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**THE LATYMER SCHOOL**  
Founded 1624

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## **HEALTH AND SAFETY POLICY STATUTORY**

Policy produced by	London Borough of Enfield September 2024  Version 5– Staffing Update by Latymer November 2024
Policy review and agreed	Full Governing Body, November 2025
Review policy	November 2026

## **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 are 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 recognizes 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 Health and Safety committee
- (d) Ensure effective communication of health and safety matters
- (e) Ensure requirements regarding 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, where appropriate
  - (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 about any health and safety issues that cannot be resolved.

#### **SENIOR MANAGEMENT TEAM**

The senior management team will support the Head regarding 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.*

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 demands 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. In addition, regular updates on health and safety will be provided at staff meetings, briefings, and emails as required.

#### **HEALTH AND SAFETY PROCEDURES**

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

#### **DISPLAY SCREEN EQUIPMENT**

There is a member of staff trained in the IT department as a DSE assessor who will advise on any adjustments needed for DSE users. DSE users are typically defined as those who regularly use a computer for an hour or more at a time. The DSE assessor will undertake assessments for staff where further support is needed. Where there are complex or medical needs, competent advice will be sought on making reasonable adjustments.

#### **EDUCATIONAL VISITS**

The Educational Visits Coordinator is the Assistant Headteacher for Behaviour and Attendance. The Educational Visits Co-ordinator will:

- Ensure that there is a robust procedure for the planning, assessment, and approval of all educational visits
- Maintain their own knowledge and competency in relation to educational visits
- Ensures that visit leaders are competent
- Investigate all incidents on educational visits and ensure that any learning is captured and disseminated to relevant persons in the school.

Further information is detailed in the school's Educational Visits Policy. The school uses Evolve to manage Educational Visits.

#### **TRAFFIC MANAGEMENT**

Vehicle and pedestrian movements on site have been risk assessed. There are clearly marked pedestrian entrances and routes which are separated from vehicle entrances. Vehicle access gates will be restricted during peak time e.g. start and end of school. Staff will supervise key entrance and

exit areas at peak times. Deliveries to the school will not be permitted at peak times e.g. start and end of school. Deliveries that need to go on to the live school site will be always escorted.

## **MANAGEMENT OF CONTRACTORS**

The school will ensure that any contractors working on behalf of the school are competent to carry out their work. A selection process will ensure that key items are checked and verified prior to appointment. For larger projects, the school may appoint external advisors or the Local Authority to assist with selecting and managing contractors. When on site, contractors will be provided with a site induction detailing school rules for working safely and provide information on any known hazards e.g. the presence of asbestos. For higher risk activities such as hot works a permit to work system will be used.

To ensure the safety of all those on-site contractors:

- who work on the school premises are required to ensure safe working practices by their own employees and to those that may be affected by their work
- must provide evidence of relevant competency in relation to the work they are carrying out
- must provide risk assessments and method statements proportionate to the work they are carrying out and ensure that their staff on site follow these procedures
- carrying out intrusive building works must view and understand asbestos information supplied to them before starting work and comply with any instructions provided to them in relation to this
- must comply with the school rules and participate in any emergency drill
- must comply with the school's safeguarding procedures.

## **DUAL USE – PREMISES HIRE**

There is a dedicated Lettings policy. Where school facilities are hired out, the health and safety responsibilities of the hirer and the school will be made clear. The hirer will be provided with health and safety information including what to do in the event of an emergency. Checks will be made on activities being carried out by the hirer with a focus on reducing any potential risk to school students and staff, or damage to school property. Whilst provider/event organiser risk assessments may be requested they will only be considered based on the impact to school facilities or other school users. Responsibility for the activities rests with the provider / event organiser

## **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.

The school has an appropriate number of trained first aiders which match with the needs and size of the school. Welfare and other key staff who provide first aid on a regular basis have received relevant first aid at work training and other relevant training such as paediatric first aid, defibrillators, use of epi-pens etc has been provided. The numbers of first aiders are monitored to ensure there are enough for the size of the school.

Other teaching and support staff hold emergency first aid at work qualifications and unless

approved by exception every school trip will have a first aid trained member of staff. Contact details for first aiders will be kept up to date. The medical room is managed by the Welfare Officer and sufficient first aid supplies will be maintained as well as secure storage for medicines. The provision of medicines is covered within the administration of medicines policy, but only medicines with parental approval will be kept in school. Asthma management is covered within this policy.

## **FIRE AND EMERGENCY PROCEDURES**

A fire risk assessment has been completed for all buildings by the Local Authority and this will be reviewed annually to ensure that standards are maintained and any remedial actions have been addressed. All fire protective and preventive devices e.g. fire alarms, extinguishers, emergency lighting etc will be regularly checked by premises staff, and inspected and maintained by competent contractors. Fire evacuation arrangements are in place for every building including for out of hours opening. Personal emergency evacuation plans (PEEPs) will be prepared for any person who requires assistance in the event of an evacuation. Generic PEEPs are in place for any visitors or other persons who may require support on a temporary basis. Fire evacuation drills will be carried out termly. All staff will be provided with basic fire safety training and information on evacuation procedures as part of their induction. Refresher training will be provided annually to all staff. Staff with specific fire safety responsibilities e.g. fire wardens, evac chair operators or those identified to use fire extinguishers will receive additional training for their role where required.

Please see the school's Fire Alarm or Drill Procedure for the specific details.

## **Risk Assessments**

The health and safety procedures referred to above were drawn up based on 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.

## **Health and Safety Acts and other relevant legislation**

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos at Work Regulations 2012
- The Children Act 2004



## Appendix 1: Individuals with Specific Responsibilities in the Policy and Access to Information on Health and Safety

Responsibility	Name
Headteacher	Joseph Gilford
Chair of Governors	Stephen Way
Senior Management Team	Chris Wakefield, Deputy Head – Sixth Form Neil Grassick, Deputy Head – Curriculum Simon Pashley, Assistant Headteacher Oriana Cornejo-Guiterrez, Assistant Headteacher Nicola Kelsall, Assistant Headteacher
Health & Safety Co-Ordinator	Joseph Gilford/Simon Pashley
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> <p>Art - Carolyn Sanger Biology – Amy Bridle Chemistry – Sarah Glennie Drama - Jo Hammer Economics - Linda Vu English - Kate Kenny Exams - Tanya Cook French - Angele Mparia Geography - Marie Therese Letissier German - Britta Reinecke History - Brenda Quinn ICT - Jenny Catherall Latin - Stephen Magnus Maths - Morgan Pannell Media - Lia Dymioti Music – Kristina Greally Physics - Stuart Panton RE - Dave Phillips Russian - Tatiana Heath SEND - Gill Brander Technology - Ollie Collins</p> <p>Key Support Staff:</p> <p>Manager of ICT - James Banks Facilities Assistant - Kerem Ali Senior Science Technician - Kelly Barber Headteacher's PA – Farrah Hussain Senior Librarian - Alison Bugg Catering – Vicky Moore (Aspens)</p>

Safety Representatives	
<b>Primary First Aider</b>	Sigal Kalaora (Welfare Officer)
First Aiders	Sigal Kalaora, Fran Brown
Emergency First Aid at Work	Kerem Ali, Alyona Altseva, Fethi Berrkun, Lewis Billington, Aurele Bourin, Louise Cook, Beth Fenner, Kristina Grealley, Sue Hassan, Ronny Jaehne, Tamara King, Amber Safdar, Yen Tran, Andrius Savcenko, Catherine Edwards, Charley Barrell, Lorraine Frain, Mary Mannion, Michael Adu Gyamfi, PJ Russell, Simon Pashley, Steve Miles, Loretta Di Paola, Maria Gomes Shahin, Jose Munguira
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)
Location of the Defibrillator	<ol style="list-style-type: none"> <li>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.</li> <li>2. Outside Changing Rooms, opposite the 3G pitch</li> </ol>
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 Fire register located in the Fire Panel (Reception waiting area) Fire assembly point is the School Playground Weekly fire alarm tests are carried out every Monday before school hours (6.30am) – full evacuation tests held on a termly basis
Location of Health and Safety procedures	Teams/School website
Procedures Reporting hazards	Hazards to be reported on Mantis to Site Team or the Facilities Manager or Facilities Assistant
Asbestos (Appointed Person to use AMS Web tracker) Duty Appointed Person	Facilities Manager, Hoi Brady Facilities Assistant, Kerem Ali
Legionella (Appointed Person)	Facilities Manager, Hoi Brady
Facilities Manager/Assistant Facilities	Hoi Brady/Kerem Ali

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

<b>Documents</b>	<b>Location</b>
Fire Logbook	Facilities and Site Office
School Policies and Procedures (including Fire Alarm or Drill Procedure)	Teams/School website
Asbestos Management Plan (to include the following) <ul style="list-style-type: none"> <li>- Asbestos Site Plan</li> <li>- Asbestos Register</li> <li>- Asbestos Communication Plan</li> <li>- Asbestos Survey Reports</li> </ul>	Facilities and Site Office
Legionella Risk Assessment	Facilities and Site Office
Staff Training Plan (SH&ST Training Programme)	H&S Co-ordinator and Facilities Manager
First Aid Book	Welfare Office
Accident/Incident Reporting Guide	Welfare Office/
COSHH Assessments	Facilities and Site Office
Risk Assessments	Facilities and Site Office
Education Visits Guide	Oriana Cornejo

