HEALTH AND SAFETY POLICY

GASCOIGNE PRIMARY SCHOOL

Approved by:	Full Governing Body	**Date:**	29/09/2025
Signature (Chair of Committee):	Abidah Kamali	**Signatures (Co-Headteachers):**	Anre Buchner
Last review date:		**Next review date:**	September 2026

1. Statement of Intent

The school recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the school.

We are committed to:

a. Providing a safe and healthy working and learning environment.
b. Preventing accidents and work-related ill-health.
c. Meeting our legal responsibilities under health and safety legislation as a minimum
d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
e. Ensuring safe working methods and providing safe work equipment.
f. Providing adequate information, instruction, training and supervision.
g. Consulting with employees and their representatives on health and safety matters.
h. Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
i. Setting targets and objectives to develop a culture of continuous improvement.
j. Ensuring adequate welfare facilities exist throughout the school.
k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff and their safety representatives (Trade Union and/or Health and Safety Representatives).

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All Governors, staff and students will play their part in its implementation.

Review Procedures
This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

Distribution of copies
Copies of the policy and any amendments will be distributed to: the Co-Headteachers; Premises Manager; School Business Manager; All Staff; Governors and Administration office.

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2. Roles and Responsibilities

2.1 Introduction

2.1.1. To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

2.1.2. An organisational chart for Health and Safety Management is available in Appendix 1.

2.2 The Governing Body

2.2.1. The Governing Body is responsible for ensuring that:

a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.

b) Co-Headteachers are aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.

c) Clear procedures to assess significant risks are fully implemented and ensure that safe working practices are adopted.

d) Sufficient funds are set aside with which to operate safe working practices.

e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

2.3 Co-Headteachers

2.3.1. To be accountable to the Governing Body for the effective implementation of this policy.

2.3.2. Ensure the policy's objectives are fully met by

a) Plan as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

b) Providing final authority on matters concerning health and safety at work.

c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.

d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy to the School Business Manager

2.4 School Business Manager

2.4.1. School Business Manager working in conjunction with the appointed Health and Safety Consultants, Judicium will advise the Co-Headteachers on health and safety policy. Acting for and on behalf of Co-Headteachers, he/she has the responsibility for implementing and monitoring the policy.

2.4.2. School Business Manager achieves this by ensuring that:

a) This policy is communicated and made available to all relevant persons.

b) Appropriate information on significant risks is given to visitors and contractors.

c) Appropriate consultation arrangements are in place for staff and their safety representatives.

d) All staff are provided with adequate information, instruction and training on health and safety issues.

e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.

f) Risk assessments of the premises and working practices are undertaken.

g) Safe systems of work are in place as identified from risk assessments.

h) Emergency procedures are in place.

i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.

j) Records are kept of all relevant health and safety activities, e.g. assessments, inspections, accidents, etc.

k) Arrangements are in place to inspect the premises and monitor performance.

l) Accidents are investigated, and any remedial actions required are taken or requested.

m) The activities of contractors are adequately monitored and controlled.

n) A report to the Governing Body on the health and safety performance of the school is completed and reviewed termly.

2.5 Staff Holding Posts/Positions of Special Responsibility

2.5.1. This includes the Senior Management Team, the Office Manager and the Premises Manager. They must:

a) Apply the school's Health and Safety Policy to their department or area of responsibility and be directly responsible to the Co-Headteachers for the application of the health and safety procedures and arrangements in their areas of responsibility.

b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.

c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to Co-Headteachers and the Health and Safety Lead.

d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.

e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to Co-Headteachers any problems to which they cannot achieve a satisfactory solution within the resources available to them.

f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

g) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.

h) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

i) Include Health and Safety performance in the annual report for Co-Headteachers.

2.6 All Teaching staff

2.6.1. Class teachers are responsible for:

a) Exercise adequate supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.

b) Follow the health and safety procedures applicable to their area of work.

c) Give clear oral and written health and safety instructions and warnings to students as often as necessary.

d) Ensure the use of personal protective equipment and guards where necessary.

e) Make recommendations to their Co-Headteachers or Curriculum Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.

g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the premises without prior authorisation.

h) Regularly check their classrooms for potential hazards and report any observed to the Premises Manager or the School Business Manager.

i) Report all accidents, defects and dangerous occurrences to Co-Headteachers or Premises Manager.

2.7 Kitchen/Catering Manager

2.7.1. The Kitchen/Catering Manager is responsible for the safe operation of the catering facilities and must:

a) Be familiar with the school Health and Safety Policy and other associated policies.

b) Prepare risk assessments for all catering activities.

c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.

d) Inform the Premises Manager, School Business Manager or the Co-Headteachers of any potential hazards or defects.

e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

2.7.2. Ensure that non-catering staff do not use the catering facilities and equipment without the prior agreement of Co-Headteachers.

2.8 All staff

2.8.1 All employees must:

a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

b) Observe all instructions on health and safety issued by the Governing Body, or any other person delegated to be responsible for a relevant aspect of health and safety.

c) Follow the guidance given in the Health and Safety training received.

d) Report all accidents and near misses as per the reporting procedure.

e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.

f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.

g) Inform their Line Manager of all potential hazards to health and safety, in particular those who are at serious or imminent danger.

h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.

i) Exercise good standards of housekeeping and cleanliness.

j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.

k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

2.9 Contractors and visitors

2.9.1. All visitors (including contractors) must report to reception and sign in on arrival.

2.9.2. Visitors and contractors must report any injuries to their host as soon as possible.

2.9.3. When the premises are used for purposes not under the direction of Co-Headteachers, e.g. the provision of school meals, then, ***subject to the explicit agreement of the Governing Body***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.

2.9.4. All contractors who work on the premises are required to identify and control any risk arising from their activities and inform Co-Headteachers of any risks that may affect the premises, staff, students and visitors.

2.9.5. All contractors must be aware of this health and safety policy, other relevant policies and emergency procedures and comply with these at all times.

2.10.1. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Co-Headteachers or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

2.10 Students

2.10.1 Students, in accordance with their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others.

b) Observe standards of dress consistent with safety and/or hygiene.

c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

3. Arrangements

3.1 Introduction

3.1.1. The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

3.1.2. The list provides a summary of all the key Health and Safety arrangements applicable to the school. More detailed policies and written procedures for a number of these areas are available in the Health and Safety Management File.

3.2 Accident and Incident Reporting

3.2.1 All staff are required to ensure that all accidents are reported to Co-Headteachers (or designated responsible person) who will ensure that the accident is investigated and reported to the Governing Body and the Health and Safety Executive as appropriate.

3.2.2 All incidents or near misses – i.e. something which has the potential to cause harm although it doesn't do so on this occasion – must also be reported so they can be investigated and appropriate steps are taken to prevent a more serious reoccurrence.

3.3 Asbestos

3.3.1 All employees must read and ensure they have read and understood the school's Asbestos Management policy.

3.3.2 The Premises Manager is responsible for ensuring that the school Asbestos Register is read and signed by all contractors before starting any work on the premises.

3.3.3 Staff must not affix anything to walls, ceilings etc. without first obtaining approval from **Co-Headteachers/Premises Manager**.

3.3.4 Staff must report any damage to asbestos materials immediately to **Co-Headteachers**.

3.3.5 Where damage to asbestos material has occurred the area must be evacuated and secured. **Co-Headteachers** will immediately notify the Chair of the **Governing Body** by telephone.

3.4 Contractors

3.4.1 The Premises Manager is responsible for the selection and management of contractors in accordance with the school's Managing Contractors' Policy.

3.5 Curriculum Safety (including off-site learning activities)

3.5.1 All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.

3.5.2 The risk assessments must be made known to all teaching and support staff and reviewed regularly.

3.5.3 Guidance from CLEAPSS, AfPE and other lead bodies should be adopted as appropriate.

3.6 Display Screen Equipment

3.6.1 Co-Headteachers are responsible for ensuring that DSE assessments are completed for administrative staff and teaching staff who regularly use laptops or desktop PCs.

3.6.2 Regular laptop users will be provided with docking stations.

3.6.3 Staff are reminded that laptops should not be used on laps, chair arms and other unsuitable surfaces.

3.7 Educational Visits and Journeys

3.7.1 Co-Headteachers are responsible for appointing an Educational Visits Coordinator (EVC) and providing them with suitable training and the necessary resources for them to complete their duties.

3.7.2 Co-Headteachers and the EVC are responsible for ensuring that all school outings are managed in accordance with the school policy for Educational Visits

3.7.3 Staff involved in Educational Visit should be familiar with the Educational Visits Policy.

3.8 Electrical Safety

3.8.1 The Premises Manager is responsible for ensuring that the hard wiring system is inspected every five years by a competent person, and any identified remedial work is undertaken without delay.

3.8.2 The Premises Manager will also ensure that all portable electrical equipment is tested in accordance with the timescales recommended by the Health and Safety Executive.

3.8.3 All staff must be familiar with school procedures and report any problems to the Premises Manager. Staff must not bring electrical equipment into school without the permission of Co-Headteachers.

3.9 Fire Precautions and Emergency Procedures

3.9.1 Co-Headteachers are responsible for ensuring:

a) That a Fire Risk Assessment is completed and reviewed annually.

b) The school emergency plan and evacuation procedures are regularly reviewed.

c) All staff complete Fire Safety Awareness.

d) A Fire drill is completed every term.

e) The preparation of Personal Emergency Evacuation Plan (PEEP) for staff and/or students with special needs.

3.9.2 The Premises Manager is responsible for:

a) The maintenance and inspection of fire safety systems and reporting significant findings to the Co-Headteachers.

b) The maintenance of exit/escape routes and signage.

c) Supervision of contractors undertaking hot work.

3.9.3 All staff must be familiar with the school Fire Risk Assessment, the emergency evacuation plan and the Fire Safety Management policy.

3.10 First Aid

3.10.1 The names of the qualified First Aiders are displayed on the notice board the school office.

3.10.2 First Aid supplies are kept in the medical rooms with small tops ups available in each classroom and it is the responsibility of the office team to ensure that stocks of supplies are kept up to date in the medical room.

3.10.3 All staff must be familiar with the arrangements for First Aid provision and the First Aid and Administration of Medicines Policy.

3.11 Hazardous Substances

3.11.1 The Premises Manager is responsible for ensuring that all cleaning and maintenance products that may be hazardous to health are assessed as per the Control of Substances Hazardous to Health Regulations (COSHH) before being used.

3.11.2 Substances that fall under COSHH must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

3.11.3 All staff are reminded that no hazardous substances should be used without the permission of Co-Headteachers. A member of staff who has completed COSHH Risk Assessment training will complete an assessment for any authorised products.

3.11.4 Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or older students under supervision.

3.12 Inclusion

3.12.1 The school complies with the Local Authority policy for Inclusion, and all teaching and support staff should be familiar with this policy and supporting guidance.

3.12.2 The Co-Headteachers are responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with SEN.

3.12.3 All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

3.12.4 The SENCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety and health of any student with SEN. No student should be excluded from an activity on the grounds of health and safety unless this is unavoidable due to the risk level identified by a risk assessment process.

3.12.5 Where it is considered essential to exclude a student from all or part of activity this exclusion must be authorised by Co-Headteachers.

3.13 Lettings/shared use of premises/use of Premises outside normal hours

3.13.1 The Co-Headteachers are responsible for ensuring that any use of the premises outside normal hours is managed in accordance with this policy, the Fire Safety Management Policy and the lettings policy.

3.13.2 The Premises Manager is responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on the use of facilities and equipment.

3.14 Lone Working

3.14.1 Lone workers can be defined as anyone who works by themselves without close or direct supervision.

3.14.2 Premises and cleaning staff may be regular lone workers, but teachers and other staff may also work in isolated classrooms/offices after regular hours or during holiday times.

3.14.3 Any member of staff working after hours must notify Co-Headteachers and Premises Manager of their location and intended time of departure.

3.14.4 Lone workers should not undertake any activities which present a significant risk of injury.

3.15 Managing Medicines and Drugs

3.15.1 No student is allowed to take medication on the school site without a letter of consent from his/her parent/carer.

3.15.2 Staff must notify the Co-Headteachers if they believe a student to be carrying any unauthorised medicines/drugs.

3.15.3 The First Aid and Administration of Medicines provides detailed guidance, and all staff should be familiar with this policy and follow its requirements.

3.16 Maintenance and Inspection of Equipment

3.16.1 The detailed arrangements for the maintenance and inspection of equipment are described in the site maintenance procedures under the control of the Premises Manager.

3.16.2 Where Heads of Department hold budgets for maintenance, they must ensure that a schedule of planned preventative maintenance of all equipment is in place and record all maintenance and repair.

3.16.3 All faulty equipment must be taken out of used and reported to the Premises Manager. Staff must not attempt to repair the equipment themselves.

3.17 Manual Handling and Lifting

3.17.1 Co-Headteachers will ensure that any significant manual handling tasks are risk assessed, and these tasks eliminated where possible.

3.17.2 No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Manager for assistance.

3.17.3 Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.17.4 Support staff who assist students with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

3.18 PE and Playground Equipment

3.18.1 The Head of Physical Education is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the students.

3.18.2 The Premises Manager is responsible for ensuring playground equipment is inspected at least annually by a competent person and regularly by the Premises team.

3.18.3 Risk assessments have been completed for all playground and PE activities, and all staff must be familiar with these.

3.18.4 Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

3.18.5 All PE equipment must be visually checked before lessons and returned to the designated storage area after use.

3.18.6 Students must not use the PE or playground equipment unless supervised.

3.18.7 Any faulty equipment must be taken out of use and reported to the Head of Department or the Premises team.

3.19 Personal Protective Equipment (PPE)

3.19.1 Where the need for PPE has been identified in risk assessments, it is Co-Headteachers responsibility to ensure adequate supplies of suitable PPE.

3.19.2 Where a need for PPE is identified by risk assessment, staff and students should wear PPE as per instructed on the risk assessment.

3.19.3 Any staff member or student who refuses to use the PPE will be subject to disciplinary action.

3.19.4 PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager in the first instance, if issues arise, there should be brought to the attention of the Co-Headteachers.

3.20 Risk Assessments

3.20.1 It is the Co-Headteachers' responsibility to ensure that potential hazards are identified, and risk assessments are completed for all significant risks arising from the school undertakings.

3.20.2 The Co-Headteachers are responsible for ensuring the responsibility for completing risk assessments is delegated to the person responsible for that area.

3.20.3 Heads of Department will undertake risk assessments for their specialist areas.

3.20.4 The Premises Manager will undertake risk assessments for maintenance and cleaning.

3.20.5 The EVC will ensure that risk assessments are completed by all staff who organise and lead Educational Visits.

3.21 Security

3.21.1 The Premises Manager is responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting.

3.21.2 The Premises Manager is also responsible for the security of the site after normal school hours use and lettings.

3.21.3 Access control is used to help facilitate site security. Fobs are issues to staff member who must return them after their employment ends. Regular checks are made to disable or deactivate fobs.

3.21.4 Staff must query any visitor on the premises who is not wearing a visitor badge and escort them back to reception.

3.21.5 If an intruder becomes aggressive staff should seek assistance.

3.21.6 Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held virtually or by phone. If this is not possible, then these should take

place in the reception area where assistance is available. The Co-Headteachers should be notified in advance of these meetings where possible.

3.21.7 Incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Co-Headteachers, and the requirements set out in section 3.30 should be followed.

3.22 Site Maintenance

3.22.1 The Premises Manager is responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

3.22.2 The Premises team will undertake routine inspections of the site and report any hazards that cannot be dealt with immediately to Co-Headteachers.

3.22.3 All staff are responsible for reporting any damage or unsafe condition to the Premises Manager immediately in writing by reporting on the facilities helpdesk. When the matter is urgent, this should be communicated by phone/radio.

3.23 Smoking

3.23.1. It is illegal to smoke anywhere within the premises.
3.23.2. Signage to indicate that smoking is not permitted is displayed in conspicuous areas.

3.24 Training and Development

3.24.1 The Co-Headteachers are responsible for ensuring that staff Health and Safety training needs are completed and providing any identified training.

3.24.2 All new staff will receive specific information and training as part of their induction process.

3.24.3 All staff will receive Health and Safety and Fire Safety awareness training on an annual basis.

3.24.4 Staff given specific health and safety responsibilities and duties will be provided with the necessary levels of information, instruction and training to enable them to carry out these duties.

3.24.5 Health and safety will be a regular agenda item for staff meetings and on the September INSET day in each new academic year.

3.25 Stress and Wellbeing

3.25.1 The governors and the Co-Headteachers are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

a) An environment in which there is good communication, support, trust and mutual respect.

b) The provision of training to enable them to carry out their jobs competently.

c) Control to plan their work and seek advice as required.

d) Involvement in any significant changes.

e) Clearly defined roles and responsibilities.

f) Consideration of domestic or personal difficulties.

g) Individual support, mentoring and referral to outside agencies where appropriate.

3.25.2 All employees must ensure that they read and understand the Wellbeing policy.

3.26 Swimming

3.26.1 External venues used by the school are visited by the leader and individually risk assessed with advice from the operators. A plan of the pool area, emergency alarms and fire exits will be prepared and issued to relevant teachers with the facility Normal Operating Procedures.

3.26.2 Deep and shallow ends are clearly marked and ideally divided by a rope wherever possible. Lifesaving devices and at least one lifeguard are located around the poolside.

3.26.3 All teachers and students are made aware of facility Emergency Evacuation Procedures. This is refreshed following any change in teachers or students.

3.27 Visitors

3.27.1 All visitors must sign in and out at the reception desk. This includes parents and peripatetic teachers/specialists. A badge will be issued which must be worn at all times whilst on the premises.

3.27.2 Visitors will be made aware of the emergency procedures and other safety information relevant to them. Visitors will be made aware of the emergency procedures and other safety information as is applicable.

3.27.3 Contractors undertaking maintenance work will be informed of the emergency procedures and any risks in their work area, e.g. asbestos, fragile roofs.

3.28 Working at Height

3.28.1 The Premises Manager is responsible for the purchase and maintenance of all ladders on the premises.

3.28.2 All ladders conform to BS/EN 131 standard.

3.28.3 The Premises Manager is also responsible for completing risk assessments for all working at height tasks on the premises.

3.28.4 staff are reminded that `working at height' applies to all activities which cannot be undertaken whilst standing on the floor or activities carried out where a fall from height can take place.

3.28.5 When decorations or displays need to be put at height, a step stool or small step ladder must be used. Standing on desks, chairs or other furniture is **not** permitted.

3.28.6 Do not work at height when you are alone. If you are planning to use a step ladder, ask the Premises Manager to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

3.28.7 Your knees should be no higher than the top platform of the ladder.

3.28.8 Never overreach. Try always to keep one hand free on the ladder to steady yourself.

3.29 Control of Infections

3.29.1 The Co-Headteachers are responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

3.29.2 staff are responsible for complying with the Control of Infections Policy.

3.30 Harassment, Violence and Aggression

3.30.1. Violence, threatening behaviour or abuse to staff will not be tolerated so all members of the school community, and all visitors can be confident that they are operating within a safe environment;
3.30.2. Policies, procedures and risk assessments will consider the hazard of workplace harassment, assault and violence from students and others to staff;
3.30.3. Government guidance from the Department for Education, the Health and Safety executive and Unions are taken into account when risk assessments are completed;
3.30.4. Controls are implemented to reduce as low as reasonably practicable the risk of harassment, aggression, violence and stress from working in fear of violence or assault;
3.30.5. Individual student risk assessments or Care Plans will be completed when necessary;
3.30.6. Regular reviews to monitor the effectiveness of the control measures are completed;
3.30.7. The design of the school premises will take into consideration the risks of violence, aggression and harassment;
3.30.8. Staff are provided with information, instruction and training to deal with difficult situations that they may encounter during their normal work activities;
3.30.9. Incidents of harassment, aggression or violence are reported, recorded and investigated in accordance with the Accident Reporting and Investigation procedure;
3.30.10. If a member of staff is subject of workplace harassment, aggression or violence, the school will provide support to the affected employee, and appropriate action will be taken to prevent reoccurrence.
3.30.11. To enhance the learning environment and achieve a safe and secure community, the school will participate and liaise with external organisations to develop protocols to reduce harassment, violence and aggression.

3.31 New and Expectant Mothers

3.31.1 Staff that is a new or expectant mother should notify their line manager as soon as practicable.

3.31.2 The Co-Headteachers are responsible for ensuring that risk assessments are undertaken, and appropriate controls are in place to manage infection risks in line with the requirements set on the Control of Infections Policy.

3.31.2 The relevant manager should review the relevant risk assessments with the relevant staff to ascertain if further controls are required. If necessary, a specific risk assessment should be carried out for the new/expectant mother.

3.31.3 The school should consider these risks when completing the risk assessment:

a) Working with hazardous substances
b) Stressful environments
c) Movement around the site (including stairs and distances between classrooms etc.)
d) Doing duties that involve physical effort which might be too arduous;
e) Standing for long periods
f) Inherent risks in certain departments, e.g. PE, Science
g) Manual Handling
h) Working in a confined working space
i) Using an unsuitable workstation
j) Infectious diseases
k) The provision of appropriate sanitary and rest facilities.

3.32 Supervision of students

3.32.1 Staff will actively promote sensible, safe behaviour to students;

3.32.2 Dangerous or risky behaviour displayed by students will be addressed and dealt with in the school rules;

3.32.3 Students will only be allowed into or stay in classrooms under adult supervision;

3.32.4 Appropriate supervision of cloakrooms and toilet access will be in place at busy times;

3.33 Water hygiene management (control of Legionnaire' disease)

3.33.1 The Co-Headteachers will ensure that competent persons are engaged to manage the water system and control the spread of legionella bacteria. These persons will be the Premises Manager specialist external contractors

3.33.2 The school will ensure a suitable and sufficient assessment as detailed in the COSHH Regulations and Approved Code of Practice L8 is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and the water systems on the premises and any necessary precautionary measures.

3.33.3 Where the risk assessment shows that there is reasonable foreseeability of risk, and this cannot be eliminated, a written scheme for controlling the risk of exposure to Legionella bacteria will be written by a competent person. This scheme will specify measures to be taken to ensure that it remains effective;

3.33.4 The school will ensure that a suitable and sufficient monitoring regime is in place and that records are kept.

4. Conclusions

4.1 This Health and Safety policy reflects the school's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

4.2 This Policy is supported by other associated policies that explain how the school manages specific issues:

a) Educational Visits Policy

b) First Aid and Administration of Medicines Policy

c) Managing Contractors Policy

d) Fire Safety Management Policy

e) Control of Infections Policy

f) Asbestos Management Policy

g) Managing Wellbeing Policy

h) Curriculum Policies

Appendix 1 Organisational Chart

Class Name	Teacher	Nursery Nurses	MDAs
Nursery- The Shaftesburys			
Nursery Outreach and YGL			
White Nursery	Sayma Khandokar	Amy Ribbons Nazifa Ahmed	Huma Kanwal Trishna Begum
E Bardhe	Shepy Begum Sindy Kaur (UQT) (Spring 26)	Reba Ahmed	
Reception – Gascoigne Road			
Reception Year Group Lead			
Class Name	**Teacher**	**Nursery Nurses** / TLAs	**MDAs**
Amarelo	Becky Boyce (Mon-Wed / Danny Fitch (Thur –Fri)	Abi Kalyan	Amanda Aylwin (Chargehand for Reception)
Jaalle ah	Sansel Isirgan	Hina Saif	Maryam Naeem
Holud	Chaimaa Laloui (ECT Year 1)	Charity Robinson	Elizabeth Lawal
Ofeefee	Jacqueline Amoah / Nusrat Uddin (ECT Year 2) (Autumn 25)	Sukhi Hayer	Saida Mohammed
Yellow	Aishah Chaudhry	Funda Aguiar	Salma Khatun
	Diren Cetinkaya (Summer 26)		
Year 1 – Gascoigne Road			
SLT Link – Rehana Miah			
Class Name	**Teacher**	**TLAs**	**MDAs**
E kalter	Adriana Fraikue	***See below***	Emma Burton (Chargehand for Year 1 and 2)
Blue	Shumi Begum		Faiza Shariff
Nil	Maida Ajmal		Sudha Soundrapandian
Azul	Bansari Vora		Sadia Jahan

Buluug	Michelle Maxted Atlanta Connelly (Spring 26)	Kulvinder Kaur

Year 2 – Gascoigne Road		
SLT Link –Rehana Miah		
Class Name	**Teacher**	**MDAs**
Lal	Paula Manea (Autumn 25)	Gina Crosby
E kuge	Halima Begum	Rahma Aisha Rashid
Red	Asmaa Hassan	Ghore Munir
Vermelho	Hiraa Amir / Mahmuda Khatun (Autumn 25)	Nasra Abdulkadir
Rouge	Jennifer Satnarine	Oirda Amrous
Year 3 – Gascoigne Road		
SLT Link – Eugenia Coffie		
Class Name	**Teacher**	**MDAs**
Purple	Abida Ahmed	Nazhat Sazli
Guduud	Mariyah Uddin (ECT Year 2)	Leila Abdulla
Vjollcë	Vida Obeng-Yeboah	Hasina Butt
Eleyi ti	Debra Jean-Baptiste	Kannimariyal Edwards-Singadurai
Benguni	Rukhsana Ahmed Lenka Slavik (Autumn 25)	Judy Creese
Year 4 – Gascoigne Road		
SLT Link – Eugenia Coffie		
Class Name	**Teacher**	**MDAs**
Green	Shaliza Akhtar	Saima Maqbool

E gielbërt	Eugenia Coffie	Stalla Panchardcharam
Shobuj	Meenakshi Datta	Frances Graves (Chargehand Year 3&4)
Verde	Ceyda Shermin (Mon –Wed) Ben Clark (Thu-Fri)	Vacancy (Y4 TLA cover)
Cagaaran	Jade Davison	Shaheda Siddiqua

Year 5 – The Shaftesburys		
SLT Link – Paul Vickery		
Class Name	**Teacher**	**MDAs**
Laranja	Rob Reynolds & Dora Miguel	Rajmanda Ramgaj
Portokalli	Samia Ahmed	Mounya Berrada
Osan	Amita Storrie	Shazia Sadiq
Orange	Gurmit Johal	Mary Graves ***(Chargehand)***
Kamala	Roshni Bhudia	Samia Naaz
Year 6 – The Shaftesburys		
SLT Link – Paul Vickery		
Class Name	**Teacher**	**MDAs**
Gold	Silkul Jawaher	Vacancy (Year 6 TLA cover)
Ari	Leanne Pitt (ECT Year 2 until Dec)	Sahnaj Begum
Sonara	Mihaela Stanciu	Joanne Ketchen ***(Chargehand)***
Wura	Vlera Musa (ECT year 1)	Minara Begum
Dahab	Funn Shum	Arsala Asim
	Anjana Nair (Summer 26)	

Pastoral and Inclusion team (GR)		
Staff	**Role**	**Base**
Ashvin Sreetharan	Inclusion teacher	Both sites
Resna Begum	Inclusion Champion	Sunrise lodge
Tina Carroll	Learning Mentor	Sunrise lodge
Sadia Hussain	Inclusion Champion	Sunrise lodge
Michelle Schembri	Lead Thrive Practitioner	Gascoigne Road
Diana Apara	Pastoral / SEMH support	Gascoigne Road
Pastoral and Inclusion team (SS)		
Staff	**Role**	**Base**
Aron Hassan	Pupil engagement lead	Y5 / Y6 SS
Dee Excell	Inclusion Champion	Y5 / Y6 SS
Luke Sexton	Thrive practitioner	Y5/Y6 SS

Sparkle Room (GR – Y1 area)	
Staff	**Role**
Nazneen Rumky	TLA
Pinar Sen	TLA
Muzne Suleiman	Nurture assistant

Star room (Based at GR – Reception building)	
Staff	**Role**
Erica Stephens (Mon-Thu) Randeep Parmar (Fri)	TLA
Nyla Choudhury	TLA
Helen Elliott	Nursery Nurse

Habibe Musa	TLA
MDA's	Xhemile Bunjaku Alaya Uddin

Rainbow room (SS)	
Staff	**Role**
Lisa Watson	Rainbow room lead
Grace Odufona	TLA
Marufa Sultana	TLA
MDA's	Afsheen Aamir Xhevrie Shuti

Sunshine room (SS)	
Staff	**Role**
Salma Miah (Thu-Fri Aut i)	Sunshine room lead
Pranvera Hysi	TLA
Leonora Brasha	TLA
MDA's	Eucharia Onyenwe Kesuri Al Hinai

Class based support staff (GR)		
Staff	**Role**	**Base**
Meriem El Khalidi	TLA	Year 1
Randeep Parmar	TLA	
Shegere Gaxha	TLA	
Monika Kakkar	TLA	
Sue Westlake	TLA	Year 2
Kabira Ait El Hachmi	TLA	
Bedria Laloui Toumi	TLA	
Shamsun Choudhury	TLA	Year 3
Ishra Ahmed Chowdhury	TLA	
Florence Kasu	TLA	
Ruth Takyi Kwakye	TLA	Year 4
Hamide Osmani	TLA	
Shelina Begum Ali	TLA	

Class based support staff (SS)		
Staff	**Role**	**Base**
Begi Shabani	TLA	Year 5
Netsanet Debelo	TLA	
Angela Bowden	TLA	
Bushra Choudhury	TLA	Year 6
Christine Anton	TLA	

Cover / PPA team		
Staff	**Role**	**Base**
Rob Reynolds	Teacher	AM – Class PM – PPA
Danny Fitch	Teacher	X2 days in YR class X3 days PE and PPA cover
Ben Clark	Teacher	X2 days in Y4 class X3 days PE and PPA cover
Naile Deda	HLTA	Cover / PPA
Inas Salama	HLTA	Cover / PPA
Dora Miguel	HLTA	AM – Cover / PPA PM – Class
Merita Blloshmi	HLTA	Cover / PPA
Vjollca Meshi	HLTA	Cover / PPA

Farhana Yesmin	HLTA	Cover / PPA

Family Liaison Team (FLP)		
Staff	**Role**	**Base**
Marie Attard	FLP	GR
Kelly Mckinnon	FLP	GR (Tuesday – Friday)

Office Team		
Staff	**Role**	**Base**
Eugenie Augustine	Office Manager	GR
Tanya Whitlock	Assistant Office Manager	SS
Ela Pashai	Receptionist	GR
Diana Chira	Receptionist	SS
Puja Talajia	Admissions Officer	GR
Jack Taylor	IT technician	SS

Premises Team		
Staff	**Role**	**Base**
Mikey Morrison	Premises Manager	Both sites
Danny Nardolilli	Assistant caretaker	Both sites
George Godfrey	Assistant caretaker	Both sites
Moses Ania	Lettings caretaker	Both sites

Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The Health and Safety lead in the school will keep under review to ensure links are current.

- HSE
  https://www.hse.gov.uk/
- HSE - Sensible health and safety management in schools
  https://www.hse.gov.uk/services/education/sensible-leadership/index.htm
- Department for Education - Health and safety: responsibilities and duties for schools
  https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools
- National Education Union (NEU) – Health and Safety Advice
  https://neu.org.uk/health-and-safety-advice

Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges
  https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf