



<p>Princess Frederica CE College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p>VA Primary School Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: admin@princessfrederica.brent.sch.uk</p>
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<h2>Health, Safety and Welfare Policy</h2>		
Governing Board with Responsibility	Full Governing Board	
Reviewed/Revised	September 2023	
Date of Next Review	September 2024	
Agreed by Governors	07.02.24	
Additional Notes	This policy will be reviewed annually	

Vision statement

‘Belonging, learning and growth for life in all its fullness’

Mission Statement

At Princess Frederica we:

Promote social, emotional, spiritual and educational growth in all our children
(This is how we develop character)


Impart the gifts of self-confidence, determination and curiosity with a rich and creative curriculum
(This is the way we educate)

Create a positive impact on our local and global community and environment
(This is our footprint on the world and community)

Nurture friendship, kindness and respect
(This is how we treat each other)

Introduction

The Health and Safety at Work Act 1974 (and subsequent updates) is the fundamental piece of health and safety legislation in this country that all employers must adhere to. It covers

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everyone who is affected by work activity. It is a general document, which places the burden of legal responsibility for health and safety at work with the employer.

The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing board takes responsibility for protecting the health, safety and welfare of all children and members of staff.

Policy Statement

The Governors and Executive Headteacher at Princess Frederica recognise the responsibility placed on them by the Health and Safety Work Act etc. 1974, and the duties required by the LA and LDBS.

It is the intention of the Governors and the Executive Headteacher that the established policies and procedures issued by the LA and nationally shall be followed and developed to meet the needs of the school, as set down in this policy statement. The aim is to ensure that health and safety becomes an integral part of school activities.

The Governors wish to work in a constructive and co-operative way with such safety representatives in order to promote high standards of health and safety.

The Governors and Executive Headteacher are committed to ensuring a safe and healthy working environment for all staff, pupils and visitors including the provision of safe equipment and procedures.

This document details the policy and procedures with which all staff are expected to work and abide by, all staff have access to this document and are encouraged to familiarise themselves with its contents.


Policy Monitoring

The Policy is put into practice and monitored. Results of any monitoring carried out will be reported to the Governors (usually through the HT Report). Termly inspections will be carried out, by means of a walk around by the Head of School, the Business Manager, Site Manager and a member of the Governing Board.

A report will be drafted and actions allocated with deadlines. Any items not rectified by the next inspection will be carried forward, items rectified will remain on the report for everyone to note. Part of this monitoring will involve looking at the weekly checks completed by the Business Manager and Site Manager and the on-going completion of works.

The Head of School is responsible for monitoring the completed weekly inspections and will carry out an inspection with the Site Manager on at least a half-termly basis.

An Annual Condition Survey will be completed on an annual basis and will form the basis for priorities for major repair work on the school site. These priorities will be fed back to governors through the HT Report.

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The LDBS and Wilby and Burnett will be consulted on school compliance with on-going health and safety of the school site.

Roles and Responsibilities

Governing Board

The Governing Board, in consultation with the Head of School will make itself familiar with the requirements of the Health & Safety at Work etc Act 1974 and any other Health & Safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health & Safety at Work Regulations 1999

The Governing board will also:


- maintain effective Policy, Organisation and Arrangements for the provision of Health & Safety throughout the school
- assess periodically the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate all risks related to the every day business of the school and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others.

Meetings of the Governing Board will include items on Health and Safety in the school. Number of incidents, accidents and security will be included in the HT Report to Governors.

The Head of School

The Head of School will ensure:

- This policy is complied with at all times.
- That a competent Site Manager is appointed, is provided with appropriate training and undertakes their duties as required.
- That all accidents, dangerous occurrences, diseases, near misses and property damage are reported and that their cause is investigated and that all reasonably practicable steps have been taken to prevent its recurrence.
- The maintenance and repair of machinery, plant and equipment is carried out as appropriate, by a competent person, in accordance with Council procedures.
- All employees, including new employees, receive adequate health and safety information, instruction and training to enable them to work without undue risk.
- Effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that fire fighting equipment is readily available and properly maintained.
- That consultations with local trade unions on health and safety procedures are undertaken and ensure their effective implementation and be available to any

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member of staff to discuss and attempt to resolve the health and safety issues not resolved through established arrangements.

- That where parental/guardian's assistance is required when keeping children away from the school when sick, all communication will be followed up in writing.
- Staff are provided with and use protective clothing and safety equipment, which must be properly maintained and reviewed when required.

Site Manager

The Site Manager has a very important role within the school with regards to Health and Safety so it is important that he/she is trained in all aspects of personal safety. Liaising as necessary with other relevant staff, the Site Manager will take primary responsibility to:

- Ensure that all communal areas, particularly those associated with fire escape routes, are reasonable and practicable kept free from obstructions and that all fire escape doors are properly identified with signs and accessible when the school is in use.
- Make arrangements for the safe working of contractors on site ensuring so far as is reasonable that their work is segregated from the main school users.
- Ensure that snow and ice is cleared in order to maintain safe access and egress to all buildings.
- Ensure that proper investigations are undertaken and reports made for any accidents or potential accidents, involving staff /public and equipment for which he/she is responsible.
- Ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry
- Ensure, so far as is reasonable, that all fabric, fixtures and fittings on the site are maintained in a safe and secure condition.
- Ensure that all fixed and portable electrical equipment receives inspection \ maintenance in accordance with guidance.
- Ensure that "risk assessments" required by the management of health and safety regulations, are carried out as appropriate in respect of work carried out by his/her staff.
- Report to the Head of School any circumstance preventing him/her from carrying out his/her health and safety responsibilities
- Ensures that all fire appliances are properly maintained, checked and kept in the designated locations. Ensure that fire procedure notices are properly maintained and correctly displayed.

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- See that all plant, machinery equipment is adequately guarded and equipment is in good and safe working order
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.

The Welfare Officer


The Welfare officer will ensure:

- First aid provisions are made in accordance with the first aid arrangements management guidelines.
- Liaises with parents over children who are, or may be ill, so that medical help can be summoned if necessary and the child or staff member be excluded from the school to prevent the spread of infection.
- That records on children in the school's care are maintained and updated regularly and where appropriate, that staff are made aware of health histories, special needs, diet and risk.
- Medication is issued to any child, (if written authorisation is obtained from the parent) following guidance given on the packet or bottle.
- That all medicines given to the school are stored safely in the Welfare office.

Teachers

All teachers must ensure that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. They should make these checks on a daily basis. Teachers should

- Check fire exits in the classroom area are working, unobstructed and are unlocked during the school day
- Not to issue medication to any child (unless written authorisation is obtained from the parent, following guidance given on the packet or bottle).
- Within their classroom, be aware of location of nearest first aider, fire exits and evacuation procedures.
- Under no circumstances leave a child on their own, and ensure that there is sufficient adult to child ratio in the classroom/areas at all times.


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- Report any signs of illness, or potential illness, in themselves to the Head of School immediately.
- Report any accidents involving children in the classroom or areas for which they are responsible for making sure all incidents are recorded in the accident book and where appropriate the First aider, Head of School and welfare officer are contacted.
- Check equipment for damage or hazards that could potentially harm a child or adult, i.e. broken furniture or toys and supervise children when using equipment that could cause harm, scissors, knives. Where possible make safe or remove.
- Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the school, or requires financial support, then the Site Manager should be advised of the hazard/issue. If it may cause harm, it should be reported to the Head of School.

All Staff

All staff are required to take reasonable care of their own Health & Safety and any other persons who may be affected by their acts or omissions at work. They are expected to comply with the following:

- Co-operate with their employers on health and safety matters and not interfere with or misuse anything provided for their health, safety and welfare.
- Ensure that they familiarise themselves with the Health & Safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- Be familiar with the Schools Health & Safety Policy and all safety regulations as laid down by the Governing Board;
- Ensure Health & Safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
- Report any defects which they observe in the premises, plant, equipment and facilities.
- Report all accidents, verbal threats and physical assaults and near misses using the school accident reporting template.
- Take an active interest in promoting Health & Safety and suggest ways of reducing risks.
- Not to bully or abuse (whether mentally or physically) any child, member of staff, contractor or visitor.
- To use personal protective equipment, and other equipment, provided and to use it in a safe manner – this includes items of workwear whether washable or disposable.

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Training and Induction

Safety Induction must be given to all new employees on the first day of employment. These instructions should take the form of a checklist (see appendix a) and new staff should be informed of the School's Health and Safety Provisions e.g. action to be taken in the event of fire, fire exits and knowledge of first aid reporting arrangements.

Training must also be given to all Key staff and staff with special responsibilities such as First Aid staff, fire marshals etc. This will be administered at the start of the academic year.

Risk Assessments

The school maintains a risk assessments register that details all risks assessments with targets for how risks can be further reduced. This register is shared with staff. The register also details further risk assessments that are individually produced for either specific staff, areas of the school or events. Risk assessments will detail who is required to sign to authorise that the level of risk is acceptable.

First Aid

The Health and Safety (First Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate first aid provision for staff. A member of staff must be first aid trained within each key stage, there must be at least one trained member of staff on residential trips and there should be a trained first aider on all school trips (this is not always possible but every effort will be made to ensure this is adhered to). There will always be a minimum of two paediatric first aiders and three emergency first aiders in school.

First Aid boxes


Must be well stocked and the contents checked regularly, access to the boxes should be restricted to key staff and placed in strategic areas around the school. First aid notices should be displayed within classrooms and all other waiting areas stating the names locations of first aiders. Contact information should also be displayed on these notices.

Training of First Aid Personnel

All first-aiders must hold a valid certificate for First aid. First aid certificates are only valid for three years. Therefore, the Head of School should ensure that appropriate records are kept regarding training of first-aiders.

First Aid Assessment

A first aid assessment must be carried out, which will identify minimum numbers of first aiders required within schools. The assessment must be based upon numbers of employees within schools and departments. Although these regulations do not oblige employers to provide first aid for anyone other than their own employees, due to the high numbers of students present, provision has been included within the assessment for the treatment of students. The recommended number of first aid trainers within London schools is 1:50 staff or 1:200 pupils. There should be an Appointed Person whose duty it is to take charge of a situation if a serious illness or injury occurs. At Princess Frederica this is the welfare officer.

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The level of training provided for first aiders and Appointed Person must meet the standard laid down by the Health and Safety Executive.

Whilst training is designed for employees at work there is no requirement under the Regulations to take pupils into account, although schools have a moral and civil duty to make reasonable provision for them.

In effect staff working within schools should deal with emergency medical problems for pupils and members of the public, within the limits of that person's competence and the prevailing circumstances and an adult would be failing in the common law of duty if nothing was done. In conclusion, it would seem reasonable that staff working within schools may be called upon at any time to deal with a medical emergency and whilst the trained first aider or Appointed Person should be sought to deal with this type of incident, it would be reasonable for all staff to deal with simple routine incidents

In respect of the above Regulations, the school has one Appointed Person to take charge of a serious medical situation. This is the welfare officer. In addition to the Appointed Person, it is recommended that the Nursery Nurses are both trained as First Aiders as part of their general qualifications for their particular post.

A List of first aiders will appear on the first aid notices.

Medicines


Prime responsibility for a pupil's health rests with the parents/carers who should contact the school to give adequate information on their child's medical condition, and requesting that medication be administered to him or her. Parents must complete written authorisation before any medication can be administered to a child.

The governing board is legally responsible for producing and keeping under review a health and safety policy. The policy should include written procedures for managing and administering medication to pupils. Under the Education (School Premises) Regulations 1996, every school should have accommodation for the medical examination, treatment and care of pupils during school hours.

The school has a specific medication policy with appropriate documents.

If a child is taken ill during the school day the following procedures will be carried out:

- Should the child be actually sick then the available primary support will be sent for and should they be unavailable then a member of the office staff or a senior leader will be told and they will arrange for appropriate action.
- If the child complains of feeling unwell they can be excused from the class and sit either in the welfare office or main school office. A note must be sent to the school office to inform them of the child's absence from the classroom. At the nearest break if the child is still unwell the parents/carers will be asked to collect their child. While on the school site the responsibility for the child rests with the class teacher even if they are not in the classroom.

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- On no account should a child be left on its own when sent to the welfare office or main school office.

Where a child is so unwell that they must be sent home they can be placed in the front office awaiting parents and reassured to maintain as much comfort as possible for them.

For Asthma inhalers, the need for access is such that they will be in the welfare room in a cupboard as well as in cupboards in classrooms. However if the inhalers use requires it to be with the child at all times this will be undertaken.

Staff involved in administering the medication will receive training, usually from the school nurse.

Staff will have training in seizures, epi-pens and asthma. This training will be led by trained nurses from Brent. This training will be carried out on an annual basis and will be supported by additional training from other reputable sources.

All medical conditions are detailed within the classroom for easy access for any adult in the classroom with a record of all medical conditions in the school listed centrally.

In 2023-24, Ms Amponsah (Welfare Officer) will administer all medication (if not on-site, medication will be administered by another member of staff where training is not required).

The welfare officer is responsible for ensuring that medication stored in school for a child, is up to date.

Accident and Ill Health Reporting


All staff are required to ensure that all accidents, incidents and near misses are reported to the welfare officer, who will then ensure that serious incidents are reported to the Head of School and that the accident is recorded using the Brent accident reporting template. All accidents must be recorded in the schools own accident book. Serious accidents must be reported to the Health and Safety Lead at Brent.

Manual Handling

All staff engaged in the pushing, pulling, lifting or carrying of equipment / pupils will receive training prior to being asked to do such work. Risk assessments will be carried out and wherever possible equipment will be provided with training to ensure that such tasks are carried out with minimal risk of injury to staff and pupils. Consideration should also be made for staff who may be pregnant. Further information on this can be found in the risk assessment register.

Building Safety

Building works are conducted through Wilby and Burnett unless it is a building project being financed by an external body such as Brent. An annual survey is completed by Wilby and Burnett on the school building (on behalf of the LDBS who own the building) with priorities for future projects outlined. This is done by using risk assessments to evaluate what work is the most urgent to the on-going safety of all people on site.

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Hazardous Substances

The disposal of hazardous substances is covered in the risk assessments register.

Tree Safety

All trees in school playgrounds of a particular age and height are checked for disease and checked to guard against falling branches etc.

Waste Disposal

See risk assessment register for disposal of waste.

Asbestos

A copy of the Asbestos Register is kept in the school office. The Head of School shall ensure that all staff are aware of the dangers of asbestos and that they are familiar with the register. The administrators in the school office and site manager will ensure visiting contractors sign the register to confirm they are aware of the asbestos and asbestos levels in school before carrying out work.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building should report to the Site Manager and/or Head of School as soon as this is done.

Legionella


Legionella testing on all areas of the school building is carried out on a monthly basis with all key temperatures recording centrally in the Legionella log book. This is located in the school office.

Electrical Equipment and Electrical Safety

The Head of School and Site Manager will ensure that testing, inspection and maintenance of equipment are completed through the direction of Wilby and Burnett who oversee this maintenance for the school. The school will maintain a register. Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, labelled correctly, locked away and the defect reported to the Head of School or Site Manager who will arrange for repair or replacement.

The Head of School, through Wilby and Burnett, will ensure that all electrical equipment brought into the school from other sources, e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the Electrical Safety Management Guidelines. Training must be provided for staff expected to carry out Electrical Appliance Testing.

Lettings

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The Head of School or Governing Body will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

When the premises or facilities are being used out of normal School hours for an activity then, for the purposes of this Policy, the organiser of that activity, even if an employee, will be treated as a hirer and comply with the requirements of this section.

The Governing Board notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

The Head of School or Governing Board will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

Contractors

All contractors who work on the premises are required to abide by the schools H&S procedures and are also required to ensure safe working practices by their own employees under the provisions of the Health & Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises.


In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head of School will take such actions as are necessary to prevent persons in his or her care from a risk or injury.

School Security

The Head of School and Site Manager is responsible for site security and lives on site. During before and after hours, the site manager has contact phone numbers for both the Executive Headteacher and Head of School. The site manager is authorised to contact the police if this is deemed necessary. Incidents involving site security include:

- Aggressive parents or visitors
- Thefts
- Break-ins and burglaries
- Ensure the school is locked up and nominating emergencies key holders
- Contacting the Schools liaison Police officer
- When to notify the LDBS
- Protecting our children, staff, visitors and contractors from the risk of abuse (whether verbal or physical)

It may be necessary to ban individuals from the school premises if they continue to be verbally or physically abusive to members of staff, other parents or children. See policy on verbally abusive visitors.

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The School Curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. The school uses a story based approach in PSHE.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex education (Y5 and Y6). Please see the RSE (Relationship and Sex Education) policy and guidelines for the school's approach.

We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.


Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use PSHE to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity. All teachers have a worry box in their class that children can use to communicate concerns they may have. The teacher or LSA checks this regularly. Teachers also employ other strategies such as emotion charts to give children other avenues to communicate fears or worries with having to be obvious in front of others.

Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications. All children study safe internet use through starters during Computing lessons, a unit on internet safety covered for one half-term every year and through PSHE lessons, in assemblies and during a focus week.

School Meals

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Our school provides the opportunity for children to have a meal at lunchtimes. Please see the Charging and Remissions Policy for information on qualifying for free school meals. The school provides universal free school meals for children in Reception to end of Year 2.

If children choose to bring their own packed lunch, they eat with all the other children in the dining hall.

Our school promotes a healthy lifestyle. As sweets and crisps can damage children's health, we do not allow sweets to be eaten in school. Please see the Food Policy for further information.

Food Allergies

Princess Frederica is strictly a nut free school. Lunchboxes are regularly checked during break-times and lunchtimes for any traces of products, sandwiches or pasta meals that contain nuts.

Individual health care plans for children with allergies are maintained and stored by the Welfare Officer. Details and photos of children with food allergies are displayed next to the serving counter in the school kitchen. Medical needs and specific allergies of pupils are shared with relevant adults in the school. Training in the use of epi pens is provided to staff annually.

Please refer to the medical needs policy for more details.

Child protection and Safeguarding

Safeguarding and child protection information is located in the Child Protection and Safeguarding Policy. Additional policies to do with child protection can be found on the school website.


School security and visitors

The Executive Headteacher and all members of staff strive to make the school a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign in in the office area, and to wear an identification badge at all times whilst on the school premises. Identification will always be requested. If a DBS can't be produced then the visitor will be escorted around the building at all times. They are not permitted to carry out any form of regulated activity.

All visitors will be given a safeguarding for Visitors leaflet which they must read.

Visiting speakers must read and sign the visiting speakers policy.

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Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them. All staff have authorisation to challenge anyone in school that they do not recognise.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head of School immediately. The Head of School will warn any intruder that they must leave the school site straight away. If the Head of School has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Head of School before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent. Single permission forms signed at the start of the year give authorisation for trips but separate permissions are needed for residential trips.

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the welfare office. Ms P. Amponsah, the welfare officer, is responsible for medicines and First Aid.


Should any incident involving injury to a child take place, one of the First Aid trained members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance or a member of staff attending the incident.

The Welfare Officer will record all incidents involving injury, and, in all cases, we inform parents. A written outline of the injury is sent home. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made as stated in the Physical Restraint Policy.

Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. The fire alarm system is tested weekly by the Head

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of School and the Emergency Evacuation Coordinator. Fire marshals are trained twice a year.

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see policy on educational visits)

Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. A coach or mini-bus that can't provide seat belts for all children and adults attending will not be able to leave.

Theft or other criminal acts

The teacher or Head of School will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head of School will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the GB, and support the teacher in question if s/he wishes the matter to be reported to the police.

The health and welfare of staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Head of School without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously and follow guidance set out in the policy on Abusive Parents Carers and Visitors Policy.


Specific Responsibilities for different staff members

The following staff have been nominated to be responsible for the following areas of health and safety within the school:

- Fire Safety – Emergency Evacuation Coordinator
- First Aid – Welfare Officer or as defined on notices
- Administration of Medicines – Welfare Officer
- Electrical Safety – Site Manager/Business Manager/Head of School
- Asbestos – Site Manager/Business Manager/Head of School
- Legionella testing- Site Manager/Business Manager/Head of School
- Display Screen Equipment – Business Manager

Links with other key school policies

The following policies contain key information regarding health and safety and should be read in conjunction with this policy:

<p>Princess Frederica CE College Road, London, NW10 5TP Phone: 0208 969 7756</p>	 The logo of Princess Frederica CE VA Primary School. It features a shield with a blue border. Inside the shield, there is a white cross. On the cross, there is a book and a lamp. The shield is flanked by two golden laurel branches. Below the shield is a blue banner with the text 'PRINCESS FREDERICA' in white. Below the banner is the text 'CE VA PRIMARY SCHOOL' in blue.	<p>VA Primary School Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: admin@princessfrederica.brent.sch.uk</p>
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- Emergency Evacuation Policy
- Child Protection and Safeguarding Policy
- Lock-down Policy
- Lone Working Policy
- Educational Visits Policy
- Abusive Parents Carers and Visitors Policy
- Physical Restraint Policy
- Medical Needs Policy