

NORTHWAY SCHOOL

HEALTH AND SAFETY POLICY

Statement of Intent The Governing Body of Northway school will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

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 reference copy is kept in the head's office.

This policy statement and the accompanying organisation and arrangements will be reviewed every 2 years.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

A Health & Safety Governor 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 Governing Body.

The school's health and safety governor is Deidre Lewis

The Governing body will receive regular reports from the Head teacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues. Fire drills will be reported each half term

Responsibilities of the Head teacher

Overall responsibility for the day to day management of health and safety in accordance with the Barnet and Northway Health and Safety policies rests with the Head teacher.

The Head teacher has responsibility for:

- Co-operating with the LA and 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 Barnet 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.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.
- The task of overseeing this is delegate to the premises manager when contractors are on site .He carries out regular 3 monthly inspections of the school and reports and records these inspections.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

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.

This policy statement supplements:

Barnet Health and safety policy

Northway Behaviour Policy

The Governing Body of Northway school regards the Health and Safety of all pupils, staff and visitors as paramount. We are bound by the legal duties and responsibilities conferred on us by the:

- 1 Health and Safety at Work Act (1974)
- 2 Education Reform Act (1988)
- 3 Management of Health & Safety at Work Regulations (1999)
- 4 Regulatory Reform Order (2005)
- 5 Control of Substances Hazardous to Health (COSHH) Regulation (2002)
- 6 Barnet Council's Corporate Policy for Health, Safety & Welfare and Local Codes of Practice

Arrangements

This Policy aims to bring together a range of documents and guidelines that will explain the roles and responsibilities of all parties who use, work or visit Northway School. The

documents refer to Barnet Local Codes of Practice (LCOP) - these numbered documents are issued by Barnet's Central Health and Safety Unit and contain detailed guidelines on good practice. They are kept in the Head's office in a white labelled file. The Head also holds copies of and has the responsibility for maintaining and updating Barnet's Corporate Policy on Health and Safety and a continuously updated file of Safety Bulletins' issued by the Local Authority Health Safety Unit at the

NLBP. Barnet's Health & Safety Unit is our principle source of advice and information on all matters relating to H&S. (020 8359 7450)

The school has a Finance, Premises and Health & Safety Governors Sub-Committee, which meets termly. It is chaired by the Chair of governors and has representatives from the Governing Body, Teaching Staff, and Site management.

In day-to-day terms the responsibility for Health & Safety rests with the Premises Manager at Northway School.

Accidents and incidents

Accidents and Incidents are monitored by the Chair of Pupil Welfare Committee and reviewed at the termly Finance, Premises and Health and Safety Committee Meetings for appropriate discussion and action. A staff governor does a graph of all accidents highlighting where there are any increases in hazards. The accident and incident books are held in the Medical room Northway trains a member of each class team in first aid and a school nurse attends site regularly. All staff working with pupils with very complex medical needs are given medical training.

There will be an emphasis on accident prevention and the promotion of safe working practices.

Contractors will sign in and all visitors have DBS or are supervised.

Risk Assessments are required on all trips out, Fire drills are held each half term ,fire tests of sprinklers and alarms are held weekly. Staff who use manual handling are all trained and all equipment is tested at 6 monthly intervals. Staff are trained on a regular basis on how to deal with challenging behaviour using Team teach. The swimming pool is staffed by trained staff and the ratios for swimming lessons are high. Playground equipment is tested annually.

All staff at Northway have a duty to work within agreed Policies and Procedures to promote a safe and healthy working environment. Adequate resources, training, staffing are made available to ensure successful implementation of this policy.

All staff who work at Northway will be inducted into this Policy the arrangements for carrying it out and relevant

Codes of practice which are outlined below:

HEALTH AND SAFETY FILE

INDEX

LCOP:

1. Safety representatives and safety committees
2. Inspection of documents and provision of information
3. Information, instruction, training and supervision
4. Reporting accidents, incidents and dangerous occurrences
5. First aid arrangements in schools
6. Control of substances hazardous to health
7. Infection control
8. Health and safety in swimming pools
9. Contractors in educational establishments
10. School health and safety policies
11. Educational visits
12. Agility equipment fixed in playgrounds
13. Safety at firework displays
14. Fire precautions in educational establishments
15. Personnel protective clothing
16. Working at height
17. Display screen equipment/visual display units

18. Manual handling operations regulations 1992
19. Management of health and safety at work / and general risk assessments
20. Policy for Health and safety at work
21. Electricity at work regulations
22. Health and safety audits
23. Managing violence at work
24. Health and safety teaching design and technology
25. Risk assessments primary schools
26. Finger entrapment
27. Evidence on preventing trips, slips and falls

The Head teacher/ Premises Manager will maintain the full set of Local Codes of Practice and other guidelines related to Health and safety.

In common with all Policies at Northway the overarching aim of this policy is to ensure that all pupils are safe, healthy and happy.

October 2018.

Signed Head teacher

SignedChair of Governors

RISK ASSESSMENTS

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a significant risk.

Risk assessments are available for all staff to view and are held centrally in the Heads office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the swimming and PE teachers using the relevant codes of practice and model risk assessments detailed below. The Head checks that the insurance and training requirements are up to date assisted by Deputy head for CPD.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into lesson plans in daily use.

The Pupil Welfare Committee monitors all accidents and incidents and recommends remedial action where appropriate.

APPENDIX 2

OFFSITE VISITS

All trips on outside visits require a risk assessment to be filled in .These forms are held in the general office and are filed there. This refers to day outings only. The Pupil Welfare committee monitors these risk assessments.

APPENDIX 3

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted 3 monthly, undertaken / co-ordinated by Michael Young and Brenda Hall They will complete a report in writing and submit this to the head teacher. Responsibility for following up items detailed in the safety inspection report will rest with Head and Premises Manager.

A named governor Deidre Lewis will be involved / undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following guidance. The fire risk assessment is located in the school's fire log book and will be reviewed on an annual basis.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in induction and a summary posted in each classroom. These procedures will be reviewed at least annually and are made available to all staff as part of the school's induction process.

Evacuation procedures are also made available to all contractors / visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

Fire Drills

- Fire drills will be undertaken half termly and results recorded in the fire log book and reported to the Governors' Premises committee.

Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- The safe evacuation of persons is an absolute priority..

Details of service isolation points (i.e. gas, water, electricity)

Gas isolation point is located at the bin store.

2 points for water are in the Plant room in the rain water harvesting area.

Electrical isolation points are in the switch room in the plant room

Details of chemicals and flammable substances on site.

An inventory of these will be kept by site manager for consultation.

Data sheets for every substance is filed in his office.

APPENDIX 5

INSPECTION / MAINTENANCE OF EMERGENCY EQUIPMENT
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Michael Young is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in Head's room.

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on Tuesday at 10.00 am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer with A.J. Fire Ltd 0844 561 0634

A fire alarm maintenance contract is in place with A.J. Fire Ltd and the system tested annually by them. tel: 0208 805 3358.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment is available for use and operational and for any evidence of tampering.

Global technology security undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Global technology 0208 805 3358 via REAM

EMERGENCY LIGHTING SYSTEMS

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

MEANS OF ESCAPE

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

Cohorts maintain intruder alarm 0208 805 3358.

APPENDIX 6

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)

TRAINED TO FIRST AID AT WORK LEVEL (18 hr):

Arun Shah, Jan2014, Melanie Henley, March 2014, Manjula Gunawardena, March 2014, Kelly Brookes, March 2014, Margaret Traynor, May 2014, Stacey Ward, June 2014, Chris Hutchins, July 2014, Olivia Flanagan, October 2014, Cate Floyd, June 2015, Luke Tunstall, August 2015,, Helen Rossi, October 2015, Sue Dempsey, October 2015, Krystle Williams, November 2015, Kasia Mazurkiewicz, June 2016, Annette Carey, June 2016, Samia Arooj, June 2016, Blessing Obode August 2016, Lorraine Smithers, August 2016, Rukkaiya Berry, August 2016, Maria Snow, October 2016.

Includes epilepsy, anaphylaxis. 4 have additional manual handling Chris Hutchins, Luke Tunstall, Samia Arooj,

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

Samia Arooj, Sue Dempsey, Blessing Obode, Paulette FFrench, Christian Morales, Melanie Henley, Ramina Joseph

First aid qualifications remain valid for 3 years. Carol Levy and Melanie Henley will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Medical room and minibuses

Melanie Henley is responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits/ those in vehicles] are complete and replenished as necessary.

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 Direct 0845 4647) and, in the case of pupil with the parents/carers.

Schools nurse Lesley Haigh can be contacted on 0208349 7056.

Administration of medicines

All medication will be administered to pupils in accordance with the DfE document ["Managing Medicines in Schools and Early Years Settings"](#)

The school will, at the request of the parent / carer and with the consent of the head teacher, administer medication prescribed by a medical practitioner.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Melanie Henley 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 Melanie Henley

All non emergency medication kept in school are securely stored [e.g. lockable cupboard in school office, refrigerated meds kept in clearly labelled container within fridge detail location] with access strictly controlled.

Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the medical room and clearly labelled.

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 Lesley Haigh senior nursing officer

All staff are made aware of any relevant health care needs and copies of health care plans are available in the medical room.

Staff will receive appropriate training related to health conditions of pupils and

The administration of medicines by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Are reported on a bound book in the medical room.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book in the medical room is used to record all minor incidents to

non-employees, more significant incidents as detailed below must also be reported locally.

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

All major incidents will be reported to the head teacher and. 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 Head teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Health and Safety Executive (HSE Barnet).

Riddor reportable.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> 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/E's and holidays).

APPENDIX 8

HEALTH AND SAFETY INFORMATION & TRAINING

Consultation

The Finance and Premises committee meets termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by school management. The Pupil welfare committee presents reports to the governing body on safety issues especially to do with behaviour of students and accidents and incidents.

Communication of Information

Detailed information on how to comply with the LA's health and safety policy is given in the Health and Safety manual is available for reference in the Heads room

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, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required.

Training records will be kept in the medical room for first aid and related training by Melanie Henley in liason with Carol Levy who is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Each member of staff is also responsible for drawing the Head teacher'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 9

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 head teacher. 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.

Lone working

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.

Staff working outside of normal school hours must obtain permission of the head teacher / senior member of staff / their line manager] and register with site staff and sign in and out of the school premises.

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.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an 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.

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Heads office and premises manager's office.

Michel Young is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required

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

Curriculum Areas

Subject leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Michael Young.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by LBB.annually.

Michael Young is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

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.

A fixed electrical installation test (fixed wire test) will be conducted by REAM on a 5 year cycle]/[an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period].

External play equipment

External play equipment will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and

Simon Metcalf will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by REAM.

APPENDIX 11

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).

Within curriculum areas all staff are responsible to comply with Northways list of allowed substances for COSHH and Michael Young ensuring that an up to date inventory and safety data sheets are contained in the relevant file.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health is Michael Young

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.
- where required COSHH risk assessments are conducted and that these assessments are seen and understood by those staff that are 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, Michael Young 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 12

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff 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 Physiotherapists and occupational therapists and 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.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

APPENDIX 14

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

Michael Young and Nicky Savva are responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

School managed projects

Where the school undertakes projects direct the governing body are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by Ream who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM¹ regulations will apply.

To ensure contractor competency the school uses a property framework contractor as a method of procuring works via REAM.

These contractors have satisfied the project manager that they understand and abide by health and safety regulations.

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

APPENDIX 15

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.

¹ CDM refers to the Construction (Design and Management) Regulations 2007 and applies to any building, demolition, maintenance or refurbishment work. Such projects are notifiable to the HSE where the work exceeds 30 days or involves more than 500 person days of work. In addition two specific and specialist roles of CDM Co-ordinator and principal contractor must be appointed.

In such instances it is recommended that an agent be used to work on the schools behalf.

When working at height (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.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg405.pdf>.

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 individuals role e.g. site staff..

The establishments nominated person(s) responsible for work at height is Michael Young and Nicky Savva

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- 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 16

DISPLAY SCREEN EQUIPMENT (DSE)

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).

Advice on the use of DSE is available in the Local codes of practice 17.

APPENDIX 17

VEHICLES ON SITE

Vehicular access to the school carpark is restricted to school staff, visitors and for the few Northway parents / guardians when bringing children to school or collecting them.

Access to the school turning circle is for drop of only must be kept clear for emergency vehicles and the school and borough transport.

The vehicle access gate must not normally be used for pedestrian access.

Deliveries should be between 9.30 and 3.00

APPENDIX 18

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by Head and Site Manager. See Northway Letting policy.

The swimming pool is let to Oakleigh pools.

APPENDIX 19

MINIBUSES

Simon Metcalf maintains a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence. ²

² All drivers must be over 21 and hold a full Category B (car) licence, non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1

All minibus drivers should hold a valid minibus permit (valid for 5 years)

Issued by Barnet

Simon Metcalf is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows Barnet practice.

APPENDIX 20

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.

All new staff have mentors. Physical activities are in place for staff after school. The Head sees all teaching assistants for personal development.. all teachers have performance management with personal tutors.

APPENDIX 21

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed by REAM.REAM is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book. This risk assessment should be reviewed where significant changes have occurred to the water system Michael Young will be responsible for undertaking basic operational controls in lieu of a water risk assessment being conducted

Operational checks include:

January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- conducting necessary water temperature checks (monthly).
- disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)
- water tanks being inspected for compliance and safety on an annual basis

SWIMMING POOL

The head teacher will ensure that the pool is managed in accordance with the LA's guidance [Safe Practice in School Swimming](#).

A risk assessment has been carried out by Jonathan Rolf.. Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) are available.

Lettings agreements are managed by Lesley Burgess who will ensure that a lettings agreement has been completed, risk assessments for the activity have been completed by the hirer and returned to the school and that the hirer knows and understands the NOP and EAP.

Pool plant operations and water testing is carried out by Nicky Savva and Barnet Pools, who holds pool certificate, and who will ensure that the water quality meets the standards identified by the Pool Water Treatment Advisory Body (PWTAG). Barnet pools, who will ensure that bacterial testing is carried out and, where necessary, carry out any remedial actions.

All staff are to ensure that they are familiar with the NOP and EAP for the swimming pool, check that rescue equipment is available and that the swimming pool is secured to prevent unauthorised access when not supervised.

Oakleigh pools and the head teacher will ensure adequate provision is made for lifesaving, first aid and resuscitation cover appropriate to the type of swimming sessions.

October 2013.