.

All staff should then move to the playground and assemble in designated Year areas. Form Tutors should ensure that there are orderly lines and students are quiet.

Staff who are not form tutors should report to the Head of Learning for the year group that they have been assigned and assist the form groups in that year group.

Year Group	Assigned staff	Year Group	Assigned staff
Year 7	HRS	Year 11	KNG
Year 8	TUM	Year 12	TYR
Year 9	KAN	Year 13	DYM; GRT
Year 10	JJA; SHA		

Where possible, HOLS and Asst. HOLS should arrive on the playground as soon as possible and ensure that year groups are lined up in forms, in alphabetical order facing forwards and are quiet.

The following then occurs:

- Assistant Headteacher (Pastoral) remains in a central place and asks for quiet using megaphone
- Attendance Officer or other member of office staff (PM) stands by Assistant Headteacher (Pastoral) and HoLs come and collect register lists
- Attendance Officer or other member of office staff (PM) also brings staff signing out books to Assistant Headteacher (Pastoral)
- Welfare Officer brings Signing Out Book (Students) to Assistant Headteacher (Pastoral) and informs Assistant Headteacher (Pastoral) who is not in school
- Tutors collect paper registers from HOLS, register their form and report back to HoLs

- HoLS then report back to the Assistant Headteacher (Pastoral)
- Assistant Headteacher (Pastoral) with help of Curriculum Deputy looks into any issues (students missing etc)
- HoLS remain with Assistant Headteacher (Pastoral) until all issues sorted
- All support staff to locate behind Assistant Headteacher (Pastoral) by the changing rooms
- Assistant Headteacher (Pastoral) completes Fire Alarm checklist
- Assistant Headteacher (Pastoral) awaits Premises Manager/Bursar for all clear
- Assistant Headteacher (Pastoral) reports to staff and students the reason for alarm and that it is safe to go back into the building.
- Assistant Headteacher (Pastoral) dismisses year groups in orderly fashion
- Assistant Headteacher (Pastoral) contacts Deputy Head (Sixth Form) to notify staff by the South Gate that it is safe to go back into the building
- Assistant Headteacher (Pastoral) informs students and staff to stay outside if alarm re-activates

SPECIFIC EXITS TO BE USED IN CASE OF FIRE OR OTHER EMERGENCY.

These exits are to be used to control the flow out of the school and to make exiting the school quicker.

All those teaching in rooms 52, 56, 60 to 66 and 70 are to direct their groups to leave school by the door opposite Sixth Form Office. (**DALL/TUM** to stand opposite door and direct students that way)

All those teaching in rooms 53, 54, 55 and Labs 41-50 to direct their groups to leave by the door adjacent to Lab 43. (**BER/NIC** to oversee this route)

All those teaching in 26, 27, 28, 29, 30, 31, 35, 36 to direct their groups to West Entrance (**MHH/RTL/ODR** to oversee this route)

All those teaching in rooms 32, 33, 34, 35, 38, 45, and Labs 37, 39, 40, 44 and 46 to leave by the door adjacent to **TET/MAG** to oversee this route.