

Mapledown School



Working and Learning Together

Mapledown School Health & Safety Policy

Name of School	Mapledown School
This policy was reviewed in	June 2020
Updated	September 2021 September 2022 September 2023 September 2024 September 2025
Agreed	This policy has been agreed at the Health and Safety meeting on 27th September and the Full Governing Body on 18th October 2021
Next review date	September 2026

The Governing Body will review this policy annually.

Date plan last reviewed: SEPTEMBER 2025

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Part A:

STATEMENT OF INTENT

The Governing Body of Mapledown regards the Health and Safety of all pupils, staff and visitors as a central element of our educational provision and a key to the school's success.

We are bound by the legal duties and responsibilities conferred on us by the:

1. Health and Safety at Work Act (1974)
2. The Workplace (Health, Safety and Welfare) Regulations (1992)
3. Education Reform Act (1988)
4. Management of Health & Safety at Work Regulations (1999)
5. Regulatory Reform Order (2005)
6. Control of Substances Hazardous to Health (COSHH) Regulation (2002)
7. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)
8. The Construction (Design and Management) Regulations (2015)
9. The Personal Protective Equipment at Work Regulations (1992)
10. The Education (School Premises) Regulations (1999)
11. Barnet Council's Corporate Policy for Health, Safety & Welfare and Local Codes of Practice See Appendix 1

This policy has due regard to the national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2015) 'Health and safety for school children'
- DfE (2025) 'Keeping children safe in education'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'

Our statement of general policy is as follows:

- To promote an effective safety culture throughout the school
- To maintain a safe and healthy place of work for employees with safe access and egress
- To ensure that pupils and other non-employees e.g. parents, visitors etc., are not exposed to any risk to their health and safety
- To promote effective risk management within play and sport so that an appropriate challenge is provided with an acceptable level of risk
- To provide adequate control of the health and safety risks arising from school activities, including educational off-site visits
- To consult with our employees on matters affecting their health and safety
- To provide any safe plant and equipment
- To ensure safe use, handling and storage of substances i.e. chemicals
- To provide information, instruction, training and supervision for employees
- To ensure all employees are 'competent' to carry out their activities
- To provide adequate welfare facilities for employees and pupils
- To monitor the standards of health and safety performance and ensure continuous improvement in the management of health and safety
- To review this policy annually and to revise it as necessary

Part B

ORGANISATION FOR IMPLEMENTATION FOR A LIST OF DESIGNATED PEOPLE AND PEOPLE WITH APPROPRIATE HEALTH AND SAFETY RELATED TRAINING EMPLOYED AT THE SCHOOL PLEASE SEE APPENDIX 2

1. Direct Responsibility:

LONDON BOROUGH OF BARNET:

- The Director of Children's Services is responsible to the Council's Chief Executive officer for ensuring that assistant directors and service managers concerned with health and safety, are aware of their responsibilities.
- Delegated Responsibilities: ASSISTANT DIRECTOR (PROFESSIONAL SERVICES) Educational Services Departmental Safety Policy shall be administered and monitored by the Assistant

Director. The Assistant Director is responsible for ensuring that repairs are made to services and the checking and maintenance of fire extinguishers.

2. GOVERNING BODY

- The Governors will ensure that the school complies with Educational Services Policy.
- The Governing Body is ultimately responsible for Mapledown School Safety Policy being produced, implemented and reviewed but may delegate day to day responsibilities to the Headteacher.
- Governors will assist the Headteacher in implementing and maintaining this policy and the arrangements which give practical effect to the General Statement of Intent.
- The Governing Body is responsible for ensuring that procedures are in place and for monitoring servicing of portable equipment and most internal maintenance. Governors will ensure, so far as is reasonably practicable, that the above mentioned remain safe, without risk to health.
- The Governors will ensure that staff with delegated health and safety responsibilities are given sufficient information, instruction, training and facilities needed to meet these responsibilities.
- The Governors will report to the Education Department those health, safety and welfare matters which are outside the Governors' executive authority and which have not already been reported by the Headteacher. They will, however, ensure that the Headteacher has taken all necessary short term action to avoid danger pending rectification.
- The Governors will ensure that health and safety is a regular agenda item on Full Governing Body meetings and that health and safety matters are considered when assessing budgetary requirements which they control.

3. HEADTEACHER*

- The Headteacher has been delegated responsibility for implementing the policy and monitoring and maintaining arrangements within the school as outlined in this Health and Safety Policy.
- The Headteacher will pursue the objectives of both the Educational Services Department's Health and Safety Policy and the School's Safety Policy monitor their effectiveness and advise the Governors accordingly.
- The Headteacher will ensure that all accidents and dangerous occurrences are reported to the LA. She will investigate the causes of every accident, dangerous occurrence and near miss and take all reasonable steps to prevent a recurrence.
- The Headteacher will inform the appropriate body when servicing/maintenance of machinery, plant and equipment has not been carried out and will take all reasonable steps to prevent any danger to staff, pupils and others.
- The Headteacher will ensure that there is an annual safety audit and will ensure that risk assessments are conducted in accordance with Health and Safety legislation. Between audits general inspection (monitoring) is carried out in the normal course of her work.
- The Headteacher will ensure that all new staff receive induction training in Health and Safety and that all staff receive sufficient Health and Safety information, instruction and training.
- The Headteacher will respond to and liaise with recognised Safety Representatives.
- The Headteacher will ensure safe working conditions and safe working practices are provided for the health, safety and welfare of staff, pupils and others Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that emergency procedures are in place
- The Headteacher will ensure that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it
- The Headteacher will authorise all Off-Site Visits, or delegate to the EVC Co-ordinator.

*All references in this policy to the Headteacher refer, in the Headteacher's absence, to the Deputy Headteacher or the Acting Headteacher.

4. SLT and LEARNING ZONE LEADS have a duty to:

- Have a day to day responsibility for the health, safety and welfare of colleagues and pupils
- Ensure risk assessments are carried out for activities as required
- Ensure safe working conditions and safe working practices in accordance with legislation and Local Authority guidelines

- Ensure employees are 'competent' to carry out their activities
- Ensure new employees are inducted in the safe working practices
- Ensure all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment and inform DHTs of any concerns
- Ensure appropriate personal protective equipment and first aid facilities are provided and readily available, and report to the Office when stocks are low
- Ensure that colleagues and pupils are aware of the emergency procedures
- Ensure effective means of communication with colleagues and pupils
- Report any health and safety concerns to the Site Manager and Headteacher

5. PREMISES STAFF (CARETAKERS) have a duty to:

- Keep the building and site in good order and repair and free of waste / litter
- Monitor the maintenance of plant and equipment e.g. heating boilers, electrical equipment, gas appliances, fire alarm system, intruder alarms etc., in collaboration with the Office Manager and EFM colleagues
- Monitor the provision and safe use of main services i.e. water, gas and electricity
- Monitor the inspections and maintenance of plant and equipment, in collaboration with Helen Wells - including access equipment i.e. step ladders, ladders, play equipment etc.
- Monitor and maintain effective security arrangements
- Maintain safe storage of chemicals, hazardous substances and equipment
- Ensure that deliveries to school are made safely
- Deal with reported damage and defects
- Monitor the condition of known asbestos containing materials, as outlined in the Asbestos log
- Assisting the School Business Manager and SLT with the annual health and safety inspection
- Undertaking duties as requested in accordance with legionella management techniques, and fire risk assessment procedures

6. STAFF (including NHS and peripatetic staff): All staff have a duty to:

- Take care of themselves and others and not misuse or interfere with anything provided in the interest of health and safety.
- Act in accordance with training and instructions.
- Report defects and shortfalls promptly to the Headteacher and/or to the Safety Representative via the faults and dangerous items blog on the google drive - [Faults and dangerous items](#) or via email - cdl@mapledown.barnet.sch.uk .
- Attend briefings and courses as appropriate
- Be aware of fire safety and fire drill procedures.
- Ensure safe use of tools and equipment paying particular attention to correct use of electrical equipment including switching off and unplugging after use.
- Be aware of dangers inherent in some substances, the location of risk assessment information and its contents. (Appendix M)
- Report accidents to staff or pupils appropriately as per the Accident and incident Recording procedures - [Reporting on accidents guidelines](#) (Google Area/Information/Accident & Incident)

7. SCHOOL BUSINESS MANAGER/OFFICE MANAGER In addition to the duties described in section 4 above the SBM has a duty to:

- Ensure safe use of office equipment, in particular observing regulations for use of VDUs.
- Sign contractors in.
- Ensure all contractors have read and signed the Contractor health and Safety pack.

8. VISITORS /CONTRACTORS ON SITE

- Must report to the school office at the beginning and end of their visit.
- Must observe local rules and arrangements as per contractor pack. iii.
- Must wear appropriate LBB or school identification

9. STUDENTS ON PLACEMENTS/VOLUNTEERS

- A separate 'Health and Safety Information for Volunteers and Students on Placements' document has been produced for this purpose. (See Appendix B). Copies can be found in 'Shared Area'. These are also read and signed for upon induction.

PART C: ARRANGEMENTS FOR CARRYING OUT FUNCTIONS

1. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- Arrangements are in accordance with LCOP 6 (COSHH) issued by Barnet Education Authority, March 1993 and additions issued by the same in September 1996. Details of COSHH assessments are located in the Main office.

2. SAFEGUARDING/CHILD PROTECTION

- The designated members of staff for child protection are the Headteacher Sandra Chaaya, DSL: Caroline Garvey (Deputy Headteacher) and Dep. DSLs Charlotte Abley (Deputy Head Teacher) and Michaela Pogue (Assistant Head)
- Please refer to the Mapledown School Child protection and Safeguarding Policy.

3. ELECTRICAL SAFETY

- A full inspection of portable electrical equipment will be carried out Bi- annually. This will be arranged by the ICT Manager (Daniel Green) and carried out by the Local Authority. There is a requirement that all staff use electrical equipment in a manner which will ensure their safety and that of the pupils and all other persons on site.
- Children using electrical equipment must be adequately supervised.

4. FIRST AID AND MEDICAL PROCEDURES

- Procedures for managing medicines are in line with Department of Health Guidance, and the Mapledown First Aid and Medication Policy located in the [Shared Google Area/Policies/2025-26](#)
- The Headteacher will:
 - Ensure that there is always a minimum of two qualified first aiders on the premises during the school day.
 - Ensuring that an ambulance is summoned without delay, whether or not parents/carers have been consulted;
 - Ensuring the front of school is clear of vehicles to allow unrestricted passage;
 - Sending a responsible person to meet the ambulance and guide the ambulance staff to the casualty;
 - Obtaining from the ambulance crew details of where the casualty is being taken and arrange for the parents/next of kin to be notified.
 - First Aiders and or the appointed person should not put themselves at risk in order to treat a casualty
 - See First Aid and medication policy located in [Shared Google Area/Policies/2025-26](#).

5. Contractors:

- All contractors are required to report to the caretaker on arriving at the school.
- They must sign-in and sign the contractors' sheet in the school office and the Headteacher is informed that they are on the site. All contractors are given copies of the school Mapledown School Contractor Guidance prior to their visit to familiarise themselves with it then sign on arrival they have read and understood it.
- Before leaving the premises each day they must sign out.
- Tools will not be left unattended where children can reach them.
- All materials must be safely stored during the period of work, in locked cupboards where Health and Safety regulations apply.
- Contractors must ensure all doors and gates are always locked . They will be provided with the appropriate codes.

- The Contractor must cordon off any area in which work is taking place if there is any danger to personnel, children or the public. If the work is to take less than a day temporary barriers should be provided.
- Scaffolding should comply with the British safety standard.
- A COSHH assessment for all substances used and created in the course of the work must be available on site.
- The contractor must have Employers' Liability insurance.
- The Headteacher or Business Manager must be shown a copy of the contractor's Health and Safety policy before work commences.
- This must include reference to 'hot works' if applicable.
- All persons working on the site must work in a safe manner and take every possible precaution against accident or injury both to themselves and others.
- Contractors on site must familiarise themselves with the fire exit route for the part of the building in which they are working. All rooms have fire exit routes displayed on a wall. Where there is any doubt all personnel should leave immediately through the nearest exit and assemble at the far side of the playground onto which the exit opens. This applies also to bomb scares and all emergency evacuations of the building. In the event of any problems occurring during the course of their work, contractors should consult the caretaker or in his absence the office manager who will, in turn, consult the Headteacher where appropriate.

6. Fire procedures:

- Please see Mapledown Emergency Evacuation plan, also located in the Google Shared Drive
- For additional information and guidance on the points below, please refer to Mapledown School's Emergency plan located in the Google Shared Drive: [Emergency Plan](#)

Bomb procedures:

- In the event of a bomb threat being received, the person receiving the information should:
- Endeavour to elicit further details about the location and size of the device and note anything volunteered by the caller
- Inform the Headteacher of the threat, together with the information that they have gained about the location or nature of the bomb.
- The Headteacher must:
 - Activate fire alarm and evacuate the building IMMEDIATELY if there is less than 20 minutes warning.
 - Give verbal instructions to evacuate collecting personal belongings if there is more than 20 minutes warning.
 - Call the police
 - Staff should follow Fire evacuation procedures and position themselves as far away from the building as possible (other side of the mound by the Zip wire), while registers are called.
- It is the decision of the Headteacher whether to re-enter the building and check the school once it has been checked by the Police.
- If the bomb threat is considered genuine, the school should not be used for 24 hours.
- For more information, please see Local Authority guidelines on Bomb procedures and Bomb flow chart located in the Google shared drive: <https://drive.google.com/drive/folders/1UZ3U8BfDsDkNhtH3FLxpxmD5TUfh7asa>

Lockdown procedures:

- See appendix

7. FLOOD

- In the event of a flood in the school (due to burst pipes etc) the classes in immediate proximity to the flood must evacuate the area as per evacuation drill and the Headteacher be informed immediately. The Headteacher, in consultation with the Caretaker and other staff will decide on appropriate action.

8. GAS LEAKS

- If there is a smell of gas, the Headteacher or caretaker must be called. The Headteacher or caretaker will call 0800 111 999 to report a possible leak and receive immediate advice from British Gas. The procedure as per 'Flood' must be followed. In severe cases the school must be evacuated immediately.

9. ELECTRICITY FAILURE

- In the event of electricity failure, the Headteacher in consultation with the caretaker and other staff will decide upon the appropriate course of action. This will depend upon the time of year, the cause of the failure, the length of any power cut etc.

10. SUPERVISION / PLAYGROUND SAFETY

- Class teachers are responsible for the allocation of staff for the duration of the lunch period. They will organise which staff will supervise pupils during the first and second shifts. All pupils will be supported in various ways, whether this is one to one basis or part of a small group activity depending on their needs.
- **Pupils must never be left unsupervised.** If a pupil needs to come into the building for any reason they must be supervised and if the member of staff supporting this pupil is responsible for other pupils they must ensure the pupils are supervised by another member of staff until they return. **Pupils must not be left unattended in any of the playgrounds, even if staff can supervise from a distance (i.e. from the classroom).**
- All pupils must be escorted back to class at the end of the lunch break.

11. PE/Play/Indoor and outdoor gym equipment:

- The Office Manager will arrange for an annual maintenance check of the PE equipment and will arrange for any faults to be remedied as soon as possible. If equipment is deemed unsafe it will be put out of use until it is repaired. There are procedures in place for weekly and monthly checks of all equipment maintained by the office staff.
- **All staff have a duty to carry out a visual check of the apparatus before using it with children.** They also have a duty to ensure that the apparatus is put out in a safe manner by themselves and by the children and that any obstructions or hazards are removed from the area. PE mats should be stored away from emergency exits.
- Unsafe equipment which is beyond repair should be discarded without delay. If it is possible for staff to do this immediately in a safe manner, then they should do so. Otherwise it should be cordoned off with orange barriers and reported to the caretaker to remove at the earliest possible convenience.

12. REGISTRATION PROCEDURES

- Registers are called at the beginning of each session (morning by 10am and afternoon by 2pm). They are then taken in class via Integris and checked by the office staff.
- Any child who arrives after the register has been completed must report to the office for registration details to be completed.
- Any parent/carer wishing to take a child out of school during the school day must report to the office to sign out in the presence of a member of staff before leaving the school with their child.
- If a parent calls to say their child will be picked up by someone other than themselves the school office will ask for their telephone number and provide a password. The office will then call them to check they have this password and then the person coming to collect will be asked to provide it upon collection.

13. LIFTING AND HANDLING

- All lifting and handling should be carried out according to HSE recommendations on manual handling. (Guidance from the HSE can be found at <https://www.hse.gov.uk/services/education/management-moving-handling.htm>.)

- Large items of moveable furniture on wheels such as pianos should only be moved by adults.
- If staff are concerned about the weight/size of an item to be lifted, they should not attempt to move the object on their own but consult the Headteacher or caretaker.
- More detailed information regarding manual handling can be found in the Moving and Handling Policy located in the Google Shared Drive:
[Manual Handling](#)

14. CURRICULUM SAFETY

Risk Assessment

- Please see 'London Borough of Barnet LCoP 26: Risk Assessment for Secondary Schools' for Local Authority Guidance.
- Staff must endeavour to carry out their teaching duties with regard to their own safety and to the safety of the pupils and of all other persons on the site.
- All equipment must be used in accordance with manufacturers' instructions.
- Pupils will be supervised at all times and properly advised of the safe use of equipment before they use it where possible according to their level of need and understanding.
- Pupils must not be allowed to use equipment which is not designed for their use
- A comprehensive set of Risk Assessments is available on the Shared Area.
- Staff have a duty to check these for activities with potential risk.
- Members of staff planning an activity which carries potential risk and for which there is no existing risk assessment must consult with the Headteacher.
- Separate risk assessments must be carried out for all school trips and visits to the local community.
- These should be submitted to the Headteacher or Deputy Head for authorisation prior to each visit.

15. NEW EQUIPMENT

- The Headteacher will ensure that all new equipment:
 - Is suitable for its intended purpose,
 - Is suitable for the environment in which it is to be used,
 - Meets recognised standards
 - All staff will be issued with appropriate instructions and training.

16. DINING ROOM AND KITCHENS

- Although the kitchen supervisor is the premises controller of the kitchen area, the Headteacher becomes the premises controller if she enters the kitchen or if the kitchen is used by people other than kitchen staff.
- The Headteacher is always the premises controller of the Pupil Kitchen and staff room kitchen.
- Children are not allowed in the kitchen unless they are supervised.
- Accidents to catering staff in the kitchen should be reported in the kitchen accident book and an accident form completed, copied to the school and sent into the Barnet Catering Office.
- Accidents to school staff in the kitchen should be recorded in both the kitchen and the school accident book and forms completed. If there is an accident in the staffroom/pupil kitchen, please report these as per regular procedure.
- Meal-time supervisors/Staff have a duty to mop up spillages as they occur. A wet floor sign must be displayed.

17. SHARP OBJECTS

- Staff have a duty to ensure that children do not use sharp objects without very close supervision. This refers to scissors, D & T equipment etc.
- Should a sharp object e.g. hypodermic needle be discovered on or near school premises:
 - The object should be not be moved or left unattended
 - The Headteacher or caretaker should be informed immediately
 - People trained in 'sharps' disposal must dispose of the object according to LBB procedure.

18. JEWELLERY

- Staff are asked not to wear Jewellery in environments where there is a risk to themselves or pupils such as Necklaces, **nose rings or earrings** that could be pulled, rings that could scratch.
- Staff are also asked to wear studded earrings to negate the risk of them being pulled by pupils.

19. SECURITY

- There is an intercom entry system on the main entrance.
- A padlock is on the playground gates with external access.
- This prevents unauthorised entry during school time.
- Keys are held in the School Office.
- There are coded doors and locks on gates throughout the school. The codes will be provided to staff/visitors/contractors upon induction.
- It is essential that ANY door or gate with a code should remain locked even if it has been left open as this puts our pupils who have no awareness of danger at risk and are likely to wander through.
- Contractors and volunteers are obliged to report to the secretary's office where they sign in.
- Visitors, contractors and volunteers must wear appropriate identification
- The caretaker/cleaning staff is responsible for ensuring that all doors and windows are locked every evening and whenever the school is unoccupied. Class staff should assist with this by closing all windows and doors where possible at the end of the day.
- The DFE publication 'Dealing with Troublemakers' (December 1997) contains specific advice and information on matters such as trespass, assault and offensive weapons and should be used where appropriate.
- Violence at work is also covered by LCOP 23.

20. PARKING/TRAFFIC

Parking which blocks vehicular access to the main entrance is not permitted.

- Parking is forbidden in the Minibus Bays. These are indicated by No Parking signs.
- The busiest time at the school is between 8:45 and 9:40 and 2:30 and 3:30. During these times access is restricted due to pupil transport. In order to get a parking space it is best to arrive outside of these times. It is best to ask the office staff upon arrival if you are parked appropriately.
- Visitors and Casual staff should sign in with their Registration plate so that they can be located in case their car needs to be moved.
- Parking outside the school gates is restricted.
- There is occasionally parking across the road from the school.
- People are advised to park considerately.

21. Dropping off and Picking up pupils:

- Staff are forbidden to take pupils outside the school gates to access vehicles.
- Vehicles must either wait for space to clear so that they can enter the school premises safely or the escort/parent can come and collect the pupil. It is then the responsibility of the person collecting the child to ensure their safety.

22. HEALTH AND SAFETY Compliance monitoring.

An annual Health and Safety Audit and Fire Prevention Audit of the buildings and site will be carried out by the Headteacher, the safety representative and, where possible a designated governor for Health and Safety. All safety issues arising from the audit will be dealt with as quickly as possible. In addition, LBB audit checklists for schools are used by each class teacher to inform the Headteacher/Health & Safety Representative of any concerns. Copies of the audits and actions to be taken are kept in <https://drive.google.com/drive/folders/1FAjwv1ojs5UPg4TAv0jTjPx CZ574ReDm>. Staff responsible for necessary actions are identified and required to sign when the work is completed. The Headteacher monitors progress on actions required. All employees are to record any concerns about health and safety on blue forms that are to be placed in the caretaker's pigeon hole. If these are not resolved, staff should report this to the H&S Representative. There is a weekly meeting of all teachers and teaching assistants at which health and safety matters can be raised. Health and Safety is a regular item on the agenda for Senior Leaders', LZ leads' and teachers' meetings.

An Annual audit of Servicing takes place in October. This document can be located in the school network: <https://drive.google.com/drive/folders/1FAjwv1ojs5UPg4TAv0jTjPx CZ574ReDm>

23. TRAINING

An annual Health and Safety Update for teachers, teaching assistants, the caretaker and the secretary will take place at the beginning of each academic year. New staff will receive Health and Safety training relevant to their post through the induction process. Notes can be found in the Admin Area: Admin/Induction. This is noted on induction discussion records which are signed by the Induction Mentor and the inductee and kept in the induction record with the Induction lead. Where further training needs are identified, these will be met as soon as is practicable via the LBB Staff Development and Training Unit (BPSI) or Online Training providers. Records of courses attended are kept in Ongoing CPD Record located in the Shared Area/Staff/Staff Training. The Headteacher, Business Manager, Caretaker and Safety Representative will attend Health and Safety updates/briefings when appropriate. The Performance Appraisal of Teaching Assistants includes a check of the timing for First Aid update training.

Staff are reminded of essential elements of Health and safety at the Morning Briefing at the start of every term and as and when issues arise such as Fire drills or any incidents.

24. GOVERNORS' MONITORING

There is a designated member of the Governing Body with responsibility for Health and Safety. This person also sits on the H&S Committee which meets termly. The designated Governor is invited to accompany the Headteacher and the Caretaker as they conduct the annual audit. The H&S representative reports to Governors on Health and Safety matters at least termly through the Headteacher's Report.

PART D: PUBLICISING THE POLICY

- Full copies of the Policy are displayed in the Staffroom and are available on the staff Google shared Drive which can be accessed in school. It is also available on the School's Website.
- Copies of all risk assessments are available from the website and Google shared Drive.
- Health and Safety is a staff training item at the beginning of each academic year.
- The Health and Safety Representative reports to the Governing Body each term on health and safety matters. Emergency/Temporary health and safety information is communicated via Memos, the Staffroom Board and the weekly Staff Briefings.

Abbreviations:

LCOP Local Code of Practice

H.S.E. Health and Safety Executive

COSHH Control of Substances Hazardous to Health

RELATED POLICIES/ PLANS

Staff Well being

Risk Assessment Plans

Attendance

Safeguarding/Child Protection

Accident/Incident Reporting

Health and Safety Induction for Staff

Health and Safety Briefing

Appendix 1

Arrangements: see on <https://drive.google.com/drive/folders/1WU4Ck-BPqdbR1pZXUmGw2YqwLE-T5X> :

- The role of the Governing Body see LCOP 19 & 20
- The role of the Health & Safety Committee see LCOP 1
- The role of the Premises Controller & School Caretaker
- The role of staff

- Barnet's Health and Safety Unit
- Arrangements for Induction and Training (including cleaning staff) LCOP 3
- Monitoring Safety Tours and Inspections LCOP 2 & 22
- Risk Assessments see LCOP 19 & HSE Guidelines 'Five Steps to Risk Assessment'
- Risk Assessment for Secondary Schools LCOP 26
- Reporting Accidents and Incidents see LCOP 4
- Reporting Defects and Hazards
- Emergency Evacuation Procedures/Fire Drills see H&S Bulletin No. 162 & LCOP 14
- Bomb Alerts H & S Bulletin No 162
- Fire Safety Arrangements LCOP 3
- Electrical Equipment / Annual PAT Testing see LCOP 21
- Handling & Storing Hazardous Substances
- Using Hazardous Equipment e.g. sharps, domestic machinery etc
- School Kitchen H&S training for contractors
- Mini Bus Safety & Emergency Procedures
- Passenger Safety (restraints)
- Hoists
- Manual Handling/People Handling see LCOP18
- Wheelchairs use of and maintenance
- Safety in PE
- School Security (See also Meetings, working and Lone Working at Mapledown School)
- Planning Day Visits & School Journeys with Overnight Stays see LCOP 11
- Managing Drugs Related Incidents in Schools
- Farm Visits see Safety Bulletin 173
- Pedestrian Safety
- Classroom Safety
- Playground Safety see LCOP 12
- Using the Hydro Pool see LCOP 8
- Volunteers & Work Experience Placements at Mapledown
- The Role of the School Nurse
- The Role of First Aiders see LCOP 5
- Epilepsy Awareness and Buccal Midazolam Training
- Pupil Sickness/Infection Control (incl head lice)
- Notifiable and Infectious Diseases see LCOP No. 5, 7 & 17
- Giving Medication see LCOP 5
- Immunisations
- Expectant and breast-feeding mothers
- Food Hygiene
- Lone Working
- Working with Ladders see LCOP 16
- Dealing with Body Fluids and Spillages see LCOP 17
- Disposal of Pads and Waste see LCOP 17
- Physical Intervention with Pupils see Mapledown Policy for Behaviour Discipline
- Stress, Harassment, Bullying and Violence at Work see Corporate Policy 23
- Using Computers/VDU's see HSE leaflet 'Working with VDUs' & LCOP 17
- Outside Contractors see LCOP No. 9
- Asbestos in School
- Personal Protective Equipment see LCOP 15
- School Environment Guidelines and Regulations
- Violence at work See LCoP 23
- Reference Information:
 - 📄 Health & Safety Updates/Bulletins/Local Codes of Practice

See also:

Mapledown School Health & Safety Document Four; The Role of School Staff

Mapledown School Health & Safety Document Three; the Role of the Premises Controller & School Caretaker

Mapledown School Health & Safety Document Two; the Role of the Health & Safety Committee

Appendix 2:

HEALTH AND SAFETY ~ DESIGNATED PEOPLE EMPLOYED AT THE SCHOOL

Headteacher (Premises controller)*: Sandra Chaaya

Safety Representative: Mrs Caroline Garvey

Designated Governors for Health and Safety: Sue O'Halloran, Yadvina Boodhoo, Bilal Khan

PEOPLE WITH APPROPRIATE HEALTH AND SAFETY TRAINING

1. FIRST AID AT WORK PAEDIATRIC FIRST AID : See First Aiders at Mapledown school doc located in the Shared Area: S: Shared Area/Staff/Training. This list is also displayed at various points around the school.
2. EIPEN/EPILEPSY AWARENESS: Please See Nurse and classes' Records.
3. DIABETES:
 - Lidia Camara
 - Rafia Khan
 - Pat Ogbomon
 - Federica Patrone
3. 'SHARPS' DISPOSAL School nurse and Mili Nangla (school nursing staff)
4. FIRE EXTINGUISHER TRAINING Caroline Garvey, Lucy Myland, Dorothy Simpson, Mary Kilcoyne, Angela Cunningham, Suzi Ainsworth, Sandra Chaaya, Helen Payne, Helen Wells, Seren Coskun
5. FIRE WARDEN TRAINING: Caroline Garvey, Lucy Myland, Dorothy Simpson, Mary Kilcoyne, Angela Cunningham, Suzi Ainsworth, Sandra Chaaya, Helen Payne, Helen Wells, Seren Coskun

Appendix 3- LOCKDOWN PROCEDURE

Rationale

Mapledown School is implementing this procedure to ensure that in the event that students and staff are faced with hazards in the school grounds or outside the school, students and staff may be locked within buildings for their own safety.

This procedure applies to employees, volunteers, parents/carers/pupils, and people visiting the school site. It covers the procedures staff should take if and when the school is required to go to lockdown.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school) - **FULL LOCKDOWN**
- An intruder on the school site (with the potential to pose a risk to staff and pupils) - **FULL LOCKDOWN**
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc) - **PARTIAL LOCKDOWN**
- A major fire in the vicinity of the school - **PARTIAL LOCKDOWN**
- The close proximity of a dangerous dog roaming loose - **PARTIAL LOCKDOWN**

Aims

- To provide a safe and secure environment for our students, staff and visitors.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Procedures

There are two levels of lockdown :

- **Partial lockdown** during which school activities carry on as normal practice. However, entrances and exits to the school are monitored closely and all staff are aware and on alert to be vigilant. Children and parents would not be aware of the situation in this instance.
- **Full lockdown** during which all staff and children would be inside the building, classrooms doors and windows barricaded and emergency services fully involved. Children and parents would be fully aware of the situation in this instance.

Before either 'lockdown' procedure is implemented, the school will seek advice from external emergencies services. It may be that 'Partial' alert is implemented as a precautionary measure until there is clarity on the level of threat.

Partial Lockdown - The following procedures should be followed when the threat is **outside** of the school's main building/perimeter.

Alert to staff: 'Partial lockdown' - Be direct. DO NOT USE CODES - The **black school radios** with the message "partial lockdown" will be used.

Immediate action:

- Exterior perimeter doors/gates ARE TO BE LOCKED (these include the classroom doors that give access to the playground - they should be locked)
- All outside activity to cease immediately, pupils and staff must return to the building (nearest to where they are).
- All staff and pupils MUST remain inside.
- Senior leaders will conduct an ongoing risk assessment based on advice from the emergency services.
- Staff who are in a communal area should make their way to the nearest classroom. If they are already in a room that can be secured, and have access to a phone, they must follow the procedure below). If they are in a room that can be secured but does not have a phone, they must secure the room and remain where they are, until they have been told that it is safe to exit.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **call the office on 221**.
- Nurses, Physio, OT, kitchen staff and IT staff call the office on 221 to confirm they are inside and secure.
- If the fire bell sounds YOU ARE to leave the building and go to your designated assembly point.
- DO NOT leave the assembly site until you have been given the "all clear" by a member of SLT.

Full Lockdown - The following procedures should be followed when the threat is **inside** of the school's main building/perimeter.

Alert to staff: 'Full lockdown with intruder' - Be direct. DO NOT USE CODE NAMES - The **black school radios** with the message will be used. **STAFF ONCE IN THEIR ALLOCATED CLASSES MUST USE THE SHARED GOOGLE DOCS FOR SILENT COMMUNICATION.**

Immediate action:

- **Exterior doors/gates** to the school (main entrance and gates) **ARE NOT** to be locked. **BUT** doors in classrooms leading to the corridor and playground areas **must be locked** (they should be locked and/or secured with furniture/secured with door jammer).
- Staff should alert Classes that are OUTSIDE in the playgrounds and direct them to the nearest classroom if safe to do so.
- Internal pupils MUST return to classrooms (nearest to where they are. If they are already in a room that can be secured, and have access to a phone, they must follow the procedure below). If they are in a room that can be secured but does not have a phone, they must secure the room and remain where they are, until they have been told that it is safe to exit.
- Classroom doors are locked (if they can be) and access points are blocked (move furniture to obstruct doorways).
- Windows to be locked, blinds or curtains drawn, pupils are to sit as quietly as possible and out of sight if possible (e.g. under desks or around a corner / against a wall, and away from windows.)
- Lights should be turned off.
- Teachers should take attendance of students in each classroom and prepare a list of missing and extra students in the room, and **communicate via the shared google**

document [Lockdown Comms folder, Emergency Comms doc: [Emergency comms](#)]. If not connecting / no internet access, call Sandra's mobile - this is an emergency situation during which the lead staff in each room can use their mobile to contact Sandra/Deputies/office; or use the radios.

- Office staff should gather in Caroline DL's office, close blind and secure the door with door jammer.
- Nurses and physiotherapist should secure themselves in their office. Any staff in the clinical room go straight to Flamingo class. Therapy staff to confirm they are accounted for via the shared google document - [Emergency comms](#) Nurses to text Sandra.
- Music therapy in SaLT office should secure the door and confirm they are accounted for via the shared google document - [Emergency comms](#)
- Staff in Resources room (including IT) to secure doors and use the google document - [Emergency comms](#) and main school kitchen secure doors, and call 236.
- Anyone not in their classrooms ie, toilet/corridor/Hall etc should make their way to the nearest classroom and inform office via [Emergency comms](#)
- Kitchen staff to remain in the kitchen and call 236
- **DO NOT** leave the building until you have been given the all clear by a member of SLT or the emergency services.

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site (straight to Whitefield MUGA).

Implementation

- All staff and visitors: It is of vital importance that the school's lockdown procedures are familiar to members of the senior leadership team, teaching staff, non-teaching staff and visitors. To achieve this, a lockdown drill will be undertaken once a year.
- For parents: Parents too should know that the school has a lockdown procedure, and a copy should be placed on the school's website. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school, as students will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open.
- Any member of staff could be the first to raise an alarm for a lockdown by alerting the office staff, so it is important that all employees are aware of the plan. Procedures will be shared at induction for all new staff.

Duties and staff responsibilities in a lockdown

Headteacher - inform emergency service

Headteachers and Deputies/Assistant Heads - Check all corridors and hall clear of pupils (if possible use radio to communicate location)

Teachers and teaching assistants - Detain pupils in the classroom, keep everyone calm and keep them secure by locking windows and doors

Caretaker and Office Manager

Report to the SLT

Assist in physically securing school, site access, building and grounds.

Be available to brief the emergency services, Local Authority Health & Safety team on building design and operations. Have information available on emergency shut-off controls for utilities, alarms, bells, etc

All staff - do not allow anyone in or out until given the all clear by the headteacher or the emergency services.

Emergency Services will support the decision of the Headteacher regarding the timing of communication to parents. **Parents and carers will be assured that in the event of a lockdown, the school's overriding consideration is the safety and well-being of their child and school personnel.**

School recovery following a lockdown

A debriefing should occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing. In all cases, communication is vital.