



THE LATYMER SCHOOL

Founded 1624

HEALTH AND SAFETY POLICY

STATUTORY

Policy produced by	London Borough of Enfield September 2020 Version 4 – Staffing Update by Latymer November 2023
Policy To be Presented to Governors	November 2023
Review date of policy	November 2024

GOVERNING BODY

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

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

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

The governing body as employer recognises its overall responsibility for health and safety. However, high standards can only be achieved with the full involvement of the school community. Staff must meet their responsibilities as laid down in the policy and work in accordance with the safe working procedures.

The governing body will review this policy annually.

Signed:

Chair of Governors

Date:

ORGANISATION FOR IMPLEMENTING THE POLICY

RESPONSIBILITIES

HEAD

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

- (a) Nominate a senior manager as Health and Safety Co-ordinator
- (b) Ensure subordinate managers meet their health and safety responsibilities
- (c) *Ensure the arrangements for consultation with staff are implemented and chair the safety committee*
- (d) Ensure effective communication of health and safety matters
- (e) Ensure requirements with regard to staff competence are met
- (f) Ensure health and safety standards, school health and safety procedures/codes of practice are implemented
- (g) Ensure risk assessments are carried out
- (h) Undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- (i) Ensure health and safety monitoring is undertaken, including:
 - (i) incident reporting and investigation
 - (ii) specific equipment and premises inspections
 - (iii) termly inspections
 - (iv) implementing the school's annual monitoring checklist
 - (v) health and safety in staff appraisals
 - (vi) ensuring an annual report is provided to the governing body
- (j) Make recommendations to the governing body in relation to external independent audits
- (k) Report to the governing body any health and safety issues that cannot be resolved.

SENIOR MANAGEMENT TEAM

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

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

SCHOOL HEALTH AND SAFETY COORDINATOR

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

- (a) Coordinating all aspects of health, safety and wellbeing policy and practice
- (b) Liaising with safety representatives and attending the safety committee
- (c) Disseminating health and safety information
- (d) Coordinating accident reporting procedures
- (e) Coordinating emergency evacuation procedures
- (f) Ensuring health and safety matters raised by staff are dealt with
- (g) Maintaining a central file of health and safety procedures and other relevant information;
- (h) Monitoring implementation of the policy by:
 - (i) ensuring Heads of Department undertake inspections
 - (ii) ensuring incidents are investigated
 - (iii) reporting 'reportable' incidents to the Health and Safety Executive.
 - (iv) managing the school's annual monitoring checklist
 - (v) making recommendations to the Headteacher about an independent audit
 - (vi) reporting health and safety issues that cannot be resolved to the Head/governing body.

OTHER MANAGERS

(Including Heads of Department, Managers of Non-Teaching Staff.)

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

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

- (a) Ensuring staff meet their health and safety responsibilities
- (b) Consulting with staff on matters affecting their health and safety
- (c) Communicating health and safety information to staff
- (d) Assessing staff competence and ensuring appropriate training and development
- (e) Ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
- (f) Ensuring risk assessments are carried out
- (g) Ensuring safe working procedures and codes of practice are prepared for activities under their control
- (h) Undertaking risk assessments in relation to directly managed staff implementing monitoring arrangements, such as:
 - (i) incident reporting and investigation
 - (ii) specific equipment/premises inspections
 - (iii) termly inspections
 - (iv) the school's annual monitoring checklist
 - (v) including health and safety in staff appraisals

- (vi) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Head.

All Members of Staff

All members of staff are responsible for:

- (a) Taking care of their own health and safety and the health and safety of others affected by their actions
- (b) Co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
- (c) Reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- (d) Undertaking any health and safety training/development identified as necessary
- (e) Using work equipment in accordance with safe working procedures, instructions and training
- (f) Not making unauthorised or improper use of equipment
- (g) Ensuring a risk assessment is undertaken when carrying out projects or new activities
- (h) Reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.

Safety Representatives

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

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

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

CONSULTATION WITH STAFF

HEALTH AND SAFETY COMMITTEE

The school has established a Health and Safety Committee, which meets termly. It is chaired by the Head and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on school-wide issues, such as codes of practice. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

LOCAL CONSULTATION

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

Note: If the school does not have a safety committee, e.g. where the school forms part of a larger organization, such as a group of academies, that should provide this forum. Alternative arrangements for consultation on school-wide issues will still be required and these should be stated here.

HEALTH AND SAFETY PROCEDURES

Use the appropriate terminology for the school, e.g. "code of practice", "health and safety manual", etc.

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

DISPLAY SCREEN EQUIPMENT

Indicate arrangements for undertaking display screen equipment assessments e.g. who will carry them out - they will need to be competent, the procedures they will follow, arrangements for eye and eyesight testing, etc.

EDUCATIONAL VISITS

The role of the Educational Visit's Coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, risk assessments, pre-visits, staff ratios, etc.

TRAFFIC MANAGEMENT

Arrangements for ensuring separation of pedestrians and vehicles particularly at the beginning and end of the school day. For example, the responsibilities of the person on duty, how the arrangements are communicated to staff, pupils and parents.

MANAGEMENT OF CONTRACTORS

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

DUAL USE

Arrangements for managing dual use facilities, eg arrangements for assessing whether particular activities can be safely accommodated, making sure the premises are properly prepared prior to the booking, ensuring the instructor is competent.

FIRST AID

Who the first aiders are, arrangements for their training, arrangements for contacting them, location of first-aid boxes, responsibility for first-aid boxes.

FIRE AND EMERGENCY PROCEDURES

This should form the basis of the evacuation procedures posted throughout the school. It will also include the role of the person in charge - normally the Head but it should include the arrangements when he/she is not on site; the roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building - either a roll call or a "sweep" of the building by nominated members of staff, action on discovering a fire or other incident, etc.

Risk Assessments

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

Fire and Emergency Procedures

This should form the basis of the evacuation procedures posted throughout the school. It will also include the role of the person in charge - normally the Head but it should include the arrangements when he/she is not on site; the roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building - either a roll call or a "sweep" of the building by nominated members of staff, action on discovering a fire or other incident, etc.

Health and Safety Acts

Please make reference to the current Health and Safety Acts which can be found on the [DfE Website](#)

Appendix: Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

Responsibility	Name																																																						
Headteacher	Maureen Cobbett																																																						
Chair of Governors	Stephen Way																																																						
Senior Management Team	Chris Wakefield, Deputy Head – Sixth Form Neil Grassick, Deputy Head – Curriculum Simon Pashley, Assistant Headteacher Matshe Gunn, Director of Finance and Operations Oriana Cornejo-Guiterrez, Assistant Headteacher Nicola Kelsall, Assistant Headteacher																																																						
Health & Safety Co-Ordinator	Matshe Gunn, Director of Finance and Operations																																																						
Facilities Manager	Hoi Brady																																																						
Other Managers <i>(include (included heads of department, non-teaching staff such as bursar, specialists such as Premises Manager and Educational Visits Coordinators)</i>	<p>Heads of Teaching Departments:</p> <table> <tr><td>Carolyn Sanger</td><td>Art</td></tr> <tr><td>Graham Elliot</td><td>Biology</td></tr> <tr><td>Tanya Williams</td><td>Chemistry</td></tr> <tr><td>Jo Hammer</td><td>Drama</td></tr> <tr><td>Linda Vu</td><td>Economics</td></tr> <tr><td>Kate Kenny</td><td>English</td></tr> <tr><td>Tanya Cook</td><td>Exams</td></tr> <tr><td>Angele Mparia</td><td>French</td></tr> <tr><td>Marie Therese Letissier</td><td>Geography</td></tr> <tr><td>Britta Reinecke</td><td>German</td></tr> <tr><td>Brinda Quinn</td><td>History</td></tr> <tr><td>Jenny Catherall</td><td>ICT</td></tr> <tr><td>Stephen Magnus</td><td>Latin</td></tr> <tr><td>Morgan Pannell</td><td>Maths</td></tr> <tr><td>Lia Dymioti</td><td>Media</td></tr> <tr><td>Jim Harrison</td><td>Music</td></tr> <tr><td>Stuart Panton</td><td>Physics</td></tr> <tr><td>Dave Phillips</td><td>RE</td></tr> <tr><td>Tatiana Heath</td><td>Russian</td></tr> <tr><td>Gill Brander</td><td>SEND</td></tr> <tr><td>Ollie Collins</td><td>Technology</td></tr> </table> <p>Key Support Staff:</p> <table> <tr><td>James Bankes</td><td>Manager of ICT</td></tr> <tr><td>Hoi Brady</td><td>Premises Manager</td></tr> <tr><td>Kelly Barber</td><td>Senior Science Technician</td></tr> <tr><td>Jean Dixon</td><td>Catering Manager</td></tr> <tr><td>Jackie Soday</td><td>Office Manager</td></tr> <tr><td>Alison Bugg</td><td>Senior Librarian</td></tr> </table>	Carolyn Sanger	Art	Graham Elliot	Biology	Tanya Williams	Chemistry	Jo Hammer	Drama	Linda Vu	Economics	Kate Kenny	English	Tanya Cook	Exams	Angele Mparia	French	Marie Therese Letissier	Geography	Britta Reinecke	German	Brinda Quinn	History	Jenny Catherall	ICT	Stephen Magnus	Latin	Morgan Pannell	Maths	Lia Dymioti	Media	Jim Harrison	Music	Stuart Panton	Physics	Dave Phillips	RE	Tatiana Heath	Russian	Gill Brander	SEND	Ollie Collins	Technology	James Bankes	Manager of ICT	Hoi Brady	Premises Manager	Kelly Barber	Senior Science Technician	Jean Dixon	Catering Manager	Jackie Soday	Office Manager	Alison Bugg	Senior Librarian
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Safety Representatives	
Primary First Aider	Sigal Kalaora (Welfare Officer)
First Aiders	Sofia Barok, Yvonne Conway, Began Hussneara, Sigal Kalaora, Gulzar Lalji
Emergency First Aid at Work	Kerem Ali, Alyona Altseva, Fethi Berrkun, Debbie Barlow, Lewis Billington, Aurele Bourin, Carolyn Byrne, Louise Cook, Beth Fenner, Henriette Fritsch, Kristina Greally, Jo Hammer, Sue Hassan, Ronny Jaehne, Tamara King, Steve Magnus, Sophie Neudert, Amber Safdar, Yen Tran
Location of First Aid Boxes	Junior Block T17/TD, Medical Room, School Office, ICT Office, Staff Room, Sports Hall, Kitchen, Kiosk, Main Corridor (near Men's toilet) (3G office?)
Location of the Defibrillator	<ol style="list-style-type: none"> 1. Site outside the Assistant Headteacher's Office (near the Men's' Staff Toilet). It has a step by step guide and can be used without training. 2. Outside Changing Rooms, opposite the 3G pitch
Name and address of nearest hospital	North Middlesex Hospital Sterling Way, Edmonton, London N18 1QX Phone; 020 8887 2000
Fire Evacuation Officer Location of Fire Register Fire Assembly Point Time of weekly fire alarm tests	Hoi Brady / Simon Pashley Facilities Managers Office and by the Fire Panel (Reception) School Playground Weekly on Wednesday before school hours (7am) – full evacuation tests held on a termly basis
Location of Health and Safety procedures	Edulink / Noticeboard Premises Office / Headteacher's Office / DFO Office
Procedures Reporting hazards	Hazards to be reported to the Facilities Manager. DFO through Mantis
Asbestos (Appointed Person to use AMS Webtracker) Duty Appointed Person	Facilities Manager, Hoi Brady DFO, Matshe Gunn
Procedures reporting hazards (Name and/or contact arrangements)	Hazards to be reported to the Facilities Manager / DFO through Mantis
Legionella (Appointed Person)	Facilities Manager, Hoi Brady DFO, Matshe Gunn
Premises Manager/Site Manager	Kerem Ali

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

Documents	Location
Fire Logbook	Reception – Fire alarm panel cupboard
School Policies	Premises Office / DFO Office / School Website / Teams
Asbestos Management Plan (to include the following) <ul style="list-style-type: none"> - Asbestos Site Plan - Asbestos Register - Asbestos Communication Plan - Asbestos Survey Reports 	Premises Office
Legionella Risk Assessment	Premises Office
Staff Training Plan (SH&ST Training Programme)	H&S Co-ordinator, DFO
First Aid Book	Welfare Office
Accident/Incident Reporting Guide	Welfare Office
COSHH Assessments	Premises Office
Risk Assessments	Premises Office
Responsible Persons Premises Log	Premises Office
Education Visits Guide	Louise Cook

Appendix 2: FIRE ALARM AND DRILL PROCEDURE

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

If you hear a continuous alarm sound, all staff and students should exit the building immediately via the nearest and safest exit and assemble on the playground in designated Year areas until informed that it is safe to return. This includes any situation where staff or students perceive that the fire alarm might be faulty.

The One-Way-System should not be adhered to during a fire alarm or drill procedure.

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

They should then clear the building.

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

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

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

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

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

CCON or ACKA to register the list of visitors who have signed in using the Inventory Visitors log via the inventory iPad.

Year Group	Assigned staff
Year 7	HUG
Year 8	BNT
Year 9	ONE
Year 10	SAF; TYR
Year 11	REA; JEV

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

The following then occurs:

- Assistant Headteacher (Pastoral) remains in a central place and asks for quiet using megaphone
- Members of SLT are responsible for Key Stages (DHC: KS3; DHTL: KS4 and HT: KS5)
- Attendance Officer or other member of office staff (PM) stands by Assistant Headteacher (Pastoral) and HoLs come and collect register lists
- Attendance Officer or other member of office staff (PM) also brings staff signing out books to Assistant Headteacher (Pastoral)
- Welfare Officer brings Signing Out Book (Students) to Assistant Headteacher (Pastoral) and informs Assistant Headteacher (Pastoral) who is not in school
- Tutors collect paper registers from HoLS, register their form and report back to HoLS
- HoLS then report back to the Assistant Headteacher (Pastoral)
- Assistant Headteacher (Pastoral) with help of Curriculum Deputy looks into any issues (students missing etc)
- HoLs remain with their designated member of SLT until all issues have been resolved
- All support staff to locate behind Assistant Headteacher (Pastoral) by the changing rooms
- Assistant Headteacher (Pastoral) completes Fire Alarm checklist
- Assistant Headteacher (Pastoral) awaits Premises Manager/Business Manager for all clear
- Assistant Headteacher (Pastoral) reports to staff and students the reason for alarm and that it is safe to go back into the building.
- Assistant Headteacher (Pastoral) dismisses year groups in orderly fashion
- Assistant Headteacher (Pastoral) contacts Deputy Head (Sixth Form) to notify staff by the South Gate that it is safe to go back into the building
- Assistant Headteacher (Pastoral) informs students and staff to stay outside if alarm re-activates

FIRE ALARM – AREAS TO BE COVERED AND CHECKED BY STAFF

English Corridor (KEL/HOL 7 if around)	
History/RE Corridor (QUI/HOL 8 if around)	
Corridor leading to Small Hall, social and work staffroom, small hall (HSN)	
Library, LRC, (MCAM)	
ICT Office, C20 and C21 (LJS)	
Locker Lane (GSK)	
West Entrance and Welfare Office (KALS)	
Geography Corridor (HML)	
MFL Upper Corridor (HEA)	
Main Office and Waiting Area (SDYJ)	
Room 69, 69A and Upstairs of Great Hall (MPA)	
Room 70 & Ground Floor Great Hall (LUN)	
Maths Corridor -Ground Floor (PNN)	
Maths Corridor – Upper Floor (SMJ)	

Sixth Form Study Area & Common Room (PARD & PATJ) and then move to Haselbury Rd-South Entrance and WKE to South Entrance to prevent re-entry of 6 th Form students	
Science – Ground Floor (ELT)	
Science – Upper Floor (WIL)	
Technology – Upper Floor inc Gym, and Girls Changing Rooms/Toilets (DAD)	
Technology – Ground Floor (CLN)	
Boys Changing rooms/Toilets (CLN)	
All Music rooms (HRS)	
All Media rooms (BLK)	
All Drama rooms (HMM)	
All Art rooms (BOW)	
Seward Studio (GODS)	
Sports Hall, PE Staff Room, Boys’ Changing Rooms (KNG)	
SH1, 2, 3 and Fitness Room and Girls’ Changing Room (CAT/PTR)	

Date of Alarm.....

CHECKLIST FOR PUPILS AND TEACHING STAFF

	All pupils in all forms accounted for	All staff Accounted for
HoL 7		
HoL 8		
HoL 9		
HoL 10		
HoL 11		
HoL 12		
HoL 13		

CHECKLIST FOR SUPPORT STAFF

	<i>All accounted for</i>
SDYJ <i>All office staff inc MorrisG, COOT, KALS, LST and ICT office and Lesley (Resources Room)</i>	
Babette Holden <i>Learning Support and Student Support Assistant's</i>	
Senior Technician <i>all Technicians</i>	
Premises Manager <i>all premises Staff inc Groundsman</i>	
Catering Manager <i>all Catering Staff</i>	
Business Manager <i>all Lunchtime Security Assistants</i>	

COMMENTS/FEEDBACK ON EXIT, ASSEMBLY, AUDIBILITY OF BELL, STUDENT

Signed.....

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

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

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

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

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

All those teaching in rooms 32, 33, 34, 35, 38, 45, and Labs 37, 39, 40, 44 and 46 to leave by the door adjacent to THE Geography Office (LET to oversee this route).