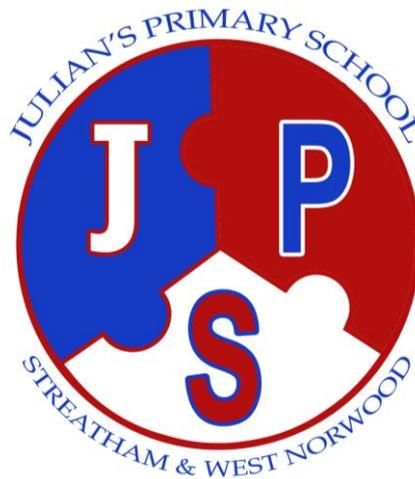


# JULIAN'S PRIMARY SCHOOL

## Health and Safety Policy



## 1.0 Introduction

1.a This Health and safety policy has been prepared in consultation with the staff and governors of Julian's School.

1.b The policy sets out the arrangements for Julian's Primary School. It does not replace the Authority's health and safety policies, but is in addition to it, for the benefit of teachers, support staff, pupils and visitors to the school.

## 1.1 Overall Statement of Policy

It is the policy of Julian's Primary School to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The school governing body regards health and safety and child protection as being of the utmost importance. They recognise their responsibility to ensure that the school operates within the overall health and safety and child protection policies of the London Borough of Lambeth, which specifies required standards of health and safety for schools. They will seek to fulfil their responsibilities to the fullest extent, to ensure the provision of a healthy and safe environment for staff, pupils, parents/carers and visitors.

**Julian's Primary School** fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

## 1.2 Aims and Objectives

1.2.1. The aim of the health and safety policy is to ensure that all reasonable steps are taken to ensure the health, safety and welfare of all persons using Julian's Primary School. Detailed objectives are as follows:

- To establish and maintain a healthy and safe working environment throughout the school.
- To establish and maintain safe working procedures amongst staff and pupils.
- To make arrangements for ensuring safety and absence of risks to health.
- To ensure the provision of sufficient information to enable all people on the school site to avoid hazards and contribute positively to their own health and safety.
- To maintain a healthy and safe place of work with safe access and exit to and from the site.

- To formulate effective procedures in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures to be followed in case of accident or medical emergency.
- To ensure that effective arrangements are in place to ensure the health and safety of staff and pupils on school journeys or other out of school visits.
- To ensure that arrangements are in place for the effective management of any Critical Incidents that might arise. See Critical Incident Policy.
- To provide and maintain adequate welfare facilities.
- To establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- To ensure children know that there are adults in the school whom they can approach if they are worried.
- To include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

1.2.2. This policy is intended to complement and fit in with other school policies. For example, following the school Code of Conduct will help to achieve a safe environment.

### **1.3 Contents of this policy**

This document has two parts:

- The first part sets out the different duties of people in the school
- The second part sets out general safety rules and procedures

## **PART ONE**

### **DUTIES AND RESPONSIBILITIES**

The responsibility for Health and safety rests with the following people:

- |                              |                         |
|------------------------------|-------------------------|
| 1. The Governing Body        | 7. All Teaching Staff   |
| 2. The Executive Headteacher | 8. The Premises Manager |
| 3. The Heads of School       | 9. Other School Staff   |
| 4. The Business Manager      | 10. Pupils              |
| 5. The Fire Safety Manager   | 11. Visitors            |
| 6. Curriculum Managers       |                         |

The remainder of this part of the policy sets out what each of those are expected to do:

#### **1.0 The Governing Body**

The Resources committee of the Governing Body will do the following:

- Have oversight of the of all Health and safety and child protection matters including making sure that risk assessments are carried out. The resources committee will report back to the governing body.
- Keep the health and safety and child protection policy under review.
- Be responsible for ensuring that health and safety standards are monitored, including checking that gas and electrical inspections and a premises audit are carried out annually.
- Check that an inspection of the premises is carried out each term in order to identify any risks to health and safety.
- Ensure that a knowledgeable person is appointed to the resources committee to deal with health and safety matters.
- Ensure we have a nominated governor responsible for child protection (Kate Edwards).
- Check that sufficient training is provided for health and safety and child protection issues.
- Check that sufficient resources are allocated to meet at least the minimum safety standards as set out in the Lambeth Education Health and Safety policy, and any legal requirements relating to the health and safety of children, staff, visitors and all others affected.

## **2.0 The Executive Headteacher**

2.1 The Executive Headteacher (Alison Møller) has overall responsibility for the day-to-day management of health and safety and child protection in the school. In particular, the Executive Headteacher has the following responsibilities:

- To ensure that the health and safety and child protection standards detailed in the Children and Young People's Service (CYPS) Health and Safety Policy are implemented and maintained at the school;
- To ensure that school staff receive adequate and appropriate health and safety and child protection training necessary for their responsibilities;
- To ensure that the standards of health and safety and child protection are formally monitored and that a health and safety and child protection report is presented to the Governors at least every term;
- To ensure that the resources committee includes school health and safety on its agenda, and that a suitably knowledgeable person is appointed to the committee.
- To ensure attendance at any required health and safety training and child protection provided by the school or the Authority;

- To ensure that staff is adequately consulted on health and safety matters and on the type and nature of the duties allocated.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;
- To ensure for any off-site event or trip, organised by or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils and that these arrangements must at least meet any minimum standards specified by the Education Directorate or recommended by the DFEE; (Please see Education Visits Policy).
- To ensure that, where required, school specific risk assessments are undertaken and recorded;
- To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant Education Directorate risk assessments, are implemented;
- To ensure there are adequate arrangements for first aid, both on school premises and on school outings or activities, in accordance with the Education Directorate guidelines.
- To take any decisions as necessary on problems identified by health and safety inspections, risk assessments or as a result of reported problems.
- To make sure that a suitably knowledgeable person on health and safety issues is appointed to act as the school's premises consultant.
- To ensure we have a designated deputy senior person for child protection who has received appropriate training and support for this role (Alison Møller)
- To ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role
- To ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- To ensure that parents/carers have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- To notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.

- To develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- To keep written records of concerns about children, even where there is no need to refer the matter immediately.
- To ensure all records are kept securely, separate from the main pupil file and in locked locations.
- To develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- To ensure safe recruitment practices are always followed.
- To liaise with the resources committee and/ or premises officer as necessary on health and safety issues.

### **3.0 Head of School**

3.1 The Head of School assumes the responsibilities of the Premises Manager in their absence.

3.2 The Head of School(s) is The Deputy Designated Senior Teacher for Child Protection.

### **4.0 Fire Safety Manager**

4.1 The Fire Safety Manager (The Business Manager in conjunction with the Premises Manager) will have responsibility for overall planning and organisation of fire safety matters within the school. In particular, he or she will:

- Ensure that fire precautions in the school premises are maintained and that practice fire evacuation drills are undertaken at least every term;
- Ensure that all staff are aware of their particular responsibilities in the event of fire;
- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival;
- Ensure that a check is made at least every year that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the governors on the results of this check.

## 5.0 Teaching Staff

5.1 Teachers within the school have a responsibility for safeguarding children and the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- Making sure they are aware of the Child Protection Policy and its contents including Lambeth's whistle-blowing charter.
- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety and child protection of the staff and pupils; The Government has set out recent requirements (2000), in relation to the teaching of science, design and technology, information and communication technology, art and design, and physical education.
- Ensuring that they are familiar with the school fire procedure and their role in it;
- Maintaining good standards of housekeeping and cleanliness in the activities under their control;
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
- Ensuring that any special equipment for which they have particular responsibility (i.e. Curriculum Managers) is maintained in a safe condition and is suitable for the purpose for which it is used;
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
- Ensuring that any off-site outing or activity for which they are responsible, complies with the approved Education Visits Policy. Any such outing or activity must only take place following written authorisation by the Executive Headteacher/Head of School and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
- Attending any required health and safety or child protection training provided by the school or the Council; undertaking, as required by the Executive Headteacher/Head of School, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
- Reporting promptly, any deficiencies in health and safety standards they are not able to correct, (e.g. blocked sinks, hanging plaster, cracked windows etc.), to the Premises Officer as appropriate.

## **6.0 Premises Manager**

6.1 The Premises Manager is responsible to the Executive Headteacher and Business Manager for:

- Ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Management Manual and that records are kept;
- Acting as the school representative in any dealings with contractors who are to work at the school;
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are promptly reported and/or rectified as appropriate, and that any possible cause of harm is removed;
- Maintaining a register of dangerous and hazardous substances used or stored by the Premises Manager at the school and ensuring that this register contains copies of up to date material safety data sheets;
- Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
- Ensuring that daily and weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that all defects are promptly reported and/or dealt with in an appropriate manner;
- Ensuring that all faulty furniture, apparatus or other hazard is removed and/or repaired;
- Ensuring that that he/she only undertakes work that is within his/her training or competence and, in particular, that he/she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is accompanied, and both trained and authorised to do so.

## **7.0 Business Manager**

The Business Manager is responsible for:

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training;
- Arranging necessary refresher training for first aiders;
- Maintaining records of health and safety training undertaken for school staff;
- Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;

- Reporting to the Executive Headteacher the need to train further first aiders in order to meet the minimum required for the school;
- Ensuring that notices displaying the name and location of first aiders are kept up to date;
- Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and Borough advice and guidance;
- Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
- Ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
- Ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved;
- Ensuring the safe storage of office equipment and that all faults are reported as they occur.

## **8.0 Other School Staff**

8.1 All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. All staff is also required to ensure their work is carried out in a way which avoids risks to themselves or others. All TA's, the Inclusion Manager, Learning Mentors, peripatetic and other support staff should ensure that they have read and understood the Child Protection Policy and its contents including the Lambeth whistle-blowing charter. The Inclusion Manager should have special responsibility for health and safety and protection of looked after children.

8.2 Curriculum Managers are particularly responsible for equipment and materials within their area of responsibility, and for issuing health and safety guidance on usage, etc.

### 8.3 Cleaning and Cleaners

- Cleaners should refer to this policy and also to the LEA policy in line with the contract.
- Staff is asked to ensure that the premises are cleanable, and not expect cleaners to tidy up after the children.
- Storage areas and stock rooms - These must always be left in a tidy state, with all items placed in safe positions on shelves.

## 9.0 **School Pupils**

9.1 Everyone must adhere to the school Code of Conduct. In particular, in relation to health and safety, everyone must:

- Exercise personal responsibility for the safety of him or herself and other children in the class
- Observe standards of dress consistent with safety, e.g. PE kit.
- Observe all the safety rules of the school and in particular the instructions of the staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for his/her safety

## 10. **Visitors**

10.1 Regular visitors and other regular users of the school are required to observe the safety rules of the school. In particular, parents/carers/carers working on a voluntary basis in the school are to be made aware of the health and safety and child protection arrangements applicable to them by the Executive Headteacher/Head of School to whom they are assigned.

## **Part Two**

### **Safeguarding and promoting the Welfare of children**

**Julian's School is committed to continually striving for best practice as a Healthy and Safe School.**

We will therefore follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills.

At Julian's we also recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.
- 

## **General Safety Rules & Procedures**

### **A.1 INTRODUCTION**

These safety rules and procedures are intended to cover the main areas where risks to health and safety might arise. They are not complete -there are many areas where everyone has to exercise common sense. The idea is to balance

- avoiding risks to children and everyone else
- encouraging all members of the school community to be responsible for themselves and others

The main ideas to remember are:

- Keep a look out for problems or hazards
- Think about who might be harmed, and how
- Use the reporting procedure (see below) to tell the Premises Manager or member of the management team (as appropriate) about potential problems and/or hazards

### **A.2 INFORMATION, STANDARDS AND GUIDANCE**

Where this policy or general safety rules do not cover a specific issue, the school will adopt the practices or standards recommended in Health and Safety Executive, or Department of Education publications, or relevant British or European Standards. If further information is needed, speak to the Executive Headteacher/Head of School, Premises Manager or Premises Consultant.

Competent advice on health and safety issues is available to the school via directly employed premises management consultants or through the Health and Safety Lead Officer at the Lambeth Education Directorate.

### **A.3 TRAINING**

Staff will be provided with adequate and appropriate Health and Safety training appropriate for their responsibilities.

### **A.4 RESOURCES COMMITTEE**

The school's resources committee has overall responsibility for all health and safety issues, including ensuring that monitoring and inspections are carried out and standards maintained. It reports regularly to the governing body on health and safety matters and fire safety.

## **B. FIRE SAFETY - FIRE & EMERGENCY PROCEDURES**

All staff must know the following:

- This procedure
- The location of fire extinguishers, alarm bells and call points, and how to operate them
- When to sound the alarm – If you are the first person to discover a fire, operate the alarm immediately.
- The location of fire exits, which must be clearly marked and kept clear at all times
- The designated fire assembly points
- What to do when the fire alarm sounds

Detail

- As soon as the fire alarm is heard every person, no matter where they are in the building, must vacate it immediately.
- Children should be trained to stop all activity, to stand silently and to line up at the classroom door without waiting for a command from the teacher. If it is safe to do so, staff must ensure that all the windows are closed, all electrical appliances e.g. computers have been disconnected. At all times a quiet, calm exit must be made, and initiative used if obstacles present exit by shortest route.
- Children who are out of class when the fire bell goes must re-join their class in the playground by the most direct external route.
- In the event of an evacuation of the building no one is allowed to re-enter without permission of the most senior staff member present. Where there are members of the police or fire brigade present the senior staff member will seek permission from whoever is in charge of them.
- Class teachers will lead the children to their allocated places in the playground. Primary helpers will check that the classroom is fully evacuated and all doors closed on their exit route and to walk at the back of the class

line. If the teacher has no primary helper in the classroom, the teacher must make sure that the room has been fully evacuated.

- On arrival in the playground teachers must take a register (which will be given to them by admin staff if appropriate) to check that all pupils are present. If any child is missing, the teacher must tell the Premises Manager or a senior member of staff, who will if safe search the building.
- A report on carrying out of fire drill must be included in the Executive Headteacher's report to the Governors so, if necessary, the matter may be discussed at the next Governors' meeting.

### **Fire Hazards/ Obstructions**

- Entrances and exits should be kept clear and unobstructed. Stacked chairs and bookshelves should not be placed near exits.
- Display within classroom:
- Plastic materials should not be used for display material.
- Display items should be securely attached to the pin board as close to the surface as possible.
- Nothing should be hung near a light.
- Ceilings should not be used for display.

### **Corridors**

- Approximately every three meters of display material should be separated by a space of approximately one meter.
- No display material -
- Above entrances or exits
- Within one meter of either side of entrances or exits.

### **Generally**

#### There should be no display material -

- Within 30 cms. of services (fire alarms, call points, central heating air vents, radiators, electrical socket outlets)
- At all above high risk equipment (e.g. cookers) or within 66mms either side.
- All displays should be kept away from central heating pipes and tops of storage heaters.
- Combustible waste materials should not be allowed to accumulate especially in the boiler house and Premises Officer's Office.
- Electrical faults must be reported immediately.
- All cleaning material should be stored in a secure cupboard away from hot water pipes.
- Matches should not be in school
- Fire Doors must be kept closed at all times, but not locked when the building is occupied.

### **What to do if you discover a fire**

- Operate the alarm
- Evacuate the building immediately.
- Make sure that the children are standing in their allocated places in silence.

- Call the Fire Brigade (this will usually be carried out by the Administrative Officer)
- Dial 999 and state clearly 'FIRE'
- When Fire Officer answers state 'Fire at Julian's Primary School, Leigham Court Road" or "Fire at Julian's Primary School, West Norwood". Tell them which building the fire is in and therefore which entrance to use.
- Do not replace the receiver until the address has been repeated by the Fire Officer.
- Every outbreak of fire, no matter how small, MUST be reported to the Asset Management and Development Team of the L.E.A.
- The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities by the fire safety manager, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.
- Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the Premises Manager.
- Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labeled "fire door keep shut".
- The Fire Safety Manager holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

### **C. ACCIDENTS AND FIRST AID**

The school has first aiders, the names of whom can be found in the office. Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The first aiders to whom they are allocated maintain the contents of first aid boxes. The school secretary will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures.

If the accident is serious, contact the parent or carer by phone if possible. It may be necessary for an ambulance to be called. If parent or carer cannot be contacted the child must be accompanied to hospital by a staff member. No child should be sent home alone following an accident that could be serious.

Unless the accident is obviously very trivial, parents/carers/carers must be informed either in person or by letter. There must always be a letter home if there is an injury to head or face.

Think about why the accident happened. Did the accident happen because of an avoidable hazard? If so, use the reporting procedure to tell the Premises Manager. He will then be able (with the Premises consultant) to think about whether anything can be done to remove or lessen the hazard.

## D. CONTRACTORS

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements. These arrangements are documented in the Health and Safety Management Manual and are operated by the Premises Manager, or the school's directly employed premises management consultants, who have been appointed to deputise for this role. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Premises Manager.

### Property Risks

- Fire, theft, assault, vandalism, water damage
- Doors and windows: should be kept locked shut
- Storage of valuables – personal items and those belonging to children
- Security of pupil records and personnel files
- Litter removal, cleanliness of site, graffiti removal
- Maintenance issues which in time give rise to Health and safety concerns e.g. blocked sinks, dripping taps etc.

### IT Records And Material

- Back up copies should be made of all IT information

## E. VIOLENCE TO STAFF

To ensure the safety of staff from violence the following procedures are followed:  
All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack; staff therefore, should avoid arriving or leaving alone.

All staff are made aware that parents/carers sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the school site, in a room which while ensuring confidentiality of matters being discussed, allow for the situation to be monitored by colleagues.

If parents/carers do become angry,

- Staff should remain calm and maintain eye contact although not continuous eye contact.
- Diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Executive Headteacher
- Staff should always sit nearest the door so that they can make an exit should they need to.
- If a member of staff is concerned for the safety of a colleague:
- The concerned member of staff can go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished"
- Send for a member of the SLT to help diffuse the situation.

In the case of an emergency the head can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.

In the case of assault taking place, (or even where assault appeared imminent) Julian's Primary School are aware of the traumatic effect it can have on the victim;

- In such circumstances a trusted colleague will be released to support and look after the victim, either remaining on site, going to the hospital or police station or taking the member of staff home

## **F. VEHICLES**

- Only members of staff, school buses, official visitors to the school and Delivery Vehicles are allowed through the main gates. In exceptional cases, carers of children may be allowed to drive vehicles into the school. This may be in the case of medical or EBD needs. Such instances will be reported to the Executive Headteacher or Head of School and supervised by the Premises Manager. Parents/carers and carers may not drive their vehicles through the main gates when collecting children from after-school clubs.

## **G. MANUAL HANDLING**

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force (Manual Handling Operations Regulations 1992).

The school will comply with the requirements of the law as stated in:

- The Health and Safety at Work Act 1974.
- The Manual Handling Operations Regulations 1992.
- All other legislations, or parts thereof, relating to manual handling and provision and maintenance of equipment.
- Follow the Manual Handling policy.

The school aims to prevent musculo-skeletal injury to staff as a result of manual handling by reducing the risk to the lowest level possible.

The assessment and reduction of risks from manual handling aims to achieve:

- A safe working environment.
- Suitable and sufficient equipment to reduce manual handling risk.
- Well trained staff who takes care of their own health and safety and that of others.

## **H. SLIPS AND TRIPS**

- All slips and trips should be recorded in the Accident book. The Premises Manager should be informed immediately so that the area can be made safe. If necessary, a warning sign will be placed over the area until the hazard is removed

## **I. EDUCATIONAL VISITS**

All off-site visits will be undertaken in accordance with the school's approved written Educational Visits policy and will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations.

### Road Safety Practices

All Staff and Children follow the procedures below when out of school:

- Holding hands keeps younger children safer
  - Stop, Think, Look and Listen
  - Find a safe place to cross (use a crossing point if possible)
  - Keep looking and listening as they cross
  - Make sure they can see and be seen
  - Walk, never run parents/carers/carers
  - Not to be distracted
- The London Borough of Lambeth's Road Safety Team has produced a road safety guide for everyone living, working and travelling through Lambeth. It is part of the council's strategy to reduce road casualties in Lambeth, especially among the most vulnerable road users such as children, cyclists and pedestrians. Copies of the Road Safety Guide have been distributed to all schools in the borough, including Julian's. The school also delivers a road safety education programme.

## **J. CLASSROOM PROCEDURES:**

J.1. it is the responsibility of the class teacher to ensure that the classroom is organized in a sensible way so as to avoid injury to the children or visitors to the classroom and to teach and constantly remind children of the need to behave responsibly, both in relation to themselves and others.

J.2. Teachers should frequently check the contents and layout of the classroom. Defective equipment and furniture should be reported immediately to the appropriate person using the appropriate procedure, unless dire emergency.

J.3. The policy above, referred to new rules in relation to the teaching of science, design and technology, ICT, art, PE etc. These require that when working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils should be taught:

- About risks, hazards and risk control
- To recognize hazards, assess consequent risks and take steps to control the risks to themselves and others
- To use information to assess the immediate and cumulative risks
- To manage their environment to ensure the health and safety of themselves and others
- To explain the steps they take to control risks.

It is the job of the teacher to make sure that this happens.

Suggested check list (not comprehensive): use common sense

- a) make sure that all classroom doors, including fire doors are unlocked daily, easy to open and free from all obstruction
- b) ensure that free standing furniture, e.g. bookcases, cupboards etc are placed in such a position that they cannot accidentally be pushed over – or fall!
- c) Avoid storing heavy equipment, materials, junk etc on top of cupboards and high shelves.
- d) Ensure that all floor areas are kept clear of obstructions other than furniture
- e) Ensure that all furniture is in a good state of repair.
- f) Keep all sinks free from obstruction so that they can be kept clean and hygienic
- g) As far as possible, keep working surfaces clear so that at the end of the day cleaners can clean.
- h) Report any insecure wall mounted units – e.g. book shelves – using appropriate procedure
- i) Ensure that electrical equipment is switched off after use (by adults)
- j) Care should be taken with the use of electric leads.
- k) Scissors, knives and compasses should be checked for damage, kept safe, and never used unsupervised (wet playtimes)
- l) Glass containers should not be used for art work
- m) Insist on orderly, sensible movement in the classroom at all times
- n) Children must remain seated during wet playtimes and lunchtimes
- o) Children must never be asked to move TV/piano or similar heavy furniture
- p) Staple guns must be operated by the teacher or primary helper
- q) Children should never be left in the classroom
- r) Children outside classroom for punishment – never at risky times and never more than 10 minutes.
- s) If an accident occurs, make a note in accident book.

## **K. PREMISES MANAGER**

The School Premises Manager has many duties which affect the health and safety of the school; (see previous sections). However, he cannot do his job without the co-operation of all staff members in looking out for things which need to be done, for risks which arise and telling him using the reporting procedure. A very brief list of day-to-day tasks which are likely to affect staff and children most is below.

- a) To ensure that premises, furniture and fittings are kept clean and that the recommended cleaning materials are used
- b) Arrange for waste bins in the playground to be emptied appropriately
- c) Be responsible a 'clean' playground (free of rubbish, excrement, hazardous materials) for salting paths and playground during icy and frosty conditions
- d) Make daily, and thorough weekly check for hazards
- e) Ensure comfortable working temperature and adequate lighting
- f) Arrange for hygienic toilets at all times, clean hand basins, soap and paper towels.
- g) Arrange health and safety walk with premises consultant, at least each half term
- h) Carry out risk assessments with assistance as necessary from management team and all staff.
- i) Ensure security of the site/building – opening and closing at appropriate times.

## **L. MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS**

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, **by the Occupational Health Medical Adviser**. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk. Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out.

## **M. EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES**

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the Executive Headteacher and a health and safety plan for the event will be drawn up by the Fire Safety Manager, in conjunction with the teacher responsible for the event, or with the external body responsible for the activity. The health and safety plan will particularly address fire safety issues, the safety of equipment brought on to the premises, first aid arrangements and any arrangements for serving food. Where a number of events of the same type are held, one plan covering all the events may be used. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises.

## **N. ELECTRICAL SAFETY**

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Premises Manager who will ensure that records of the inspection are kept. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a plug and socket will be subject to a combined electrical inspection and test at specified intervals and labeled with the date of inspection and a date of the next inspection due. The Premises Manager will be responsible for organising these tests, using an NICEIC electrical contractor. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised by the Premises Manager. Such work will only be undertaken when the relevant part of the installation has been isolated.

Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.

Pupils do not switch lights on or off. Nor do they insert or remove electrical plugs.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Officer as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.

Only electrical equipment approved by a qualified NICEIC contractor should be used on the premises. All new electrical items are fitted with a plug prior to purchase.

AVA equipment is the responsibility of the user teacher. Designated children may carry light equipment under supervision but no child should ever plug in electrical equipment or move TV sets.

## **O. WATER SAFETY**

Water systems are operated in accordance with the recommendations of the Health and Safety Executive document L8.

A risk assessment is conducted to identify and assess potential sources of legionella bacteria.

A site specific scheme of control is in place.

Recommended maintenance and/or monitoring are undertaken by competent personnel.

Staff with delegated responsibilities is provided with appropriate training.

## **P. WORK AT HEIGHTS**

Work at heights, necessitating the use of ladders, step ladders exceeding 3 meters in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the Premises Manager. School pupils must not be permitted to undertake work at heights.

## **Q. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS**

Work on the school electrical installation by contractors will be undertaken in accordance with the school's standard rules for contractors.

The school relies on, and greatly appreciates, assistance from parents/carers/carers and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the Premises Manager, to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

## **R. HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING**

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is coordinated by the Business Manager.

Inspections will be undertaken termly and will cover each area of the school. A team consisting of the Executive Headteacher, Business Manager, and the Premises Manager will undertake the inspections. The Premises Committee will review the inspection reports and necessary actions followed up. The governors also review summaries of the results of inspection reports. Where problems identified by inspections cannot be satisfactorily resolved at school level the Executive Headteacher will raise the matter with the Education Directorate.

The governing body meeting will receive from the Premises Committee a health and safety report.

## **S. SUPERVISION**

### **(i) Before school - KS1 & KS2**

All teaching staff is expected to be in school during the 15 minutes before and after each school session unless otherwise directed by the Executive Headteacher under the provisions of the School Teachers Pay and Conditions Regulations. No responsibility can be accepted for supervising children on the school site more than 15 minutes before the start of the morning school session or after the end of the afternoon session.

The Executive Headteacher/Head of School shall reserve the right in relation to any child whose behaviour threatens the health and safety of him/her self or others, during the ten minutes prior to the morning session or after the end of the afternoon session, to insist that child is brought to, or collected from, school at the start and close of the school sessions, by his/her parent/guardian or appointed responsible person.

No child may enter the school buildings before 9.00am without the permission of the Executive Headteacher/Head of School except in an emergency.

Whenever a child is on the school site accompanied by his/her parent/guardian or responsible adult appointed by them, that parent/guardian or responsible person will be expected to ensure that he/she behaves in a way which accords with the health and safety rules of the school.

## **(ii) Playtimes**

Children must be supervised to and from the playground in the Infant dept. Children must be closely supervised on the staircase.

All playtimes are supervised by 1 teacher and 2 school assistants in each playground. The teacher on duty must remain in the playground throughout the duty period.

A duty rota is on display in the staffroom. The person on duty must be in the playground as quickly as possible. The Head of School is in charge of the playground duty rotas.

## **(iii) General Rules for Playground Safety**

- Children are not allowed to go out of school to retrieve balls. Balls must be retrieved by an adult.
- No child is allowed to climb onto roofs.
- No child is allowed to climb onto the fence
- Games which involve picking other children up are not allowed.
- Games which involve playfighting are not allowed.

## **(iv) Supervision Around The School**

(a) Calm movement around the school should be encouraged. when moving from one part of the school to another.

(b) Classes, groups of children or individuals, must never be left unsupervised. Teachers or primary helpers must see all children out of the classroom at playtimes.

(c) Children must not be left to work unsupervised in classrooms or any other part of the building.

(d) No child should be permitted to leave the school during the day unless prior notice has been given or unless the matter has been cleared by the Executive Headteacher or Head of School.

(e) Children must never be put outside a classroom for more than 10 minutes as a punishment.

(f) Children must not carry or move heavy furniture, except mobile P.E. apparatus in the correct way.

#### **(v) Supervision After School.**

Staff should check that all children have left the building and that classroom, corridors and toilets are clear.

Children who remain uncollected should be taken to the school office by the class teacher and procedure begun to locate parents/carers. Staff should become aware of the system which operates in these cases, and advice can be sought from EHT, HOS/SBM/ AHT/SAO/Year Group Leaders, /Learning Mentors. Telephone numbers are kept in the 2 small boxes and in the files of emergency addresses.

If children are playing matches/involved in out of school time activities, permission letters must be written/return permission slips collected.

### **T. PHYSICAL EDUCATION**

#### **EYFS, Key Stage 1 & Key Stage 2**

Children must be suitably dressed for all physical activity (see PE policy). Children strip off to pants and vest/t-shirts for all indoor lessons. All work in the hall should be performed in bare feet unless permission has been given to wear plimsolls (e.g. foot infection). At no time must they ever be allowed to work in socks alone. Sensible shoes or trainers must be worn for playground/field games.

#### **EYFS, Key Stage 1 & Key Stage 2.**

(a) Staff must be vigilant when setting up apparatus. Any faults should be reported at once.

(b) No child should be allowed to use the apparatus until the teacher is satisfied that it is safe to do so.

(c) Children must be taught the correct way to move and erect apparatus and to put it away at the end of a lesson.

(d) Mats must be used for all activities which involve landing from a height.

(e) At all times children should work in silence, and respond positively to instructions.

(f) Children must NEVER work on apparatus or on any P.E. activity un-supervised.

(g) Children should never be allowed to play games which involve chasing each other on or over apparatus.

(h) Wrist watches, earrings and jewellery must be removed (see Behaviour Booklet).

## **Physical Education – KS2.**

Children must be suitably dressed for all P.E. activity (see PE policy).

Hall Sessions (using gym equipment) to be a shirt, shorts/leotard. All work in the hall should be performed in bare feet unless permission has been given to wear plimsolls (e.g. foot infection). At no time must they ever be allowed to work in socks alone.

### **Field/Playground Sessions**

Warm clothing should be worn if necessary, together with sensible footwear such as trainers. A change of clothes is required.

## **U. HEALTH MATTERS.**

- In the event of an accident, a senior member of staff must be consulted to decide the appropriate course of action.
- Staff are asked to be aware of signs that children are not well or have any defects in speech, hearing and sight. Any doubts about a child's well-being (including suspicion of non-accidental injuries) should be reported at once to the Executive Headteacher/Head of School who will then take appropriate action.
- All infectious illness must be notified to the office. The regulation covering "notification" and "period of exclusion" in relation to diseases shall be in accordance with Appendix A of this document provided by "Lambeth Education - Health and Safety Note 11 (May 1991) taking into account any amendments made thereafter.
- All accidents to be noted in accident book in Medical room and parents/carers notified of action taken by standard letter.
- Serious accidents must be reported to Executive Headteacher, Head of School, SAO and the Lambeth (LEA) accident form R1DDO 1 (or as amended) used to record any injuries that occur on school premises or during school activities.
- Addresses and emergency phone numbers are kept in a file in the school office. The Executive Headteacher, Head of School or SENCO must be informed before a parent is telephoned.
- Medicines may be administered by the designated first aid person following the completion of parental consent form. Inhalers for key stage one and two children are kept in the medical room. Inhalers for key stage one children are administered in the medical room under the supervision of the designated helper. Inhalers for key stage two children may be used independently but always with the knowledge of the adult who has given permission.

- **FIRST AID;** If a child needs treatment he/she should be sent to the nearest Primary Helper, Meals supervisor or Attendant. Staff will need to make the decision whether or not they should be accompanied by another child or by an adult. Any child or member of staff who is unwell or injured will be treated with sensitivity to their physical, emotional and psychological needs. Anyone administering First Aid must do so in accordance with the DFE 'Guidance on first aid for schools: a good practice guide'
- Any member of staff providing treatment or care to pupil/s must ensure their other current supervisory responsibilities are properly covered. The School will continue to develop and provide appropriate health education which will include emphasis on personal hygiene and cleanliness, including washing hands after using the toilet or handling animals.

## **V. DOGS AND OTHER ANIMALS**

No dogs are allowed on the school premises, except Guide dogs and other animals that aid accessibility are allowed on the school premises. It is considered good practice to inform the Executive Headteacher / Head of School if a parent/carer is to bring a working animal onto the school premises, so that the school can make necessary preparations.

## **W. SUN CARE**

Skin cancer is now the most common form of cancer in this country, with over 40,000 new cases registered every year, and it is almost always caused by the sun. Young children with fair skin are the most vulnerable, particularly when they spend the hottest part of the day in the playground. It is generally felt that the 10 – 15 minutes spent in the playground at morning and afternoon playtimes does not present any issues.

At lunchtime, Infant children should be 'taken' to a cool place for some of the lunch break (Hall, shade, shelter). Junior children should be encouraged to find cooler, shadier areas. In cases of excessive sun, children will be brought back to their classrooms.

We encourage children to bring and wear sun hats, floppy sleeved t shirts.

Sunscreens can be applied by parents/carers at the beginning of the school day. Staff should not apply sun screen.

Parents/carers are recommended to give their child appropriate sunscreen to use when going on outings in hot weather in addition to providing a sun hat and large floppy t shirt to aid protection from the sun.

## X. RISK ASSESSMENT

Hazard – something with the potential to cause harm

Risk – the likelihood of the hazard causing harm – this is a measure of the actual exposure to the hazard, the numbers of people exposed and the duration of the exposure.

### Hazards include:

- Animals
- Assault
- Asbestos
- Biological (disease)
- Chemicals
- Clinical waste
- Confined spaces
- Disability
- Display equipment
- Electricity
- Equipment
- Explosion
- Environmental (cold/hot; terrain, water etc)
- Fire/arson/security
- Hand held tools
- Heights
- Housekeeping (tidiness)
- Machinery
- Manual handling/lifting
- Noise
- Stress
- Public
- Structural
- Transport

### Risk assessment deals with:

#### Who is at risk:

Children/Trainees/employees/visitors/contractors/public/disabled/lone-workers/cleaners/

### Probability of occurrence:

1. Highly improbable
2. Remotely possible, but known
3. Occasional
4. Fairly frequent
5. Frequent and regular
6. Highly probable

## Severity rating/Risk Rating

### Control options:

- Elimination (buy in service/goods)
- Substitution (by something less hazardous/risky)
- Enclosure (enclose to eliminate/control risk)
- Guarding/segregation (people and machines)
- Safe system of work (to reduce risk to acceptable level)
- Written procedures (known and understood by those affected)
- Adequate supervision
- Identification of training needs
- Information/instruction (signs/handouts)
- Personal protective equipment

## **Y. REVIEW**

This Health and safety policy will be reviewed annually and modified according to the changing needs of the school. An ongoing health and safety action plan will be put in place to respond to issues arising from review.

### **Key Contacts**

1. Key Health and Safety Manager and Designated Senior Teacher for Child Protection for the School.

Name: Alison Møller  
Title: Executive Headteacher

Name: Becky Coburn  
Title: Head of School, West Norwood

Name: Sarah Wilson  
Title: Head of School, Streatham

Name: Sheila Reid  
Title: Business Manager

Address: Julian's Primary School  
226 Leigham Court Road  
Streatham  
SW16 2RB

Tel: 020 8769 1894

Julian's Primary School  
16 Wolfington Road  
West Norwood  
SE27 0JF

Tel: 020 8761 1894

## Health and Safety Contacts

| Name             | Title                                     | Area of responsibility   |
|------------------|---|--|
| Kate Edwards     | Governor                                  | Child Protection   |
| Maureen Nicholas | Governor                                  | Health and Safety  |
| Arabella Yapp    | Senior Assistant Head for Inclusion       | Looked After children  |
| Steven Gunputrav | Premises Manager                          | Maintenance of building and site security  |
| Sheila Reid      | Business Manager                          | Administration, Premises, IT, H&S  |
| All staff        | Support Staff                             | First Aid  |
| Teaching staff   | Curriculum Managers<br><br>Class teachers | All equipment, materials and guidance<br><br>Appropriate use of equipment & materials in classroom<br>Appropriate supervision of children at all times |
| All staff        | Support Staff                             | All staff are responsible for health and safety and child protection. When a problem is seen, deal with it!  |

### Other Key Managers On Site

ISS Facility Services catering employees.

June 2017