London Borough of Enfield

Health and Safety Policy

Russet House School

14/09/2026

	Name	Signature	Date
Prepared by:	Mary Cassidy		October 2013
Checked and Reviewed by:	Paul Bishop / Julia Moulton		July 2024
Approved by:	Peter Nathan		July 2024
Document Title:	Health and Safety Policy for ***Russet House School***		
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This page is for Schools Health & Safety Team document control only.

This plan is subject to ongoing change and will be updated as and when required.

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Governing Body

This policy supplements and should be read in conjunction with the London Borough of Enfield, Schools Health Safety Framework Policy. It lays down the local organisation and arrangements established by the governing body to implement that policy.

The governing body is committed to high standards of health, safety and wellbeing and will take all reasonable steps to ensure the Education Services and Children & Families Services Health and Safety Framework Policy, and its health and safety procedures e.g. Health and Safety documents available on the Schools Traded Services Site, Fire Log Book, Responsible Persons Premises Log etc are implemented. In view of this, the school's own safety policy has been devised to complement that of the Local Authority and provide those details that a Local Authority policy cannot.

The governing body recognises its responsibilities as set out in the Local Management of Schools Scheme. We will endeavour to ensure the Education Services and Children & Families Services Framework Policy is implemented with regard to:

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

The governing body will review this policy annually.

Signed:

Chair of Governors: Sian Mainwaring

Date agreed: to be ratified at the Resources Committee on 5th November 2026

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RESPONSIBILITIES

Headteacher

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

a) nominate a senior manager as health and safety coordinator
b) ensure subordinate managers meet their health and safety responsibilities (delegated to School Business Manager)
c) ensure the arrangements for consultation with staff are implemented (delegated to School Business Manager)
d) ensure effective communication of health and safety matters
e) ensure requirements with regard to staff competence are met
f) ensure health and safety standards, school health and safety procedures/codes of practice are implemented
g) ensure risk assessments are carried out
h) undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments, staff returning from extended sick leave etc.)
i) ensure health and safety monitoring is undertaken, including:

- incident reporting and investigation
- specific equipment & premises inspections (including Legionella testing, fire risk assessment, COSHH and PAT testing)
- termly inspections to be carried out by H & S Governor, H & S Coordinator and Site Manager
- monitoring of health and safety action plans
- health and safety in staff appraisals including identification of training needs as needed
- ensuring an annual (or ongoing) report is provided to the Governing Body
- make recommendations to the Governing Body in relation to external independent audits
- report to the Governing Body any health and safety issues that cannot be resolved

Senior Leadership Team

The Senior Leadership Team will support the Headteacher with regard to the overall management of health and safety in the school. This includes:

a) providing leadership by ensuring health and safety is considered as part of every decision
b) considering the health and safety impact of new initiatives
c) informing the Headteacher about any health and safety issues that affect the school
d) agreeing strategic health and safety initiatives
e) monitoring the overall implementation of the school's health and safety policy in their areas of control and agreeing health and safety reports.

School Health and Safety Coordinator (School Business Manager)

The Health and Safety Coordinator is responsible for the overall coordination of health and safety

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throughout the school on behalf of the Headteacher.

Responsibilities include:

(a) coordinating all aspects of health, safety and wellbeing policy and practice
(b) ensuring site managers, fire wardens meet their health and safety responsibilities
(c) liaising with safety representatives and attending the safety committee (Headteacher, School Business Manager, Site Manager, Health and Safety Governor)
(d) disseminating health and safety information
(e) coordinating accident reporting procedures
(f) coordinating emergency evacuation procedures
(g) ensuring health and safety matters raised by staff are dealt with
(h) maintaining a central file of health and safety procedures and other relevant information;
(i) ensuring PAT testing is carried out by a registered electrician
(j) monitoring implementation of the policy by:

(i) undertaking termly inspections and reporting findings to the Governing Body
(ii) ensuring incidents are investigated
(iii) reporting 'reportable' incidents to the Health and Safety Executive.
(iv) managing the schools annual monitoring checklist
(v) making recommendations to the Headteacher about an independent audit
(vi) reporting health and safety issues that cannot be resolved to the Headteacher/governing body.

Site Managers
The Site Manager and Assistant Site Manager have specific delegated duties to carry out routine inspections on a regular basis.

These include:

- Emergency lighting testing
- Fire extinguisher testing
- Alarm system testing
- Site perimeter checks and inspections of external areas
- Weekly inspection of soft play
- Water temperature testing and flushing through of little-used outlets
- Management of contractors on the premises
- Being aware of COSHH regulations
- Ensuring that there are accurate records of inspection and testing.

(a) ensuring staff meet their health and safety responsibilities
(b) consulting with staff on matters affecting their health and safety
(c) communicating health and safety information to staff
(d) assessing staff competence and ensuring appropriate training and development
(e) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice, are implemented
(f) ensuring risk assessments are carried out
(g) ensuring safe working procedures and codes of practice are prepared for activities under their control

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(h) undertaking risk assessments in relation to directly managed staff
(i) implementing monitoring arrangements, such as:
  (i) incident reporting and investigation
  (ii) specific equipment / premises inspections
  (iii) termly inspections
  (iv) the schools annual monitoring checklist
  (v) including health and safety in staff appraisals
(j) reporting any health and safety issues which cannot be resolved to the health and safety coordinator/Headteacher.

All Members of Staff

All members of staff are responsible for:

(a) ensuring school-wide health and safety standards, and school health and safety procedures/codes of practice are implemented
(b) taking care of their own health and safety and the health and safety of others affected by their actions
(c) co-operating with the governing body by following the schools safe working procedures and meeting responsibilities laid down in this policy
(d) reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
(e) undertaking any health and safety training/development identified as necessary
(f) using work equipment in accordance with safe working procedures, instructions and training
(g) not making unauthorised or improper use of equipment
(h) ensuring a risk assessment is undertaken when carrying out projects or new activities as requested or in any other relevant circumstances
(i) reporting health and safety incidents, and near misses, in accordance with the schools reporting procedures.
(j) Implementing monitoring arrangements that may be required as requested by the School Business Manager. These may include:
  - Incident reporting and investigation
  - Specific equipment/premises inspections
  - Termly inspections
  - The school's annual monitoring checklist

(k) Reporting any health and safety issues which cannot be resolved to the School Business Manager/Headteacher

Safety Representatives

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

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

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of the two.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Consultation with Staff

Health and Safety Committee
There is an established Health and Safety Committee for Schools, which meets termly. It is chaired by the Director of Education and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools' issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed.

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

A weekly staff meeting is held and Health and Safety is a standing agenda item. Staff also regularly meet within their teams and phases where issues can also be raised and referred to the School Business Manager as appropriate.

Health and Safety Procedures
The Local Authority's Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies, Guidance, Briefings and procedures as found on the Schools Traded Services site (The Hub), Fire Log Book, Responsible Persons Premises Log etc.

Further procedures following required control measures for the school are drawn up locally following risk assessment.

Educational visits
The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, planning and safety during the visit, pre-visits, staff ratios, etc is covered in the 'Guidance for off-site Visits and Related Activities with EVOLVE, issued by the LA.

Fire and emergency procedures
The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building etc are derived from risk assessment and follow from guidance in the Fire Log Book and is covered in detail in the Fire-Evacuation Plan. This is reviewed regularly.

Risk Assessments
The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. child specific, display screen equipment, educational visits); in these cases, the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the

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generic assessment.

Teachers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. It may be appropriate to develop a generic risk assessment for some activities, which can be discussed further with the School Business Manager.

Formats for general risk assessment are available from the Schools Policy and Guidance on Risk Assessment and includes specific guidance and advice e.g pupil risk assessment. All are available on the Schools Traded Services Site (The Hub) under Schools Health and Safety.

First Aid
The school has 2 paediatric first aiders to ensure there is always one on duty.

There are sufficient qualified first-aiders during holiday times and outside of school hours (i.e. when classroom-based First Aiders are not in school)

Training
All staff will:

- receive training on the evacuation procedures and Fire Safety.
- be kept informed of any reviews of the Health and Safety Policy

Site staff will receive training relevant to their post including:

- COSHH
- Manual Handling
- Legionella
- Working at Heights
- Fire Warden training

Cleaning staff receive instruction and training from the cleaning company.

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

Responsibility	**Name**
Headteacher	Rebecca Freedman
Senior Leadership Team	Rebecca Freedman Aysha Pettit Suzanne Goddard Elaine Munns
Health and Safety Coordinator	Elaine Munns-School Business Manager
Other managers	Robert Ridley – Site Manager David Buckle – Assistant Site Manager Gina Griffin – Education Visits Coordinator
Safety representatives	Robert Ridley
First aiders	Helen Forty Christine Swallow Suzanne Ignaczak Yvonne Newman Robert Ridley Carol Watkins Jo Wicker Tea Bara Beril Yuce Kerry Eggleton Soulla Agathogli Louise Alexander Zeynep Aydin **Enfield Advisory Service:** Beatrice Opoku-Addo
Pediatric First Aiders	Kadell Sterling Antonia Andrea
Location of First Aid boxes	One in Medical Room One in Grab Bag A One in Grab Bag B Three available for school trips One in minibus
Management of prescribed medication	Policy completed and ratified by Governors Feb 26.
Name and address and telephone number of nearest hospital	North Middlesex Hospital Sterling Way N18 1QX Telephone: 020 8887 2000
Fire Safety manager/evacuation officer	Elaine Munns – School Business Manager

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Location of fire log	School Business Manager's Office
Fire assembly point	Assembly points A, B and C as noted on Fire Evacuation Plan
Time of weekly fire alarm tests	Part of the compliance checks
Asbestos- appointed person (for AMS access)	There is asbestos in the external lower are of the Scout Hut (Rainbow 2). This was inspected in July 2026 and remains low risk. The asbestos survey and subsequent reports are held by the School Business Manager. All Contractors will be made aware of this by the Site Staff.
Procedures reporting hazards	Minor issues – record in Site Manager's log for action Major hazards and incidents report immediate to Headteacher, SBM or other member of SLT
Legionella trained person	Robert Ridley – Site Manager
Premises Manager	Robert Ridley - Site Manager
Fire Wardens	Robert Ridley – Site Manager David Buckle – Assistant Site Manager Elaine Munns – School Business Manager Rebecca Freedman - Headteacher Suzanne Goddard – Deputy Headteacher Aysha Pettit – Deputy Headteacher

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

Documents	**Location**
Fire Log Book	School Business Manager's Office/ and in shared drive
School Policies	Shared Drive
Asbestos Management Plan	SBM Office and shared drive
Legionella Risk Assessment	SBM Office and shared drive
Staff Training Plan (SH&ST Training Programme): & The Key for online training	SBM Office and shared drive
First Aid Book	Medical Room
Accident/Incident Reporting Guide	Shared Drive and displayed around school
COSHH Assessments	SBM Office and shared drive
Risk Assessments	Shared Drive
Responsible Persons Premises Log	SBM Office and shared drive
Education Visits Guide	Shared Drive

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