



Health and safety policy

North Star Community Trust

November 2023

1. Scope and legislation

The Trustees and Senior Management Team of North Star Community Trust will strive to achieve the highest standards of health, safety and welfare consistent with the responsibilities and requirements of the funding agreement and Articles of Association. This policy is based on: -

Advice from the Department for Education on [health and safety in schools](#) legislation:

[The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees including duties relating to lettings as recommended by the HSE as set out in the Guide on Event Venues 2017

[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 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, pupils and public

[The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

[The Lifting Operations & Lifting Equipment Regulations 1998 \(LOLER\)](#) which requires employers to effectively maintain and regularly service all types of lifting equipment used by staff, pupils and public

[The Electricity at Work Regulations 1989](#) ensures that all power supplies and associated equipment throughout the building are regularly checked and certified for use

[The Provision & Use of Work Equipment Regulations \(PUWER\)](#), which requires employers to effectively maintain and regularly service all types of motorised and electrical equipment used by staff, pupils and public

[The Control of Asbestos Regulations 2012](#), which requires employers to retain a current register of any asbestos materials that are known to be part of the fabric of the building

[Legionella Bacteria HSE Approved Code of Practice \(ACOP\) L8 and HSG274 Guidelines](#), which requires employers to effectively maintain the water supply provided around the building to the current required standards

We follow [national guidance published by Public Health England](#) when responding to infection control issues.

2. Roles and responsibilities

The Board of Trustees

NSCT's Board of Trustees has ultimate responsibility for health and safety matters across the Trust. They delegate day-to-day responsibility to the Chief Executive Officer and the Head teachers of each academy. Overall responsibility for the operational delivery of a health and safety provision is with the Head of Estates & Facilities.

The Trustees' have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety and this applies to activities on or off the school premises. The academy trust, as the employer, also has a duty to:

- assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- inform employees about risks and the measures in place to manage them
- ensure that adequate health and safety training is provided

Head of Estates & Facilities management

The Trustees and Chief Executive Officer have delegated the overall responsibility for health and safety to the Head of Estates & Facilities management who will additionally provide Trustees, Governors and Head teachers with regular reports of the areas of concern and matters of which may need to be addressed by the allocation of funds. The Head of Estates & Facilities Management is responsible for ensuring: -

- the health and safety policy is regularly updated and reviewed
- all relevant health and safety related policies and risk assessments are in place, in conjunction with Head teacher and Senior Management Team.
- the implementation and monitoring of the Trust's health and safety arrangements
- all staff are provided with adequate information, instruction and training on health and safety issues
- that the Trust has emergency procedures in place.
- there is no misuse of equipment
- that the premises, plant and equipment are maintained and in a serviceable condition;

- appropriate safe working procedures are brought to the attention of all staff in conjunction with Head teacher and Senior Management Team.
- regular inspections of equipment / furniture (and, where appropriate, activities) are undertaken and records these inspections are kept where required;
- any item of furniture or equipment which has been identified as unsafe are repaired, replaced or removed
- so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- details of accidents relating to premise are recorded and promptly reported to the relevant authorities
- monitoring cleaning and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

Governors

Governing bodies are responsible for monitoring the head teacher's local implementation of the health and safety policy

Head teacher

The head teacher is responsible for day-to-day health and safety ensuring: -

- implementation of the health and safety policy
- there is enough staff to safely supervise pupils
- the school building and premises are safe and regularly inspected
- adequate training is provided for school staff
- the governing body and Trustees are aware of any health and safety matters
- appropriate evacuation procedures are in place and regular fire drills are held
- health and safety responsibilities are delegated to another member of the senior leadership team in their absence
- all risk assessments are completed and reviewed

Staff (including volunteers and governors when on site)

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. Teaching staff have a duty to take care of pupils in the same way that a prudent parent would do so. Staff will: -

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with the Trust school on health and safety matters
- Work in accordance with training and instructions
- inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- model safe and hygienic practice for colleagues /pupils
- understand emergency evacuation procedures and feel confident in implementing them
- ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Head teacher / Facilities management team before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. DBS information is requested if working on school premises during periods where pupils will be on site.

3. Site security and key holders

The Facilities team are responsible for the security and custodianship of the school sites in and out of school hours. They are responsible for visual inspections of the sites and for the intruder and fire alarm systems.

The Facilities team are also the main key holders. Other than head teaching staff, key senior management team members and facilities officers who have been issued site keys to allow access to a particular building outside of normal school operation hours, no other staff are allowed access to any of the sites other than during designated school operation times.

4. COSHH (Control of Substances Hazardous to Health Regulations)

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

- chemicals (and products containing chemicals)
- dusts
- fumes
- gases and asphyxiating gases
- germs that cause diseases, such as leptospirosis or legionnaires disease
- mists
- vapours

COSHH risk assessments are completed by the Facilities team and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Only COSHH trained 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. Product data sheets are available and are locked away from un-authorized use.

The laboratory technical at Heron Hall will make use of CLEAPS advice and will have completed a risk assessment for the storage, dilution, combination, and use of chemicals and radioactive isotopes.

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

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

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

Legionella

- water risk assessments are completed by an appointed, specialist contractor. They are also responsible for ensuring that the identified operational controls are conducted and recorded in the school's water treatment log book
- the risk assessment will be reviewed every two years and / or and when significant changes have occurred to the water system and / or building water supply pipework. (Details and records of risk assessments are held by the facilities team)

- the risks from legionella are mitigated by periodic inspections, checks and sampling of water quality including carrying out regular temperature checks, scheduled cold and hot water tank cleaning and frequent disinfection of showers heads

Asbestos

- facilities team staff are briefed on the hazards of asbestos, the location of any asbestos on our premises and the action to take if they suspect they have disturbed it
- a record is kept of all known asbestos locations via the building Asbestos Register
- arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and it must not be disturbed by their work
- 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 and report the matter to the Facilities team staff

5. 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 and operational requirements

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents as required

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 the Facilities team immediately
- permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- only trained staff members can check plugs wiring and connectivity of electrical equipment
- all electrical equipment with a plug are annually inspected (portable appliance tested) by a trained specialist electrical contractor

- where necessary a portable appliance test (PAT) will be carried out by a trained staff member when a non-school owned item is brought onto school premises from outside to use in and around the building
- all isolators switches are clearly marked to identify which equipment item they are connected to
- electrical apparatus and connections must not be touched by wet hands / items and only used in dry conditions
- maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment can only be carried out by trained staff members or a specialist contractor

Physical education equipment

- pupils are taught how to carry out and set up PE equipment safely and efficiently by trained staff members. Staff must then check that equipment is set up safely
- any concerns about the condition of sports area floors, surfaces or equipment / apparatus must be reported to the Facilities team

Display screen equipment

- all staff who use computers daily as a significant part of their normal work have the right to 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 use of DSE equipment at work upon request, and at regular intervals thereafter, by a qualified optician of their choice. The cost of the eye test is reimbursable to the staff member and a contributory amount may be offered by the organisation for the provision of corrective glasses if required specifically for DSE use

6. Lone working

Lone working may include:

- late or out of hours working on Trust premises
i.e. before 07.00 am and after 07.00pm during term time (approved working hours may differ during school holidays and will be communicated to staff in advance)
- weekend working
- home or site visits
- weekend site manager duties including lettings, cleaning or maintenance works
- working in a single occupancy office

Notification and communication process

- before making a request for lone working, the requesting member of staff should first ensure that they are medically fit to work alone and that they have means to summon help in an emergency (e.g. access to a telephone or mobile telephone etc.)
- the lone working request should then be formally agreed with the staff member's line manager.
- the line manager should then agree who will be the staff member's staff contact during the lone working period and the method of communicating with them.
- the contact should be notified when the staff member arrives at the location and when they leave. Regular updates are advised if it is to be significantly long period of lone working (The staff member should also notify a friend or family member about where they are and when they are likely to return)

Additional processes if lone working on academy premises

- in addition to above the member of staff should notify the facilities team of the proposed location and duration at least 24 hours in advance (and if any plans are cancelled) so that they can arrange to be on site if necessary.
- if facilities staff are on site, they should be notified upon arrival and departure
- if working within a multi-level building with a lift, the lone worker must not use the lift equipment at any time to access other floor areas, but make use of the nearest available staircase only.
- potentially dangerous activities (such as those where there is a risk of falling from height or working in enclosed spaces) must not be undertaken when working alone. If there are any doubts about the task to be performed, then the task should be postponed until other staff members are available

Further considerations

- lone working can be minimised by individuals first checking if other operational activities are occurring on site out of hours (e.g. a building may already be open due to a visiting contractor or letting arrangement).
- facilities should still be notified in advance even if the out of hours working involves more than one or a group of staff

7. 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 Facilities team will retain and store all ladders (e.g. step, lean to or adjustable types) for working at height
- pupils are prohibited from using ladders
- staff will wear appropriate footwear and clothing when using ladders
- before using a ladder, staff are expected to conduct a visual inspection to ensure it is safe to use in the specific environment required
- access to high levels (such as roofs) is only permitted if a Facilities team member is in attendance
- contractors are expected to provide their own ladders for carrying out work at height

8. Manual handling

It is up to individuals to determine whether they are fit and able to lift, carry 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 Facilities team will ensure that proper manual handling and lifting equipment are available to use, 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 manual handling aid (such as a trolley, skate or barrow) or ask another person to help
- ensure the area where you plan to offload the load is clear and free from obstruction
- when attempting to lift an item, always bend your knees and keep your back straight, with your feet shoulder-width apart and angled out. Ensure the load is held firmly and as close to the body as possible. Lift smoothly and slowly, avoiding any twisting, stretching and over reaching actions where practicable

9. Off-site visits

Visits and risk assessments will be conducted in line with our [Educational experiences and off-site activities policy](#) available on policy page of the school websites.

10. Lettings

Those who hire any aspect of the Trust's site or facilities will be made aware of the content of the school's health and safety policy in line with our [Lettings policy](#) available on the main NSCT and individual school websites

11. 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 / head teacher immediately.

This applies to violence from pupils, parents, visitors, governors, trustees or other staff; employed or otherwise. Considerations to barring individuals from premises will be made in line with [Section 547 of the Education Act 1996](#) and the Department for Education's guidance entitled '*Advice on school security: Access to, and barring of, individuals from school premises*'.

12. Smoking

NSCT sites are "no smoking sites" under [The Smoke-free \(Premises and Enforcement\) Regulations 2006](#) and this includes vaping / e-cigarettes. No smoking is permitted within the buildings or within academy / Trust boundaries for staff, visitors and contractors. If any member of staff wishes to smoke they may do so during designated breaks and must leave the premises to do so.

13. Infection prevention and control

We follow [Health protection in schools and other childcare facilities](#) national guidance published by Public Health England (PHE) when responding to infection control issues (including Covid-19).

Staff and pupils should follow the below practices: -

Handwashing

- Regularly wash hands with liquid soap and warm water, and dry with paper towels
- Use hand sanitizer where available
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting (which could result in sanctions or disciplinary action)

Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves to avoid allergic reactions.
- Plastic aprons should be used where there is a risk of splashing or contamination with blood / body fluids (e.g. nappy or pad changing) and over-shoe protectors where required to eliminate footwear being contaminated and spread to other areas
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

Cleaning of the environment

- Clean the environment frequently and thoroughly (including toys carpets, toilets and any equipment used in the nursery settings)

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 at all times
- 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 appropriate spillage powder, disposable paper towels and discard all clinical waste as described below
- Make spillage kits readily available for use on any bodily fluid or blood spill situations

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

Clinical waste

- Always segregate domestic and clinical waste
- Used nappies / pads, gloves, aprons and soiled dressings must be stored in correct clinical waste bags contained 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

Animals

- Wash hands before and after handling any animals
- Keep animals' living quarters clean and away from food or sanitised areas
- Dispose of animal waste regularly, and keep litter boxes away from pupils
- Pupils must be supervised when playing with animals
- Veterinary advice should be sought with regard to animal welfare, any specific health issues to that animal, and the suitability of the animal as a pet

Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The academy 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. Via their parents, these pupils are advised to have additional immunisations (for example for pneumococcal and influenza)

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England. In the event of an epidemic / pandemic (including Covid-19), we will follow Public Health England and Government advice about the appropriate course of action.

14. 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

15. Occupational stress and wellbeing

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.

16. Accident reporting

Accident record book

Pupil accidents will be logged directly onto our electronic accident monitoring system.

Accidents relating to staff, parents or visitors will be reported as soon as possible after the accident occurs using the [NSCT Accident & incident reporting form \(non pupils\)](#). HR should always be notified and the facilities must be made aware if the accident relates directly to, or involves NSCT buildings or equipment.

In both cases the accident should be reported by the member of staff or first aider who deals with it providing as much detail as possible. Information about pupil injuries will also be kept in the pupil's educational record and information about staff injuries will be held on their personnel file. Each school has list of current first aiders in the main office(s), staff rooms and around the building.

Records held in the first aid and accident log will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed.

Reporting to the health and safety executive

The Facilities team will keep a record of any accident which they assess to have resulted in a reportable injury, disease, or dangerous occurrence as defined in the [RIDDOR 2013 legislation](#) (regulations 4, 5, 6 and 7).

The Facilities team 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, which are any: -
 - fractures, other than to fingers, thumbs and toes
 - amputations
 - injury likely to lead to permanent loss of sight or reduction in sight

- crush injury to the head or torso causing damage to the brain or internal organs
 - serious burns (including scalding)
 - scalping requiring hospital treatment
 - loss of consciousness caused by head injury or asphyxia
 - 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

The [health and safety executive website](http://www.hse.gov.uk) provides details of how to make and submit a RIDDOR report

www.hse.gov.uk/

www.hse.gov.uk/riddor/report.htm

Notifying parents

Parents will be informed of any reportable accident or injury sustained by a pupil and any first aid treatment given on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and child protection agencies

The Head teacher will arrange for Ofsted to be notified 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.

The Safeguarding team will also notify the local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

17. Visitors

All visitors must sign in before entering any of our academies recording their time of arrival, who they are visiting and their vehicle registration (if using school car parking facilities), as per the current fire regulations.

Visitors must complete all details requested on the pass and ensure that the allocated pass / correct lanyard is worn visibly throughout their stay at the site

Staff assigned to meet a visitor must maintain the responsibility of accompanying them at all times and escort them to and from the site areas they required, as per the school safeguarding policy

On leaving, visitors must return their pass to point of issue and record their time of departure, before exiting the site.

All visitors have the responsibility to care for their own health and safety and all other people that are within their visiting group

18. Vehicles on site

Other than with prior agreement in line with our lettings policy, vehicular access to our academies is restricted to academy staff and visitors only. It is not for general use by parents / guardians when bringing children to or collecting them from an academy.

All pupil and parent pedestrian access areas must be kept clear of vehicles and designated access roads must be kept clear of obstructions for emergency vehicle use at all times

19. Training

Staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

20. Useful local information

Please see **APPENDIX 1** for a list of local and hospitals and medical practices

21. Monitoring

This policy will be reviewed by the Head of Estates & Facilities Management annually.

Useful local information

Hospitals

North Middlesex Hospital

[Accident & Emergency](#)

Sterling Way, London N18 1QX
020 8887 2398 / 2544 / 2991

Chase Farm Hospital

[Urgent Care](#)

Ground Floor, Chase Farm Hospital, The Ridgeway, Enfield, Middlesex EN2 8JL
020 8375 1010

GP Surgeries

Nightingale Road Surgery

1-3 Nightingale Road, Edmonton, London N9 8AJ
www.nightingalehousesurgery.nhs.uk
0208 805 9997

Forest Road | Medicus Health Partners

1st Floor, 308a Hertford Road, Edmonton, London N9 7HD
www.forestroadgrouppractice.co.uk
020 8344 4550

Eagle House Surgery

291 High Street, Enfield EN3 4DN
www.eaglehousesurgery.co.uk
020 8805 8611

East Enfield Medical Practice

340 High Street, Enfield EN3 4DE
www.eastenfieldmedicalpractice.nhs.uk
020 8344 9710

Riley House | Medicus Health Partners

413 Hertford Road, Enfield EN3 5PR
www.rileyhousesurgery.co.uk
0208 616 0083