



Muswell Hill Primary School

Health and Safety Policy

Approved by:	Muswell Hill Governing Body
Last reviewed on:	14 th February 2020, 7 th May 2020 amendments made and approved, reviewed February 2021, reviewed May 2022
Next review due by:	Spring 2023

Muswell Hill Primary School is a Rights Respecting School, based upon the UNICEF Convention of the Rights of the Child.

We believe that all children should grow up aware of these rights and respect these rights for themselves and for others. Being a Rights Respecting School underpins policies throughout the school. As policies are reviewed within the cycle, they are adapted to demonstrate this. Reviews started in the academic year of 2019/20. The school received the Bronze Award in July 2020 and is currently working towards the Silver Award.

Vision & values

At Muswell Hill Primary we have worked hard to create a successful, high achieving, happy, inclusive community. One we are proud of and one which enables us to work in partnership with others, celebrate our successes and empower our children to be the best versions of themselves. Our community is where friendships thrive and where children are encouraged to discover a world of possibilities in a challenging yet supportive setting. Here at Muswell Hill Primary School, we embrace the joy of learning every day, through our strong, rich, broad curriculum.

5 Golden Values

Respect (for themselves and each other)

Integrity (acting with at all times)

Sense of **Resilience**

Curiosity (discovering the world around them)

Creativity (exploring their learning journey)

The following articles underpin our vision & values:

Article 28: The Right to an Education

Article 12: Respect for children's views

Article 29: Goals of Education

Article 13 and 14: Freedom of Expression/Thought

Article 42: Knowledge of Rights

Article 27: Standard of living for Physical, Emotional and Mental Health needs

Commitment to our pupils

At Muswell Hill Primary School, the staff and governors are working every day so that by the time you leave us:

1. You will love learning new things, feel ready for the future and want to keep on learning.
2. You will understand how you learn best, learn from your mistakes and how to persevere.
3. You will know what it feels like to be motivated to be good at something, and to have achieved your very best.
4. You will understand just how incredible you are! You will believe in yourself and have the confidence to follow your dreams.
5. You will have grown as healthy and strong as you can, and you will know how to look after your body and your mind.
6. You will know friendship and will have learned how to get along with other people.
7. You and your family will be supported and cared for if you struggle or meet obstacles during your time with us.
8. You will feel part of your community, proud of your school, and inspired to make a difference.
9. You will leave Muswell Hill with lots of good memories and be the best version of yourself.

Aims/Mission: ***Everyone belongs here, everyone has a voice, and everyone is heard***

CONTENTS

1. General
 2. Legislation
 3. Statement of intent
 4. Aims
 5. Muswell Hill Primary School Health and Safety objectives
 6. Responsibilities
 7. Consultation
 8. Organisation
 9. Risk assessment
 10. Site security
 11. Fire
 12. COSHH
 13. Equipment
 14. Lone working
 15. Working at height
 16. Manual handling
 17. Off-site visits
 18. Lettings
 19. Violence at work
 20. Smoking
 21. Infection prevention and control
 22. New and expectant mothers
 23. Occupational stress
 24. Accident reporting
 25. Health and Safety Management Arrangements
 26. Training
 27. Staff involvement in management of Health and Safety
 28. Reporting to the Governing Body
 29. Equal opportunities
 30. Monitoring and review
 31. Links with other policies
- Appendix 1. Fire evacuation procedures
- Appendix 2. Asbestos record
- Appendix 3. Recommended absence period for preventing infection
- Appendix 4. List of job roles

1. General

The Governing Body of Muswell Hill Primary School has delegated responsibility for the overall Health and Safety Policy to the Resources Committee of the Governing Body.

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Governing Body's Statement of Intent

Muswell Hill Primary School Governing Body has adopted the following statement of intent.

Muswell Hill Primary School Governing Body:

- Will take all reasonable steps to provide safe and healthy conditions (both physical and psychological) for pupils, employees and others who may be affected by its activities
- Will assess risks to the health and safety of staff, pupils, contractors, volunteers and visitors and others affected by the school's actions
- Will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively
- Expects all employees to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others

- Is committed to providing the necessary information, instruction, supervision and training to all employees and pupils where applicable
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively as appropriate
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances, and
- Will ensure that its Health and Safety policy is available to all employees, volunteers and contractors.

The Governing Body's Resources Committee will develop the Health and Safety Policy with the Headteacher; it will be reviewed on an annual basis.

The Headteacher is responsible to the Governing Body for the implementation of the Muswell Hill Primary School Health and Safety Policy.

The Governing Body's Resources Committee and the Headteacher in determining the Muswell Hill Primary School Health and Safety Policy and sub-policies will have regard to any statutory and non-statutory government guidance.

3.1 Definition of Competent

Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

The definition of a '**competent person**' is the person who has responsibility for advising the Headteacher and other members of the Senior Leadership Team in the discharge of their responsibilities under the *Health and Safety at Work etc. Act 1974*, the *Management of Health and Safety at Work Regulations 1999* and all other health and safety legislation, and for liaising with relevant officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

4. Aims

Muswell Hill Primary School aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of pupils
- Safe systems and effective procedures are in place to protect the health, safety and security of visitors to the school, including parents, contractors and their employees and members of the public affected by the work of the school
- Arrangements are in place in the school to ensure that no work is carried out by the school or by contractors that is liable to expose employees, pupils, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place
- All contractors demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the school site affected by their work
- Senior leadership team (SLT) managers in the school are suitably trained
- Sufficient resources are provided to enable suitable and sufficient safeguards to be put in place

for ensuring, as far as is reasonably practicable, the health and safety of anyone on the school site

- Sufficient funds are provided for the appropriate training of relevant staff in health and safety systems and safeguards.

5. Muswell Hill Primary School's Health and Safety Objectives

The school's Health and Safety objectives are to:

- Have regard to the Governing Body's statement of intent and the provisions of the Muswell Hill Primary School Health and Safety Policy
- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety. (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced)
- Ensure that the school has suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils, contractors, volunteers and visitors
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils
- Ensure that all equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, pupils, contractors, volunteers and visitors, where necessary appropriate training will be given
- Ensure the provision of means of access and exit are safe and without risks to health
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances
- Ensure that the school develops, produces and maintains up-to-date fire safety procedures and documentation and that all employees and pupils (and as far as is practicable, visitors) are familiar with them
- Will develop safety awareness among all employees and pupils and to promote individual responsibility for health and safety at all levels of staff and pupils
- Ensure that the health, safety and welfare of all employees, pupils, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels
- Appoint a competent person as the school's Health and Safety Manager (HSM) to oversee the implementation of the school's health and safety policies and procedures
- Ensure that the school has a Resource Committee with responsibility for Health and Safety, which has a clear brief in line with this policy, meets regularly and reports regularly to the Headteacher and the whole Governing Body
- Appoint a nominated governor to be its health and safety representative
- Provide sufficient funds, as far as is reasonably practical, to enable safe systems to operate and for the training of relevant staff; and make reports as directed to the Governing Body on the implementation of its Health and Safety policies and procedures.

6. Responsibilities

Haringey Council has ultimate responsibility for health and safety matters in the school but delegate responsibility for the strategic management of such matters to the school's governing body.

This Health and Safety policy is largely dependent upon the total co-operation of every person who works in Muswell Hill Primary School. Muswell Hill Primary School expects all employees to co-operate in ensuring the health and safety of all staff, pupils, contractors, volunteers and visitors.

6.1 The Governing Body:

- Make and review regularly the health, safety, welfare and security policies and their implementation in the school, taking into account its Statement of Intent
- Ensure that the policy is made known to staff, parents, pupils (as appropriate to age level/understanding), and relevant parts to contractors and visitors
- Ensure that the Headteacher takes into account the views and recommendations of the Resource Committee in regards to Health and Safety
- Ensure that their Resources Committee is responsible for Health and Safety under the *Safety Representatives and Safety Committees Regulations 1977* (as amended)
- Ensure that competent persons (or bodies) are appointed to advise on the implementation of the Health and Safety Policy and procedures and to ensure that the training of relevant school staff is kept up-to-date
- Ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of and to conform to, the school policy and procedures
- Ensure that a system is used to efficiently prompt and record the carrying out of necessary health, safety and security tasks in line with Muswell Hill Primary School policies
- Ensure that there is a system across the school or appropriate risk assessments to be carried out, recorded and regularly reviewed
- Agree and maintain any necessary health, safety and security contracts with contractors;
- Nominate a governor to liaise with the Headteacher and relevant staff and who will represent the Governing Body on the Resources Committee responsible for Health and Safety
- Receive and consider termly reports and an annual status review from the Headteacher and determine any necessary response
- Ensure that appropriate training, advice and guidance are provided; and provide sufficient funds, as reasonably practical, for the implementation of its policies
- Ensure that there are sufficient staff to supervise the children during playtimes and during the lunch break

6.2 Resource Committee responsible for Health and Safety

The Resources Committee responsible for Health and Safety will consist of **at least** the Headteacher or their nominee, the HSM and the nominated governor for health and safety.

The Resources Committee will meet at least three times per year.

The Resources Committee may invite other members of staff and pupils to attend a committee meeting for specific agenda items, if appropriate.

This committee will:

- Take into account the Governing Body's statement of intent and Muswell Hill Primary School Health and Safety Policy and sub-policies
- Review regularly specific health, safety, welfare and security arrangements for implementing this policy and make recommendations to the Headteacher
- Consider the Headteacher's Report which contains details of accidents, incidents and ill health records and statistics; reports of any internal and external inspections; and risk assessment and the management of risks
- Make recommendations on health and safety training throughout the school
- Consider the efficacy of emergency procedures in the school

- Consider any changes that affect health and safety
- Receive and consider an annual status review from the HSM/Headteacher and determine any necessary response before it goes to the full Governing Body
- Consider any other items raised by management or staff representatives, and
- Report as required to the Governing Body.

6.3 Nominated Governor for Health and Safety

The nominated governor will:

- Liaise, as appropriate, with the Headteacher and the HSM between meetings of the Governing Body to ensure that the Governing Body's statement of intent and Health and Safety Policies are carried out
- Participate in a site inspection at least once a year – ideally meet with the premises officer termly
- Participate in the working of the Resources Committee responsible for Health and Safety
- Liaise with the Headteacher (or member of SLT with leadership responsibilities for this area) regarding the accident/incidents book as appropriate
- Report as necessary to the Governing Body.

It is acknowledged that the nominated governor may not be a trained Health and Safety advisor but they are deemed to be 'competent person'.

6.4 Headteacher

The Headteacher is responsible for:

- The health, safety and welfare of staff, pupils, contractors, visitors and any other person using the premises
- Ensuring safe working conditions for all of the above
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus
- Ensuring that staff are consulted appropriately on issues that affect them
- Appointing members of the management team to the Resources Committee responsible for Health and Safety, if appropriate
- Directing the Clerk or the Governors to ensure that health, safety and security issues are put on the agenda of all appropriate meetings throughout the school
- Ensuring that there is a suitable system in place for reporting accidents, near misses and concerns about staff or pupil welfare
- Ensuring that the HSM liaises with contractors and that regular reports are obtained
- Carrying out periodic safety reviews and audits
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out
- Ensuring that the health and safety training needs of all staff and pupils are identified, and appropriate training provided
- Encouraging staff, pupils and others to promote health and safety and to suggest ways of reducing risks
- Delegating to the HSM appropriate tasks for the day-to-day implementation of the policy
- Ensuring that the health and safety management system is used for recording any issues
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate
- Liaising with the nominated governor and making termly progress reports and an annual health, safety and security status review and presenting it to the school Governing Body, and

- Ensuring that sufficient resources are provided to ensure as far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors.

6.5 Health and Safety Manager (HSM)

The HSM will be a suitably qualified and 'competent person' (as defined above) responsible to the Headteacher for:

- Managing, co-ordinating and monitoring health and safety matters within the school, including the provision of training
- Ensuring that the school's Health and Safety Policy and systems are implemented
- Reporting regularly to the Headteacher on health and safety issues
- Participating in the work of the Resources Committee responsible for Health and Safety, as appropriate
- Assisting the Headteacher in compiling reports and the annual status review
- Liaising as appropriate with the nominated governor with health and safety responsibility
- Maintaining a suitable system for reporting accidents, near misses, and concerns about staff or pupil welfare
- Ensuring that suitable and sufficient risk assessments are carried out and appropriate controls are implemented
- Advising the Headteacher on which risk assessments should be written having taken into account the government's advice
- Liaising with any contractors and making reports to the Headteacher on the progress of the contractual requirements
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action
- Meeting with staff health and safety representatives if appropriate
- Advising on all health and safety matters (including safety of buildings, plant and equipment used and operated by the school)
- Ensuring that teaching, administrative, catering and all ancillary staff (including volunteers) are compliant with the Governing Body's statement of intent and the Muswell Hill Primary School Health and Safety Policy and sub-policies
- Ensuring that contractors and persons hiring any part of the premises are aware of the Muswell Hill Primary School Health and Safety Policy
- Ensuring that all necessary safety signs and notices are displayed
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out, recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with Muswell Hill Primary School's Fire Safety Policy
- Putting in place procedures for ensuring that supply and peripatetic staff and visiting sports coaches understand and implement the Health and Safety Policy as appropriate, and
- Overseeing the efficient use of any health and safety management system to prompt and record the proper discharge of all necessary relevant tasks.

6.6 Senior Leadership Team Responsibilities

The Senior Leadership Team of Muswell Hill Primary School will be appropriately trained and are responsible to

the Headteacher through the HSM for the implementation and operation of the Health and Safety Policy. They will support the Headteacher in the discharge of the Headteacher's duties in relation to Health and Safety (see Headteacher responsibilities).

6.7 Site Manager

The Site Manager, who in this case is additionally the HSM, is also responsible for:

- Implementing the appropriate school sub-policies and procedures
- Ensuring the security of the premises
- Overseeing an appropriate cleaning schedule
- Ensuring that site staff are competent to carry out their responsibilities
- Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe
- Taking appropriate action where necessary to prevent injury to others on the site, who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers
- Ensuring that other site and cleaning staff are adequately supervised
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment, and
- Ensuring that all site and cleaning staff, including contractors, work in accordance with safe working practices issued by the school.

6.8 Catering

The school contracts the catering arrangements to *Pabulum* and the Resources Committee on behalf of the Governing Body expects that the responsibilities below are fulfilled as part of that contract.

- Implementing the Governing Body's statement of intent and Health and Safety
- Policy and relevant sub-policies in the appropriate catering areas
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of the kitchen
- Supervising and training staff appropriately
- Training and instructing all catering staff in the emergency procedures
- Carrying out regular reviews of the procedures and informing the HSM of any issues of concern
- Recording results of the monitoring and review of procedures
- Ensuring that all catering staff have opportunities for raising concerns about health and safety issues, and
- Assisting with the making of the annual status review, as appropriate.

6.9 All Members of Staff

All members of staff have a duty to:

- Know and understand the school's health and safety policies and procedures
- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, pupils in their care and any other persons who may be affected by their actions
- Take reasonable precautions in safeguarding themselves and others
- Observe all health and safety rules and procedures set out by Muswell Hill Primary School and use all health and safety equipment provided
- Participate in assessing risks and the management of identified risks
- Follow all relevant codes of safe working practice and local rules
- Alert the HSM or SLT as appropriate to any potential hazard noticed
- Report all accidents, incidents or near misses that have led or may lead to illness, harm or damage to the HSM or SLT

- Ensure that pupils' behaviour is regulated in accordance with the school's Behaviour Policy
- Report any unsafe working practices to the HSM/Site Manager
- Report any concerns they may have about the health, safety and welfare of any pupil in their charge in line with the school's Safeguarding Policy and procedures
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work
- Participate in any relevant paid training, and
- Read this Health and Safety Policy and all sub-policies and sign and date to indicate that he/she has done so.

All staff have a right to raise health and safety issues of concern at any time but in particular at formal staff meetings.

All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or the Headteacher as appropriate.

The Governing Body of Muswell Hill Primary School recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

The school will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

6.10 Confirmation that the Policy has been Read and Understood

Under arrangements made by the HSM/SLT, all employees will sign to indicate that they have read and understood this policy and the sub-policies and their responsibilities. From September 2019 this is logged via the schools online Health and Safety provider Handsam. Previous records were held in staff personnel files. In 2018 records were held by the Office Manager in an excel spreadsheet.

7. Consultation

7.1 Staff

Staff interests will be represented on the school's Resource Committee responsible for Health and Safety.

Health and safety will be a standing item on the agendas of all committees and any formal management meetings in the school. Any points raised will be duly minuted and reported promptly to the HSM.

7.2 Pupils and Parents

Pupils also play a part in overall health and safety and welfare of Muswell Hill Primary School and will be encouraged to discuss health and safety at school council meetings and raise any concerns, which will be reported to the HSM. The school Governing Body or the Headteacher may decide to involve pupils further in the management of health, safety, welfare and security.

Parents may be informed /consulted on issues that they may be expected to have views and concerns on (e.g. security, safeguarding of pupils, road safety). The school will determine the amount and manner of the consultation.

8. Organisation

- The **Governing Body** has overall responsibility for the policies and procedures in Muswell Hill Primary School
- The school's **Resources Committee, responsible for Health and Safety** will consider and make recommendations on overall health and safety issues affecting the school and will report to the Headteacher
- The Headteacher has overall responsibility for the internal management of the school policies and procedures and reports to the Governing Body
- The **HSM** has the responsibility for the day-to-day management, co-ordination and implementation of the policy and for liaising with contractors and reporting to the Headteacher
- **Union safety representatives** have the right to participate in the school's Resources Committee and to discuss health and safety issues as necessary with the HSM and/or the Headteacher
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Resources Committee and to discuss health and safety issues with the HSM and the Headteacher.

9. Risk Assessment

All members of staff are responsible for ensuring that risks are identified and reported to the HSM so that appropriate assessments and control measures are made. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Muswell Hill Primary School has its own risk assessment pro formas, which are used by designated persons. From February 2021, the school moved the storage of risk assessments on line except those for individual children or adults. Completed assessments must be sent to the HSM/Office Manager and retained in a suitable manner and made accessible to all relevant staff.

Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately and any improvements that are needed will be made.

The HSM will ensure that suitable and sufficient risk assessments are carried out and determine which can be done at school level and which by any other outside contractors. The HSM has the discretion to seek advice from external bodies and will report the reasons and response to the Headteacher.

The government's current advice is that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Headteacher (through the HSM) determines that a risk assessment must be carried out, the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of: '*Risk assessed. No significant finding*' is acceptable.

The government advises that some activities, especially those happening away from the school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Headteacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Headteacher must ensure that the significant findings of the assessment are recorded. See DfE guidance *Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies*.

10. Site security

Graham Atkinson, Site Manager/Chubb are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Graham Atkinson Site Manager /G4S Key Holdings are key holders and will respond to an emergency.

11. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practiced at least once a term. The school aims to practice half-termly when possible.

The fire alarm is a loud buzzer.

Fire alarm testing will take place once a month with weekly visual checks.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident that they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. Assembly points are in the KS1 top playground and on the Astro turf pitch in the KS2 playground
- Class teachers will take a register of pupils, which will then be checked against the attendance register for that day. The office staff take iPads with them to check these numbers
- The office staff will also take registers to both playgrounds for all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

The fire evacuation procedures can be found in Appendix 1.

12. COSHH

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

Chemicals

Products containing chemicals

Fumes

Dusts

Vapors

Mists

Gases and asphyxiating gases

Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Site Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous products are stored in a yellow locked cabinet with no access for children.

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

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

12.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

12.2 Legionella

- A water risk assessment was conducted on 7/1/19 by Mr. Cliff Lord, who is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed annually and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: temperature checks, shower heads, TMV, outlets, calorifier temps

12.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work and sign that they have been informed when visiting the site by the Site Manager or Office Manager if the Site Manager is off site
- The Site Manager is responsible for informing the Office staff if a contractor is coming on site in his absence, to ensure the contractor signs that they have been informed
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site and the Asbestos Management Plan and register is updated by the Site Manager

13. Equipment

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

13.1 Electrical equipment

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Site Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person

- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

13.2 PE equipment

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

13.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)
- The Office Manager is responsible for ensuring all Administrative staff complete training to raise awareness of DSE

14. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site Manager duties
- Site cleaning duties
- Working in a single occupancy office

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

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

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

15. Working at height

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

In addition:

The ladders for working at height are kept locked at all times

Pupils are prohibited from using ladders

Staff will wear appropriate footwear and clothing when using ladders Contractors are expected to provide their own ladders for working at height

Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety

Access to high levels, such as roofs, is only permitted by trained persons

16. Manual handling

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

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable
- All staff are required to complete the appropriate online training for manual handling when they permanently join the school workforce.

17. Off-site visits

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

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current pediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits
- All staff are required to complete online Emergency First Aid training when they permanently join the school workforce.

18. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

19. Violence at work

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

20. Smoking

Smoking is not permitted anywhere on the school premises.

21. Infection prevention and control

We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

21.1 Handwashing

- Wash hands with liquid soap and warm water for at least 20 seconds, and dry with paper towels
- › Always wash hands after using the toilet, before eating or handling food, and after handling animals
- › Cover all cuts and abrasions with waterproof dressings

21.2 Coughing and sneezing

- › Cover mouth and nose with a tissue
- › Wash hands after using or disposing of tissues
- › Spitting is discouraged

21.3 Personal protective equipment

- › Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- › Wear goggles if there is a risk of splashing to the face
- › Use the correct personal protective equipment when handling cleaning chemicals

21.4 Cleaning of the environment

- › Clean the environment frequently and thoroughly

21.5 Cleaning of blood and body fluid spillages

- › Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- › When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- › Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- › Make spillage kits available for blood spills

21.6 Laundry

- › Wash laundry in a separate dedicated facility
- › Wash soiled linen separately and at the hottest wash the fabric will tolerate
- › Wear personal protective clothing when handling soiled linen
- › Bag children's soiled clothing to be sent home, never rinse by hand

21.7 Clinical waste

- › Always segregate domestic and clinical waste, in accordance with local policy
- › Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- › Remove clinical waste with a registered waste contractor
- › Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

21.8 Animals

- › Wash hands before and after handling any animals
- › Keep animals' living quarters clean and away from food areas

- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Supervise pupils when playing with animals
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet

21.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

21.10 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in Appendix 4.

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

22. New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

23. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The school provides training for staff around managing stress and also provides every staff member with access to EAP which provides a range of wellbeing services, free of charge.

24. Accident reporting

24.1 Accident recording system – Medical Tracker

- An accident form will be completed on our electronic reporting system, Medical Tracker, as soon as possible after the accident occurs by the member of staff or first aider who deals with it. We also have a Haringey accident report form for reportable injuries (see 24.2)
- As much detail as possible will be supplied when reporting an accident and records will be retained for six years (staff accidents for a minimum of three years and reportable accidents for children, until they reach the age of 21)

24.2 Reporting to the Health and Safety Executive

The Welfare Assistant (or in her absence other School Office staff) will keep a record of any accident which results

in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Welfare Assistant will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <https://www.hse.gov.uk/riddor/report.htm>

24.3 Notifying parents

The Office Staff or Class Teacher/Nursery Nurse/Teaching Assistant or other First Aider or lunchtime staff (SMSA) will inform parents of any accident or injury sustained by a pupil in the school, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

24.4 Reporting child protection agencies

The onsite Designated Child Protection Officer will notify the MASH team of any serious accident or injury to, or the death of, a pupil while in the school's care.

24.5 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

25. Health and Safety Management Arrangements

Muswell Hill Primary School will use a system for recording health and safety management (HANDSAM).

The HSM will be responsible for the health and safety management system and will make regular reports to the Headteacher on the progress of the annual cycle of health and safety management.

Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the school.

The Headteacher in liaison with the HSM will review individual responsibilities and ensure that there is appropriate training, compliance and documentation on an ongoing basis

26. Training

Muswell Hill Primary School will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

All employees whether permanent or temporary, will undergo Health and Safety training which will include the following health and safety matters, as appropriate:

- Emergency arrangements
- Fire drills
- First aid arrangements
- Accident reporting
- Codes of safe practice and guidance
- Health and safety policy and school arrangements
- Specific hazards/responsibilities associated with work activity, and
- Special needs of pupils including pupils with disabilities.

Volunteers and peripatetic staff are directed to read and comply with the policy. Further training needs will be considered when employees transfer or take on new responsibilities, when there is a change in the work equipment or systems of work in use, or when there is a change in the special needs of the pupils.

The HSM will identify with relevant line managers the appropriate health and safety training needs.

The school undertakes to provide extra training for staff where a need is identified.

Staff who feel that they have a need for health and safety training of any kind should notify the HSM in writing.

The HSM will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system (e.g. HANDSAM from September 2019, previously SAFESMART). Where certificates of competence are required for potentially hazardous activities the HSM is responsible for:

- Checking the validity of certificates
- Arranging refresher training when necessary.

Responsibility for facilitating attendance and funding of training will be allocated following consultation with the Resources Committee of the Governing Body.

27. Staff Involvement in the Management of Health and Safety

All staff will have access to a copy of the Health and Safety Policy and sub-policies and will sign to indicate that they have read and understood this policy and the sub-policies and their responsibilities. Muswell Hill Primary

School recognises that time must be provided for this to be undertaken.

The Governing Body and the Headteacher undertake to keep staff informed of any changes to the policy and procedures through the Resources Committee, responsible for Health and Safety, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages

28. Reporting to the Governing Body

The Headteacher will, at the end of each academic year (or appropriate period), produce a status review of Health and Safety in the school.

The review will draw on the information in the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st August (or any other date chosen by **the Governing Body**)
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system
- A review of the overall decrease/increase in risks and reported incidents from the previous year
- A review of the overall decrease/increase in accidents/incidents
- Any other findings in the annual audit
- Changes in the health and safety organisation, policy or structure
- New processes and new technology introduced for health, safety and security
- A reference to external influences: legislation, guidance, British Standards, auditors and reports if appropriate, and
- Any proposals for improvements.

The Headteacher will ensure that copies of the status review are available for consideration by the Resources Committee.

29. Equal Opportunities

In making, reviewing and implementing this policy the school's Equal Opportunities Policy will be taken into account.

In particular, the school will ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils, contractors, volunteers and visitors to use the school's facilities and curriculum as far as is reasonably practicable. The disability accessibility plan must be kept under review and implemented as appropriate, in order to ensure safe access for disabled staff, pupils, contractors, volunteers and visitors.

30. Monitoring and Review

The HSM is responsible for:

- Monitoring the implementation of the policy
- The proper use of the school's management systems, i.e. HANDSAM
- The making of risk assessments
- The state of training, and
- Reporting to the Headteacher.

The HSM will assist the Headteacher in compiling the annual status review. The Headteacher is expected to show leadership in health and safety management.

The Headteacher will:

- Monitor the implementation of the policy
- Ensure that the school's procedures are fit for purpose
- Ensure that the management system is being used to ensure compliance

- Advise the Governing Body of changes in health and safety law, regulations and guidance
- Keep the Governing Body up-to-date with any changes in the school organisation that may require a fresh look at health and safety, and
- Present an annual status review to the Governing Body.

The Governing Body will:

- Receive termly reports on health and safety and security in the school in the Headteacher's Report to the Governing Body and an annual status review
- Ensure that the school maintains, monitors and reviews its Health and Safety
- Policy, procedures and organisational arrangements, and
- Consider the annual status review.

31. Links with other policies

This health and safety policy links to the following policies:

- Risk assessment
- First Aid
- Supporting pupils with medical conditions
- Accessibility plan
- GDPR policies
- SEN Policy
- Emergency Plan
- Equal Opportunities

Appendix 1. Fire evacuation procedures - KS1 & KS2

MUSWELL HILL PRIMARY SCHOOL

EYFS & KS1 EMERGENCY PROCEDURES FOR FIRE & BOMB THREAT

When alarm sounds children assemble at emergency exits.

Children walk silently in an orderly crocodile to the far end of the playground. Teachers follow children after closing fire doors. The person in charge of the class calls the register.

Children out of class (in toilets, etc.) **DO NOT** return to class – leave by the nearest emergency exit and rejoin class at assembly point.

Room 1	RED	Exit through fire door
Room 2	RUBY	Exit through fire door
Room 3	YELLOW	Exit through fire door
Room 4	GOLD	Exit through fire door
Room 5	AMBER	Exit through fire door
Room 6	ORANGE	Exit through fire door

OFFICE Exit through front door

Finance Office Exit through front door

Welfare Room Exit through nearest fire exit

KS1 Hall Exit through Hall fire doors

Rainbow Room Exit through Hall fire doors

Tutor Room Exit through Hall fire doors

Fire Marshalls Check toilets

Admin staff/anyone Call Fire Brigade

in the office Take Fire printouts to assembly points outside

Headteacher or Deputy to undertake admin jobs if anyone is absent

Headteacher/Deputy or designate may return into the building to search for missing children

Minor fires may be tackled by those above

LINING UP ORDER IN THE TOP PLAYGROUND FACING SCHOOL
YELLOW GOLD AMBER ORANGE RUBY RED

In the event of FULL PREMISES EVACUATION, the school should follow the procedures above and immediately exit the site and reconvene at Muswell Hill Baptist Church, Dukes Avenue, London N10 2PT (0208 444 7027) **Office staff must take evacuation pack – 1 in the office/1 in AHT room**

MUSWELL HILL PRIMARY SCHOOL

KS2 EMERGENCY PROCEDURES FOR FIRE & BOMB THREAT

When alarm sounds children assemble at emergency exits.

Children walk silently in an orderly crocodile to the far end of the playground. Teachers follow children after closing fire doors. The person in charge of the class calls the register. Children out of class (in toilets, etc.) **DO NOT** return to class – leave by the nearest emergency exit and rejoin class at assembly point.

Room 7	EMERALD	Exit through fire door
Room 8	INDIGO	Exit through fire door
Room 9	SAPPHIRE	Exit through fire door
Room 10	BLUE	Exit through Room 11 - COBALT
Room 11	COBALT	Exit through fire door and down the fire escape
Room 12	GREEN	Exit through Room 11 – COBALT
Room 10, 11, 12		Should emergency be on the fire escape: exit down the stairs to nearest exit
Room 13	AMETHYST	Exit through fire door
Room 14	VIOLET	Exit through fire door
PPA Room		Exit through front door
AHT Room		Exit through front door
Staff Room		Exit through front door
Welfare Room		Exit through nearest fire exit
KS2 Hall		Exit through Hall fire doors
Rainbow Room		Exit through Hall fire doors
Tutor Room		Exit through Hall fire doors
Outdoor Classroom		Exit through fire door
Fire Marshalls		Check toilets
Admin staff/anyone		Call Fire Brigade
in the office		Take Fire printouts to assembly points outside

Headteacher or Deputy to undertake admin jobs if anyone is absent

Headteacher/Deputy or designate may return into the building to search for missing children

Minor fires may be tackled by those above

LINING UP ORDER AT FAR END OF THE PLAYGROUND FACING SCHOOL

EMERALD GREEN SAPPHIRE BLUE INDIGO COBALT AMETHYST VIOLET

In the event of FULL PREMISES EVACUATION, the school should follow the procedures above and immediately exit the site and reconvene at Muswell Hill Baptist Church, Dukes Avenue, London N10 2PT (0208 444 7027)

Office staff must take evacuation pack – 1 in the office/1 in AHT room

Appendix 3. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.
Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).

Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.
Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.

Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.
MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.

Appendix 4: List of job roles

Job Role	Name/Position
Headteacher	Mandi Howells
Chair of Governors	Alexa Charnley
Health and Safety Manager	Graham Atkinson
Nominated Governor for Health and Safety	Martin Gibbins
Resources Committee responsible for Health and Safety	Members of the Governing Body
Business Manager	Gary Hall
Site/Facilities Manager	Graham Atkinson
Designated Safeguarding Lead	Mandi Howells
Deputy Designated Safeguarding Leads	Liz McMullen, Suzy Fotheringham
Appointed Person for Pastoral Care	Senior Leadership Team – lead Liz McMullen
Nominated Governor for Safeguarding	Davina Deniszczyc
Nominated Teacher Lead for Anti-Bullying	Liz McMullen
Head of E-Safety	Krystell Lopez
Educational Visits Coordinator (EVC)	Annette Atkinson
Responsible Persons for Science	Lucy Sykes, Taiwo Oniye

Responsible Person for Physical Education	Riaan Kelly
Radiation Protection Supervisor	N/A
Radiation Protection Officer	N/A
Radiation Protection Advisor	N/A
Responsible Person for Design and Technology	Rebecca Fryer
Responsible Person for Dance/Drama	Riaan Kelly/Suzy Fotheringham
Responsible Person for Display Screen Equipment	Musawir Idrees
Responsible Person for Electrical Equipment	Graham Atkinson
Responsible Person for Asset Register	Gary Hall & CNESTO
Nominated Responsible Person for Fire Safety	Graham Atkinson
Fire Service Liaison Officer (FSLO)	Graham Atkinson
Responsible Person for Inspecting Fire Safety Signage	Graham Atkinson
Responsible Person for Inspecting Walkways and Escape Routes	Graham Atkinson
Responsible Person for Inspecting Fire Resisting Doors	Graham Atkinson
Responsible Person for Checking Fire Service Has been Called	Graham Atkinson and Annette Atkinson
Responsible Person for Fire Training	Graham Atkinson
Responsible Person for Legionella	Graham Atkinson
Competent Person for Working at Height	Graham Atkinson
Permit Issuer for Working at Height	Handsam

Permit Issuer for Confined Spaces	N/A
Permit Issuer for Hot Works	N/A
Permit Issuer for Electrical Work	N/A
Permit Issuer for Asbestos	Haringey Council
Crisis Management Team Members	Mandi Howells, Liz McMullen, Alexa Charnley, Annette Atkinson, Gary Hall, Graham Aktinson, Sarah Gray, Davina Deniszczyc, Martin Gibbins
Responsible Person for Ensuring Support for Pupils with Medical Conditions (and IHPS)	Sarah Gray/Suzy Fotheringham
Responsible Person(s) for First Aid	Annette Atkinson
Name of School Nurse(s) Service	Haringey School Services
Responsible Person for Managing Medicines	Sarah Gray
Responsible Person for Managing Pregnant Staff	Mandi Howells
Responsible Person for Investigating Accidents	Graham Atkinson
Responsible Governor for Investigating Accidents	Martin Gibbins
Appointed Competent Person for Managing Contractors	Graham Atkinson
Responsible Person for Hiring and Letting	Annette Atkinson
Responsible Person for Onstage Safety	N/A
Responsible Person for Backstage Safety	N/A
Responsible Person for Waste Management	Graham Atkinson
Delegated Person for Arranging Home Visit Arrangements	Suzy Fotheringham

Responsible Person as Data Controller for CCTV	Graham Atkinson
Responsible Person for Early Years	Suzy Fotheringham and Lucy Sykes
Responsible Person for Key Stage 1	Suzy Fotheringham
Responsible Person for Key Stage 2	Liz McMullen and Muriel
Responsible Person for Equal Opportunities	Muriel Thompson
Responsible Person(s) for Special Educational Needs and Disability	Hilary Plant
Responsible Person for Co-ordinating the Day to Day Provision of Education for pupils with Special Educational Needs at the School	Teresa Maskell
Special Educational Needs Coordinator (SENCO)	Teresa Maskell
Inclusion Team Members	Mandi Howells, Teresa Maskell , Liz McMullen, Suzy Fotheringham, Sarah Gray, Elaine Mason
Special Educational Needs Team Members	Teresa Maskell, Jane Lowe, Kate Boardman, Kathy Hammond, Mandi Howells