

Keir Hardie Primary School & Children's Centre



Health and Safety Policy

Reviewed:	Summer 2023
Date of Next Review:	Summer 2024

HEALTH AND SAFETY POLICY

1) Introduction

- 1.1 The Health and Safety Policy Statement and H&S policy statement of intent
- 1.2 General Responsibilities
- 1.3 Advice and Training

2) Definition of the school site

3) Organisation of Health and Safety

4 Arrangements and procedures

4.1 Reporting accidents

4.2 First Aid

4.3 Medication in school

4.4 Pupil information

4.5 Contacting Parents

4.6 Fire safety

4.7 Emergency evacuation

4.8 Maintenance of buildings and equipment

4.9 Safety in the classroom

4.10 Personal safety of pupils

4.11 Playground safety

4.12 School trips and journeys

4.13 Use of school grounds

4.14 Use of private cars to transport pupils

4.15 Storage, use and control of hazardous substances

4.16 Hazardous spillage and/or breakage - COSHH Policy

4.17 Cleaning

4.18 Contractors on site

- 4.19 Vehicle movement
- 4.20 Visitors to the school
- 4.21 Work experience students and volunteers
- 4.22 Lettings
- 4.23 Personal safety of staff/site supervisor
- 4.24 Consultation with staff
- 4.25 Safety Training and Resources
- 4.26 Snow and Ice Policy
- 4.27 Classroom Safety
- 4.28 Risk Assessment
- 4.29 Smoke Free Policy
- 4.30 Lockdown procedures
- Appendix A - annex
- Appendix 1 - Ground Floor Evacuation Zones
- Appendix 2 -First Floor Evacuation Zones
- Appendix 3. - Second Floor Evacuation Zones
- Appendix 4 - LBN H&S Policy Statement of Intent

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 school¹. 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. The policy complies with the requirements of the School Premises(England) Regulations 2012 and the EYFS statutory framework.

¹ Please note: ‘School’ refers to KH Primary School and Children’s Centre

1.1 The Health and Safety Policy Statement

The London Borough of Newham has adopted a health and Safety policy statement of intent, which it issued to schools. Under the Fair Funding arrangements.

London Borough of Newham

Health and Safety Policy Statement of Intent

To be displayed prominently in all Council premises

I recognise that developing a high level of health and safety management has benefits for the protection of our staff, our property and our performance. My responsibility is to ensure that all employees have a safe workplace and the duties they perform do not place them at undue risk. To become a high performing council, I commit all Directors to agreeing and implementing our corporate safety management system within the services they manage, which identifies and minimises risk to staff, residents and others to whom we have a duty of care.

The Corporate Health & Safety Management Board will have lead responsibility on all matters concerning safety and will develop strategies to reduce the risks to staff and others. The following principles will apply throughout the organisation:

This Health and Safety Policy Statement recognises Newham Council's obligations under the health and Safety at Work etc. Act 1974, relevant statutory provisions and the Council's commitment to managing health and safety. This Policy Statement is supported by standards, procedures and organisational practice implemented and maintained under the Management System operated by the Council that applies to all Council activities.

Our Policy Statement provides an overarching set of principles for setting and reviewing our health and safety objectives

1. **A positive safety culture**, which is actively and visibly supported by elected members of the council, senior management and staff, will be encouraged throughout the organisation.

2. **Health and safety management will be integrated into management duties and all decision-making processes.** Managers have specific duties and responsibilities to comply with this and all other council policies to ensure that systems of work and supervision are designed to take account of all health and safety risks.

3. **Equal importance will be given to achieving health and safety targets as all other business targets** and performance will be robustly monitored. Adequate resources will be provided and arrangements for ensuring the health and safety of visitors will be developed with external agencies being consulted where necessary.

4. **Where possible, we will adopt systems that exceed the requirements within statutes, regulations, codes of practice, guidance and best practice.** Ensuring

the continual improvement to health and safety performance is a mandatory requirement for all staff.

5 Systems will be developed and maintained for the effective communication of health and safety matters. Employees will be positively engaged and consulted in the decision-making process.

6. Appropriate information, instruction and training will be provided to employees, as well as temporary staff and volunteers to ensure safe performance of their duties.

7. Incidents and 'near-misses' will be reported, analysed and investigated to provide information for future planning and ensure that current policies and procedures are being followed and remain appropriate. We will do all that is reasonably practicable to prevent accidents, injuries and damage to health; carrying out investigations where necessary in order to identify root causes and prevent reoccurrence.

8. Equipment, substances, plant and machinery will be safe for use and fit for purpose. Managers are responsible for ensuring that adequate servicing arrangements are in place to maintain equipment and machinery, ensuring that it is fit for purpose at all times.

9. Ensuring competent health and safety advice is available and all staff have ready access to health and safety information. **10. Providing adequate**

welfare facilities and arrangements for staff welfare in the workplace.

11. Employees have specific responsibilities to support management in their activities. Employees have a key role in supporting management by complying with policies and procedures and alerting management to any hazards. Employees are required to take care of themselves and anyone that could be affected by their activities.

12. Arrangements for the effective planning, development and review of this policy statement and other safety arrangements will be clearly stated in supporting documents.

13. Covid19. As a result of the Covid-19 Pandemic an

appendix is attached to the Policy Statement of Intent. **Safety**

is the responsibility of everyone within the organisation

Effective management of health and safety can only be achieved by a co-operative effort from all levels in the organisation. I am personally committed to making London Borough of Newham one of the safest places to work and I expect a commitment from all employees in helping me achieve this.

The Policy will be reviewed every two years or earlier should there be a need for any fundamental revisions.

Althea Loderick, Chief Executive. Dated: November 2021

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.

Head Teacher

The Head Teacher is responsible for carrying out those responsibilities set out in the Organisation and Responsibilities 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.

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 Health and Safety management system, Parago compliance data base and records kept in the H&S folder in the office.

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 appropriate to members of staff.

From Sept 2020 evidence is required demonstrating that the school has commissioned a competent Health & Safety advisory service.

Evidence will be required from the providers that they are able to demonstrate the following:

- Provider's package includes guidance and tools to enable the School to implement a suitable safety management system modelled on the HSE's "Successful Health & Safety Management" (HSG65);
- includes regular access to competent advice from the chartered safety practitioner and an on-site element to facilitate implementation of the Provider's advice.
- On-site health and safety advisers must be at least GradIOSH or TechIOSH grade members of IOSH.
- NPW has confirmed that they have employed a consultant who is a chartered safety practitioner (CMIOSH) and that all their advisers are competent in line with IOSH requirements. NPW has supplied the SLA they are offering to schools covering the requirements above.
- The head teacher and office manager are both trained on Managing Safely IOSH (Institution of Occupational Safety & Health) qualification.

2. DEFINITION OF THE SCHOOL SITE

The area of the school site is 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

Assistant Heads - Deputise for the above

Office Manager - Health and Safety Co-ordinator. Can be notified of any potential hazard/problem and investigates incidents/accidents to pupils/staff.

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

Site Supervisor - Upkeep of building and cleanliness of such. Removal of hazardous waste and breakages. Ensuring school is free of risks and secure.

Primary Assistants - 1st 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.

4. ARRANGEMENTS AND PROCEDURES

4.1 Reporting Accidents

If a child comes to school visibly injured, or obviously having had medical intervention (crutches, cast, bandage etc.) please ask the parent to go to the office to explain the injury and for office staff to arrange for a member of the SLT to carry out a RA (this is normally done by Ms Tromp if not available then Miss Woodhall or Mrs Taylor). If you notice the injury in class, then send them to the office asap to have a risk assessment

completed and parent contacted. The RA will then be shared with the class teacher, TA, PE coach, Welfare, SLT and the office.

If an adult comes to school injured, or obviously having had medical intervention (crutches, cast, bandage etc.) please see Ms Tromp if not available Mrs Tailor. Do not go to class until a risk assessment is carried out.

All staff must report near misses and accidents as soon as possible to the Headteacher/ Office Manager.

It is the responsibility of the Headteacher/Office Manager 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 Office Manager/Senior finance Officer to inform The Education Space by going to :

<https://identity.safetycloud.com/Account/Login?ReturnUrl> and reporting the accident/incident online for pupils.

Staff who have an accident/incident should go to the same website and complete the form themselves, on the day of the incident.

Once the form has been completed an email is received by the office manager (Health & Safety representative) to inform of the accident/incident. The incident/accident would then be investigated, any action required would be taken and the form would then be resubmitted online.

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>). If a staff member/pupil is taken to hospital from school it would be a RIDDOR reportable accident /incident.
- 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.
Please see Covid risk assessment for further information on first aid administration.

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) First boxes are in all classrooms
- b) **Small Portable First Aid Kits** are available for use on **school visits and journeys** from Welfare Assistant. Teachers needing these kits should inform the welfare officer at least 2 days before the visit is to take place.

Please see Covid risk assessment for further information on first aid administration and first aid kits.

4.3 Medication in School

Parents are advised whenever possible to 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 and on Google Drive. 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 child receives a bump to the head or face.

A record is kept on Google Drive of when the parent was called.

The Welfare Assistant must inform the class teacher when a child is sent home. A record must be kept of 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. 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 entrance/exit of each area. (Appendix 1)

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 site supervisor 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. Staff 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 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 Office Manager. The Site supervisor, Office 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.

The site supervisor manages and monitors the cleaning contract team and completes monitoring reports as required.

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

All requirements and recommendations highlighted in inspection reports and certificates are reviewed and acted on as necessary.

As part of the records of completed works, we include the dates when the works were undertaken and the details of the individual or company who completed them, along with their certification/qualification and/or experience.

The school also uses an online building compliance report on Parago website which informs the school when inspections are due.

The table below sets out the issues we inspect, the inspection frequency, and the person checking each issue and, where appropriate, engaging a suitably qualified person to carry out inspection, testing or maintenance. It covers statutory checks as well as recommended good practice checks from relevant guidance. It is based on the checks and testing sections of the DfE estates guidance.

ISSUE TO INSPECT	FREQUENCY	PERSON RESPONSIBLE
Portable appliance testing (PAT)	Variable, according to risk and how the equipment is constructed. Regular visual inspections where PAT is not required. We will refer to <u>HSE guidance</u> on maintaining portable electric equipment for suggested intervals and types of testing/inspection.	Site supervisor responsible - contractor - Office Test
Fixed electrical installation tests (including lightning conductors)	Variable, according to the number and severity of faults found at last inspection. Inspection and testing always carried out by a competent person.	Site supervisor responsible inspection is carried out annually or five yearly through LM Installations
Emergency lighting	Monthly flash test. 6-monthly condition test (including 3-hour battery test) by a competent person.	Site supervisor responsible - contractor LM Installations.
Lifts	At least every 6 months for passenger lifts and lift accessories, every 12 months for other lifts (e.g. goods lifts) – always by a competent person.	Site supervisor responsible - contractor Griffins
Gas appliances and fittings	Routinely, in accordance with manufacturer recommendations (or other professional advice if unavailable). Annual safety checks (in line with good practice / required if the premises are used for residential accommodation). All work carried out by a Gas Safe Registered engineer.	Site supervisor responsible - contractor Maybrick
Fuel oil storage	Checks at least weekly, with more detailed annual inspections by qualified inspectors.	N/A
Air conditioning systems	Inspections by an energy assessor at regular intervals (not exceeding 5 years). Annual certificated inspection to ensure no refrigerant leakage.	Site supervisor responsible - contractor J.C.Watson

	Bi-annual checks and an annual maintenance schedule (in line with good practice).	
Pressure systems	No fixed maintenance requirement (our programme takes account of the list on page 44 of the <u>HSE's Safety of Pressure Systems guidance</u> , and an examination of the system is carried out by a competent person by the date set at the previous examination – see pages 35 to 37 of the HSE guidance).	Site supervisor responsible contractor AGM
Legionella checks on all water systems	Risk assessment of each site carried out and reviewed regularly by a competent person. The frequency of monitoring checks varies for evaporative cooling systems, hot and cold water systems and other risk systems – specific details can be found in <u>guidance for each type from the HSE</u> .	Site supervisor responsible - contractor Claremore
Asbestos	Regular inspections as part of the asbestos register and management plan. Reviews of the asbestos register annually. Refurbishment and demolition surveys before any refurbishment or demolition work.	New build N/A
Equipment used for working at height	Inspected before use, and at suitable intervals appropriate to the environment it's used in and how it's used. In addition, inspections after anything that may affect the safety or stability of equipment, e.g. adverse weather or accidental damage.	Site supervisor checks equipment prior to using
Fire detection and alarm systems	Weekly alarm tests, with a different call point tested each week where applicable. Quarterly and annual inspections and tests by a competent person. Annual fire risk assessment by a competent person also includes the maintenance of fire detection and alarm systems.	Site supervisor/casual site supervisor carry out the weekly tests. Site supervisor responsible Office Manager arranges with NPW for fire risk assessment
Fire doors	Regular checks by a competent person.	Site supervisor/casual site supervisor carry out regular checks

Firefighting equipment	Most equipment – extinguishers, fire blankets, hose reels, fixed systems (such as sprinkler systems) and fire service facilities (such as dry risers and access for emergency vehicles) – inspected annually (by a competent person where required) unless manufacturers' guidelines suggest differently.	Site supervisor responsible - contractor One Source for the fire equipment check
Extraction systems	Regular removal and cleaning of grease filters and cleaning of ductwork for kitchen extraction systems. Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person. More routine checks also set out in system logbooks.	Junipers arrange with Ductclean
Chemical storage	Inventories are kept up-to-date. Risk assessments for the Control of Substances Hazardous to Health (COSHH) are reviewed on a regular basis, plus whenever it's considered that the original assessment may no longer be valid, or where the circumstances of the work change significantly and may affect employees' exposure to a hazardous substance (in line with HSE guidance on COSHH assessment).	Site supervisor. office manager, Junipers
Hydrotherapy pools and swimming pools	In addition to inclusion as part of the legionella checks, we follow the operation and maintenance guidance on pages 32 to 43 of the HSE's guide for spa-pool systems . Swimming pools are subject to risk assessments and included in legionella checks and COSHH assessments.	N/A
Playground and gymnasium equipment	Regular inspections – at least annually, and more regularly where any equipment is used more frequently than normal (e.g. where community use increases how often equipment is used). Outdoor fixed play equipment – periodic and annual inspections by a competent person.	Site supervisor responsible - contractor Greenspace for outdoor play equipment and for the gymnasium DTGS
Tree safety	As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found.	Site supervisor responsible- contractor Greenspace tree officer

Radon	<p>Risk assessments including radon measurements will be carried out in all of our above-ground workplaces in radon-affected areas, and all of our below-ground workplaces.</p> <p>Radon measurements will last for 3 months, using radon monitors, in line with Public Health England radon guidance for schools.</p> <p>Where measurements show radon levels below 300Bq/m³, radon levels will be remeasured at least every 10 years. If significant changes are made to the buildings or work processes, remeasurement will also be considered.</p> <p>For any sites with radon levels above 300Bq/m³ we will work with a radiation protection adviser to manage reduction and decide on risk assessment and remeasurement frequency.</p>	N/A
-------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----

Personal Electrical & Electronic Equipment:

Pupils and staff using personal electrical equipment and electronic equipment with mains connection, in school.

Failure to maintain portable electrical equipment adequately is a major cause of electrical accidents.

Equipment used in the school should be purchased by the school and will be maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989.

The school aims to provide staff and pupils with all essential equipment required.

Personal electrical or electronic device are used at the owner's risk. It is the user's duty to be responsible in the upkeep and protection of the device. Keir Hardie Primary School will not be responsible for personal devices which are damaged or lost whilst at school.

The School will not provide technical support for personal devices.

Access to the school wireless facility is in accordance with the school's ICT Acceptable Use Policy.

Requirements for use –Pupils who walk home alone are permitted to bring to school mobile telephones. During the working day, these are to be handed into the school office. If being used during the school day, items will be confiscated and returned to parents at the end of the day.

Use of personal devices is governed by the school's ICT Acceptable Use Policy.

For staff, all plugs and connecting leads for personal devices must be PAT tested as part of the school's PAT testing annual programme or the item can only be charged by connecting it to a school PAT tested laptop or PC.

Requirements for use – Laptops and iPads Staff are permitted to bring laptops and iPads into school if they are supporting their work.

Requirements for use – Other Electrical Equipment Staff needing to bring in an item of electrical equipment to school on a temporary basis should notify the office who will carry out a check. Any electrical item which is donated to the school on a permanent basis should be notified to the ICT team prior to it being brought into school. It will be given an initial check and then be PAT tested as part of the routine PAT testing annual programme. Any item failing a visual check or a PAT test must be removed from use immediately

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 or online record on Safeguard 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 and all staff have been issued with a username and password for Safeguard.

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

Physical Restraint of Pupils.

The physical restraint of pupils must be avoided whenever possible. Any incident in which a member of staff has occasion to physically restrain a child this 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 in the head teachers office. DfE guidance on Use of Reasonable Force(in the DHT office, a copy in the policy folder and a copy in the staffroom). Continuous training on safer handling. Please refer to the Physical Intervention Policy for more in-depth information.

4.11 Playground Safety

In 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. The full Snow and Ice policy can be found below (4.26)

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.

Please see Covid risk assessment for further information on educational visits. For more in-depth information, please see the school's Educational Visit Policy.

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 onto 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.

All hazardous chemicals should have a risk assessment.

All sharp and hazardous items in the site supervisor room must have a Coshh and risk assessment. Signage on site supervisors door no unauthorised person to enter.

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.

COSHH Policy

(Control of Substances Hazardous to Health)

Dated	June 2023
Author	Head of School Support Services and Compliance Management

1. Introduction

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 provides a legal framework for preventing or controlling the exposure of persons to hazardous substances arising from work activities. Hazardous substances are materials or mixtures that may cause potential harm to health if they enter the body via various routes including inhalation, absorption through the skin, ingestion or through contact with the eyes. They can be in the form of gases, solids, liquids, dusts, vapors and fumes and can be biological as well as chemical agents. Biological

agents include micro-organisms such as bacteria, fungi and viruses. The regulations require employers to assess health risks which arise from exposure to hazardous substances in the workplace and to prevent these where possible. Where this is not possible employers must reduce exposure levels to acceptable levels

2. Purpose of the Policy

The purpose of this policy is to provide information and guidance on arrangements for the control of risks associated with hazardous substances used at work in order to ensure legal compliance with COSHH. Substances are deemed to be hazardous for the purpose of the COSHH Regulations.

The school will take reasonable steps to prevent exposure to hazardous substances, or, where this cannot be prevented, to reduce exposures to acceptable levels.

3. Scope

The policy applies to all staff, volunteers and contractors working within the school premises/building under the control of the school. COSHH does not apply to the following: Asbestos and lead, which have their own regulations Substances which are hazardous to health only because they: (i) Are radioactive (ii) Are at high pressure (iii) Are at extreme temperatures (iv) Have explosive or flammable properties (other regulations apply).

Reference should be made to the **Personal Protective Equipment at Work (Amendment) Regulations 2022**, as PPE may be required as an additional control measure to control exposure to hazardous substances.

4. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES

4.1 Headteacher

The Headteacher has specific accountability to ensure that responsibilities for Health and Safety, including the management of hazardous substances are effectively assigned, accepted and managed at all levels in the school consistent with good practice. This duty is delegated to others within the school.

4.2 Health and Safety Lead

The Health and Safety Lead will provide advice on the completion of COSHH assessments and any other relevant statutory provisions required. The Health and Safety Lead may be assisted by the School Management Support Team. The H&S Lead should ensure that Material Safety Data Sheets (MSDS), are available for each hazardous substance used.

4.3 School Business Managers/Health and Safety Lead/Site Supervisor

School Business Managers/Health and Safety Lead have delegated responsibility for implementing the policy within the school.

This includes but is not limited to:

- Bringing this policy to the attention of staff within their area of responsibility.
- Compiling an inventory of hazardous substances.

- Ensuring that COSHH assessments are carried out in their area of responsibility and are accessible to staff using the hazardous substances to which they relate.
- Ensuring that staff have appropriate information, instruction and training before using hazardous substances and are familiar with how to use any control measures.
- Selecting the correct type and specification of PPE where the risk assessment indicates that it is needed. The correct type and specification should be made using manufacturers guidance.

4.4 Staff

All staff are responsible for ensuring that they take reasonable care of the health and safety of themselves and any other persons who may be affected by their acts or omissions at work. This includes raising any issues of concern relating to the safe use of hazardous substances, control measures or PPE. They must be familiar with health and safety policies and procedures in particular in relation to substances in use at work including:

- The risks and specific hazards involved in the handling and storage of hazardous substances
- The controls, including making full and proper use of safe systems of work. PPE should be used where indicated.
- The clean-up procedure in case of a spillage
- What to do in an emergency
- Where the COSHH assessment documents are kept
- Where the Material Safety Data Sheets are kept (MSDS)
- Where the COSHH Policy is kept

5. PROCEDURE

In order to comply with the requirements of the COSHH Regulations the school must:

- Carry out risk assessments
- Prevent or control exposure to hazardous substances
- Identify and select suitable control measures
- Provide information and training to those handling or who may be otherwise exposed to hazardous substances
- Ensure that there are arrangements to deal with accidents and emergencies

6. COSHH ASSESSMENT

A COSHH assessment should identify the hazards and risks associated with the use of substances. It will also contain details of precautions to be taken to control the risks associated with their use. A COSHH Assessment Form must be completed for all substances in use. The form together with the Product or Material Safety Data Sheet (PSDS / MSDS) should be retained in a suitable file or designated computer-based folder. A suitable record of all COSHH assessments must be kept locally and must be easily accessible for all departments. These should be reviewed on a regular basis (annually is recommended) or if an incident occurs involving hazardous substances. A management system should be established which allows for the periodic review of assessments.

The COSHH assessment process is as follows:

6.1.1. Identify which substances are hazardous

- Compile a list of the substances used in a particular area. This will create an inventory.
- Obtain PSDS or MSDS from product suppliers online
- Identify from the data sheets which substances are hazardous and why. Consider whether the substance will be in the form of liquid, gas, dust, fume or mist.
- Include biological hazards such as bodily fluids (e.g. Blood, vomit, urine).
- Include substances created by the process, including waste products.

Below are hazard symbols or CLP pictograms are **clear and recognizable signs added to the packaging of products containing dangerous substances**. All hazardous symbols or CLP pictograms ensure that transporters and users are aware of the risks brought by the products.

6.1.2. Decide who might be harmed and how

- Consider who might be exposed to the substance and for how long. This will include staff working directly with the substance, ancillary staff working in the area, such as cleaners and maintenance staff as well as contractors or visitors who pass near to or enter the work area.
- Examine work activities and work out what substances a member of staff may be exposed to, how often and for how long.
- A separate risk assessment should be carried out for groups of employees who may be at increased risk, such as pregnant workers, young people under the age of 18 and members of staff with increased susceptibility due to allergies or health conditions. E.g. Asthma or dermatitis.

6.1.3. Prevent or control exposure

The main aim is to prevent exposure to hazardous substances, but where this is not possible or practicable the school should adequately control exposure. The priority for addressing exposure is based on the level of risk. This should take into account how hazardous the substance is, how often individuals are exposed and for how long.

The COSHH Regulations advocate a hierarchy of controls that must be considered in the following order:

Prevent exposure:

a. Elimination:

The COSHH Regulations state that the most effective method of preventing exposure to hazardous substances is not to use the substance or to eliminate the production of hazardous waste or by-products. This could be achieved by changing or modifying the method of working so that the process causing exposure is not required.

b. Substitution:

If the process cannot be eliminated could an alternative less hazardous substance be used instead? If not - could the same substance be used in a different form? For example, could a solid be used instead of a liquid or could pellets be used instead of a powder? These actions are a good step towards reducing exposure. Caution should be exercised when selecting alternative substances and any decision should be based on a balance between the existing and any newly created risks. For example, a new substance with a lower level of toxicity but increased flammability might be a greater risk than the original substance.

Caution should be exercised when selecting alternative substances and any decision should be based on a balance between the existing and any newly created risks. For example, a new substance with a lower level of toxicity but increased flammability might be a greater risk than the original substance.

Control exposure:

c. Engineering controls and work processes:

This would include using processes that minimise the amount of the substance used or produced or equipment that totally encloses the process. Engineering controls separate the individual from the process. Exposure can be minimised by controlling hazardous substances at their source, rather than once they have been dispersed into the workplace.

d. Worker specific controls:

These controls include the use of PPE such as protective clothing, face masks and respirators and limiting worker exposure by job rotation. Although a risk assessment may identify PPE as being necessary, other means of control should be given preference, and wherever possible, PPE must not be relied upon as the only means of protection. It is too user-dependent to be fully reliable, and protects only the user.

e. Administrative controls:

These include safe operating procedures, access permits, training and supervision. These are essential controls that do not sit in isolation, but are used in combination with other controls. Staff must be provided with information about the hazards and risks associated with their work, and about the means of controlling those risks. Inexperienced staff may require close supervision to ensure that they understand the risks and the need for the controls (and how to use them). The level of supervision is a risk control which should be determined by the local Manager.

6.1.4. Provide information and training:

Staff must be made aware of the risks associated with any hazardous substances they use at work and how to use the controls put in place to reduce the risk of exposure. These include access to the COSHH assessment, information about the risks, the controls and how to use them, including how to use any PPE supplied for use during a work process.

6.1.5. Arrangements for dealing with accidents and emergencies:

The PSDS or MSDS will provide information about suitable first aid responses for contact with the substance, any fire hazards and fire-fighting measures and how to deal safely with an emergency situation, such as a spillage.

7. PRINCIPLES OF GOOD PRACTICE FOR THE CONTROL OF EXPOSURE TO SUBSTANCES HAZARDOUS TO HEALTH

- 1.** Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- 2.** Consider all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.
- 3.** Control exposure by measures that are proportionate to health risk.
- 4.** Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.

5. Where adequate control of exposure cannot be achieved by other means in combination with other control measures suitable personal protective equipment should be provided.

6. Regularly check and review all elements of control measures for their continuing effectiveness.

7. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise risks.

8. Ensure the introduction of control measures does not increase the overall risk to health and safety.

8. References:

- <https://www.legislation.gov.uk/ukxi/1999/3242/regulation/3/made>
 - <https://www.hse.gov.uk/pubns/books/l15.htm> and
ACOP (Approved Code of Practice)
- <https://www.hse.gov.uk/coshh/>
- <http://www.legislation.gov.uk/ukxi/1999/3242/made>
- <http://www.legislation.gov.uk/ukxi/1992/3004/contents/made>
- <https://www.hse.gov.uk/pubns/indg136.pdf> and A brief guide to COSHH

4.17 Cleaning

Internal

The cleaning staff commence their cleaning from 3.45pm, 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. Weeds are removed from planters in the school square and the rooftop.

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 and Identification check must be completed.

Compliance with the Construction (Design and Management) Regulations 2015 during construction projects

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 Safeguarding procedures which are on the back of the ID badge issued and on the front desk.

Please see Covid risk assessment for further information on visitors.

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, then it will be the senior of the members of staff. In the absence of that person the student(s) will refer to the T&L Co-ordinator

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/Site Supervisor

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 online and completed by the Office manager or Senior Admin officer. Website address -

<https://identity.safetycloud.com/Account/Login?ReturnUrl>

All staff must ensure that incidents are recorded appropriately using the above procedures.

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in any way threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

1. Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation
2. Alert colleagues who should call emergency services and seek assistance
3. Monitor the intruders and check their progress
4. FLR monitors the schools intruder alarm system and will call the key holder and the police. The key holder must not enter the site until the police arrive.

Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible. Check all windows internal and external are closed. All doors internal and external locked. All PE cupboards and toilets external are locked. All internal classroom/ office doors are closed.
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so.
- For security reasons and for the safety of staff and pupils. SLT or office manager will conduct spot checks on the school's opening and closing procedures. With their findings a complete monitoring report will be done and actioned if required by the site supervisor.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be
- If police are attending the incident then wait for the police to arrive before entering the site.
-

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

In the event of an abusive parent/ adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

In the event of it being suspected that a pupil is carrying a weapon

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

4.24 Consultation with Staff

A copy of the staff 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. The H&S is an agenda every week in staff briefings.

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 that all new teachers are inducted and the School Manager's responsibility that all new support staff are inducted. This ensures that new members of staff receive an induction in regard to Health and Safety procedures.

4.26 Snow and Ice Policy

When snow or icy roads are forecast then certain measures should be taken in advance to minimise the potential hazards that may be presented. When temperatures fall to sub-zero there is also an increased risk to vulnerable people.

This policy has attached, the standard procedures guidance recommended by London Borough of Newham SP122 Dealing with snow and icy conditions in schools and other educational premises.

Procedures in the event of severe weather conditions

The priority will be for the site supervisor to clear snow and apply salt/grit to the main access pathway(s). Ice melt to the roof and Pirate ship area in the playground. The site supervisor will need to use discretion in determining other priority areas such as footpaths, on-site roads, car or vehicle parking areas and other areas pupils, staff and visitors may need to use.

If there is early warning of snow or icy conditions, Head Teacher may wish to consider arranging for priority areas to be salted and gritted in advance by the site supervisor for example, during the previous evening or afternoon. Arrangements should be made for access routes to be inspected regularly following the salting and gritting to monitor its effectiveness. It is recommended this is undertaken before the end of each session by the site supervisor.

Inspections should be undertaken at the start of the day, before lunch and before the end of the working day. Results of such inspections must be recorded and additional clearing salting and gritting required undertaken prior to staff and pupils leaving the building to minimise the risk of incidents.

Inspection log –

Date	Name of person conducting inspection	Time	Area checked	Additional Comments

A simple plan of the building drawn up showing the paths or other hard areas that will or may need to be cleared and monitored. Appendix B.

Location of tools equipment

The following is held for use as required by staff: Shovels – Brooms and rakes – Protective clothing – Gloves and boots – Physical barriers – cordoning tape in the site supervisors office in the car park.

Grit spreader x 2

One in roof tank room (2nd floor)

One in site supervisor's office

Ice magic in roof tank room (2nd floor)

Ice magic Outdoor PE store

Details of suppliers of salt and grit etc

Newham Central Stores

Folkestone Road Depot, Jenkins Lane, off North Circular Road, Barking, IG11 0A

Tel: 020 3373 4832 Fax: 020 3373 4655

Email: shab.ahmed@newham.gov.uk

Ice Melt supplier Viking (roof and pirate ship area)

Tel: 0844 412 0000

Email: info@vikingdirect.com

- Critical incidents team to discuss information to be given to staff and pupils
- Letter to be sent home to parents informing them of the conditions predicted and what to do in the event of severe weather conditions
- identify which staff may have a problem attending work ensure that appropriate supervision levels can be maintained and the school can remain open to deliver the curriculum.
- Meeting with staff to inform them of conditions and what is planned
- School website to have information put on it regarding school closure (opencheck)
- Answer phone to have message stating whether school is to remain open
- Board outside school with school closure information.
- Text message to parents informing them of school closure.
- Inform NPW/Local Authority of the intention to close the school. NPW/Local Authority will discuss school closures with the Head Teacher and provide appropriate support and advice. Tel: 020 8249 6970 Geetha Unnithan Head of Compliance
- Register attendance mark for pupils for school closure is "Y".

In the event of severe weather conditions

Staff

All staff should attempt to come in to school, if conditions are so severe this is impossible check the school website for information or phone your line manager. If travelling by car the following has been advised by Newham; keep a blanket, mobile phone, shovel, warm drinks and other sustenance in the vehicle. If in school keep to gritted paths when walking around outside. Ensure children are safe by following the school rules in regards to snow and ice.

Follow all warnings given by members of the Critical incident team.

Critical Incident Team - See Critical Incident & Business Continuity Plan

Designation
Head Teacher
Deputy Head
Deputy Head
Assistant Head
Assistant Head
Site Supervisor/Premises
School Office Manager

Pupils

Make sure all pupils are informed of the situation and what their parents need to do to find out about school closure.

If children are in school make sure they are appropriately dressed before leaving the building.

Ensure they understand and have been informed of the snow rules.

Use of Grit

Grit will be used to keep all areas of high traffic clear.

Warning for the pupils; ensure they understand that it is not to be handled or eaten as it is caustic, pay particular attention to those children that are very young or have high level of need as these are the children that would be at greatest risk of ingesting the grit, salt or ice melt.

Grit Storage - Grit is held on site. The grit containers are to be kept full and locked at all times. Fully stocked grit containers will be expected to enable 5 days' use. A full restock of grit supplies will require purchase of 150 of bags/sacks. Equipment and Protective Clothing Equipment for gritting and personal protective clothing is held on site in the Site Supervisor's office.

Ice melt will be used for the roof playground and the pirate ship area in the school playground. (Appendix A Ice melt instructions). We should have adequate stock of this also.

Snow rules

1. Keep to the gritted paths and areas when moving round the school from area to area.
2. Stay off the climbing frame and other play equipment during heavy snow and ice as the equipment can become very slippery and also the metal can give ice burns
3. Throwing of snowballs – make sure it is only snow that is picked up and when throwing them ensure that it is only the body and not the face that is aimed at
4. Sliding – keep away from high traffic areas where small children or adults will be walking

Instructions for maintaining the safety of the site during severe weather conditions

It is the responsibility of the Site Supervisor to clear, monitor and maintain cleared and gritted areas on the school site. This will be overseen by the Deputy Head Teacher.

Site supervisor to inspect the site, once gritted, to ensure that at the beginning of the day prior to the staff and children entering the site that it is safe and there is sufficient grit and to relay this information to head teacher, deputy head and teachers. Also at the end of the day prior to the parents entering and the children leaving a further check should be done. The Deputy Head Teacher will do the inspection prior to lunchtime and a decision will be taken by the Deputy Head Teacher whether the conditions warrant the children having indoor playtime

Suppliers of grit and ice melt to be recorded in a book and the amount available checked regularly by the Site Supervisor and reported to the Deputy Head Teacher for further ordering of supplies.

Any construction workers or other contractors working on the site should have clear access to their working area. They should be made aware of the rules of moving around the site.

Rubber Playground Surfacing in Icy Conditions

Rubber is a good thermal insulator and therefore rubber surfaces tend to freeze over in wintry conditions.

Recommendations

Wicksteed recommends the use of a urea-based de-icer. An example is Magic Ice Melt or similar. This type of product should quickly clear ice and prevent the surface from becoming too slippery. This type of urea-based product is accepted as being harmless to children, animals and plants, although you should always do a full COSHH and risk assessment before using any chemical product.

Salt, rock salt and grit can also be used, but this can often leave staining on rubber surfaces and a reduction in porosity when these materials ingress into the surface. Overall, however, they are not considered to affect the physical properties or longevity of the rubber surfacing.

Pre-winter power washing and mould removal of the surface can remove 'greasy' areas and improve the drainage of the surface, which in turn will also help to prevent slipperiness and freezing over.

As soon as the bad weather has passed any excess materials left on the surface should be swept up and removed and, if required, the surface can be power washed to restore the appearance and porosity.

Magic Ice Melt

This product can be sourced from many retailers and below is the manufacturer's description:-

Magic Ice Melt is a free flowing, fast acting solid de-icer in the form of white granules. The product is completely harmless to humans and animals and will not attack fabrics or metals, thus allowing application without the need for protective clothing. It's free flowing properties mean it can be applied sparingly, ensuring maximum economy.

- **NON-TOXIC TO HUMANS AND ANIMALS**
Will not harm children or pets if eaten or picked up.
- **NON-TOXIC TO VEGETATION**
Unlike salt will not burn borders, grassy areas, sports fields or plant life. It is fully bio-degradable.
- **LEAVES NO MESS INDOORS**
Will not stain carpets or damage polished flooring if walked inside.
- **DOES NOT CORRODE METALS, CONCRETE OR ASTROTURF**
Ideal on playgrounds, all-weather pitches, steps, stairs, car parks and any area that requires a fast acting, non-toxic, non-corrosive and easily applied de-icer.
- **CLEAN, LIGHT AND EASY TO APPLY**
No damage to clothing or irritation to skin.
- **10 TIMES MORE COVERAGE THAN ROCK SALT**
Light, free flowing product makes it easy to apply sparingly.

Wicksteed Inspection Checklists can be downloaded from www.wicksteed.co.uk to assist you with your playground inspection record keeping.

Customer Services, Wicksteed Leisure Limited, Digby Street, Kettering, Northamptonshire, NN16 8YJ
Telephone: 01536 517028 Fax: 01536 410633 E-mail: customerservices@wicksteed.co.uk Website: www.wicksteed.co.uk

Health & Safety Standard Procedure

DEALING WITH SNOW AND ICY CONDITIONS IN SCHOOL

INTRODUCTION

Health and Safety legislation and other Acts of Parliament require employers to ensure, so far as is reasonably practicable, safe access to, and exit from, premises. This guidance provides some practical solutions and advice to assist head teachers and heads of establishments in maintaining safety during frosty, icy and snowy weather.

In addition, these recommendations can also form part of any statutory risk assessment undertaken by managers in their area of responsibility.

RESPONSIBILITIES AND ARRANGEMENTS

2.1 General

Head Teachers should identify which staff may have a problem attending work to ensure that appropriate supervision levels can be maintained and the school can remain open to deliver the curriculum

An assessment should be made as to whether pupils should remain inside during lunch/break periods. If they remain within the building, they should be provided with access to indoor activities where required. If pupils continue to use outside areas a risk assessment must be undertaken. Likely control measures may be to increase the level of supervision and to introduce rules for snow play.

The checklist (Appendix 1) and the example risk assessment attached (Appendix 2) will assist head teachers to produce their own, site specific risk assessment and ensure

necessary plans and arrangements are in place.

2.2 Non-PFI Schools

Head Teachers/Heads of Establishments must ensure arrangements in place for clearing snow, ice and the spreading of salt/grit during adverse weather conditions.

The Head Teacher/Head of Establishment would normally delegate the responsibility for arranging for clearing snow, ice and salting and gritting to the premises staff who should determine how site resources are best used and prioritise areas for snow and ice clearance and the application of salt/grit.

If the school or establishment is used by a number of different services or by different services at different times of day, there must be clear arrangements in place to ensure that the responsibility for clearing snow, ice and for salting and gritting is clearly set out and drawn to the attention of all those involved.

All users of the site should be aware of these procedures, which should be communicated effectively by displaying appropriate information in the staff room and issuing reminders during staff meetings and in staff bulletins especially during winter months.

Details must be drawn to the attention of all employees working on the premises so they are aware of the safest ways of entering and leaving the premises and temporary signs indicating safe routes of access and egress displayed where appropriate

School responsibility

The School must report to the relevant Help Desk, complaints, service failures, unavailability of areas of the school, and other issues in order to commence rectification and create an audit trail etc.

Schools are encouraged to clearly understand the relevant parts of their PFI contract. Therefore, prior to taking a decision to consult the Local Authority about closing, Schools must contact Peter Richardson, PFI and AMP Operations Manager (See Contact Details below) to discuss and seek assurance that PFI providers have discharged the full contractual responsibility set out above.

3. CLEARANCE PRIORITIES AND OTHER ARRANGEMENTS

The priority will be to clear snow and apply salt/grit to the main access pathway(s). The person responsible will need to use discretion in determining other priority areas such as footpaths, on-site roads, car or vehicle parking areas and other areas pupils, staff and visitors may need to use.

Snow and ice clearing duties should, as far as possible, be counted as part of normal working hours of premises staff, and as such, other non-essential duties may have to be rescheduled.

A simple plan of the building should be drawn up showing the paths or other hard areas that will or may need to be cleared and monitored. This plan should be kept in a "Snow and Ice" folder along with details of staff responsible, written instructions, inspection log, location of tools equipment, details of suppliers of salt and grit etc. Ensure that any external companies delivering goods to the school are able to gain reasonable access.

If there is early warning of snow or icy conditions, Head Teachers may wish to consider arranging for priority areas to be salted and gritted in advance, for example, during the previous evening or afternoon. Arrangements should be made for access routes to be inspected regularly following the salting and gritting to monitor its effectiveness. It is recommended this is undertaken before the end of each session.

Inspections should be undertaken at the start of the day, before lunch and before the end of the working day. Results of such inspections must be recorded and additional clearing salting and gritting required undertaken prior to staff and pupils leaving the building to minimise the risk of incidents.

4. THE AREA SURROUNDING THE SCHOOL

Areas outside schools are a priority above general pavements, but not as great as those outside health and emergency facilities.

The Council's Insurance Team have confirmed that a school is in no part liable for accidents that happen outside the school site outside the school day.

It is the responsibility of staff, pupils and their parents to ensure their safety in coming to and going from the school site. Any claim would be against the Council as the owner of the highways but it should not be assumed that any such claim would succeed. The position of the Council is that head teachers should not include this issue in weighing up the health and safety considerations of meeting the Local Authority's legal obligation to be open on school days.

5. SUPPLY AND STORAGE OF SALT AND GRIT

In the interests of safety it is advised that salt/grit is the most effective and economical method of over-coming slippery conditions.

The Head Teacher should make arrangements via the premises staff to ensure that a sufficient /supply of salt and grit is available for use by designated staff at the start of the cold season. Supplies should be ordered well in advance of adverse weather conditions.

In the past, there has been at least one instance in another local authority of pupils in a Primary school picking some crystalline salt granules off the playground and tasting them, thinking they were snow or ice particles. Head teachers must therefore warn pupils, where this is foreseeable, and where the risks cannot be adequately controlled. Head Teachers may consider purchasing a salt/grit mixture rather than pure crystalline salt for treating icy surfaces or to mix salt with sand and grit before application.

An appropriate container, for example, a salt/grit bin, will enable a reasonable amount of salt and grit to be kept on site ready for use. The container also overcomes the problem of finding a suitable storage space for this bulky and occasionally used commodity. If a salt grit bin is not available then it must be stored in a secure dry place.

Salt can be obtained from the Central Stores at Folkestone Road Depot. The current cost of a 25kg bag is £6.15 including delivery minimum 10 bags. See details in the Contacts section at the end of this guidance. It is possible to collect in an emergency but schools must contact them first to make the necessary arrangements.

6. CLOTHING

Suitable warm and weatherproof clothing should be provided for staff who will be working outside as part of their normal duties.

Where practicable, all staff and pupils should be reminded to wear appropriate warm and windproof clothing and non-slip footwear when coming to school in severe weather conditions, as it will seldom be possible to clear all snow and ice from a site. In particular, walking from a parked car to the nearest access path may be hazardous.

If necessary, the uniform should be changed to allow for appropriate footwear to be worn whilst pupils are outside or travelling to and from school.

Staff travelling to school by car should be advised to take sensible precautions to keep a blanket, mobile phone, shovel, warm drinks and other sustenance etc in their vehicles in the event of a breakdown on their way to and from work.

7. VEHICULAR TRAFFIC

Those undertaking snow and ice clearance need to be aware of possible traffic movements in their immediate vicinity and should be able to take evasive action in the event of that a car or other vehicle loses control on a slippery surface. All staff should, when clearing snow and ice, face oncoming traffic, wear high visibility clothing, for example reflective jackets, tabards, bands etc. They must not cover their ears completely with ear muffs, hats etc and should when appropriate look and listen for traffic and have an escape route planned.

Signs warning drivers of that snow and ice clearance is being undertaken should be displayed when appropriate. These may include a speed limit.

8. SCHOOL CLOSURE IN SEVERE WEATHER CONDITIONS

Head Teachers/Heads of Establishments should draw up plans, as part of the emergency/critical incidence procedures for the premises, of the action to be taken in the event of immediate or predicted severe weather, for example, deep snow or severe cold.

If the head teacher makes a decision to close the school it should be on the basis that it is expected staff and pupils will be subject to a risk that cannot be reduced to an acceptable level. The decision would normally be considered as a last resort and made at the appropriate time. Past severe weather warnings did not deliver the level of snow forecasted and chaos predicted did not materialise. As a result some schools were closed unnecessarily.

Parentmail will be used to contact parents and staff. The website will be updated regularly.

The DfE, in February 2013, acknowledged schools play a key role in their local communities and by staying open help both their pupils and parents. In making your decision you must therefore take a common sense approach whether to close or remain open in bad weather. Head teachers will have to balance the risks arising from less supervision, reduced curriculum, late return journeys, minor slips and bumps etc. against disruption to pupils' learning, the impact a closure would have on the local community and whether pupils are safer in school than out.

NPW/Local Authority must be advised of the intention to close the school and you must consider informing neighbouring schools. NPW/Local Authority will discuss school closures with the Head Teachers/Heads of Establishments and provide appropriate support and advice.

Parents and outside organisations, including the media, expect up to date information on closures and re-openings to be on the School and Council's websites. If the school closes at any time during the day there must be a system to inform parents and manage how those pupils will be adequately supervised until their parents are able to collect them. (this could be at the end of the normal school day). Relying on one system, eg texting will not be perfect, so the School and Council's websites are a good back up.

If there is a chance that the school will be closed the following day, then there must be a system of notifying parents. This could include sending a letter/slip out with pupils at the end of the day or leaving an answer phone message at the school informing parents of the school's decision.

9. SNOWFALL DURING THE SCHOOL DAY

If a significant fall of snow commences during a school day, you need to assess the extent to which leaving the school site safely will become increasingly difficult for pupils and staff. This may lead you to judging that there is a point where, if the snow is expected to continue to the normal going home time, it would be safer to release the pupils immediately, provided that they can be collected or return home unaccompanied in accordance with your usual policy on this aspect.

10. WEATHER FORECASTS

A forecast for severe weather or snow is only that and it may or may not actually happen. Therefore it is right to be prepared for a heavy snowfall, but not right to act on the assumption that it will actually occur, unless the forecast is unequivocal. It is therefore important to check the weather forecasts frequently.

11. ATTENDANCE STATISTICS

Head teachers should not be worried about the impact that remaining open may have on their attendance statistics. In September 2010 the DfE amended the relevant regulations so that, when a pupil cannot

get in because of severe weather, the school can use attendance code Y, which means that the pupil's absence will not affect the attendance statistics. If the head teacher believes that a child could have got to school, then the child should be recorded as code O for unauthorised absence.

Reference:

Met Office www.metoffice.gov.uk

HM Preparing for Emergencies www.preparingforemergencies.gov.uk

BBC Weatherwise www.bbc.co.uk/weather/weatherwise

Department for Education (DfE)

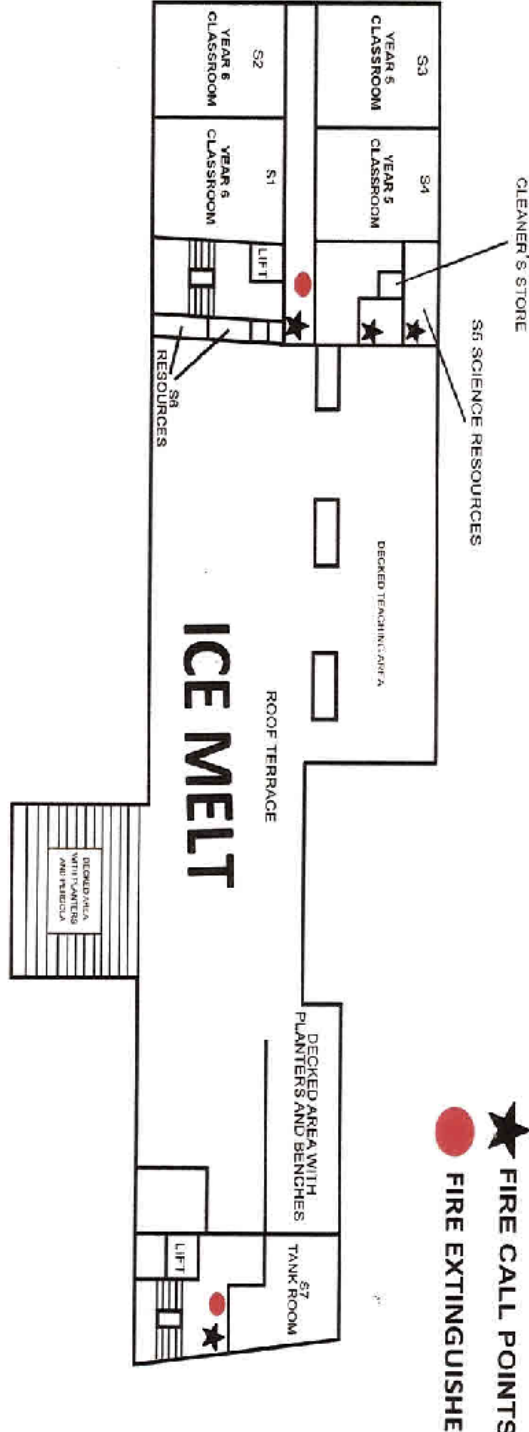
www.education.gov.uk/schools/adminandfinance/emergencyplanning/a00694/ere-weather

Health and Safety Executive www.hse.gov.uk.

Standard Procedure 36 – Emergency Plans.

Standard Procedure 130 – Dealing with critical incidents in schools.

EMERGENCY EVACUATION FIRE CALL POINTS **SECOND FLOOR**





4.27 Classroom Safety Policy

Introduction

The safety of the pupils and staff should underpin all activities undertaken in school. This policy forms part of the Health and Safety Procedures at Keir Hardie Primary School. It contains advice and guidance for teachers on issues of classroom management and good practice for staff when supervising children. The guidance in this policy covers many of the foreseen risks in the classroom environment. There are always unforeseen risks and the use of common sense at all times can mean that accidents are avoided.

Classroom Organisation

The teacher should make sure that the environment is safe and secure for the children. There are a number of ways in which this should be done:

Furniture

Furniture should be arranged sensibly so that all pupils have an adequate view of the board.

Furniture should be arranged so that there is room for the pupils for teachers to travel around the room safely. Tables may need to be put back in position at the end of the day.

All exits should be clear at all times.

Furniture that is deemed unsafe or damaged should be reported to the site supervisor and noted in the site supervisor book

Pupils and staff should not stand on chairs and tables for any reason or any high surfaces for the purpose of putting up or removing displays.

The moving of furniture should be carefully supervised.

Chairs should not be carried above the head.

Tables and PE benches should be carried by at least two children.

HSE checklist for classrooms to be completed termly.

Display

When putting up displays staff should take care to follow the Display Policy. This makes it clear that sellotape, staples or drawing pins should not be put into the wall, since they cause damage and can be dangerous to the cleaning staff when they clean the surfaces. Nor should glue be used on walls or trays (and no sticky labels).

Pupils should not be asked to remove staples.

Blue-tac to be used on all wooden surfaces and the walls.

Carpets

Staff should make sure that their carpet area is secure and clean and should inform the site supervisor and/or the senior finance officer if this is not the case.

Use of Equipment and Materials

All new equipment purchased must conform with relevant British Standards

Pens

Pupils are not allowed to bring their own correcting fluids into school, only staff may use fluids such as Tippex because they are toxic.

Pens that are mainly water based should be used.

When other pens are used, i.e. spirit based pens they should only be used by staff and only then in a well-ventilated area.

When using a whiteboard staff should make sure that pens match the board for which they are intended.

Science/Technology Lessons

Technology tools should be kept in the technology resource area in the Art and Design Zone at all times apart from when they are in use. Tools must only be used for their intended purpose.

Where exceptional resources are being used a risk assessment should be included in the lesson plan detailing the safety instructions that will be given to the pupils and the safety precautions that will be taken.

No sharp instruments should be used unless the activity is being supervised.

Science equipment should be kept in a safe and secure place.

After use any broken or worn out materials (e.g. batteries) should be reported to the appropriate coordinator a.s.a.p. and disposed of.

Glass bottles and containers should not be used for science or technology experiments.

Staff must explain and demonstrate to pupil show to use tools and specialised resources

Science Lead should do a safety audit at the end of each year and when new equipment is purchased

Art Lessons

All members of staff should ensure that pupils are well supervised at all times. Protective clothing or aprons should be used when necessary. A risk assessment is in place for art and design.

Paper Trimmers

Paper trimmers are provided for staff use only. Staff must ensure that if the paper trimmer is not safe to use then this is communicated with the front office so that they can be safely disposed off.

Supervision of Children

It is vital that pupils are adequately supervised at all times. Pupils should not be left unattended in the classroom.

Pupils must always walk sensibly on the stairs under adults' supervision.

Pupils should be promptly collected from their class lines in the playground at the end of playtime and the end of lunchtime. When walking in, the teacher should have the whole line in view. i.e. by stopping at a corner and telling the lead child to stop at a certain point. Pupils should walk in single file.

On wet mornings children/parents wait under shelters. In exceptional circumstances they may come in and then it is the responsibility of the class teacher to maintain supervision. If there is no adult in the room the pupils should line up outside the classroom until an adult arrives.

Pupils being kept in at playtime due to behaviour should be supervised, either by the class teacher or in a detention with a member of the SLT or the Behaviour Team. It is neither safe nor desirable to leave pupils outside the staff room unsupervised.

Pupils are not allowed to work in school at lunchtime or playtime unless they are under the direct supervision of an adult.

Pupils wishing to enter the school during play to collect an item should have either a yellow (welfare room) or orange (classroom) card which gives pupils permission to be in school. Any replacements should be collected from the learning mentor team.

Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the headteacher's room, main office or mobile phone
- Always be alert when leaving the building

Risk assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the school office and on the drive. These are reviewed annually.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

Adults and children should be risk assessed if coming into school with an injury or medical condition (Ms Tromp or in case of absence Miss Woodhall or Mrs Taylor). A personal emergency evacuation plan (PEEP) may be needed for someone with an impairment or disability such as: Mobility impairment. Sight impairment. Hearing.

When undertaking a risk assessment, consideration must be given to all involved with the setting, such as children and young people, childcare workers, parents/carers and visitors.

All employees who care for children and young people need to be aware of any dangers in the work environment, in order to minimise or prevent accidents and injuries, so risk assessments must be undertaken both indoors and outdoors throughout the day. These risk assessments do not always need to be noted, but childcare workers must be aware of dangers during their time at the setting. It is very important that childcare workers (and others such as volunteers and students) work as a team in order to ensure that everybody is aware of the risk assessments that have been undertaken, and that they are amended as required.

Early years childcare workers have a duty to help children and young people to examine and challenge risk within boundaries that are safe to the child, but these risks must be assessed first of all.

The types of risk assessments undertaken in early years settings are as follows:

- lifting and carrying weights
- the arrival and departure of children
- going to the toilet
- pregnant members of staff
- outdoor play
- the indoor area
- babies/children with additional needs
- going for a walk or on a trip
- snack time
- hand washing
- water and sand.

Risk assessment is a method used to prevent accidents and injuries by identifying possible dangers. By doing so, childcare workers must consider the potential risk, and identify it. Following the risk assessment, the level of the risk must be identified and decisions made with regard to the action required to minimise the risk.

When undertaking a risk assessment, the childcare worker will:

- look for the dangers
- decide who is in danger of being injured

- identify the level of the risk
- what action is required to minimise the risk
- record the findings.

It is essential that risk assessments are regularly monitored and reviewed, as changes may occur, for example, new equipment at the setting. Following the risk assessment, the date for the next assessment should be noted. This may be once a week, once a month, once a term or annually, depending on the size of the setting, the number of new childcare workers, or changes to the environment itself. When reviewing risk assessments, the following must be considered:

- Have any changes occurred?
- Are any improvements necessary?
- Have any problems been identified?
- Following accidents or injuries, what action should be taken?

Health and safety legislation and policies within early years and KS1 and KS2 settings protect children, childcare workers, carers/parents and visitors to the setting from accidents and injuries. Childcare workers at the setting need to be aware, and have a good knowledge, of the following legislation and policies:

- **RIDDOR** (*Reporting of Injuries, Diseases and Dangerous Occurrences*) Childcare workers are required to follow RIDDOR guidelines for notifying the authorities of any accident or injury at the work setting, and should notify the HSE (*Health and Safety Executive*) if the accident or injury is serious. When the school completes an accident report form on the Safety Cloud Compliance Website, this would be able to be viewed by The Education Space - Health and Safety - School Management Support - Geetha Unnithan, who would assess the report and decide if it is reportable or unreportable.
- **COSHH** (*Control of Substances Hazardous to Health Regulations*) This act came into force in 2002 to minimise any harm to children and adults in work settings that keep and use hazardous substances. Substances can cause harm as they are poisonous, harmful or corrosive. All hazardous substances within any work setting should be kept locked and out of the reach of children. Risk assessments for Coshh products are available in the office. Coshh files are in the three cleaning cupboards in the school which is Junipers, the school's cleaning provider's responsibility.
- **The Health and Safety at Work Act 1974.** This act places responsibility on the employer to ensure that the work setting is as safe as possible. It ensures that everybody works safely and raises awareness of the importance of working safely by showing the HSE poster.

The 5 Steps to Risk Assessment

- 1: Identify The Hazards
- 2: Decide Who Might Be Harmed And How
- 3: Evaluate The Risks And Take Action To Prevent Them
- 4: Record Your Findings
- 5: Review The Risk Assessment

Steps when a pupil attends school injured:

1. Observe the children when taking them to class for any signs of injury/distress

2. If a child comes to school visibly injured, crutches, cast, bandage etc.) Please ask the parent to go to the office with the child to explain the injury.
3. If parent not with the child take the child to front reception and ask office staff to call parent.
4. If you notice the injury in class, then send them to the office ASAP to have the parent called and risk assessment completed.
5. If you were aware of the injury prior to the pupil attending school and they were going to be absent or work remotely then please go to the office ASAP to clarify the situation with the parent.
6. Office staff to arrange for a member of the SLT to carry out a risk assessment with the parent (Ms Tromp normally does this, if not available then Miss Woodhall or Mrs Tailor).
7. Inform safeguarding lead about the injury/distress pupil.
8. Staff member carrying out the risk assessment and the parent agree to the risk assessment sign and date.
9. Date for review agreed.
10. Risk assessment emailed to the year group staff, PE coach, Welfare, SLT, LM and Office staff
11. Signed copy kept in the office.
12. If required a PEEP (Personal Emergency Evacuation Plan) to be carried out for e.g. mobility, visibility, problems. Mrs Tailor/ Mr Bond to complete and share with the above members. This is done for fire drills or emergency evacuations.

Steps when staff attends school injured

1. Wait at reception and ask office staff for Ms Tromp if not available then Miss Woodhall or Mrs Tailor to carry out a risk assessment. DO NOT start your duty without a risk assessment being carried out.

4.29 Smoke Free Policy

Keir Hardie recognises that it can best demonstrate its concern for the health, safety and welfare of all its employees by introducing restrictions on smoking at work, thereby making the school and grounds smoke free.

The policy will:

- Not permit smoking in any part of Keir Hardie premises including car parks and outside the entrances/exits to its buildings;
- Not permit employees to congregate and smoke in groups outside school premises.
- Aims to protect staff, pupils and other school users from the potential effects of passive smoking;
- Assist smokers to adjust to working in a smoke free environment (during the 3 month lead in period);
- Fulfil Keir Hardie School's health and safety responsibilities to its employees;

- Fulfil Keir Hardie School's legal responsibilities to its employees.

The DfES Healthy Schools Standard requires school sites to be completely smoke free.

Electronic Cigarettes

Representative Headteachers of the Central Services Operational Group (CSOG) have agreed that the use of Electronic cigarettes (e-cigarettes) in schools presents health and safety hazards and there must be treated in the same way as other cigarettes. Electronic cigarettes therefore must not be used in schools.

Electronic cigarettes are not regulated by the Smoke Free Regulations (2006) or other appropriate legislation. Electronic cigarettes consist of a battery-powered vaporiser designed to produce the same effect to the smoker as tobacco cigarettes. Most, but not all, use nicotine in the liquid mixture and although they do not produce smoke like a cigarette because there is no burning tobacco when heated, they emit a vapour. Devices are manufactured abroad where no standards apply and there is evidence that the heating elements and the chargers can overheat and therefore may cause fire. The long term health effects of using e-cigarettes are unknown at present as there is a lack of conclusive evidence.

Implementation

Keir Hardie School's policy is that all service areas including schools operate a complete ban on smoking.

The operation of 'smoking breaks' and 'designated smoking areas' no longer apply.

This policy statement applies to all staff at Keir Hardie School.

Head Teacher Responsibilities

Head Teacher will be responsible for ensuring that the policy is upheld and provide support and encouragement for employees who wish to give up smoking.

For assistance with smoking cessation contact the Stop Smoking Service on 0800 013 1673 or email them at stopsmoking@newhampct.nhs.uk.

In locations where a complete smoking ban did not previously exist, disciplinary procedures will not be used as the initial means for dealing with problems, particularly during the early stages of implementation. However, persistent or wilful non-compliance will be dealt with under Newham Councils procedures.

The head teacher will ensure the following:

- Existing and prospective employees are advised of the policy
- Job advertisements, job descriptions and contracts of employment, refer to the Smoke Free Policy.
- There is adequate, clear signage indicating that a smoke free policy is in operation.
-

Employee Responsibilities

Employees are responsible for ensuring that they observe the School's Smoke Free Policy. Employees who act in breach of this policy should be aware that they are liable to action under the disciplinary procedure.

Employees are only permitted to smoke whilst off duty (in official break times only).

It is not acceptable for employees to congregate in groups to smoke outside the School's premises.

If an employee wishes to take advantage of any assistance offered by the school they are required to make this known to their line manager.

Visitors and Service Users

All visitors and service users on School premises are expected to comply with this policy, should they fail to do so the head teacher has the right to ask them to leave.

Parents and carers trust our school to keep their children safe. Thanks to the efforts of staff and governors, schools in the UK normally remain a safe haven for children; but as tragic events both overseas and at home have shown, they can become involved in an emergency at any time.

The Department for Education recommends that schools create and maintain an emergency plan and as a good school we not only comply with this, but also want to go one step further and be ready to deal with the sort of emergencies that no one really wants to think about – the situation where the children and staff are endangered by the threat of deliberate harm. In emergency planning terms this is called lockdown, a description that will be used throughout this document.

The document is designed to help us:

- Develop and review a lockdown plan,
- Provide information to all staff who could become involved in an incident,
- Help staff to educate and inform the pupils and indeed their parents about what to do in such a situation,
- Detail actions and procedures not only for use during such an incident but also for testing our readiness for such an incident.

The advice from the Department for Education and the Cabinet Office reminds us “planning for emergencies can save lives. It can prevent an incident getting worse, provide confidence to staff, governors, parents, carers and pupils and enhance your school’s reputation as a safe place to learn and work. Plans which deal with the consequences of large-scale emergencies also help staff to deal with the smaller (but nevertheless potentially distressing) incidents that schools can experience on a regular basis”.

Reasons for a lockdown to be initiated:

- Someone who is out of control and threaten the safety of our pupils, staff, or himself/herself
- Someone who has a gun or weapon;
- An intruder;
- Hazardous chemicals outside the building;
- An extreme weather related event;

When an incident occurs the priority is to safeguard those on-site (i.e. pupils, staff, parents/carers, visitors) and alert the emergency services if necessary. Other organisations, such as the local authority, can then be informed as appropriate.

When responding to an incident the emergency services will need unrestricted access to the school site. This can sometimes prove difficult, as parents/carers are likely to visit the school immediately upon hearing of an incident. Parents need to be requested to stay away from the school, as they could otherwise

worsen the situation and the police services would be the best resource in ensuring this.

Plans should emphasize the importance of locking down as quickly as possible. At the first indication of a major incident or potential threat, the signal for lockdown should be given and the lockdown begins immediately. If pupils are outside when the signal for a lockdown is sounded, staff members need to take pupils to the nearest possible safe area that can be secured.

Raising the alarm:

All staff (especially those working in the main office) should be trained that when information is received in the office of a situation requiring a lockdown, whoever receives that information, will immediately activate the school's lockdown system (panic button located in all offices). There should be no hesitation in announcing the lockdown, and the decision to call the lockdown should be made immediately by whoever receives the call to the office, and should not be delayed.

It is recommended that the actual method of announcing a lockdown, is displayed at fixed points is clearly visible and can be read by any person announcing the lockdown. In emergent stressful circumstances even the most composed individuals may have difficulty remembering exact procedures. By pre--printing the announcement and practicing it, the person delivering the message can ensure that the content is delivered accurately.

Classrooms and other secure areas:

- Before locking a door, staff should gather everyone in the immediate vicinity into their classroom or other secure area, if it is safe to do so.
- Once inside a secure area, staff and students should;
- Stay away from doors and windows; turn off lights; close blinds;
- Beware of sight lines if there is a window in the classroom door,
- Consider covering window;
- Take cover if available (get behind something solid);
- Remain absolutely quiet
- Teachers to take attendance;
- No cell phone use unless necessary to communicate regarding the incident.
- Cell phones should be shut off or put on vibrate.

Toilets:

As the door into the toilet area cannot be locked children need to evacuate toilets if at all possible and get to an area that can safely be locked down.

Designated adults who work in close proximity to toilets need to check them before locking down themselves, if it safe to do so, and take any students found in the washrooms, into their classrooms to lockdown.

As a last resort, staff or children trapped in a washroom, should attempt to somehow secure the bathroom door, enter a stall, lock the door and climb on top of the toilet.

Open Areas:

Open areas including hallways and other open areas are the most vulnerable, making them the most likely location for a threat, and the most difficult areas to quickly and effectively secure.

It is very important, everyone understands what to do and where to go in the event a lockdown is called and they are in an open area. There need to be options in the event that the first choice is not available.

Terminating a lockdown:

Plans to conclude a lockdown will vary by location. It may include a general announcement, or it may be a room to room visit from police/school personnel so that the occupants of a locked room know in fact that whoever is giving them the all-clear, is in fact authentic. Local plans should include procedures for ending lockdowns at off-site evacuation locations. In all cases where police have responded, the decision to end a lockdown can only be made after approval of the on-scene police.

School recovery following a lockdown

A debriefing should occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing.

In all cases, communication with parents is vital.

Lockdown training and practice

Staff Training

Schools can establish a method to conduct lockdown review training for all staff, during each school year. Induction for new teachers should include lockdown awareness. Due to the young age of some primary pupils, it is suggested that classroom teachers be responsible for training students.

Lockdown practice exercises

The purpose of an exercise is to validate procedures documented within the lockdown plan (in the same way that fire drills are practiced). Although they cannot fully replicate the pressure of a real incident, exercises can help to reinforce training, give confidence to staff that they have the necessary knowledge and skills to respond to an emergency and increase the likelihood of procedures working in practice.

They are also particularly adept at highlighting areas of the response that may initially have been overlooked when developing the plan.

It is recommended that staff and pupils undergo training on relevant parts of the emergency plan before participating in an exercise. Staff should be aware of their roles and responsibilities and be reasonably confident in carrying them out.

There are different types of exercise that can be used to validate a plan but the method you choose is likely to depend on the purpose of the exercise and the amount of time available.

Discussion--based exercises

Discussion--based exercises involve assembling staff together and asking them to consider how the school would respond to a particular scenario. Participants are provided the opportunity to talk about their roles and discuss what actions the school would take if an incident were to occur. Staff are required only to discuss, not implement, these actions.

Discussion--based exercises are often used to develop a greater awareness of the plan and are ideal for use during training events. They are simple to prepare and a variety of scenarios can be used to provide an indication of the different emergencies staff may experience.

Tabletop exercises

A tabletop exercise is based on simulating the response to an incident (although it does not literally have to take place around a tabletop). A tabletop exercise can be run in a single room or a series of rooms to simulate real divisions (e.g. between the main building and the mobile classroom).

Unlike a discussion--based exercise, each participant is expected to undertake a specific role and outline the actions they would take whilst a simulated, realistic scenario unfolds. It is not necessary for staff to physically implement the response but they are required to co--ordinate their actions with other staff.

Tabletop exercises are relatively easy to run but do require careful preparation. Due to the nature of this type of exercise there are limits to the number of people who can be involved.

Live exercises

A live exercise involves physically acting out the response to a scenario. Although this may sound complicated all schools implement fire drills, which are a type of live exercise, on a regular basis.

These exercises are particularly useful for testing logistics and communication arrangements. They can also make excellent training events from the perspective of experiential learning, helping participants develop confidence in their skills and providing insight into the reality of responding to an incident.

Live exercises are generally the best means of validating the lockdown plan as they can involve the entire school, including pupils. However, they do require more planning and resources than any other type of exercise; it may be useful to seek support from your local authority or the emergency services to assist in its preparation.

Most live exercises involve three different types of personnel, commonly referred to as:

1. Facilitators
2. Players
3. Observers

Facilitators are involved in the planning of an exercise and should be present on the day to set-up equipment, deliver briefings and ensure the event runs smoothly. Once the exercise is underway facilitators may be required to issue scenario updates to players.

Facilitators should not be involved in the response as they will be privy to details of the scenario and any action they take would compromise the realism of the exercise.

Players are involved in simulating the response to the emergency. Each player will be required to respond to the exercise as if the situation were real and keep an accurate log of decisions made and actions taken.

The role of an observer is to monitor the exercise and note any important issues that arise. They should be briefed before the incident and asked to observe specific aspects of the response. Staff from other schools, extended services or the local authority may be particularly useful observers due to their impartiality. All staff, particularly players and observers, should be prepared to provide feedback during the exercise debrief.

Safety in a live exercise:

It is useful to identify a form of words that can be used as a way of indicating to participants that something has occurred, which is, not part of the exercise.

Typically this can be a rather obvious statement such as “This is for real” “The exercise is over”. Everyone involved in the exercise needs to be aware of the phrase to be used.

Briefings

Live exercises can appear very realistic so it is important to notify all possible stakeholders that an exercise is taking place. Prior to the event it will be necessary to brief a wide variety of groups:

- Pupils
- Parents/carers
- Staff
- Governors
- Extended services
- The emergency services
- The local authority
- The media
- The local community.

It is particularly important to advise the emergency services of the exercise to ensure they are not called out to attend thinking it is a real incident. You

may also wish to put notices on the school gates to prevent concern or panic from local residents/passersby.

Lockdown Exercise Review list

1. Parents were informed prior to a drill or after an actual event.
2. Scenario was reviewed with staff prior to the event.
3. Pupils/staff went inside, closed the doors, and closed and locked All windows
4. Hang signs outside school indicating a lockdown is occurring.
5. Blinds, curtains and windows were closed.
6. Rooms were designated for people to go to during a drill.
7. Someone called emergency services
8. Check whether anyone left the building during drill or actual event.
9. Roll call of students and staff.
10. Debriefing after drill or event

To keep the school safe in the event of a critical incident, the below procedures have been implemented in case of a lockdown. All staff have been made aware of the procedures and the difference of tones from the fire alarm and the lockdown alarm have been demonstrated.

The instructions for lockdown have also been placed in all classrooms and offices.

APPENDIX A:

Pupils will wash their hand upon entry of the classroom (See handwashing guidance by the DFE)

All cleaning products will be stored safely in the cupboard under the sink in the classroom

Toasters that have been purchased for breakfast club must only be used by an adult

If a child is coeliac/gluten intolerant then a separate toaster must be used

All pupils will have their own equipment that has been provided by the school

Teachers should monitor pupils to ensure that they do not bring stationary from home

Fire Evacuation Assembly Points

Nursery	-	School Square
Reception	-	School Square
Year 1	-	MUGA
Year 2	-	MUGA
Year 3	-	MUGA
Year 4	-	MUGA
Year 5	-	School Square
Year 6	-	School Square

Eye protection Goggles/visors

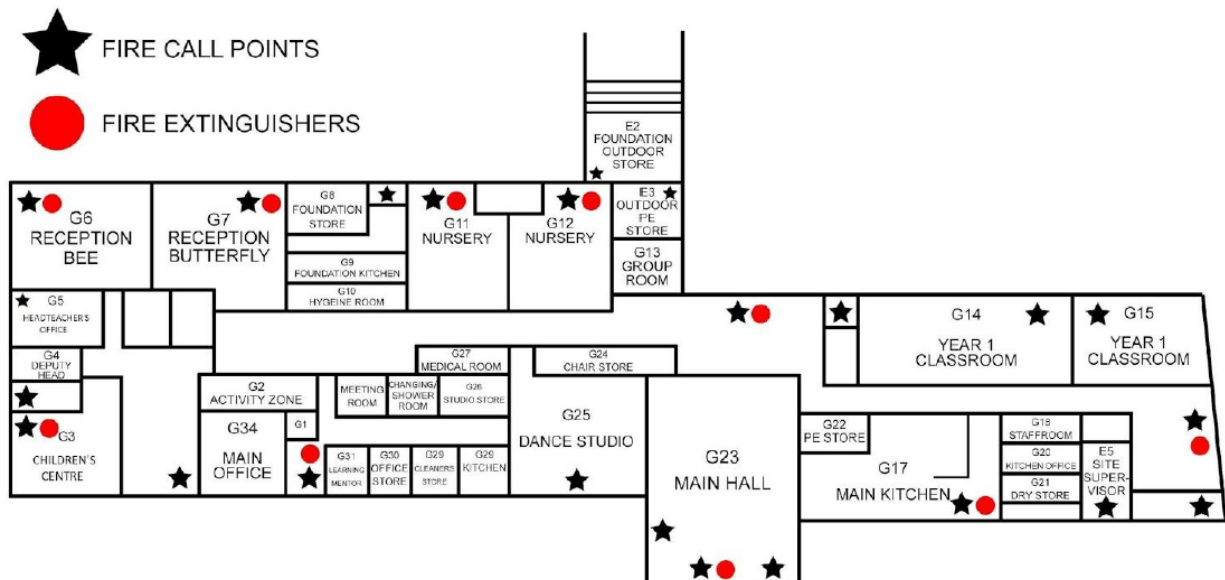
Should be used for (a) Risk of sneezing, coughing, splashing, spitting and aerosol generation, and (b) close work, a suspected new infection

- Clean visors and goggles after each use – alcohol wipe/ detergent and disinfectant
- Dry completely.

Policies linked – H & S Policy, First Aid Policy/Sickness Absence Policy/SEN Inclusion policy.

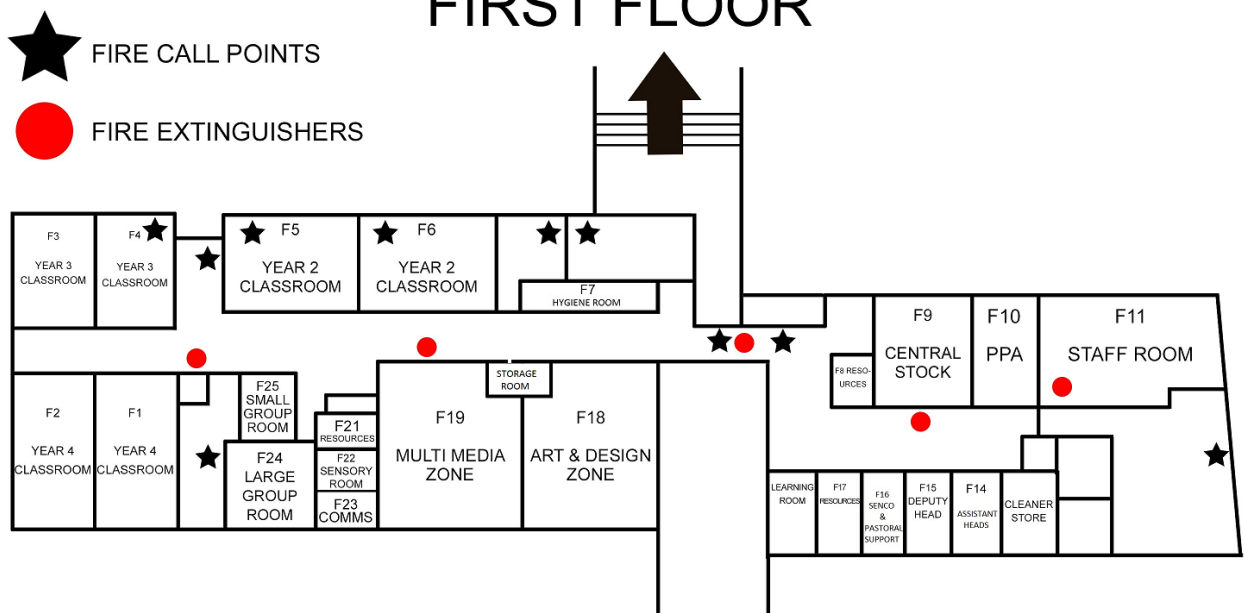
EMERGENCY EVACUATION FIRE CALL POINTS

GROUND FLOOR

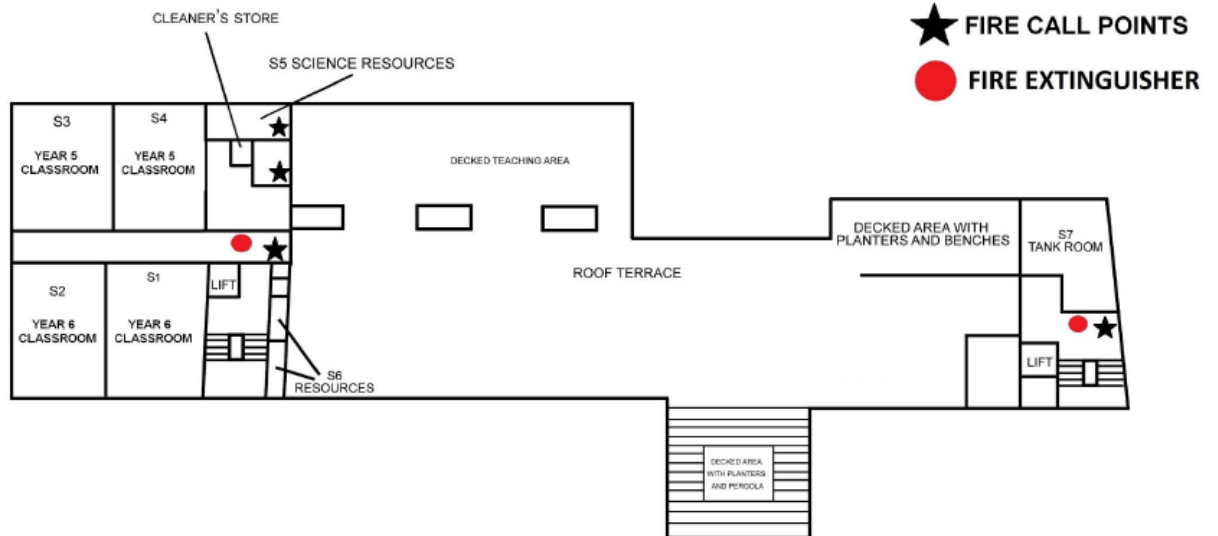


EMERGENCY EVACUATION FIRE CALL POINTS

FIRST FLOOR



EMERGENCY EVACUATION FIRE CALL POINTS SECOND FLOOR



COVID-19 Health and Safety Policy October 2021
APPENDIX TO HEALTH AND SAFETY POLICY STATEMENT OF INTENT

As a result of the COVID-19 outbreak this appendix has been added as a supplement to the Health and Safety Statement of Intent.

AIM OF THIS POLICY

To put in place additional measures to:

- Protect staff, residents and visitors from risk of infection of COVID-19
- Provide staff and visitors with COVID-19 secure workplace and office where they feel comfortable and not at risk of infection

GOVERNMENT GUIDELINES

This policy is based on the governments and Health and Safety Executive guidelines

- Carry out a Risk Assessments.
- Develop cleaning, hand washing and hygiene procedures.
- Help people work from home/remotely where necessary.
- Maintain social distancing where possible.
- Where people cannot be kept apart, manage transmission risk.

RISK ASSESMENT

Risk Assessments are carried out to assess the risks and to put in place measures to eliminate or mitigate those risks.

SOCIAL DISTANCING CLEANING, HANDWASHING AND HYGIENE PROCEDURES, VENTILATION

- Encourage people to follow the guidance on hand washing by providing hand sanitiser
- Frequently cleaning and disinfecting objects and surfaces that are touched regularly, enhanced cleaning in busy areas,
- Provide protective equipment where necessary and appropriate
- Carry out ventilation assessment of our buildings and put in place control measures as required
- Where appropriate maintain social distancing in line with the guidance and risk assessments

WORKING REMOTELY (Including from home)

Newham have reviewed their working practices to enable staff, where possible, to work from home/remotely, taking into account, the requirements of the business, safety of personal data and employee wellbeing. We endeavour to:

- Provide flexible working arrangements including working from home/remotely
- Ensuring staff have the right equipment
- Making sure that there is adequate communication with all staff who are working at home/remotely
- Considering their physical and mental well being

EMERGENCY SITUATIONS

During the pandemic the Council will organise itself to provide the best response it can, this will involve setting up special task groups and management structures to ensure the health and safety and wellbeing of all our staff, residents, clients, customers and all those that use our services.

There may be emergency situations such as fire, evacuation or injury, where new ways of working necessitate alternative arrangements. Those arrangements that are put in place will reflect the new ways of working.