Health & Safety Policy

Norbury High School for Girls
Kensington Avenue, Thornton Heath, CR7 8BT

Date Reviewed:	November 2026
Signed for by:	CEO/Headteacher
Next review date:	
Description of changes:	Internal review
Governor Committee:	Norbury High School for Girls
Staff resp. for review:	MHN – CEO/Head Teacher, PLY – Operations Manager, SH-Premises Manager

1. SAFETY POLICY STATEMENT

1.0 General Statement of Intent

This safety policy has been adopted and agreed by Norbury High School for Girls as its general statement of intent regarding health and safety. It sets out responsibilities and roles to help ensure compliance with all relevant statutory provisions.

Norbury High School recognises and accepts the responsibility as an employer for providing a safe and healthy workplace and working environment for all staff and to protect, so far as is reasonably practicable, all persons who may be affected by any of its activities including students, volunteers, parents and visitors.

Norbury High School will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risks to health.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work.
- A safe place of work with safe access and egress.
- A healthy working environment with adequate welfare facilities.

Norbury High School has undertaken to provide competent technical advice on health and safety matters and advice may be sought from the Headteacher.

The Headteacher and staff have the responsibility for implementing this policy throughout Norbury High School and must ensure that health and safety considerations are given priority in planning and day to day work. The Headteacher is responsible for the production of safety guidance, and staff will be consulted as and when necessary, during the development of such guidance.

Staff are expected to co-operate as far as is possible with Norbury High School to enable it to carry out this policy. Each staff member has a responsibility to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work.

A copy of this policy is available to all staff and covers Norbury High School activities only. With a view to promoting good practices covering health and safety at work, we require the co-operation of all relevant parties and encourage the involvement of all staff and sub-contractors.

The policy is supported by a range of guidance and information documents.

Name:	Mrs Markieu Hayden
Position:	Headteacher
Date:	November 2026
Review date:	

This policy will be reviewed annually, and as and when necessary. For example: when there are significant changes in the workplace, after a legitimate request or when legislation requires it.

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2. ORGANISATION / RESPONSIBILITIES

2.1 Norbury High School shall

- Ensure there is an effective policy for health and safety for all staff and periodically review and implement any necessary changes.
- Ensure the provisions of the Health and Safety at Work. Act and all relevant statutory provisions are observed, so far as is reasonably practicable.
- Ensure all liability is covered by insurance and decide the extent to which risks are acceptable, whether insured or not.
- Execute planned and preventative maintenance to all areas and plant under their control to ensure workplace health and safety and fire safety.

2.2 The Board of Governors shall

- Periodically review the contents of this document and oversee its implementation.

2.3 The Headteacher shall

- Have ultimate responsibility for ensuring the effective implementation of this policy.
- Ensure that funds and other resources are provided to meet the requirements of this policy.
- Ensure the policy is properly understood by all levels and that all staff are aware of their duties and responsibilities under safety legislation.
- Ensure that health and safety responsibilities are incorporated in job descriptions.
- Ensure health and safety responsibilities allocated to others are properly carried out.
- Always take a direct interest in this policy and support persons implementing it.
- Ensure the provision for such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all staff.
- Insist that sound working practices are followed and that work is planned, and risks assessed and carried out in accordance with current guidance.
- Follow the advice of any Enforcing Authority Inspector or other appropriate Officer.
- Act without delay, whenever health and safety risks are identified.
- Ensure that accidents and incidents are recorded and review all investigation reports.
- Ensure that all relevant items are considered by health and safety meetings.
- Ensure that suitable and sufficient risk assessments of significant hazards are undertaken and that appropriate control measures are effectively in place.

2.4 All Department Heads, Line Managers and Supervisors shall

- Help develop the health and safety strategy to enable the Policy objectives to be achieved.
- Help monitor and review the Policy and procedures dealing with health and safety matters.
- Be involved in the procedures for suitable and sufficient risk assessments of significant hazards and help implement appropriate control measures such as training, instruction and protective clothing and equipment.
- Act in a responsible manner always and set a good example in relation to workplace health and safety.

2.5 All Staff and Volunteers shall

- Comply, so far as is reasonably practicable, with all health and safety legislation and associated guidance, as well as the requirements set out in this policy.
- Undertake training in safety matters when the need is identified by Norbury High School.
- Immediately report incidents (including all accidents, near misses, and dangerous occurrences, damage to property or plant and industrial diseases) to their Line Manager and complete the accident report form.
- Report, as soon as reasonably practicable, any significant hazards (or potential hazards) that they identify to their immediate Line Manager.
- Wherever possible, make suggestions to improve health and safety to the Headteacher, Premises Manager or SLT.

2.6 Contractors and sub-contractors shall

- Be responsible for their own areas of responsibility and health and safety management arrangements. However, to protect staff, students, contractors and those in the vicinity of work, everyone should co-operate, co-ordinate and communicate as appropriate for the purposes of health and safety.

2.7 Consultants, experts and external advisors

- There may be occasions when qualified specialist advice is required to ensure that specific tasks are completed safely and competently. In these circumstances the services of a competent external advisor, expert or consultant will be obtained.

- Currently, Norbury High School use Hemlow Ltd for the Control of Legionella.

NOTE: Horseplay will not be tolerated and failure to comply with health and safety may result in disciplinary action. No staff of Norbury High School for Girls may carry out or authorise practices which place staff, students or others in danger, or which are in direct breach of legal requirements.

2.8 Safety representatives:

Safety representatives may:

- Investigate hazards and dangerous occurrences and examine the cause of accidents.
- Investigate staff' complaints concerning staff health, safety or welfare.
- Make representation on matters arising out of health, safety or welfare of staff.
- Carry out inspections of the workplace and attend safety meetings.
- Represent staff in consultations at the workplace with inspectors.

3. ARRANGEMENTS / GUIDANCE

2.9 Access and Egress

Norbury High School is committed to providing a safe place of work and a safe means of access and egress within all parts of the school. Safe access and egress include movement in and out of the workplace, and safe access within the workplace. This policy covers the following:

- Access to and egress from the school
- Routes through working areas
- Accessibility of storage areas
- Access to and egress from an individual's workplace
- Emergency exit routes
- Use of access equipment, such as ladders
- Limitation of access to hazardous/high security areas
- Temporary arrangements for access
- External pathways and roadways around the College
- Common parts of the buildings e.g. reception etc.

2.10 Accident / Incident / Dangerous occurrence reporting:

An Accident: "any unplanned event that results in personnel injury or damage to property, plant or equipment.

An Incident: "any unplanned event that results in damage to property, plant or equipment, but no injury to a person".

A Near-miss: "an unplanned event which does not cause injury or damage but could have done so." Examples include items falling near to people; vehicle incidents and electrical short-circuits.

Reporting Procedure
All accidents, incidents and near misses (other than trivial incidents) should be entered in the appropriate Accident Book at the Main Reception Office and counter-signed by a First Aider.

If the staff or student cannot get to the Main Reception Office or Medical Room Front Office, a teacher should ring or otherwise notify the Main Reception Office or Medical Room staff who will notify a first aider to move to the scene of the accident.

The Main Reception Office staff and First Aiders (or dinner supervisors at lunch time) will take appropriate action, in consultation with the Head, Heads of Year as necessary.

All serious incidents must be investigated with a view to identifying, where possible, actions that can be taken to help prevent a re-occurrence.

- If an accident occurs to a student, ensure that the parent is advised via the telephone in the first instance. Medical staff may also use Medical Tracker notifications to inform the parent of an incident if immediate contact is not successful.
- If an accident occurs to a contractor or visitor, they should also notify their own employer where applicable.

Management will ensure that, where applicable, the requirements of RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are met.

RIDDOR (Reporting of Accidents, Incidents, Diseases and Dangerous Occurrences Regulations).

Some accidents and incidents (generally the more serious types) are reportable to the health and safety inspector (HSE) under the "RIDDOR" regulations.

Refer to separate guidance **HSE EDIA1 (rev3)** for the full list of what must be reported to the inspector but in general, here is a summary:

Injuries and ill health to EMPLOYEES:

- The School Operations Manager, supported by the Premises Manager will report, and keep records of, all RIDDOR reportable incidents.
- Norbury High School will keep records of all occupational injuries that results in a staff member being off work for more than three consecutive days (those that need NOT be reported to the HSE under RIDDOR).
- Accidents that result in death or a specific injury will be reported without delay.
- All other reportable accidents will be reported within 15 days of the accident.
- Reportable occupational diseases will be reported when a written diagnosis is received from a doctor.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable to the HSE.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a student or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Injuries and ill health to STUDENT AND OTHERS NOT AT WORK:

Injuries to students and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The easiest method to report to the HSE is to go online and complete the required form via the HSE's RIDDOR website **www.hse.gov.uk/RIDDOR**.

A telephone service is in place for reporting fatal and major injuries only: the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Norbury High School will, where appropriate, inform the Insurance Company of any significant accidents or incidents.

The Accident Books are in the Main Reception Office

2.11 Asbestos

Asbestos is a significant hazard when it is disturbed, the fibres become airborne, and they are inhaled. As a result, asbestos should never be broken up, swept up, abraded, cut or drilled, worked on or removed without authorisation and a written safe working procedure.

NO staff are permitted to work with, damage or remove any asbestos or asbestos-containing materials (ACMs). Where damaged asbestos (or ACMs) is discovered on the school premises, stop work, evacuate the area and notify the Headteacher or Premises Manager as soon as possible, so an assessment is made as to what action is required by all parties.

Should any work be required on asbestos, an assessment will be made prior to that work to decide on the safest method. This may involve the use of an approved asbestos contractor.

Norbury High School has an asbestos survey in place, and this will be presented to any contractor or sub-contractors required to work in areas containing ACMs. The condition of the asbestos on site will be checked on an annual basis to ensure that it remains a low risk.

The Asbestos Survey is located: In the Premises Managers H&S Folder.

2.12 Audit (health and safety)

In order to monitor and develop health & safety standards, random visual health and safety inspections and checks will be undertaken by management and other staff and the results used to further improve safety systems and procedures within Norbury High School.

2.13 Bomb threats

Staff are instructed that they must not attempt to move a suspect parcel or package. Instead, inform the Headteacher and implement the procedures as laid out in the Bomb Threat Policy.

2.14 Building maintenance and repairs in workplaces

Whenever major work is planned in occupied areas, the risks will be identified by the relevant persons involved and suitable protective measures will be arranged. Work undertaken by outside contractors will be subject to approval and the relevant risk assessments and method statements.

If you suspect any works that are being undertaken within Norbury High School premises present a health and safety risk to staff or others in the vicinity, report it to the Headteacher, Premises Manager or School Operations Manager immediately.

2.15 Chemical safety – COSHH (Control of Substances Hazardous to Health)

The COSHH regulations regulate the exposure to hazardous substances and processes used in, and arising from, work activities. The essential requirement is to assess the risk to health arising from work processes and take measures to protect the health of staff and others.

Norbury School has carried COSHH assessments of risks and introduced appropriate measures to prevent or control exposure. These assessments are available to all persons that may be affected by COSHH.
In general, chemical safety is often sensible safety so:

- Try not to use dangerous chemicals / substances in the first place.
- Try to replace the chemicals / substance with a safer alternative.
- Try and reduce the quantity and/or frequency of use.
- Do not mix chemicals or substances unless they are compatible.
- Use good ventilation, gloves and/or goggles for more protection.

- Always store the chemicals and substance safely.
- Do not eat, drink or smoke when handling chemicals or substances.
- Maintain a high level of hygiene handling chemicals or substances.
- Adhere to any Safety Notices posted in the working area.

				
Gas under Pressure	**Corrosive**	**Flammable**	**Dangerous to environment**	**Long term health hazards**
				
Toxic	**Oxidising**	**Explosive**	**Irritant**	**Harmful**

NOTE: Processes such as sand-blasting, paint-spraying and wood-cutting etc. won't have these symbols but still need assessments if they are potentially harmful to staff and others.

2.16 Communication & consultation

Norbury High School accepts the need to have and maintain effective lines of communication to enable health and safety information to be passed to staff and those affected by the work activity. These may include contractors, sub-contractors, parents, clients, consultants, inspectors, visitors etc.

2.17 Contractor control

Norbury High School will endeavour to ensure that the contractors and sub-contractors we engage have the skills and knowledge to carry out the contract to the required standards without risks to health and safety. All visitors to site will sign in and must agree that their work will have no adverse safety impact on staff or those in the vicinity.

Depending on the scope of the work to be undertaken, high risk work will not be permitted unless it is under the control of a permit to work system.

Depending on the type of work that they carry out, contractors and sub-contractors may be subject to a formal vetting and approval system.

2.18 Disability discrimination / Equality Act

Norbury High School seeks to comply with the Equality Act and will take all reasonable steps to remove all unnecessary physical barriers. In addition, where specific adaptations are provided for disabled users, Norbury High School will ensure that these adaptations are regularly checked and operational at all times. All staff are encouraged to discuss any workplace issue with the Headteacher, and in confidence if appropriate.

2.19 Display screen equipment (DSE, or computer work)

The Display Screen Equipment Regulations concern the health and safety aspects of using DSE and computers etc. The likelihood of experiencing the possible hazards associated with DSE (musculoskeletal problems, visual fatigue and mental stress) is related mainly to the frequency, duration, intensity and pace of continuous use of DSE, allied to other factors such as the environment.

2.20 Drugs and alcohol at work

Norbury High School is concerned to provide a safe and healthy working environment. Misuse of drugs or alcohol in the workplace will affect health, work performance and working relationships. All information gathered will be treated with the utmost confidence. Should any staff suspect any other staff is affected by drugs or alcohol misuse, then they should approach the Headteacher in confidence.

An initial assessment will be made and specialist advice sought if required to ensure that the consequences of any drink or drug abuse at work does not affect the health, safety of welfare of others in the workplace.

2.21 Electrical safety

The Electricity at Work Regulations require precautions to be taken against the risk of death or personal injury from electricity in work activities including electric shock, accidents arising from contact with live terminals and fire or explosion.

Fixed electrical installations owned or leased by Norbury High School will be inspected and tested at least every 5 years by a professionally qualified electrical engineer and records kept.

All portable electrical appliances owned, leased or used by Norbury High School will be PAT (portable appliance test) inspected and examined by a competent person at regular intervals and records kept. Portable electrical appliances generally include items with a plug that can be moved around i.e. printers, computers, extension leads, portable electric lamps, power tools, heaters, toasters, kettles, radios, chargers etc.

All electrical repair work will be undertaken by a suitably qualified person - usually an electrician and under no circumstances will temporary repairs such as insulating tape be allowed.

Before using any electrical equipment, staff must carry out a visual check of leads, plugs etc. If any defect is discovered, report it immediately to the Premises Manager or Caretaker and do not use the equipment.

2.22 Enforcement of Health, Safety and Fire

Enforcement in Norbury High School premises of all health and safety legislation is undertaken by Enforcement Officers who have numerous powers. They should not be hindered in their work but always report to the Headteacher prior to any discussion with an Inspector.

Enforcement Officers have the powers of entry to premises during operational hours and they may come un-announced. In the event of a visit, note the following points:

- Inform the Headteacher immediately of any visits and take their advice.
- Provide information requested promptly.

- Provide all the necessary assistance to the investigating officer including access to areas.
- If you are required to make a statement, your rights and obligations will be pointed out to you. If you are in any doubt about this procedure, seek advice immediately by speaking to the Headteacher.

2.23 Emergencies or catastrophes

Examples of emergencies or catastrophes include:

- the death of a student
- the death of a member of staff
- major vandalism
- a fire
- a violent assault on college premises
- a traffic accident
- a serious college trip accident.

In the unhappy event of these occurring, the college will establish a crisis team to include Senior Management, administration staff and governors. This team may be supplemented by Heads of Faculty, Heads of Year, SLT and the Premises Manager.

The crisis team will incorporate the following roles:

- Headteacher will take on the role of dealing with parents and students affected
- Person on school site
- Person on incident site
- Person to co-ordinate media coverage and decide who will be interviewed by press, etc.
- Person to deal with other parental or student enquiries
- Person to keep the school running
- Person to organise cascade system to staff out of hours

Currently the suggestions for these roles are to be decided at point of need.

Senior colleagues are expected to know the systems for entry to the site, alarm systems, phone systems, contact names, telephone numbers and addresses of staff and students. The use of ex-directory/mobile telephones is to be reserved for outgoing calls.

Factual information should be disseminated as soon as possible by local means such as Capital Radio and Croydon Advertiser/Guardian. Journalists need to be given factual information regularly to maintain accuracy of presentation and damage limitation. The Communications Manager should liaise with the Head Teacher who may give regular briefings and statements and be consistent in his/her dealings with the press. The conference should be on the school premises if the disaster is not on site and it is safe to do so.

2.24 Equipment

Every reasonable precaution should be taken to safeguard equipment. Store cupboards should be kept locked, except for those on the upper floors which are also fire exits, and which therefore must be left unlocked during college hours. All valuable items must be safely locked away after use, especially at night, preferably out of view.

2.25 Fire and emergency procedures

In line with current legislation, the Norbury High School premises and work locations are strictly NO SMOKING areas. This includes all Norbury High School vehicles whilst used for work purposes.

Fire wardens have been appointed, and all staff will be trained in fire and emergency procedures so they can adhere to the emergency procedures quickly and efficiently. Norbury High School premises are covered by a Fire Risk Assessment (FRA).

The Fire Risk Assessment is located: Premises Manager's H&S Folder

Fires do not just happen there is always a cause. Staff and contractors have responsibilities to:

- Avoid accumulation of paper and other flammable material;
- Good housekeeping is a vital ingredient of fire prevention;
- Keep walkways and emergency exits clear of any obstacles at all times;
- Ensure fire doors are not propped open;
- Read the posted fire instructions;
- Be aware of assembly points and the identity of fire wardens.

Emergency Action Plan (EAP):

- Operate the fire alarm and inform the Main Receptions Office staff. A nominated person will call the Fire Brigade on 999.
- Ask for silence in teaching rooms and evacuate to the fire assembly area. Close windows only if feasible and safe, and ensure doors close behind you as you leave.
- Staff who are not teaching should go straight to the assembly area.
- Attendance Officer located in FSI office will take registers to the assembly area.
- The staff assigned to take a register of all staff will take the Register during evacuations.
- Students must line up in forms in alphabetical order and form tutors check that all students are present.
- Any students missing should be reported immediately to their respective head(s) of year.
- Students will be dismissed from the assembly form-by-form, by the heads of year or lead.
- Remember: Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until advised it is safe to do so. Do **NOT** use lifts.

If you hear the Fire Alarm:

- Ask for silence in teaching rooms and evacuate to the fire assembly area. Close windows and doors behind you as you leave.
- Staff who are not teaching should go straight to the assembly area.
- Reception staff will take registers to the assembly area.
- The school admin team and Reception Team Leader will take a register of all staff.
- Students must line up in forms in alphabetical order and form tutors check that all students are present.
- Any students missing should be reported immediately to their respective head(s) of year.
- Students will be dismissed from the assembly form-by-form, by the heads of year or lead.

- Remember: Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until advised it is safe to do so. Do **NOT** use lifts.

Contractors / Temporary Staff / Consultants / Visitors etc. will be shown or given copies of this procedure. Visitors are the responsibility of the person they are visiting.

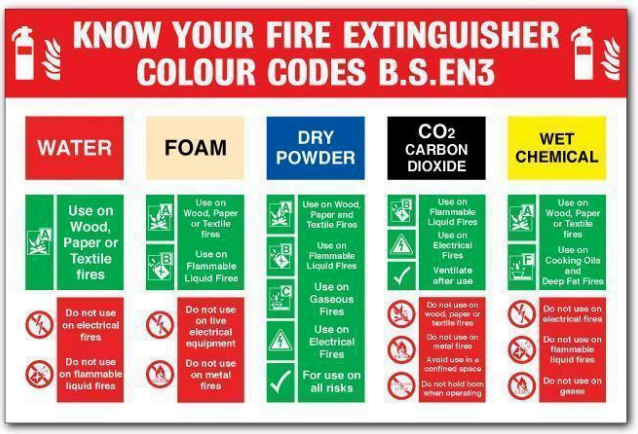
Fire and emergency evacuation of the building outside lesson times:

Assembly
Students will normally evacuate the Hall through the front and rear fire exit doors and leave the building via the most convenient exit. They should remain seated and silent until directed to leave. The Head or Deputy will direct the dispersal from the stage; Year Leader and the Assistant Headteacher will supervise each exit.

At other times
Staff should make their way to the area of the building in which they normally teach and ensure that students are leaving in a silent & orderly manner. Lunchtime staff should ensure that students returning to the site are directed to the assembly point.

Contingency plans for temporary relocation away from the site
Arrangements have been made with Kensington Avenue Primary School to use their school playground or hall should it be deemed necessary to completely vacate the site. St. Oswald's Church may also be used to accommodate the students in a crisis. Use Norbury Park as an option for assembly.

General fire safety precautions



- The fire check doors in the ground floor corridors must not be fastened back during college sessions.
- Care must be taken over the storage of combustible materials. In particular, such material must not be stored at the bottom of stairwells.
- The "walk through" storage cupboards on the upper floors are emergency fire exits, and must not be locked during college sessions. Their doors must not be blocked by stock or furniture.
- Staff must take all reasonable precautions to ensure that dangerous substances are not easily accessible to students. Any solvent-based item (e.g. Tippex thinner, certain types of glue,) or anything else which could prove hazardous to students, must be securely locked away when a teacher is not present.

Stage
No student is to go onto the stage unless a teacher is responsible for them and is present with the students.

The Fire Assembly Point is located: Tennis Courts behind the MPH and English Huts opposite the 6th Form Buildings by the fields.

Appointed Fire Wardens: Updated list is available on request

2.26 First Aid

The Health and Safety (First Aid) Regulation's aim is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some other factor outside Norbury High School's control.

First-aid at work can save lives and prevent minor injuries becoming major ones but **does not** include giving tablets or medicines to treat illness. Sufficient first-aid personnel and facilities are available to give immediate assistance and to summon an ambulance or other professional help.

The First-aid boxes are controlled, maintained and replenished by First Aiders and are kept in the Main Reception Office and Medical Room.

Records of all cases treated should be made and kept in the accident book.

Illness in school

Students who feel unwell in school should report to a member of staff; either to whoever is teaching them, if in lessons, or to the dinner supervisors at lunch time, or to a member of staff on duty.



They may then be sent to the Medical Room or Main Reception Office but please inquire into the nature of the illness before sending a student to the office. Students with minor aches and pains are often better off in their lesson than outside the Main Receptions area.

Any student sent to the Main Reception Office or Medical Room from a lesson must have a medical form slip signed by their teacher.

Medication

No member of staff may issue any medication to any student. Any medicine required during the school day must be left in the care of the staff with oversight of the Medical Room, with an explanatory note from parents or guardian, giving full details.

EpiPens will be clearly labelled with the student's name and how the EpiPen should be administered. The box should contain other medications needed and the actual EpiPen. It is the parent's/carer's duty to ensure that the EpiPen and all medications are in date.

Paperwork outlining the student's medical problems, contact, GP and hospital details and a form giving permission for a member of the office staff to administer the medication in the case of an emergency should be completed by the parent/carer and retained by the staff with oversight of the Medical Room, with a copy in the medical file and a copy in the EpiPen box. Keep records of all medications handed out.

The Accident Books are located in the Main Reception Office

The First-Aid Boxes are located: Main Reception Office and departments

First-Aiders: As of the updated list

2.27 Further Guidance

Norbury High School may, from time to time, produce further staff guidance and information. This will be available from the Headteacher.

2.28 Gas safety

When work with or in connection with gas is undertaken, only Gas Safe registered contractors will be used and all work will be subject to safe systems of work along with risk assessments and method statements as appropriate.

Norbury High School hold a contract with an External Gas Safety Certified company who carry out routine and maintenance checks and tests on all gas appliances at the school. All gas related H&S issues are reported to them promptly and dealt with promptly.

2.29 Hazard reporting:

Everyone is encouraged to report **anything** they consider a workplace hazard. Senior management will investigate and take remedial action if and as necessary.

2.30 Health surveillance

Where the task or work undertaken by staff may cause long-term health effects, it may be appropriate to undertake health surveillance, and this will be monitored and enforced where necessary. Health surveillance is where staff are checked on a regular basis by a medical professional. Currently, Norbury High School work environment does not currently require this, but this will remain under review at all times.

2.31 Housekeeping

A major cause of accidents is undoubtedly poor housekeeping and, in general, a safe working area is a tidy area.

Everyone is encouraged to ensure that their daily work routines do not present a slip, trip or fall hazard to themselves or others in the vicinity. Apparatus, tools, equipment and materials which are not immediately required should always be returned to a safe storage place.

Unwanted materials, particularly combustible and flammable items, should be disposed of safely and promptly.

Spillages must be cleaned up promptly by a person who fully appreciates the special hazards which the material may possess.

Flammable and combustible materials must never be stored or left on emergency exit routes or blocking immediate access to fire equipment or electrical switchgear.

Finally, be aware to avoid obvious trip hazards such as trailing wires, leads and unexpected deliveries.

2.32 Induction

It is important that all new starters familiarise themselves with Norbury High School Health & Safety Policies and procedures. A copy is available from the Headteacher and on the school website in the Policy Section. All new staff will receive induction training on day one of their employment, and further specific training as their employment progresses. Such training will cover:

- ✔ fire procedures
- ✔ warning systems

- ✔ locations of exit and escape routes
- ✔ evacuation and assembly procedures
- ✔ accident and injury reporting procedures
- ✔ names of first aiders and fire wardens
- ✔ instruction on any prohibition areas
- ✔ issue of protective clothing and equipment and its use
- ✔ other health and safety related information.

2.33 Infection control policy

Accidents of contracting infectious disease are very rare but Norbury High School will always treat any queries seriously and answer any specific questions. In general, in order to avoid potential infections, we recommend that you:

1. Cover all cuts and abrasions with waterproof dressings;
2. Use disposable gloves and aprons where necessary;
3. Clean up spills and body fluid immediately using suitable gloves and disinfectants.

Injuries must only be treated by a qualified first aider. Staff also suffering from any other condition e.g. diabetes are also encouraged to disclose their conditions in confidence to the first aiders so that in the event of an accident or treatment being required, the first aider can take this information into account when assessing the treatment required.

2.34 Lone working

There will be occasions when staff are required to work alone outside normal working hours either early, late or at weekends so it is necessary to ensure that safe systems of work are in place.

No one shall be allowed to carry out any dangerous tasks whilst working alone and suitable risk assessments will be in place to highlight any hazardous tasks and look for alternative methods to ensure that lone workers are not at risk. If no alternative can be found then the task must not be done whilst the staff are working alone.

All staff will be sufficiently trained to be able to undertake the range of tasks expected of them safely, and training will be documented and include what to do in an emergency.

2.35 Machinery Safety – Design & Technology Department

The Provision and Use of Work Equipment Regulations (PUWER) make explicit the legal duties to provide safe work equipment and aim to ensure that the use of work equipment is carried out in a safe way. Norbury High School will therefore strive to ensure our work equipment is suitable, by design, construction or adaptation, for its intended purpose in its place of use, annually.

Norbury High School will ensure that work equipment is subject to proper maintenance and all those who use, supervise or manage work equipment will receive adequate health and safety information, instruction and training on the use of the work equipment.

Guarding is an important safeguard against accidents and potentially serious injuries so guards must be suitable, in good condition and used correctly. Staff using any machinery must report defects to any guard immediately to their Head of Department

2.36 Manual Handling

Norbury High School has produced separate guidance to help ensure it fulfils its statutory responsibilities under the Manual Handling Operations Regulations. 'Manual Handling Operations' means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying etc.) by hand or by bodily force, as opposed to mechanical handling by crane, lift truck etc.

In general, all staff are advised to exercise caution when lifting or moving equipment around, and must notify a member of the site staff when they want a heavy piece of furniture (i.e. filing cabinet) moved.

The site staff will use the appropriate equipment to do this. Risk assessments have been carried out and all relevant staff will receive relevant manual handling training. Allowances will be made for staff deemed 'especially at risk' including pregnant staff, the very young (i.e. those under 18 years old); new; inexperienced or elderly workers.

Staff are required to follow the appropriate system of work laid down by Norbury High School to promote safety during the handling of loads. Any suggestions that could improve safety should be passed to the Headteacher, the Premises Manager or the School Operations Manager.

Staff must inform Norbury High School of any personal considerations that may affect their individual capacity to undertake manual handling operations.

2.37 Monitoring of standards

Monitoring of health and safety standards will be carried out in order to ensure that precautions remain in place. Things change - new materials come in, machines wear out and break down and need regular maintenance, rules get broken, and people don't always do as they've been told.

Monitoring also lets staff and Norbury High School contractors know that proactive checks will be made - not just when things have gone wrong.

2.38 Movement around the building

Staff must encourage students to move around college in an orderly fashion. Movement along corridors and stairs is to the left. Staff are requested to move onto the landings between lessons to keep 'traffic' moving and avoid congestion. Some college buildings and staircases operate a one-way system.

Students should not enter a room without permission and should generally wait outside a room for the teacher to arrive. If the teacher is delayed then the form captain is responsible for locating the teacher. Students are also not allowed to be in science labs, DT rooms and food tech rooms without a teacher being present.

2.39 New and expectant mothers

Regulation 16 of the Management of Health and Safety at Work Regulations places a duty on Norbury High School to carry out a risk assessment in respect of new or expectant mothers.

Specific risk assessments will be carried out where there are any women of child-bearing age and the work is of a kind which could involve risk, by reason of her condition, to the health and safety of new or expectant mother, or to that of her baby.

To help Norbury High School comply with their duties, staff must notify Norbury High School formally, in writing, when they know that they are pregnant.

2.40 Noise

The purpose of the Control of Noise at Work Regulations is to prevent damage to the hearing of persons at work from noise in the workplace. The work activities undertaken by Norbury High School have been assessed and some activities currently require the occasional use of ear protection as described in the relevant risk assessments.

Ear protection will be provided free of charge and has been chosen to be suitable and sufficient for the tasks. Staff will be shown the correct method of using such PPE and how to replace it.

2.41 Outdoor and remote workers

When staff are working outdoors, Norbury High School will ensure that, so far as is reasonably practicable, all steps are taken to ensure their safety and health.

It will be the duty of the staff to carry out the activities in the way which the risk assessment has shown to be best to control the risk and to comply with any safe systems of work and standard operating procedures.

In very hot and sunny weather, staff are advised to:

- Wear suitable sunscreen lotion and re-apply at regular intervals;
- Take regular fluids to prevent dehydration;
- Take breaks in the shade when reasonably practicable.

In very cold, rainy or snowy weather, staff are advised to:

- Take extra care against slips and trips;
- Wear suitable warm clothing;
- Stay out of severe weather conditions where reasonably practicable;
- Take breaks inside shelter.

2.42 Permits to work

Some high-risk work activities may require the use of a ‘permit to work’ system. These tasks tend to be more hazardous (or risky) and such a system formalises the work methods and controls needed to reduce the risks to staff and others in the vicinity.

Examples of high-risk activities that may require a formal permit to work system include:

- roof work
- work in very confined spaces i.e. areas that are substantially enclosed and may be difficult to escape from in an emergency such as tanks; manholes; small loft areas etc.
- specialist hot work involving naked flames such as welding

High risk activities require a higher level of staff training, risk assessments and formal documentation to reduce the chances and severity of an accident or incident.

2.43 Personal protective equipment (PPE)

PPE includes (when worn for the protection of health and safety), protective clothing such as aprons, gloves, footwear, high visibility waistcoats etc.; and protective equipment such as eye protectors, respirators, and safety harnesses.

Once it has been determined that the risk cannot be adequately controlled by these measures, the management will ensure that appropriate PPE and training in its usage is provided. The provision of PPE is regarded as a last resort. Currently, a wide range or PPE is issued to staff, and they are able to request free replenishment.

Gloves	Overalls	Earplugs	Boots	Goggles	Hi-Viz	Mask	Harness	Respirator
								

2.44 Power tools

Power tools are only permitted to be used by trained and experienced staff and must be visually inspected before use. Defective tools should be reported and put out of use until either repaired or replaced. If appropriate, suitable PPE (personal protective equipment) must be used.

DO NOT use any powered tool unless you have been trained, feel able to use it safely and the tool is in good order.

2.45 Pressure systems

Pressure systems can range from steam-generating commercial coffee machines to large boilers. A pressure system is one that contains or is likely to contain a relevant fluid over 0.5 bar. The main legislation covering the duties of a user of pressure equipment is the Pressure System Safety Regulations (PSSR) and Norbury High School will:

- Provide safe and suitable equipment
- Fit suitable protective devices and ensure they function properly
- Carry out suitable maintenance
- Make provision for appropriate training
- Have the equipment examined - prepare a ‘written scheme of examination’ (WSE)
- Choose a competent person

2.46 Radioactive materials

The school holds small amounts of radioactive materials in a locked steel cabinet in the store room between laboratories 5 and 6.

The Radiation Protection Adviser (RPA) responsibility is with science faculty leaders.

Norbury High School will follow the recognised safety principles as follows:

- There will be a person designated to be responsible for the security, safety and proper use of radioactive sources – the RPA.
- Sealed radioactive sources will be of a safe design and type suitable for the college science department.
- Sealed sources will be used whenever possible in preference to unsealed sources. Unsealed sources can only be justified when the scientific demonstrations would not be practicable using sealed sources.

- Records of all radioactive sources will be properly kept, showing what they are, when they were bought, when and by whom they have been used, and eventually, how they were disposed of.
- Radioactive sources will only be used only when there is an educational benefit.
- Radioactive sources will be handled in ways that minimise both staff and student exposures.
- Sealed sources will be carefully checked periodically to make sure they remain in a safe condition.
- The college will have a suitable radioactivity detector in good working order.

In classes where students are under the age of 16, the use of radioactive material shall be restricted to demonstrations by qualified science teachers. However, closer inspection of devices containing low-activity sources such as diffusion cloud chambers is permitted provided the sources are fully enclosed within the devices and not removed during the inspection.

Young persons aged 16 and over may use radioactive sources under strict supervision.

In all cases, Norbury High School will adhere to the guidance as outlined in the CLEAPSS document: "L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges May 2017." A copy of this is held with the RPA.

2.47 Risk assessments

The Management of Health and Safety at Work Regulations (MHSWR) require employers to assess safety and health risks and so carry out risk assessments. To comply with the MHSWR, Norbury High School will assess risks to staff and *anyone else* (such as students, visitors and contractors etc.,) who may be exposed to a significant risk of harm due to the manner in which Norbury High School conducts its undertaking.

Suitable and sufficient measures will be implemented to control any significant risks identified and these will be reviewed and revised:

a) Regularly; and
b) When there is a reason to suspect the assessment is no longer valid; or
c) There has been a significant change in the matters to which the assessment relates.

What is a risk assessment? It is an important part of the management tools that helps assess hazards and control measures, and so helps monitor the effectiveness of the safety policy.

The aims of Risk Assessment include:
- Gauging the problem associated with activities;
- Assist in developing solutions;
- Preventing or minimising the risk to injury or to the health of those working in or visiting the area and of others who may be affected.

A ***Hazard*** is anything that can cause harm (e.g. chemicals, electricity, working from ladders etc.) and ***Risk*** is the chance (big or small) of harm actually being done and the severity of that harm.

Stage One: Identification of hazards.
Identification of a range of hazards within the premises and due to the work activities. This can be done by walk-abouts and visual inspections and looking at the accident statistics.

Stage Two: Consultation.

This involves discussing the work tasks and working methods with the relevant persons undertaking the activity such as staff and contractors.

Stage Three: Assessment of risk control rating.
Each hazard should be examined with regard to factors that *increase* the risk for all or some groups and factors that can decrease the risk rating.

Stage Four: Identification of other necessary measures
Conclusions should be reached on whether existing control measures are adequate or what additions or improvements are needed.

Stage Five: Review.
Review and revise the risk assessment wherever there are changes in circumstances which significantly affect the hazards and risks.

Risk assessments must be 'suitable and sufficient' though it is not a requirement that every risk is recorded. Small or insignificant risks will be ignored.

Allowances will be made for staff (or others) deemed 'specifically at risk' including pregnant staff, the very young (those under 18 years old); new; inexperienced or elderly workers. If any staff considers that the relevant risk assessments covering their area, work and work activities are not suitable or correct, they should inform their line manager.

Surface water Flood Risk:
Norbury High School is in a medium category for flood risk, this means that the school is in risk if there is ever a flash flooding. An evacuation plan has been created to reduce the risk of harm to staff, pupils and visitors and should be followed if a flood ever occurs.

Our Lead Local Flood Authorities is Croydon Council and they have created a 'Flood & Water Management Act', this requires LLFAs to develop, maintain, apply and monitor a strategy for local flood risk management in the area. Similarly, the Environment Agency is required to develop, maintain, apply and monitor a strategy for flood and coastal erosion risk management in England (a "national flood and coastal erosion risk management strategy").

Norbury High School have prepared a range of generic and specific risk assessments in a wide range of topics and these documents are in the site H&S Folder and in a variety of locations where the works takes place (i.e. Science labs etc.)

2.48 Safety meetings

Safety meetings or briefings will be held regularly to:

- Consider the health and safety aspects of work tasks and equipment.
- Consider the circumstances and causes of accidents and potential hazards.
- Develop and review the safety policy and associated guidance.
- Help make the arrangements for safety training, instruction, and information within Norbury School and the effectiveness thereof.

2.49 Safety signs

A variety of safety signs are displayed around the Norbury High School premises. These are to assist staff and others by offering information, warnings and instructions, so please ensure that you adhere to these. The colour and shape of safety signs are regulated by the Safety Sign and Signals Regulations as follows:

Type of Sign	Shape	Symbol / Colour	Sample
Prohibition e.g. No Smoking	Round	Black pictogram on white background, red edging and diagonal line	 
Warning e.g. Electrical Risk	Triangular	Black pictogram on yellow background with black edging	 
Mandatory e.g. Ear protection must be worn	Round	White pictogram on blue background	 
Emergency escape or first aid "safe sign"	Rectangular or square	White pictogram on green background	 
Fire fighting e.g. Emergency fire hose	Rectangular or square	White pictogram on red background	 

2.50 Security Arrangements

Security arrangements are continuously reviewed throughout the year to make sure all services that are being used are up to date and working correctly. An external company called 'Mason Security' supports us with CCTV, fire alarms, controlled electronic gate, access control and intruder alarms. CCTV will help all employees and students with any security problem that might arise. All caretakers are trained Fire Marshalls to help in the event of a fire.

Along with the caretakers it is the responsibility of every individual working and learning in the school to be vigilant about security. Everyone should also take as much care of your personal belongings and the equipment in your department.

2.51 Slips, trips and falls

Slips and trips are one of the most common cause of injury in the workplace so putting in place a safe work system and ensuring all staff comply with it will contribute to a safer workplace and fewer accidents.

Always be aware of the floor condition and either fix or report problems that can lead to slips, trips and falls such as spills, loose cable leads across walkways or inappropriate storage across fire exits.

2.52 Smoking Policy (including e-cigarettes and vaping)

Norbury High School has a strict **NO SMOKING** policy in the building, external premises areas and all Company Vehicles (including those using their own vehicles but transporting other work staff.) Smoking by staff or subcontractors may only take place outside the School beyond a 50m distance.

The No Smoking rule applies to 'Vaping' (i.e. the act of inhaling and exhaling the water vapor produced by an electric device called a vaporizer or e-cigarette). See the separate No Smoking Policy for more detailed information.

2.53 Staff corridor use

The Staff Corridor may only be used by students in case of sickness, accident or emergency (with the exception of 6th Form students).

This is in order to minimise disturbance to all staff. It would be appreciated if staff assist with the compliance of this regulation

2.54 Storage

Suitable and sufficient storage facilities will be provided for all materials, equipment and spare parts used or supplied by Norbury High School. All storage facilities will be designed so as to reduce the amount of manual handling as low as reasonably practicable. Safety steps are to be preferred to ladders, in particular for placing and retrieving goods.

If staff feel that storage racking, shelves or conditions are unsafe for any reason, they should report it to their manager for investigation.

2.55 Strangers on the premises

Intruder incidents are rare, but they can happen, and it is important to be prepared. Any strangers encountered on the premises should be greeted, asked the reason for their visit and directed or taken to the Main Reception Office.

If the person is unable to offer an acceptable reason for remaining, politely ask them to leave in a clear and firm way and escort them off the premises. If they refuse, do not attempt to make them leave yourself, but report the matter immediately to the Main Reception Office. The Main Reception Office will contact the most senior member of staff available who will decide whether to call the police.

(Note - If the police are contacted, they should be told that they have been called in accordance with Section 40 of the Local Government (Miscellaneous Provision) Act 1982. If the police concerned are still in doubt, they should be asked to check with their station officer who should be able to clarify their powers under the Act).

All intruder incidents should be reported, even if the person(s) leave when requested. It is advisable to take a note of the description of any intruders and any conversation you might have had with them, even when they leave the premises at your request or where they leave after initially refusing to before the police arrive.

2.56 Stress in the workplace

Well-designed, organised and managed work is good for us but when insufficient attention to job design, work organisation and management has taken place, it can result in work related stress**.**

Work related stress develops because a person is unable to cope with the demands being placed on them. Stress, including work related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as more errors.

If any staff wishes to discuss stress at work, they may do so in confidence with the Headteacher and there is a staff well-being group in operation.

2.57 Temporary workers

All temporary workers will be given health and safety induction training covering the hazards of our working environment, emergency procedures and the management controls for those risks before they commence their duties.

Norbury High School appreciate that temporary staff will be exposed to the complete range of risks to which other staff are exposed and that they will also be unfamiliar with many of the procedures, and so will need extra supervision for a period after their induction.

2.58 Training

Training is an important way of achieving competence by raising awareness and enabling staff to work in a safe manner. It also contributes to Norbury High School's health and safety culture. All staff will be encouraged to attend health and safety training relevant to their area of work.

Effective training will help Norbury School avoid the distress that accidents and ill health cause; as well as help avoid the financial costs of accidents and occupational ill health. Accordingly, Norbury School will provide whatever information, instruction and training is needed to ensure, so far as is reasonably practicable, the health and safety of staff and others affected by the work activity.

Training for premises staff is ongoing and are refreshed when certificates are up for renewal. Recent training the Site team have attended includes manual handling, asbestos training, COSSH training and legionella awareness training.

2.59 Trips and Travel

Norbury High School appreciate that staff and students may be exposed to a range of risks whilst on educational trips either residential or abroad. Accordingly, these have been risk assessments and further details can be found in the Educational Visits Policy.

2.60 Violence at work

The Health and Safety Executive's working definition of violence is: 'Any incident in which staff are abused, threatened or assaulted by a member of the public in the course of his or her employment'. Verbal abuse, threats and physical attacks are comparatively rare but:

If you feel threatened by an adult:

Call for assistance and have another member of staff with you if there is likely to be any difficulties. Leave the area (if safe to do so) and report to the Headteacher, Premises Manager or Caretakers immediately. Always report any incidents of violence (whether physical or verbal) and ensure these are entered into accident book. Staff need to be aware that such behaviour constitutes a common assault and the police should be summoned if the situation requires such action.

If you feel threatened within a classroom:

It is important to seek help by sending a reliable student to fetch another member of staff as soon as possible. Try to remain calm. You should only intervene if you are confident that you can deal with the situation.

Staff should be aware that they could risk legal action for assault if a student were injured whilst they were attempting to end a fight. They could also find themselves injured. The college's insurance policy provides indemnity against such legal action.

2.61 Visitors

Staff should advise the Main Reception Office of any visitors they are expecting. The member of staff expecting the visitor should inform the Main Reception Office where she/he can be found. Contractors on site are to sign a contractor's form with the Premises Manager or caretakers.

The visitor(s) should be asked to report to the Main Reception Office on arrival at college and sign the visitors' book and a visitor's badge issued and worn where it can be seen. They should be advised and shown the emergency procedures in the event of a fire.

Visitors must be accompanied by a staff member and not be permitted to wander freely around the college. Should a fire occur, the person who is accompanying the visitor will take him/her to the fire assembly point.

Should an accident or incident occur involving the visitor which results in an injury, this must be recorded in the Accident Book and a thorough investigation carried out as soon as possible. If the injury is of a serious nature, the Headteacher, Premises Manager or School Operations Manager must be informed immediately. There are some areas strictly out of bounds for visitors and these are clearly signposted.

2.62 Waste

All waste will be handled and transported as appropriate and in line with local and national regulations and Norbury High School will conduct regular checks to ensure that the waste contractors appointed are registered and hold appropriate licences.

2.63 Welfare

Suitable and sufficient welfare facilities have been provided for all staff and students and these are maintained and are readily accessible to all. Welfare facilities include toilets; hot and cold water; wholesome drinking water; soap; towels; washing up facility; a dry area to store clothes in; a warm place to rest and eat food in.

2.64 Work at height

A large number of work-related deaths involve falls from height. These may include ladders, stepladders, scaffolds, working platforms, mobile towers, roof edges and falls through fragile roofs or roof lights.

Remember also, that you can be on ground level and still be at danger i.e. falling over the edge of an unguarded hole, inspection pit, drainage system, trench or void.

As part of the Work at Height Regulations, Norbury High School will ensure:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is used;

- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

When using ladders, stepladders or any other equipment that helps you to work at height, be sure you know how to use them safely or seek advice prior to their use.

2.65 Work equipment

All Norbury High School work equipment will be maintained so that it does not create a significant risk to the user. Maintenance will be carried out by suitably trained personnel (or external contractors as appropriate) and records kept. Staff who use work equipment or who manage/ supervise the use of work equipment should have the information necessary to ensure their health and safety.

Staff and students should ensure that they are suitably trained in the correct use of any equipment used at work, and that they report any safety issues to their manager as soon as possible.

2.66 Workplaces

Norbury High School aims to ensure that its workplaces meet the health, safety and welfare needs of each member of the workforce, students and visitors - including people with disabilities.

2.67 Simple Organogram

Norbury High School Governing Body
[Governors Premises Health & Safety Committee]
|
Headteacher: **Markieu Hayden**
|
SLT: 2 Deputy Headteachers; 4 Assistant Headteachers and School Operations Manager
|
Premises Manager
|
Heads of Faculty & Non-Teaching Line Managers
|
All Other Staff
|
All students

4. REFERENCES

- CAR Control of Asbestos Regulations
- CDM Construction (Design and Management) Regulations
- CLEAPPS L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges
- Control of Lead at Work Regulations
- Control of Noise at Work Regulations
- Control of Vibration at Work Regulations
- COSHH Control of Substances Hazardous to Health Regulations
- DSE Display Screen Equipment Regulations
- DSEAR Dangerous Substances and Explosive Atmospheres Regulations
- EAT Electricity at Work Regulations
- Gas Safety (Installations and Use)
- Health and Safety (First Aid) Regulations
- Health and Safety (Safety Signs and Signal) Regulations
- HSAWA The Health and Safety at Work etc., act 1974 (HSAW)
- Legionnaires' disease - The control of legionella bacteria in water systems L8
- LOLER Lifting Operations and Lifting Equipment Regulations
- MHOR Manual Handling Operations Regulations
- PPE Personal Protective Equipment at Work Regulations
- PUWER Provisions and Use of Work Equipment Regulations
- RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- RRO Regulatory Reform (Fire Safety) Order
- The Corporate Manslaughter and Corporate Homicide Act
- The Management of Health and Safety at Work Regulations
- WHR Working at Height Regulations
- WHSWR Workplace (Health, Safety and Welfare) Regulations (as amended by the Health and Safety (miscellaneous Amendments) Regulations