



## **Health & Safety Policy**

**Date Agreed by Resources Committee:  
October 2015**

**Date to be Reviewed: October 2018**

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## **SCHOOL HEALTH AND SAFETY POLICY STATEMENT**

### **INTRODUCTION**

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It is to be read in conjunction with the Safety Policy of the London Borough of Newham and the Education Directorate.

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all paid staff whatever their management function.

The success of this policy depends on the active support of all employees to achieve its objectives.

### **THE POLICY STATEMENT**

The Headteacher will be responsible to the Director of Children and Young People's Services (CYPS) for the implementation, management and monitoring of the Policies and Procedures of the London Borough of Newham.

As Site Manager, the Headteacher recognises and accepts his responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school, i.e. parents, volunteer helpers. School meals service.

In discharging his responsibilities, the Headteacher will pay due regard to relevant Regulations, Codes of Practice, Guidance Notes and professional advice.

The Headteacher similarly requires all employees to recognise their responsibilities to take care for the safety of themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to co-operate fully with the Headteacher and the employer in achieving this policy.

The Headteacher as Site Manager accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Headteacher similarly requires contractors and others, when working on school premises, to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The Headteacher will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978. (Within the current staff).

### **GENERAL RESPONSIBILITIES**

The Headteacher will be responsible to the Director of Children and Young People's Services (CYPS) for the implementation, management and monitoring of the relevant policies and procedures. The Headteacher will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any

arrangements he may make. Line managers will take all reasonable measures to assist the Headteacher in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care for their own health and safety and of others who may be affected by their actions and/or omissions; they are to co-operate with the London Borough of Newham, the Headteacher and line managers to enable them to maintain a safe and healthy workplace.

Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly. The Headteacher will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so with the L.A.'s safety policies. Should the Governing Body fail to discharge any responsibilities related to the Act, the L.A. will take necessary action and, if appropriate, charge the school's delegated budget accordingly.

### **ADVICE AND TRAINING**

The Headteacher notes that the L.A. provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

### **GOVERNING BODY STATEMENT**

The Governing Body of Gallions Primary School will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant regulations, approved codes of practice, guidance notes, the Safety Policy of the Borough and the Directorate and paying due regard to advice and information provided by the Authority's advisers.

The Governing Body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe and without risks to health and, that any plant or substances in the premises or provided for use there are similarly safe and without risks to health. In this respect, the Governing Body will comply with arrangements and procedures made by the Authority, it will ensure that appropriate health and safety arrangements are in place.

The Governing Body will review this statement annually or if circumstances change in the interim. It will ensure that the school maintains, monitors and reviews its Health and Safety policy including the necessary items of organisation, arrangements and procedures.

In order to assist in the discharge of its responsibilities, the Governing Body will receive copies of all Health and Safety reports made to the Local Authority by the Headteacher.

### **ORGANISATION AND RESPONSIBILITIES**

#### **HEALTH, SAFETY AND WELFARE AT WORK - STAFF TRAINING**

Training and guidance will be given to all new staff as part of their induction course. Occasional revision and updating of information will be given to existing staff as and when necessary.

Risk assessment will be carried out regularly on a needs basis.

### **RESPONSIBILITIES**

1. **The Headteacher** will be responsible to the Director of Children and Young People's Services for all aspects of Health and Safety in the school and will delegate to particular individuals specific



Art equipment	- all staff and manager
Audio-visual equipment	- all staff and technician
Furniture management	- class teacher, Head and Deputy, cleaning staff, Facilities
First Aid	- Trained staff
Buildings and Grounds	Site supervisor and all staff
Kitchens	- NCCS / Catering provider

It will be their responsibility to ensure that:-

- a) by regular inspection equipment has no obvious faults
- b) if faults are found, equipment is withdrawn and repaired in accordance with procedures.
- c) new equipment is inspected on receipt to confirm that it is in working order.
- d) all staff are aware of safe practices concerned with such equipment and follow manufacturers instructions where appropriate.
- e) where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the health and Safety file and keeping details of the inspection.

### **First Aiders**

Current First Aid **qualifications** are held by several members of staff.

All accidents to, or serious illnesses of pupils must be reported to them, and it will be their responsibility:-

- a) to inform the Headteacher or other senior member of staff at once, if necessary.
- b) to deal with the accident or illness in accordance with any appropriate L.A. or school procedures.
- c) to log all accidents to, or serious illnesses of pupils in the appropriate book.
- d) to report the accident as per the school procedure.

**8. The Administration Officers** will be responsible for the following:-

- a) the safe use and storage of equipment in the office and all the office store rooms.
- b) the maintenance of an up to date inventory of clerical equipment. This will be available when required for inspection.
- c) the Health and Safety files.

**9. The Site Supervisor** will be responsible to the SBM and the Headteacher for the following:-

- a) the cleanliness of the site.
- b) any maintenance needs must be reported to the Site Supervisor immediately.. Any broken furniture is dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff for safety.
- c) main services, fire equipment, frost danger, clearing snow from paths.
- d) knowing the location of first aid equipment in the school and ensuring that staff and contractors are aware of its availability
- e) ensuring that all points of access and egress are clear at all times throughout the site.
- f) maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection
- g) preparing and making available plans showing the location of all fire appliances in the school.
- h) train staff in relevant safety precautions i.e. handling materials, equipment etc.

**10. The Dining Room Assistants** will be responsible to the Headteacher for all aspects of Health and Safety within the scullery in the light of advice as may be given from time to time by the Facilities manager.

**11. Midday Assistants** will be responsible for the general safety of pupils in:

- (a) the dining areas throughout lunchtime.
- (b) the playground during lunchtime, or classroom in the event of wet dinner times.

**12. All employees** are responsible for the following:

- (a) completing the appropriate accident form if they sustain an accident in the course of their employment and handing it to the SBM for processing
- (b) entering into the school inventory details of any dangerous substance they may order.
- (c) exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- (d) making themselves aware of Health and Safety at Work Act and other legislations, regulations, advice and safety principles relevant to their work, and observing recognised codes or practice etc.
- (e) making themselves familiar with the safety policies of the Local Authority, the Education Department and the School.
- (f) Ensure a safe working environment is maintained in the classroom.

Finally all employees must have regard to Section 7 and 8 of the health and Safety at Work etc. Act 1974, viz. -

#### **Section 7**

**“It shall be the duty of every employee while at work:-**

- (a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work;**
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”**

#### **Section 8**

**“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any statutory provision.”**

### **PROCEDURES**

#### **1. Accidents and the reporting of injuries**

- ◆ In an institution like a school there will be many accidents during the course of a school year. Happily most of these will be relatively minor, involving nothing more serious than cuts and grazes. All accidents to children, however, must be recorded in the accident report book. All head bumps will require a phone call home and an incident slip completed.
- ◆ Each classroom has a basic first aid kit which should be kept visible. Teachers should send for a first aider to treat the child. Please note grazes should be bathed in sterile/drinking water. When administering first aid always wear plastic gloves. Dispose of these at the end of the session or if they come into contact with blood.

- ◆ For more serious accidents an accident report form must be completed and sent to the Authority within twenty-four hours. Accident report forms must be verified by the Headteacher.
- ◆ At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present.
- ◆ must have a first aid box with appropriate content to meet the needs of children
- ◆ must keep a record of accidents and first aid treatment. Providers must inform parents of any accidents or injuries sustained by the child whilst in the care of the providers and of any first aid treatment that was given.



## ◆ Infectious Diseases







- ◆ must discuss with parents the procedure for children who are ill or infectious
- ◆ must cover arrangements for the exclusion of children who are ill or infectious; and the protocol for contacting parents or another adult designated by the parent if a child becomes ill or receives minor injuries whilst in the provider's and or school's care

## 2. Reporting of Dangerous Incidents and potential dangers

All potential dangers must be reported to the Headteacher. Risk Assessments are a necessary requirement and need to be completed in such circumstances

## 3. Visitors to School

In line with our safeguarding policy the following protocol/system is in place for visitors

-  Staff lanyard and badge – all members of permanent staff
-  Blue badge – visitors who supply their CRB – all Supply teachers MUST supply their CRB otherwise access is denied.
-  Yellow badge – all other visitors to school and Children's Centre. These visitors MUST NOT be left alone with children.
-  All visitors MUST sign in and out of the building.
-  Any visitor without a badge must be challenged politely.
-  All visitors must be escorted to their destination.

## 4. Emergency Procedures

For the detailed procedures in the Event of a Fire please see Fire Risk Assessment and Emergency Evacuation policy.

## 5. Vehicles

Any vehicle coming on to the site may only do so with the knowledge of the Headteacher or Deputy Head, and with a Site Supervisor overseeing the movement of the vehicle. Drivers are to be made aware of this when reporting to the office or Reception.

## 6. Educational Visits

- Teachers will plan their visits in conjunction with the Educational Visits Co-ordinator to ensure close liaison and advanced planning research. A risk assessment must be made of all such journey identifying any potential hazard.
- take essential records and equipment on outings, for example, contact telephone numbers for the parents of children on the outing, first aid kit, a mobile phone
- Children should be supervised at all times, with staffing arrangements organised to meet the individual needs of all children

### For children within the EYFS Setting

#### **Ratios Adult: children**

Children aged under two in any early years group setting

**1 adult: 3 children**

Children aged two in any early years group setting

**1 adult: 4 children**

Children aged three and over in any registered early years provision

**1 adult: 13 children**

Children aged three and over in independent schools, including in reception classes

**1 adult: 13 children**

Children aged three and over in maintained schools and nursery schools (except for children reception classes)

**1 adult: 13 children**

## **7. Good Housekeeping**

Instructions will be issued to members of staff from time to time on the storage of clothing, tools, equipment and waste. In general the Site Supervisor will ensure the maintenance of clean classrooms, social areas, toilets, washing facilities, corridors and other areas in accordance with standards approved by the L.A. and the Headteacher.

## **Food & Drink**

- Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious.
- Those responsible for the preparation and handling of food must be competent to do so.
- Fresh drinking water must be available at all times
- Children should be provided with healthy meals and other healthy snacks and drinks as appropriate
- Should obtain, record and act on information from parents about a child's dietary needs
- food hygiene matters should be included in induction and on-the-job training, which is available to all staff involved in the preparation and handling of food
- If parents provide packed lunches, providers & school should inform them about what can be stored safely and about appropriate food content

## **8. Maintenance of Equipment, Machinery and Buildings**

The L.A. and school has arranged for a regular inspection of certain areas in accordance with relevant regulations. It will be the duty of the member of staff responsible for each item of equipment to ensure that the item has been checked and that this has been entered into the school log. Fire alarms, fire extinguishers will be checked regularly by the site supervisor and the contractors for the equipment. **DO NOT BRING IN ANY EQUIPMENT FROM HOME**

## **9. Managing Security in School**

The school is very well protected. School gates are opened at 8.00 a.m. and locked at 9.20 a.m., and re-opened at 2.55 p.m. Visitors to the school are requested to sign the visitors book and are provided with a badge.

- Must only release children into the care of individuals named by the parent.
- Must ensure that children do not leave the premises unsupervised.
- Must take steps to prevent intruders entering the premises.
- Must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire, and must have a clearly defined procedure for the emergency evacuation of the premises
- Fire exits should be clearly identifiable; fire doors should be free from obstructions and easily opened from the inside.

Regular evacuation drills should be carried out and details recorded in a fire log book of any problems encountered and how they were resolved

## **10. Contractors**

Contractors working on site should report to the school office. They should not only follow Health and Safety regulations set by their company but also adhere to basic principles of safe practice notified to them by the Headteacher or Deputy.

Building projects will be overseen by the Site Supervisor. They will need notification of the following:

- Details of any planned work
- Name and address of contractor with name and telephone number of contact person
- Dates of proposed work
- Number of operatives planned to be on site on the days of the contract

## **11. HAZARDOUS SUBSTANCES**

### **Introduction**

The Control of Substances Hazardous to health regulations make the following requirements of schools:

- An inventory of hazardous substances should be maintained.
- Regulations should be produced on the storage and use of these substances.
- Appropriate training should be given to all members of staff in the use of these substances. (At Gallions this training comprises staff reading this Code of Practice). The Site Supervisor is responsible for enforcing the Code of Practice with regards to cleaning materials.

### **Substances used for cleaning**

These substances, the use of which has been approved by the Site Supervisor are kept locked away out of the reach of children in cabinets if necessary. Staff should read and follow manufacturers' instructions.

## **CRITICAL INCIDENT/TRAUMATIC INCIDENT ALERT**

The Headteacher will put in motion the critical incident plan. If an incident happens outside of school hours, all members of staff will be contacted by members of SMT. The full Critical Incident policy and related documents can be found in the School Business manager's office.

## **13. ELECTRICAL EQUIPMENT**

- The school will carry out a visual and PAT checks on all electrical equipment annually to conform with Health and Safety regulations and an inventory kept.
- All members of staff have a responsibility to report any electrical defects (e.g. equipment not working, loose plugs, frayed wires) to the Site Supervisor immediately and actioned with outcomes reported to the head. The piece of equipment must not be used until it is repaired.
- Care should be taken that wires are not left trailing in dangerous positions.
- Children are not permitted to insert plugs into sockets.

## **14. CRIME**

- All strangers should always be challenged.
- At 4 p.m. all external doors will be locked and the only means of exit will be by main entrance/exit

## **15. FURNITURE AND FURNISHINGS**

- All passageways, corridors, stairs must be kept reasonably free of obstructions.
- Staff should look out for sharp edges which could cause injury and should report any dangerous equipment.
- All spillages should be immediately cleaned up.
- Ordinary use of furniture should present no danger but furniture can be put under strain by misuse e.g. children rocking back on chairs. Such practices should be discouraged. Any defective furniture should be discarded.
- When mounting or taking down displays teachers should climb on stepladders. Under no circumstances should either children or adults climb on furniture for this purpose. Children are allowed to mount stepladders when directly supervised by an adult. Children are not permitted to remove staples from displays.

## **16. HEALTH**

- If a child bumps their head a first aider will phone home and a note is sent home with the child. The teacher/first aider should monitor that child throughout the day. If the child feels sick and their pallor changes drastically this indicates possible problems and immediate contact with the parents is essential.
- If a child bangs their head at lunchtime a midday supervisor should inform the first aider and the class teacher. Senior staff should check all head bumps.
- If a child is suspected of having broken a limb they should not be moved and the emergency services should be called immediately, and then the parents should be contacted.
- H..I.V. and A.I.D.S. Contact with bodily fluids should always be avoided. Plastic gloves should be worn when dealing with cuts and spillages. These should be disposed of in a separate bag which is tied up, along with used plasters etc.
- Headlice. If there is any evidence of headlice individual parents will be notified where necessary.
- Communicable Diseases. Differing exclusion periods operate. A complete list is available in 'The Head's Legal Guide'. If rubella (German Measles) is diagnosed then the Headteacher should be informed, who will then inform parents.
- First aid boxes are the responsibility of the first aiders who should regularly check that they are well stocked.
- Medicines. Staff should not administer medicines to children. In cases of short term illness, where the child is well enough to be in school, parents of Key Stage 1 children will be asked to come into school to administer medication. For Key Stage 2 children there must be written

instructions from the parent or carer (Form 1) for medicine to be self-administered. A trained first aider will oversee the taking of medication and record using form 1. In the case of Asthma Inhalers the drug should always be self-administered by all pupils (Key Stage 1 and 2), with support from a first aider if necessary.

- Storage of Medicines. Medicines, which need to be refrigerated, are kept in a fridge in the medical room.
- Medicines that need to be readily available in an emergency, such as Epi Pens and Inhalers, are kept in a secure place in the general office. In some cases, when it has been agreed by parents and the school, inhalers may be kept in class by the teacher for immediate access.

### ADMINISTRATION OF MEDICATION

Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. They should include prescriber's instructions for administration

#### - **Care Plans**

- It is the responsibility of the parent/carer to provide all medicine in its original container, clearly labelled with the dose, the pupil's full name and date of birth and the expiry date of the medicine.
- Healthcare Plans. Where a pupil needs a Healthcare Plan the school nurse will write one . Parents or carers will sign the care plan stating that they are aware of the procedure involved and of the named persons who will undertake it and agree to the arrangements. School must also sign the completed care plan. Copies of the care plans should be displayed in the relevant places.
- Children should be encouraged to practise high standards of hygiene. Hands should be thoroughly washed after using the toilet and before going to lunch.

### 17 **ART**

- **Art and craft equipment** Occasionally equipment which is potentially dangerous may be used in Art work. Children must be instructed in their safe use and particularly close supervision on the part of the teacher is necessary. Dangerous equipment such as Stanley knives, staple guns, fixatives etc. must be locked away. Teachers must use their common sense about what constitutes 'dangerous' in the context of their class.
- **Cleaning** All equipment and materials must be stored and locked away after use.

### 18. **COOKERY**

- When working with food high standards of hygiene are vital. Children must wash their hands thoroughly and wear cookery aprons. All utensils and the cooker must be carefully cleaned after use.
- Particularly close supervision is needed when children are using utensils such as sharp knives, and appropriate instructions should be given. Children may not use the cooker without the continuous presence of an adult such as a parent helper.

### 19. **PHYSICAL EDUCATION**

- ◆ Gymnastics apparatus is inspected annually.

- ◆ When children have erected apparatus in gymnastics lessons the teacher should check that it is safe before the children use it.
- ◆ Children and staff must always be dressed appropriately for physical activities according to school policies.
- ◆ All jewellery (except ear studs) must be removed before commencing any physical activities.
- ◆ New members of staff will be instructed in the correct methods of carrying apparatus and with regard to other particularly dangerous activities in P.E.
- ◆ Occasionally, teachers 'join in' physical activities with children. There is nothing wrong with this but the teacher should take particular care to avoid situations where their greater weight could pose a danger.
- ◆ Swimming. Particularly close supervision is essential. Staff at the pool are well versed with regard to issues of safety and established procedures should always be rigorously followed. Staff should not go in the pool unless supporting a child with special needs.

## **20. Supervision**

- ◆ When teaching a class the teacher should never leave the children unsupervised, except in emergencies.
- ◆ The school is committed to developing children's independence and as part of this children will be asked to work outside direct supervision e.g. going to the library to retrieve a book, carrying out measuring activities in the playground. Such activities should be presented to children as a privilege which will be removed if abused.

## **21. TECHNOLOGY**

- ◆ New members of staff will be instructed in the correct use of technology equipment.
- ◆ Close supervision of children is essential when they are using technology equipment.
- ◆ The Technology Coordinator will inspect equipment at regular intervals.

## **22. Risk Assessments**

Risk Assessments must be carried out by school or staff involved in potentially hazardous activities. Potential risks occur during:

- class visits out of school
- some Science activities
- using some D.T. equipment
- some P.E. activities
- new building works
- moving furniture

This is not an exhaustive list so a common sense approach is necessary.

## **23. REPORTING OF FAULTS, PROBLEMS AND ISSUES PROCEDURES**

Reporting of faults should initially be made to the leadership team/office staff.

**Monitoring and evaluation**

**This policy needs to have regular evaluation and monitoring to ensure it is being implemented and is effective.**

The senior management team will monitor the policy.

**This Policy has been formally approved by the Governing Body of Gallions Primary School.**

**See minutes of** \_\_\_/\_\_\_/\_\_\_ **Minute reference** \_\_\_\_\_

Signed by:

\_\_\_\_\_ Chair of Governors Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ Headteacher Date: \_\_\_/\_\_\_/\_\_\_