



# **GOVERNORS OF STAR PRIMARY SCHOOL**

## **HEALTH AND SAFETY POLICY**

### **School Mission Statement:**

*At Star Primary School we believe that everyone is equally loved and accepted.*

*Acknowledging the diversity of our community, we...*

- *Provide a broad and balance curriculum encouraging every child to take the opportunity to achieve their full potential;*
- *Nurture positive home, school and community relationships;*
- *Promote tolerance and respect for all people and the world we live in.*

By order of the Governing Body of Star Primary School

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
(Head Teacher)

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
(Governor of Safeguarding Group)

**Policy Date: September 2017**

**Review Date: September 2020**

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## **1. INTRODUCTION**

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

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

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

### **1.1 The Policy Statement**

The Head Teacher will be responsible to the Director of Education for the implementation management and monitoring of the Policies and Procedures of the London Borough of Newham, The Education Department and the School.

As Site Manager, the Head Teacher recognises and accepts responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.

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

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

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

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

The Head Teacher will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978.

## **1.2 General Responsibilities**

The Head Teacher will be responsible to the Director of Education for the implementation, management and monitoring of the relevant policies and procedures.

The Head Teacher will co-operate with and maintain appropriate levels of communication with the Director of Education and council services.

The Head Teacher will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements he/she may make. Line managers will take all reasonable measures to assist the Head Teacher in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care for their own health and safety and of others who may be affected by their actions and/or omissions: they are to co-operate with the London Borough of Newham and Head Teacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

The Head Teacher will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so with the LEA's safety policies. Should the Governing Body fail to discharge any responsibilities related to the Act, the LEA will take necessary action and, if appropriate, charge the school's delegated budget accordingly.

## **1.3 Advice and Training**

The Head Teacher notes that the LEA provides a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

## **2. DEFINITION OF THE SCHOOL SITE**

The area of the school site is that defined by the walls and fences marking the boundary with Star Lane, Hilda Road and Eastlea Community School.

The site includes the

- Mainstream building
- Early Years Building
- Annexe building
- Playgrounds
- All external sheds and stores
- School field

### 3. ARRANGEMENTS AND PROCEDURES

#### 3.1 Reporting Accidents

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

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

In the event of a fatal accident or major injury it is the responsibility of the Headteacher to inform the Newham Corporate Health and Safety Team (CYPS), 3<sup>rd</sup> Floor, East Wing Newham Dockside, 1000 Dockside Road, London E16 2QU.

All staff must ensure that accidents are recorded appropriately using the following procedures:-

- a) **Accident book - Daily First Aid/Minor Injuries Book/s** – kept in the Medical Room. All first aid/minor injuries occurring to children of statutory school age must be entered into the book kept in the Medical Room. A separate book is kept in the nursery and in the first aid hut in the playground. Any minor injuries occurring to pupils/staff requiring First Aid or referred to First Aid must be entered into this book by the person who administered the treatment.
- b) **School Incident Form - Report of injury or dangerous occurrences**

Accidents causing injury to **an employee or pupils of the School**

- 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 (RIDDOR 95)).

**A School Incident form must be completed by the appointed officer (injured person's line manager) and must not be completed by the injured person in any circumstance. The Head Teacher will read and signed which they send to the Central Health & Safety Unit. A copy must be retained in school. Findings of the investigation must be recorded on the School Incident form.**

#### 4. 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.

## **Staff trained as follows:-**

**Paediatric** 2 Members of staff

**First Aid at Work** 15 Members of staff

**Team Teach** 7 Members of staff

First Aid supplies are available in the following places:

- a) **Minor First Aid Box** is kept in the **Medical Room, Nursery and First Aid Hut** by the first aid trainer, who is responsible for checking and replenishing the contents when used. Minor first Aid bag is taken out at lunch times for any minor first aid requirements.
- b) **Small Portable First Aid Bags** are available for use on **Educational Visits** from the Medical Room. Teachers needing these bags should inform the First Aider at least 2 days before the visit is to take place.

### **4.1 Medication in School**

Parents are advised to, whenever possible to make arrangements for children to take medicines at home rather than in school. Where necessary the parent or nominated adult can come into school and administer the medication except for ones who are covered by a care plan eg. Asthma pump, epipen.

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 administrations for medicines is made in the '**Medicine file**' kept by the Welfare Assistant.

### **4.2 Pupil Information**

Emergency contact information is kept for each pupil in class order in the School office filing cabinets and on the computers in the office. School administrator is responsible for collating this information and ensuring that it is kept up to date weekly in a folder in the front office. The Welfare Assistant and SENCO is also responsible for providing the class teachers with information on pupils in regard to specific medical conditions by placing a relevant notes and care plans in the class SEN folder.

### **4.3 Contacting Parents**

The SLT team will be informed if a Parents needs to 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

**The Welfare Assistant must inform the class teacher when a child is sent home.**

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

**In the case of any child receiving a blow to the head**, yet able to continue in school, the Welfare Assistant or teacher must inform the parent/carer of the injury. 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 Welfare Assistant or teacher must seek to contact a responsible adult and inform them.

#### **4.4 Fire Safety**

**Fire alarm points and extinguishers are located throughout the building at or near the entrance/exit of each area. (See Appendix 4)**

**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 (See Appendix 5)**

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

The Fire Alarm system is tested each week by the site supervisor, who will also regularly check other fire fighting equipment and will record in the fire book by the fire alarm system. All Fire Alarm equipment and Fire Fighting equipment is fully inspected annually by the borough 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 near the alarm panel. The Site Supervisor is responsible for ensuring that entries are kept up to date.

#### **4.5 Emergency Evacuation**

In the event of a need to evacuate the school in any emergency the alarm will be raised by the headteacher or senior leader by activating the fire alarm. Upon hearing the alarm all activities will immediately cease. Staff will ensure that all children will 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. Office staff will bring the registers out to the designated area to give to teacher. Teachers must ensure that pupils line up quietly and that class registers are used to check that all are present. Once teachers have taken the register they will hold the register above their heads to state it is completed and all children are accounted for. The registers will be collected by 2 senior staff (usually the Head Teacher and the Deputy Head Teacher)

In the event of an emergency evacuation at lunch time the lunch time supervisors will blow the whistle for the children to stop and line up. The office staff will bring the registers out to the designated area. The Fire Marshalls must check the toilets and each floor to ensure all children and staff have been evacuated.

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

- All pupils and visitors on site assemble in the designated area.
- Assist with the checking of names against the registers.

On hearing the alarm in the annexe building staff must follow the same procedure.

#### **4.6 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 and safety 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 and any defect which presents an immediate hazard must also be reported immediately to the Headteacher and Finance & Projects Manager. The Senior Leader Team or Welfare Assistant must ensure that any hazard is clearly marked as unsafe and cordoned off this will be checked by the Finance and Projects Manager. Details of the defect should be written into the "Health & Safety and Premises Workbook" (Site Supervisor log book) by the office staff. The book will be inspected by the Finance & Projects Manager each week. The Site Supervisor must ensure repairs are carried out within 7 days except in an emergency which should be done on the same day. The Finance & Projects Manager and Site Supervisor in consultation with the Headteacher, is responsible for ensuring the completion of repairs to the building, site and equipment.

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

- P.E. apparatus
- Portable Electric Appliances
- Gas Boilers and Heaters



- Fire Alarm System
- Fire Fighting Equipment
- Water Safety

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

#### **4.7 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.

#### **4.8 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 Safeguarding Officer or The Head Teacher of the evidence/incident. The member of staff should make a written record of the evidence/incident on a Record of Concern form as soon as after the incident as is practical.

The Child Safeguarding Officer will follow the procedures as set out in the Newham Child Protection Committee Procedures.

Staff are alert to all signs of child abuse, when a child has sustained or is at risk of:

- Non-accidental injury
- Explained or repeated injury
- sexual abuse
- Parental neglect including emotional neglect

Signs that may be observed include:

- Changes in mood or behaviour
- Attention seeking behaviour
- Scavenging
- Inappropriate relationships
- Persistent tiredness, sleepiness or running away
- Nervousness
- Child wetting or soiling themselves.
- Compulsive stealing

When teachers see signs that cause them concern they should inform the Child Safeguarding Officer or Head Teacher in their absence.

Child Protection procedures are kept in the school's handbook. These are issued at the start of each term to ALL members of staff.

**Physical Restraint of Pupils.** The physical restraint of pupils must be avoided when ever possible. Any incident in which a member of staff has occasion to physically restrain a child must be reported to the Headteacher as soon as is practical. All such incidents must be detailed in individual children behavioural log for that purpose. All teaching and care staff are supplied with a copy of London Borough Newham guidance on Using Physical Intervention in Schools (Policy No. SP080).

### **Training in Team Teach (Restraint)**

7 members of staff.

### **4.9 Playground Safety**

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

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

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

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

### **4.10 School Visits and Journeys**

All teachers planning any school trip or journey must:

- Consult with the Headteacher in regard to the timing, arrangements, activities and level of adult/children supervision. Must complete Educational Visit Approval form
- If the visit is to an unfamiliar site, make a preliminary visit and assess the risks and requirements.

The Newham guidance is available in the Educational Visit Co-ordinator File for further guidance.

The teacher in charge of the visit must leave a copy of the completed "Risk Assessment School Visit" form with the Headteacher a minimum of 2 weeks before the visit.

A letter giving guidance to parent helpers is also available.

First Aid kits are available from the Welfare Assistant.

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

#### **4.11 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.

#### **4.12 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 and have correct booster seats.

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

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

All hazardous substances must be securely stored. The arrangements for the storage of such materials will be inspected by Site Supervisor.

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

#### **4.14 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 be summoned to 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 use disposable gloves when clearing up body fluids.

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

#### **4.15 Cleaning**

##### **Internal**

The cleaning staff work under the supervision of the site supervisor and the Finance & Projects Manager whom any defects should be reported.

It is important to note that if you are working in school after 6:00 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 lower 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 1.20 – 1:50 pm when using these areas.

##### **External**

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

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

#### **4.16 Contractors on Site**

Minor works and repairs. All contractors working on site must report to the school office. The Headteacher and Site Supervisor, The Finance & Projects Manager and Health and Safety co-ordinator must be made aware that work is to start. The Site Supervisor, The Finance & Projects Manager and Health and Safety co-ordinator 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 Finance & Projects Manager, Health and Safety co-ordinator will hold a site meeting with the contractors.

Asbestos is checked as and when required and a report is written. All contractors must be sign the Asbestos Management plan held in the office before any work commences.

#### **4.17 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, Welfare Assistant or the Head/Deputy/Assistant Head Teacher.

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.

#### **4.18 Visitors to the School**

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

- Report to the school office on arrival and to show Identification
- Sign a visitors' books in and out
- Must wear visitors' badge and return it when they leave
- Be made aware of emergency evacuation and health and safety regulations (on visitors badge)
- Contractor about to start work will have access to asbestos management plan

#### **4.19 Work Experience Students and Volunteers**

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

#### **4.20 Lettings - n/a at present**

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 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.

#### **4.21 Personal Safety of Staff**

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

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

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

Incidents of aggression/verbal abuse must be detailed on a “**School Incident Form**” and given to the Headteacher. A copy of the form is sent to the Newham Central Health & Safety Unit, School Management Education Department, 3<sup>rd</sup> Floor, East Wing Newham Dockside, 1000 Dockside Road, London E16 2QU.

#### **4.22 Consultation with Staff**

A copy of this document 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 Finance and Projects Manager.

#### **4.23 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 Induction Co-ordinator to ensure that new members of staff receive an induction in regard to Health and Safety procedures.

Health and Safety Resources retained in the Admin Office include:

- London Borough of Newham “Health & Safety folder”. This contains advice from the LEA.
- London Borough of Newham Education of Visits Guidance - advice on planning out of school activities
- “Safe Practice in Physical Education”
- “Make it Safe”. Safe practice in science and technology

Training to date:

See Head Teacher’s report to Governors