

MAYVILLE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

STATEMENT OF GENERAL POLICY

This policy is in addition to the London Borough of Waltham Forest Health and Safety Manual and Health and Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises. Copies of the LBWF documents can be located in the School Business Manager's office.

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

GUIDELINES

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Premises, Health, Safety and Security Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:

- a) Provide equipment and systems of work, which are safe, and without risks to health.
- b) Make arrangements for handling, storage and transportation of articles and substances.
- c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
- d) Promote the development and maintenance of sound safety, health and welfare practices.
- e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and from the premises.
- f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Headteacher** (Ms. Russell) will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Premises, Health, Safety and Security Sub-Committee.
- Report accidents and incidents of violence to the Premises, Health, Safety and Security Sub-Committee on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfill their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Health, Safety and Security Sub-Committee.
- Ensure relevant staff have access to appropriate training.
- Meet with the Site Manager and Administration Officer on a weekly basis to manage site issues.
- Report to the Site Manager and Administration Officer any defects and hazards that are brought to her notice.

All **staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher, Site Manager or Administration Officer.
- Report any defects and hazards to the Site Manager through recording in his file in the School Office.
- Report any concerns of abuse to pupils to the Headteacher who is the child protection officer.
- Complete an 'Accident / Incident form, available from the **School Office Team** in the School Office, in the event of a significant accident or incident of violence.
- Photos and information are in the staffroom to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff. Supply staff are asked to familiarise themselves with this.

The **Site Managers** (Miguel and Alves) will:

- Ensure that they are familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Headteacher and Health and Safety Representative.
- Conduct a half-termly site check with the Headteacher.
- Meet with the Headteacher and Administration Officer on a weekly basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and Administration Officer any defects and hazards that are brought to their notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire alarms and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The **Health and Safety Representative** (Lorraine Barella) will:

- Conduct a termly health and safety survey with the Headteacher, Business Manager and Site Managers and report back to the Premises, Health, Safety and Security Sub-Committee.

The **Administration Officer** (Lorraine Barella/Ceyda Irfan) will:

- Report to the Headteacher and Site Manager any defects and hazards that are brought to her notice.
- Liaise with the Site Manager when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher and Site Manager on a weekly basis to manage site issues.
- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Senior Midday Supervisor** (Ms Irish) will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Ensure 'Accident / Incident forms are completed for any serious incidents, file forms and send originals to the Corporate Health and Safety Unit of the LEA.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

ARRANGEMENTS

Accidents and Incident Reporting

- a) Any pupil complaining of illness or who has been injured is sent to the School
- b) All incidents, ailments and treatment are reported in the accident book.
- c) More serious accidents or incidents of violence are recorded on 'Accident / Incident Investigation' forms obtainable from the School Office.
- d) Parents are contacted if there are any doubts over the health or welfare of a pupil.
- e) In the event of a serious incident an ambulance is called and parents are contacted immediately. If the parent cannot be contacted then a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital.
- f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines

- a) Our trained First Aiders administer medicines for moderate or long-term conditions.
- b) Medicines are stored in a cupboard and fridge, out of the reach of small children. Staff record the time medication is given and sign the record sheet.
- c) Parents give written consent to authorize First Aiders to administer medication. Staff will only administer medication that has been prescribed by a doctor.
- d) Medication for asthma is stored in an unlocked cupboard in the School Office. Pupils are supervised by a First Aider when taking their asthma medication.

Climbing frame

- a) One member of staff or Midday Supervisor closely supervises the use of the climbing frame at playtimes.
- b) Pupils should not use the climbing frame until a member of staff or a Midday Supervisor is in attendance.

Office for the qualified First Aiders to inspect and, where appropriate, treat.

- c) If the climbing frame is used for extra playtime or Golden Time then a member

of staff should closely supervise it.

- d) Pupils should not climb to the top of the posts and should not somersault over the bars.
- e) Staff should regularly remind pupils of safe use.

Communication of Information to Users of the Premises

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the Administration Officer.

Cooking

- a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

Educational Visits

- a) Ms May is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy.
- b) Our procedures are based on the LBWF Guidance for Educational visits

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

Evacuation of the Building

- a) Fire exits are clearly labeled.
- b) Plans showing exit routes are displayed by the door of each classroom.
- c) Fire alarm and fire doors are tested weekly by the Site Manager.
- d) A fire drill is practised once a term and reported by the Headteacher to the Governing Body.
- e) Fire appliances are checked annually.

First Aid Provision

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders. There are currently 4. Their names are written in the staff handbook
- b) First Aid is administered in the School Office.
- c) Portable First Aid kits are taken on educational visits and are available from the School Office.
- d) A qualified First Aider will go on any educational visit.
- e) The Admin Assistant will ensure the maintenance of the contents of the first aid boxes and other supplies.
- f) All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

Head Injuries

- a) Parents are informed of a head injury by letter. The letter outlines the injury and symptoms to look out for.
- b) First Aiders ask office staff to contact parents by phone if they have concerns about the injury.

Head Lice

- a) If eggs are noticed in a pupil's hair a letter is sent home informing the pupil's parents.
- b) A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- c) If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.

HIV

- a) No person must treat a pupil who is bleeding, without protective gloves.
- b) Protective gloves are stored in the classrooms and the School Office.
- c) Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Hot Drinks

Staff should ensure that they only transport hot drinks around school at the times when children are not on the premises. Staff should not have hot drinks in the classroom. Please refer to guidance given in Staff Handbook.

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Movement around School

- a) Pupils should walk around school in single file and stand in single file when waiting.
- b) No pupils should remain unsupervised in classrooms.

On Site Vehicle Movements

- a) Car parking is separate to the school playground.
- b) Contractors come onto the premises when loading/unloading equipment and park outside the main entrance on the KS2 playground. They can only gain access by contacting a member of staff to open the gates for them.
- c) If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground.

PE Equipment

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

PE Safe Practice

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE held by each teacher.

Playground

- a) Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- b) Thirteen members of staff supervise the KS1 and KS2 playground during morning playtime.
- c) We have twelve Midday Supervisors on duty at lunchtime.
- d) One member of staff or Midday Supervisor should closely supervise the climbing frame when it is in use.

Pregnant Workers and Nursing Mothers

The Headteacher will carry out a risk assessment in accordance with LEA guidance. Appropriate action will be taken to ensure the individual is not exposed to any significant risks.

Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Site Inspections

- a) The Site Manager inspects the site as part of his daily routine.
- b) Urgent matters are referred to the Headteacher or Administration Officer and actioned ASAP.
- c) More routine matters are discussed at the weekly premises meeting between the Headteacher, Site Manager and Administration Officer and actioned accordingly.
- d) The Headteacher and Site Manager inspect the site on a half-termly basis.
- e) The Headteacher, Site Manager and Health and Safety representative conduct a termly health and safety survey and report back to the Premises, Health, Safety and Security Sub-Committee.
- f) The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- g) All significant matters are reported to the Premises, Health, Safety and Security Sub-Committee.

Slips, Trips and Falls

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Administration Officer or Site Manager.

Swimming

- a) We use Cathall Baths for swimming lessons and follow the LEAs Policy Guidance Note.
- b) Swimming instruction is provided by qualified swimming instructors.

Supervision of Pupils

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised.
- c) Yr 6 teachers should be in class when pupils come into class in the morning.
- d) Staff should be punctual in collecting pupils from the playground.
- e) The same duty of care applies when staff supervise pupils in after school clubs.
- f) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- g) Other staff on duty should inform supply teachers of their duties regarding supervision.
- h) If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, then the child must be sent to the After School Club.

Working at Height

- a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.

Working During the Evening

Staff sometimes stay late at school. During these times the Site Manager is on site and supervises the school entrance. Staff should alert the Site Manager that they are staying late so that he can ensure lights are on and staff are safe.

REVIEW OF POLICY

A review of the policy will be undertaken annually by the Premises, Health, Safety and Security Sub-Committee. Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.

Signed.....

Date.....

Appendix

Mayville Primary School Health & Safety Policy

Appendix: Individuals with Specific Responsibilities in the Policy and Access to Information on Health & Safety

Responsibility	Name
Head Teacher	<ul style="list-style-type: none">• Carnett Russell
Senior Management Team	<ul style="list-style-type: none">• Adeola Banjo• Amanda May• Alison Varndell• Rebecca Wylie
Health & Safety Co-Ordinator	<ul style="list-style-type: none">• Lorraine Barella
Education Visits Co-Ordinator	<ul style="list-style-type: none">• Amanda May
Other Managers (<i>including heads of department, non-teaching managers such as the bursar, specialists such as premises manager and educational visits co-ordinator</i>).	<ul style="list-style-type: none">• Miguel Sampaio• Adeola Banjo• Alves Esmenio
First Aiders	<ul style="list-style-type: none">• Ceyda Irfan• Natasha Brown-Prince• Melike Konuk• Adeola Banjo• Joakim Kristiansen• Alex Keefe
Location of First Aid Boxes	<ul style="list-style-type: none">• Medical Room• Food Technology Room
Name and Address of nearest Hospital	<ul style="list-style-type: none">• Whipps Cross Hospital, Whipps Cross Road, Leytonstone, London E11 1NR Tel: 0208 539 5522
Fire Safety Manager/Evacuation Officer	<ul style="list-style-type: none">• Miguel Sampaio• Lorraine Barella• Alves Esmenio
Location of Fire Log	<ul style="list-style-type: none">• Site Manager's Office
Fire Assembly Point	<ul style="list-style-type: none">• Football Pitch• Playground at the front of the school Epicentre
Fire Drills	<ul style="list-style-type: none">• Once a term
Site Manager	<ul style="list-style-type: none">• Miguel Sampaio
Assistant Site Manager	<ul style="list-style-type: none">• Alves Esmenio

Document	Location (e.g. Office/Web Address)
Fire Log Book	Caretaker's Office
School Policies	SBM, Caretaker and Head Teacher
Asbestos Register	SBM and Caretaker
First Aid Book	Medical Room, SBM
COSHH Assessments	Caretaker's Office, Storage Rooms
Accident/Incident Reporting Guide	School Office
Risk Assessments	SBM and Caretaker's Office
Safety Manuals	Caretaker's Office
Responsible Persons Premises Log	Site Services Manager
Educational Visits Guide	Amanda May
Legionella Risk Assessment	Caretaker's Office