

# **Keir Hardie Primary School & Children's Centre**



# **Health and Safety Policy**

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| Reviewed:            | Autumn 2017 |
| Date of Next Review: | Autumn 2018 |

## Health and Safety Policy

**This policy was reviewed by the co-ordinator**

**Print Name** .....

**Signature** .....

**Date** .....

**This policy was reviewed by the Head Teacher**

**Print Name** .....

**Signature** .....

**Date** .....

**This policy was reviewed and agreed by the Chair of Governors**

**Print Name** .....

**Signature** .....

**Date** .....

## **HEALTH AND SAFETY POLICY**

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## **1. 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 Department. 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<sup>1</sup>. Copies and subsequent amendments will be 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.

### **1.1 The Health and Safety Policy Statement**

The London Borough of Newham has adopted a statement of policy on Health and Safety at Work, which it issued to schools. Under the Fair Funding arrangements, the Local Authority retains the statutory duties as the employer of staff in community and voluntary controlled schools under the Health and Safety at Work Act 1974.

However, education legislation creates a complex set of relationships between schools and the Council. Therefore, in order to ensure appropriate coverage of responsibilities, the school has adopted this health and safety policy statement.

CYPS has established a health and safety management system through which it issues information, advice and requirements to schools. This system includes arrangements for the recording and monitoring of action taken by schools with regard to health and safety.

#### **Governing Body**

The Governing Body will, so far as is reasonably practicable, ensure that all activities under its control (including out of hours use of the school not subject to the direction of the Local Authority), are carried out in accordance with the Health and Safety at Work etc. Act 1974, subordinate regulations, approved codes or practice, guidance notes, the Health and Safety Policies of the London Borough of Newham and paying due regard to advice and information provided by the Local Authority's advisers.

The Governing Body recognises that the Newham Scheme for the Local Management of Schools states that the Local Authority retains the power to instruct schools to carry out repairs in their areas of responsibility where the failure of the schools to carry out the identified repairs places in jeopardy the safety of the building or the occupants, or the delivery of education services consistent with the Council's statutory responsibility as a Children's Services Authority.

The Governing Body will ensure that the school maintains, monitors and reviews this health and safety policy and when necessary, amends it and the appropriate organisation, arrangements and procedures.

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<sup>1</sup> Please note: ‘School’ refers to KH Primary School and Children’s Centre

## Head Teacher

The Head Teacher is responsible for carrying out those responsibilities set out in the Organisation and Responsibilities (SP 002) section of the CYPS and Schools Health and Safety Policy.

The Head Teacher requires that line managers, supervisors and employees with no supervisory responsibilities are aware of, and fulfil, their responsibilities as stated in the Organisation and Responsibilities section of the CYPS and Schools Health and Safety Policy (SP 002).

The Head Teacher, responsible to the Governing Body and to the Director of Children's Services, will ensure that the Standard Procedures of CYPS are implemented and that the CYPS Information Bulletins are considered and acted upon as appropriate. The school specific details of organisation and arrangements will be recorded in the school's File 3 of the Health and Safety management system.

In order to assist in the discharge of its responsibilities, the Head Teacher will summarise in their termly report to the Governing Body, any health and safety inspection report received from the Local Authority.

Where specific activities are carried out for which there is no CYPS Standard Procedure, the Head Teacher will work with the Local Authority and Governing Body as appropriate to produce and record an effective operational system as appropriate.

### 1.2 Advice and Training

The Head Teacher notes that the LA provides 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 to members of staff.

## 2. DEFINITION OF THE SCHOOL SITE

The area of the school site is that defined by the fences marking the boundary with Robertson Road, Fife Road Pedestrian and Hammersley Road.

The site includes the

- Mainstream building
- Playgrounds
- All external sheds and stores

## 3. ORGANISATION OF HEALTH AND SAFETY

**Head teacher** - Management of health and Safety at the School.

Needs notifications of accidents or injuries, particularly injuries to the head.

**Deputy head** - Educational Visit Coordinator and deputise for the above

**Office Manager** - Health and Safety Co-ordinator. Can be notified of any potential hazard/problem and completes incident form

**Office Staff** - Medical phone calls to parents, recording of incident and recording early collection by guardian or parent

**Site Supervisor** - Upkeep of building and cleanliness of such. Removal of hazardous waste and breakages

**Primary Assistants** - 1<sup>st</sup> Aiders allocated to each floor. Fire Wardens allocated to each floor

**Midday Supervisors** - General Welfare of pupils

**All staff (teaching and non-teaching)**- Need good sense and sound judgement in practical matters regarding school Health and Safety procedures and know them thoroughly.

See London Borough of Newham standard procedures 002 on Health and Safety organisation and responsibilities in red folder two in office and a copy with the policy in the policy folder.

#### **4. ARRANGEMENTS AND PROCEDURES**

##### **4.1 Reporting Accidents**

All staff must ensure that accidents or near misses are reported immediately to the Headteacher.

It is responsibility of the Headteacher to investigate incidents to discover how a repetition can be avoided.

In the event of an accident or incident it is the responsibility of the Headteacher to inform the [CYPS-Schools.H&S@newham.gov.uk](mailto:CYPS-Schools.H&S@newham.gov.uk) or by post to Corporate Health & Safety Team, Newham Dockside, 1000 Dockside Road, E16 2QU. All staff must ensure that accidents are recorded appropriately using the following procedures:-

- a) **Report of Accident/Near Miss** and **Report of Assault/Incident** – All incidents to staff, pupils, visitors or others which
- may require medical attention beyond normal first aid on site.
  - has been caused by, or contributed to, a fault on site (e.g. hole in the playground, broken furniture etc.) (Further guidance may be obtained from the London Borough of Newham Policy and the HSE website Riddor 95 <http://www.hse.gov.uk>).

**A completed form must be signed by Headteacher and emailed to the [CYPS-Schools.H&S@newham.gov.uk](mailto:CYPS-Schools.H&S@newham.gov.uk) . A copy must be retained in school.**

- b) **Daily First Aid/Minor Injuries Book/s** - All first aid/minor injuries occurring to children must be entered into the book kept in G27 Medical room. Any minor injuries occurring to pupils requiring First Aid or referred to First Aid must be entered into this book by the person who administered the treatment and a duplicate copy should be given to the parent of the child who has been administered first aid.

##### **4.2 First Aid**

It is the duty of all staff to care for others, especially pupils, to the best of their capability.

In an emergency, First Aid support and advice can be obtained from staff who have received training.

First Aid supplies are available in the following places:

- a) **First Aid Box** is kept in the G27 **medical room** by the Welfare Assistant, who is responsible for checking and replenishing the contents when used.
- b) **Small Portable First Aid Kits** are available for use on **school trips and journeys** from Welfare Assistant. Teachers needing these kits should inform her at least 2 days before the visit is to take place.

### **4.3 Medication in School**

Parents are advised whenever possible make arrangements for children to take medicines at home rather than in school.

No child under 16 should be given medicines without written parent consent. The parent should sign the consent form giving permission for medicine to be administered by staff. (RETAIN A COPY OF CONSENT LETTER IN WELFARE ROOM). Supervision to be provided, whenever possible two adults present during administration.

The school will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The container must be clearly labelled with the child's name and clear instructions are provided for the administration of the medicines.

All medicines must be securely stored in the Medical Room by the Welfare Assistant. Medicines in school are usually self-administered under the supervision of an adult (usually the Welfare Assistant). Any variation of these arrangements must be discussed with the Head Teacher.

A record of routine administrations is made in the "School Medication File" kept by the Welfare Assistant.

### **4.4 Pupil Information**

Emergency contact information is kept for each pupil in class order in the School office and on the computer in the office. School administrator is responsible for collating this information and ensuring that it is kept up to date. The Welfare Assistant is also responsible for providing the class teachers with information on pupils in regard to specific medical conditions by placing a relevant note in the class register.

### **4.5 Contacting Parents**

Parents will be contacted immediately if:

- The child is unwell or upset and unable to continue with the normal activities of the school day.
- Requires further medical attention beyond simple first aid administered in school

A record must be kept in the front office when the parent was called.

The Welfare Assistant must inform the class teacher when a child is sent home. A record must be kept what time the child went home and who collected the child.

If a child is injured or ill during the day, yet able to continue in school, the responsible class teacher should inform the parent or carer collecting the child of the events of the day.

**In the case of any child receiving a blow to the head**, yet able to continue in school, parents will still be notified by phone following any minor head injury to their child and invited in to inspect the injury. The teacher must inform the parent/carer of the injury at the end of the day. The Welfare Assistant will provide a note giving brief details of the injury and advice about the possibility of serious symptoms showing some hours after the event. If the child normally goes home on their own the teacher must seek to contact a responsible adult and inform them.

### **4.6 Fire Safety**

Fire alarm points and extinguishers are located throughout the building at or near the entrant/exit of each area. (Appendix 1 - Ground floor, Appendix 2 -1<sup>st</sup> Floor and Appendix 3 - 2<sup>nd</sup> Floor)

All staff should note the position of alarm points and fire fighting equipment in the areas in which they normally work.

Each room has a Fire Notice beside the door. This notice details the nearest evacuation route. All staff should note the instructions given in regard to the areas in which they work

The evacuation procedure will be practised at regular intervals during the school year and reported to the staff meeting.

The Fire Alarm system is tested each week by the site supervisor, who will also regularly check other fire fighting equipment. All Fire Alarm equipment and Fire Fighting equipment is fully inspected annually by a contractor. Any defects must be reported to the Headteacher immediately.

All staff must ensure that doors and corridors are not obstructed and that fire doors are kept closed when not in use.

Class teachers must ensure that the view into and out of the classroom is not blocked by displays on classroom doors or windows.

A log book of incidents relating to the Fire Alarm system is kept in the school office. The caretaker is responsible for ensuring that entries are kept up to date.

#### **4.7 Emergency Evacuation**

In the event of a need to evacuate the school in any emergency the alarm will be raised by the headteacher or office staff by activating the fire alarm. Upon hearing the alarm all activities will immediately cease. Staff ensure that children line up in an orderly manner and leave the building by the nearest available exit. All children and staff must assemble in the designated assembly area. Teachers must ensure that pupils line up quietly and that class registers are used to check that all are present.

In the event of an emergency evacuation at breakfast club children and staff will follow normal school procedures, leaving the building calmly via the closest exit. They will congregate on the school square assembly point in a line. The clubs register will be called and all names will be checked.

In the event of an emergency evacuation at lunchtime children and staff will follow normal school procedures. The midday supervisors and fire wardens must check that the toilets and top floor are clear of children.

In the event of an emergency evacuation during twilight hours/after school clubs all children will be escorted from the building to the assembly point using the nearest safe exit. No attempt will be made to collect personal belongings, or to re-enter the building after evacuation. A nominated member of staff will check the premises and staff running the clubs will collect the register (including emergency contact details) providing that this does not put anyone at risk. Before leaving the building the designated person will close all accessible doors and windows. The register will be taken and all children and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately. A manager will contact parents to collect their children. All children will be supervised until they are safely collected.

It will be the responsibility of all staff on site to ensure that:

- All pupils and visitors on site assemble in the designated area.

#### **4.8 Maintenance of Buildings and Equipment**

Staff must carry out a simple visual check before using equipment or letting pupils use equipment. Likewise all staff should routinely carry out a simple visual check of the furniture and fixtures in their work areas for possible defects which may cause injury.

The stability of P.E. apparatus must be checked by the teacher in charge before children start an activity.

The Site Supervisor must routinely inspect all outside areas of the school, including fences, walls and gates, for defects and hazards.

Any defect to the building, site, furniture or equipment must be reported to the School Office as quickly as possible. Any defect which presents an immediate hazard must also be reported immediately to the Headteacher and School Manager. The Site supervisor, School Manager or Welfare Assistant must ensure that any hazard is clearly marked as unsafe and cordoned off. Details of the defect should be written into the "Report and Maintenance Diary" by the office staff. The book will be inspected by the School Manager each week. The Site Supervisor must ensure repairs are carried out within 7 days except of an emergency which should be done on the same day. The School Manager and Site Supervisor in consultation with the Headteacher, is responsible for ensuring the completion of repairs to the building, site and equipment.

Some equipment is inspected annually by a specialist contractor. This includes:

- P.E. apparatus
- Portable Electric Appliances
- Gas Boilers and Heaters
- Fire Alarm System
- Fire Fighting Equipment
- Water Safety
- Lifts

Damaged or faulty equipment must be clearly labelled and, wherever possible, removed from classrooms and work areas to await repair.

#### **4.9 Safety in the Classroom**

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider:

- The proper supervision of the children in their care.
- Equipment: Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses, tools etc.
- Storage: Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible. Coats and bags should be hung on hooks provided so as not to present a trip hazard.
- Behaviour: When discussing the behaviour of pupils considerations of personal safety and the safety of others must be paramount.

Advice in regard to specific curriculum activities is available for the relevant subject co-ordinators.

#### **4.10 Personal Safety of Pupils**

Safety Education is an important element of the curriculum and forms part of the school programme for Personal and Social Education.

### **Child Protection**

All staff must act on any suspicion that a child may have been, or may be in danger of harm, abuse or neglect. In the event of any concern the member of staff must inform the Child Protection Co-ordinator (Child Well Being or in the case of absence the Head/Deputy Head) of the evidence/incident. The member of staff should make a written record of the evidence/incident as soon as after the incident as is practical. CP forms are available in class files, staff room and main school office.

The Child Protection Co-ordinator will follow the procedures outlined in the Newham Child Protection Committee documents.

### **Physical Restrain of Pupils.**

The physical restraint of pupils must be avoided when ever possible. Any incident in which a member of staff has occasion to physically restrain a child must be reported to the Headteacher as soon as is practical. All such incidents must be detailed in a book set aside for that purpose. DFE guidance on Use of reasonable force (standard procedure 080 in Red folder one in the office, a copy in the policy folder and a copy in the staffroom). Continuous training on safer handling.

### **4.11 Playground Safety**

In icy conditions of ice and snow the Site Supervisor must ensure that adequate safe pathways are provided for people to cross the outside hard areas. In very cold weather the Site Supervisor must inspect the playground to ensure that any isolated ice patches are made safe. Teachers on playground duty in very cold weather must check the playground for any unsafe ice patches and inform the Site Supervisor immediately.

Staff supervising children at play must ensure that they can observe all the children in the area. In the event of any one supervisor being fully engaged in another activity he/she must inform other supervising colleagues.

All staff must take responsibility to ensure that gates to the playground remain closed and children do not leave the site during school sessions.

Any individuals entering the site should be directed to the School Office. Any individuals acting in a suspicious or unusual manner outside the school site must be reported to the Head or Deputy Headteacher.

### **4.12 Educational visits and Journeys**

All teachers planning any educational visits or a journey must:

- Consult with the Head teacher/deputy head in regard to the timing, arrangements, activities and level of adult/children supervision.
- If the visit is to an unfamiliar site, make a personal visit and assess the risks and requirements.

The Newham guidance on educational visits is available in the School Office for further guidance and a copy with the educational coordinator (Deputy head)

The teacher in charge of the visit must leave a copy of the completed "School Educational Visit" form with the Head teacher / deputy head a minimum of 2 weeks before the trip.

A letter giving guidance to parent helpers is also available.

First Aid kits are available from the Medical room. Please give two days notice.

High visibility jackets should be worn by all staff and pupils on all visits.

### **4.13 Use of the School Grounds or Visits to Fields/Farms/Forests**

Staff working with pupils must ensure that children are given clear instructions on how to handle tools/equipment safely. Teachers must consider the safety implications of collecting and handling plants and creatures. Disposable plastic

gloves are available and should be used when handling items which may irritate the skin.

Teachers must check that pupils do not have open cuts or wounds to their hands before they handle water or products from ponds. Cuts must be covered with a waterproof plaster or plastic gloves used. Teachers must ensure that pupils wash their hands thoroughly after finishing.

#### **4.14 Use of Private Cars to Transport Pupils**

Members of staff must ensure that before they take pupils in their cars on any school business, e.g. sports activities, they are properly insured to do this. Also, if a parent is asked to transport pupils, staff must check that the parent has adequate insurance and the parents of the children to be carried are aware of the transport used.

#### **4.15 Storage, Use and Control of Hazardous Substances**

Any person bringing hazardous substances on to the school site must gain permission from the Health & Safety Co-ordinator.

All hazardous substances must be securely stored. The arrangements for the storage of such materials will be inspected by the Health & Safety Co-ordinator each year.

Staff intending to handle and/or use hazardous substances must consult with the Health & Safety Co-ordinator to clarify procedures for safe working practice.

#### **4.16 Hazardous Spillage and/or Breakage**

(Chemicals/body fluids/glass/crockery etc.)

Incidents causing such a hazard must be reported to the School Office immediately so that the Welfare Assistant can deal with the incident.

Staff must ensure that pupils and others are kept away from the area of spillage/breakage. Staff must take due care when dealing with spillage/breakage and not put themselves at risk.

Glass should not be handled directly. Staff should wear disposable gloves when clearing up body fluids.

All staff must consider the safety and comfort of children and others and act appropriately if the Welfare Assistant is not immediately available to deal with the incident.

#### **4.17 Cleaning**

##### **Internal**

The cleaning staff commence their cleaning from 3.30pm, it is important to note that if you are working in school after 4.30 pm certain areas of the floor may be wet. Staff should take extra care at these times. "Caution – Wet Floor" signs will be used to notify major areas that are wet.

The hall and serving area is cleaned after the children have finished eating at lunch time by School Meals Staff. All staff must take additional care between 1.30 –2.00 pm when using these areas, any problems should be reported to the Head Teacher.

##### **External**

The external areas of the school are cleaned by the Site Supervisor. Litter is cleared and litter bins emptied each day. A section of each playground is swept each day.

Drains and gullies should be inspected and cleared each half term by the Site Supervisor.

#### **4.18 Contractors on Site**

Minor works and repairs. All contractors working on site must report to the school office. The Headteacher and Site Supervisor must be made aware that work is to start. The Site Supervisor must check that the timing and nature of the work will not endanger the safety of pupils, visitors and staff.

Major works: Prior to any major works commencing on site the Headteacher/Site Supervisor and School Manager will hold a site meeting with the contractors. DBS should be checked and relevant information copied and kept on file.

#### **4.19 Vehicle Movement**

No vehicles are allowed into the playground areas of the school site during school sessions without the prior permission of the Site Supervisor or the Head/Deputy.

In the event of vehicles needing to move around the site during school time the staff working with pupils must take every precaution to ensure that pupils and others are moved away from the area of working.

#### **4.20 Visitors to the School**

All visitors, contractors and volunteer helpers will be required to:

- Report to the school office on arrival
- Sign in on the Electronic system
- Wear the ID Badge issued
- Show DBS and photo id e.g drivers licence or passport
- Follow the Safe Guarding procedures which is on the back of the ID badge issued and on the front desk.

#### **4.21 Work Experience Students and Volunteers**

All students will be informed by the Co-ordinator for teaching and learning as to who is in charge of them whilst they are on site. This will normally be the member of staff whose classroom they are working in. If the student is working in more than one class, than it will be the senior of the members of staff. In the absence of that person the student(s) will refer to the Co-ordinator for teaching and learning.

#### **4.22 Lettings**

The Site Supervisor must inform the hirer of:

- The procedure in the event of a fire or need to evacuate the building in an emergency
- Available exits.

The Site Supervisor must ensure that an adequate number of exits are unlocked to enable for safe evacuation of the building. Persons attending any function are restricted to the areas of the school hired and do not gain access to other parts of the building.

#### **4.23 Personal Safety of Staff**

All employees should be aware of the London Borough Newham Policy for personal safety.

Any employee who is threatened or assaulted physically, verbally, or in any other way (including those relating to race, ethnic origin, sex religious belief or disabilities) must report the incident to the Headteacher and the police immediately.

In situations where an employee feels their personal safety is at SERIOUS and IMMINENT risk they should contact the Headteacher and the police immediately.

Incidents of aggression/verbal abuse must be detailed on a – Incident Report Form Version 3 and given to the Headteacher. A copy emailed to [CYPS-Schools.H&S@newham.gov.uk](mailto:CYPS-Schools.H&S@newham.gov.uk) or by post to Corporate Health & Safety Team, Newham Dockside, 1000 Dockside Road, E16 2QU. All staff must ensure that incidents are recorded appropriately using the above procedures.

#### **4.24 Consultation with Staff**

A copy of the health and safety handbook will be made available to all members of the school staff.

Any alterations made to the document will be notified to all staff for inclusion in the document.

Major changes to procedures affecting the work of individuals or a specific group of staff will be discussed with those concerned prior to implementation.

A review of Health & Safety procedures will be discussed at least once each term within the teacher/support staff meetings and with the Site Supervisor meetings held with the School Manager.

#### **4.25 Safety Training and Resources**

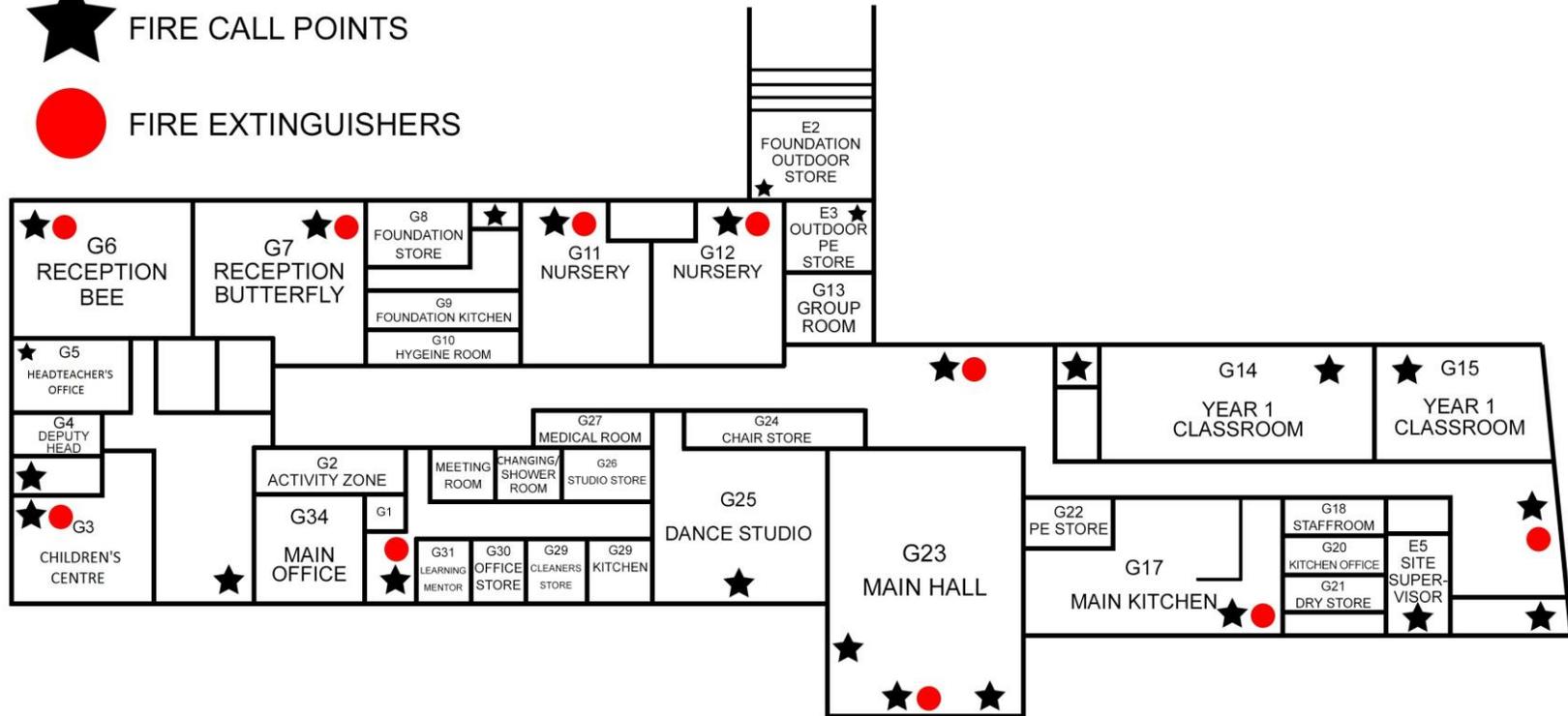
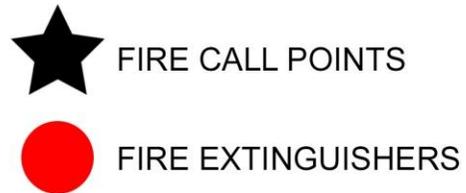
Appropriate training for all staff in matters related to Health and Safety will be a high priority within the staff development training programme.

It is the responsibility of the Deputy Head and the School Manager to ensure that new members of staff receive an induction in regard to Health and Safety procedures.

Health and Safety Resources can all be found on the MLE / Fronter website <https://fronter.com/newham> using your LGFL log on. The information is located on the Newham health and safety room on the MLE

- London Borough of Newham standard procedures Health & Safety Folder 1 which contains advice from the LA can be found in the front office
- Information Bulletins from London Borough of Newham located in Folder 2 which can be found in the front office.

# EMERGENCY EVACUATION FIRE CALL POINTS GROUND FLOOR



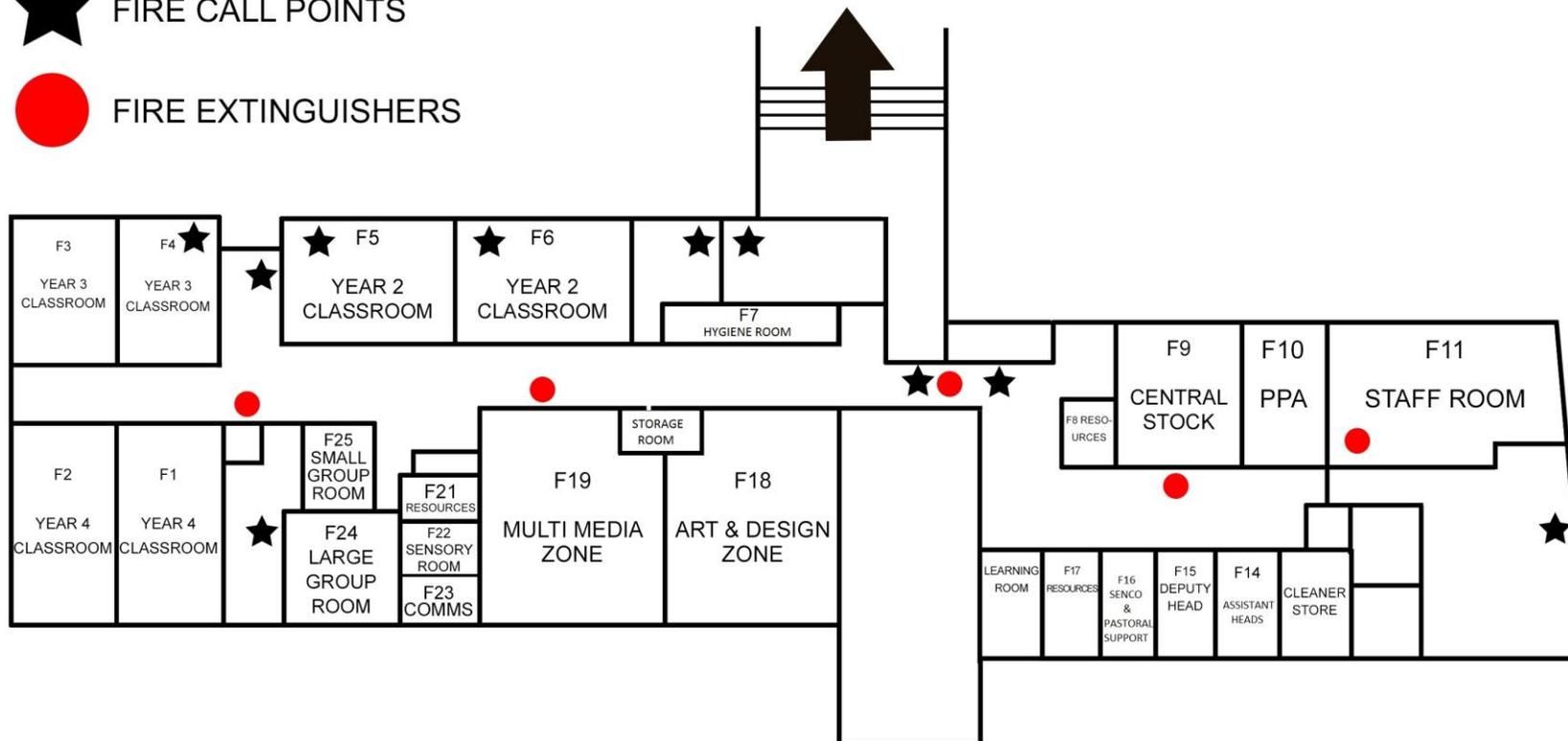
# EMERGENCY EVACUATION FIRE CALL POINTS FIRST FLOOR



FIRE CALL POINTS



FIRE EXTINGUISHERS



# EMERGENCY EVACUATION FIRE CALL POINTS SECOND FLOOR

