



# HEALTH & SAFETY POLICY

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It is a legal requirement for each school to have a policy and this must be made available to all staff, including supply and temporary staff who must be informed of its existence. Making staff aware of this policy is the responsibility of the Deputy Head in charge of each department. For new staff this must form part of their induction and supply staff must be shown a copy on their first day of work and must read the daily routine section relating to their department.

It is also a legal requirement that all staff implement this policy and note that failure to do so is disciplinary matter. Additionally each member of staff is required by law to cooperate with their employer on Health and Safety matters.

Central to the whole issue of health and safety is the fact that no matter how excellent the overall system of supervision and policy for Health and Safety, what will be tried in a claim for negligence is the "adequacy of care at the time of the incident". Therefore it is vitally important that this policy is followed and that established procedures are carried out consistently. The governing body of this school is committed to the Health and Safety of all employees and site users.

## ORGANISATION

The Headteacher is responsible as site manager to the Director of Education for the implementation, management and monitoring of Health and Safety matters. The management structure of the school applies with the Deputy Heads being responsible for Health and Safety issues within their departments. All staff are responsible for health and safety issues within their classes or rooms used within their area of responsibility.

When the Headteacher and one Deputy are absent overall responsibility is delegated to the remaining Deputy. On the rare occasions when the Head and both Deputies are off site, SMT members will take responsibility for Health and Safety matters within their departments with one of them (on a rotational basis) being nominated to be responsible for whole site issues.

This policy is to be taken in conjunction with the behavioural and curriculum policies

## SITE

The Hapgood Close and Wood End Way entrances will be the responsibility of Greenwood Primary and the Whitton Avenue entrance will be the responsibility of Wood End Infants. Given the rights of access across the site all schools will consult with each other on health and safety matters and where necessary the site manager will refer difficulties to the Authority.

The kitchen and serveries are the responsibility of the catering company who are also responsible for ensuring that their staff comply with the health and safety policy. However, activity which has health and safety implications for pupils, staff and other site users must be reported to the site manager who will take appropriate action.

## **OTHER HEALTH AND SAFETY RESPONSIBILITIES**

### **CARETAKER**

The Caretaker with his assistant are responsible for ensuring that any damage or defect affecting the site, its buildings or the Safety of its users, is reported immediately and that any necessary action is taken to make the area safe. (e.g. fencing or roping off the affected area).

The Caretaker is also responsible for Health and Safety in relation to the cleaning of the school and site.

### **WELFARE/ GENERAL ASSISTANTS**

These are responsible for:

1. The administration of routine first aid treatment and prescribed medicines (with written parental consent).
2. The handling of all aspects of accidents which occur whilst the children are in the care of the school.
3. The stocking and checking of first aid boxes.

### **SENIOR SMSAs**

Are responsible for advising the department Deputy Head with regards to safety of the children during the lunch break and for responding to emergencies and accidents.

## ORGANISATIONAL ARRANGEMENTS AND PROCEDURES

### ACCIDENT REPORTING

(see also First Aid)

It is a legal requirement that all accidents to children, staff and visitors are recorded.

The organisational structure of the school applies and it is the responsibility of all staff to ensure these procedures are followed.

For minor accidents (sometimes referred to as lumps and bumps) first aid logs are kept in each department medical room and in the junior department with the lunch time first aid box. The log will be completed by the member of staff administering the first aid. In the log must be entered:

1. Who administered first aid.
2. Date and time.
3. Action taken.
4. Help sought/obtained (if applicable).
5. If parents were informed and by whom.

### ACCIDENT REPORT SHEETS

These are kept in each department office in the "accidents" file and must be completed for any accident requiring further action to that administered in school ie where the school refers a case to the hospital, or where we advise the person/guardian to consult their GP.

### FOR PUPILS

These forms must be filled in by the member of staff responsible for the child at the time of the accident. Staff must also consult the Head Teacher or Deputy Head Teacher who will sign as supervisor.

### ACCIDENTS TO ADULTS

Accident forms for accidents to staff or visitors will be completed by the member of staff responsible for the site at the time of the accident.

The reporting procedures on the rear of the form must be followed with a copy to the Head Teacher by the quickest practical means.

Those accidents requiring report sheets must also be recorded using the relevant reporting sheet.

## PARENTS

Parents must be informed of all accidents recorded on the accident report sheets.

Staff will need to use their discretion in informing parents of minor accidents to children. This will depend on the nature of the accident and the responsibility and the age of the child. All head injuries, no matter how slight, should be reported to parents - when in doubt (non-head injuries) - refer to line manager.

It is best to err on the side of reporting too much rather than too little.

The Head or Department Deputy must be informed if a child is sent to hospital, or if a parent is advised to refer their child to the GP.

## AMBULANCE

The member of staff calling the ambulance must record the time of the call and the time of arrival. The Head or Deputy will detail a member of staff to the department entrance to guide the ambulance to the correct location.

## ASBESTOS

This school will follow the guidance given by the authority, copies of the survey reports will be kept in the safety files in the school offices. Following surveys of the Infant Department staff are not permitted to carry out any work that would disturb the fabric of the building.

If staff suspect asbestos they should inform the Head or Deputy who will contact the borough asbestos officer.

If staff suspect they have been in contact with asbestos they must complete an "accident at work" form.

## BOMB THREATS

Council guidelines will be followed.

The alarm for a bomb threat is alternate blasts of a whistle and rings of a handbell.

The fire assembly points to be used on evacuation.

The Wood End schools have been asked to provide temporary refuge.

## BUILDING MAINTENANCE

It is vital that the physical state of the site is kept safe and that pupils, staff, parents and visitors are isolated from any hazard should a problem occur.

It is the responsibility of all members of staff to inform the department Headteacher of any dangerous defect or necessary maintenance on safety grounds.

Caretaking staff to make the area safe and isolate children and adults from the danger.

The Head, together with the caretaker, will decide whether repairs can be handled internally or if external contractors are required, in which case the work will be organised by the school surveyor (architect's department).

## CLEANING

The school has taken responsibility for its own cleaning and the caretaker is responsible for ensuring that the site is cleaned in accordance with Health and Safety legislation.

If any member of staff is concerned about the standard of cleaning they are to report this to the department Deputy/Head Teacher in the first instance.

## COMMUNICABLE DISEASES

LB Ealing procedures will be followed.

Diseases to be noted:

chicken pox	measles	german measles
whooping cough	mumps	scarlet fever
head lice	impetigo	verrucae
conjunctivitis	scabies	meningitis

If there is any doubt or conflict with parents the Borough Medical Officer or their representative (ie school nurse) will be consulted regarding period of exclusion, immunisation, the disinfection of possible sources and information to others. Often assistance is given relating to sample letters.

School will inform all staff of particular "problem" illnesses (german measles/mumps). School will inform parents of outbreaks of german measles by a standard letter.

Action on suspicion of infectious disease - welfare assistant/first aider will:

- a) remove child from class and isolate in welfare room
- b) contact parents to remove child immediately
- c) advise parents what to do

Check classmates and relatives for symptoms. This must be done discreetly, by asking careful questions etc.

## FIRE SAFETY

Is the responsibility of the site manager who will seek advice and assistance from Borough Fire Officer when necessary.

### Fire safety inspectors

These are to be carried out as part of Risk Assessment and Safety on an annual basis.

### Fire drills

These are held at a variety of times, including lunchtimes. Drills are held termly

- i) preceded by training in procedures
- ii) unannounced
- iii) including a variety of "fire positions"

### Miscellaneous issues

A Fire Prevention Officer is invited to inspect the school as appropriate by the Governors' Health and Safety Committee.

All new staff are made aware of procedures as part of induction.

Location and condition of fire fighting equipment (extinguishers, blankets, buckets) are recorded by the caretaker. Maintenance of this equipment is carried out according to LA guidelines.

### Fire safety

Evacuation procedures - building:

Procedures and assembly points are clearly displayed in all rooms.

The Administrator is responsible for bringing registers (including signing in books) to the assembly points.

Staff to call registers after evacuation and inform the Deputy Head of any pupils unaccounted for.

Location and effectiveness of fire exits is acknowledged by staff in each room/area. They are kept clear. Any which cannot be opened easily are brought to the attention of the Caretaker.

Corridors are kept clear of moveable items which may impede safe evacuation.

### Fire alarms

Staff are to acquaint themselves with the positions of the fire alarm activation points.

The caretaker is responsible for testing the alarm system weekly and recording the same.

### Doors and visibility panels

Fire doors must not be wedged open.

Exit doors must be openable and not locked or obstructed.

Visibility panels must not be obscured (no notices and displays of class work upon them)

### Lettings and volunteer users of site

Volunteers and members of the public taking responsibility under the lettings contract must know the fire procedures and relevant information. They will have to sign a statement acknowledging this.

### FIRST AID

The first aid requirements for each school are stated in the Education Service Safety Policy. Note that the HASAW and First Aid Regulations relate specifically to employees; children, parents and volunteers and governors are covered as "members of the public".

### Training

The school will ensure all staff are given first aid training as appropriate and to a level consistent to their role.

### HAZARDOUS SUBSTANCES (COSHH)

The school follows borough policy in this area.

COSHH identified substances are not held or used in classes, including Tippex, toxic pens, glues etc. These substances are removed from children.

All COSHH identified substances in school are kept in safe storage (ie locked box/cupboards in office, welfare room, caretaker's workshop, kitchen area, as appropriate). The site manager/caretaker is responsible for maintaining a COSHH register.

### HEAD LICE

If children are found to have head lice they are removed (sensitively!) to the medical/welfare room. Their parents are asked to collect them and contact the clinic for lotion/treatment. Children are excluded until the morning after the lotion is applied. All parents of children in the class of the affected child to receive standard letter.

### HIV/AIDS

Council policy will be followed and staff released for training as appropriate.

To protect against the transmission of HIV/AIDS, all children are treated with gloves. Disposal of these resources is in sealed bags, via bins separate from those for classroom

use. **No cuts will be treated without these precautions.** Disposal of body fluids will be caretaking staff only, in line with borough guidelines.

## HOUSEKEEPING

Every teacher must keep tidy their classroom, corridor and other rooms within their area of responsibility in order to minimise risks to themselves and others.

### Classroom equipment

All scissors, craft tools and other dangerous equipment are used only under the close supervision of a responsible adult.

All such equipment is stored safely (eg scissors in safety holder and counted out and in each time they are used).

Craft knives are not to be used by children, and when used by staff the appropriate securing device, e.g. a vice, must be used.

Children are made aware of the rules regarding the safe use of all equipment.

All equipment is safely and tidily cleared away and stored after use.

### Hot liquids

Staff are to ensure that drinks are not hot enough to scald before they are removed from the staff room.

No kettles or urns are to be used to boil water in a room occupied by the children.

## HYGIENE

### School meals

The catering contractor must be responsible for hygiene in the school kitchens. Initially the site manager will direct any concerns to the senior catering contractor on site then to the school meals department of the authority if appropriate.

### Hand washing

The children are to be receive regular reminders about the importance of this.

### Drinking water

The children are to drink only from the water fountains and water bottles. Other drinking water taps are in the welfare, staff and home economics rooms. These must be clearly identified by signs.



## INTRUDERS ON SITE

Greenwood participates in the school safe scheme which involves the Administrator being informed of difficulties in surrounding schools. On receipt of a school safe message the Administrator will consult the Head/Department Deputy who will alert others as and where appropriate.

### General good practice

Be aware of high risk times - before 7.30 am and after 4.30 pm; Open Evenings; holidays

Let others know where you are eg colleagues, caretakers, people at home

Try to work in sight/hearing of/with colleagues

Notify staff of expected visitors

Seek help with violent children/parents. Inform others if an "explosion" is likely

Classrooms always open

Ask for ID from all visitors. Inform caretaker of every visitor

At least two members of staff to be on the premises when parents and visitors meeting.

### Violence to staff

The Local Government (Miscellaneous Provisions) Act gives the Head the right to exclude people from the premises in certain circumstances. The borough solicitor will be consulted should the Head Teacher consider it necessary to invoke this legislation.

### Risks to intruders

The school will not employ any resources which could result in a foreseeable danger to intruders. The school surveyor and/or the borough safety officer will be consulted as and when appropriate.

## LETTINGS

The borough's lettings policy will be followed.

The caretaker or his/her deputy is responsible for site security during every let.

The named person in charge of the let is responsible for alerting themselves to the safety procedures and for making all site users (at the time of the let) aware of the relevant sections i.e. Emergency Evacuation and Fire Procedure. They will sign a letter acknowledging the above.

## MANUAL HANDLING

This will be part of our risk assessment procedure. All staff are to notify the Head Teacher of activities likely to lead to handling injuries.

Key groups: caretakers, nursery staff, welfare staff, are encouraged to attend training.

Children must not carry weights that would put them at risk and must be taught how to lift.

## MEDICATION

Medicines must be brought to school only by prior arrangement, preferably following communication with the child's GP. Medicine must be brought in by a responsible adult.

Dosage details must be in writing from GP or parent, and kept in the welfare room. These details will be recorded in school on the Regular Medication form. These medicines will be kept in a locked cupboard, and administered only by qualified First Aiders, according to written instructions. Staff will not administer first dosage.

Where a child is able to manage its own condition (eg asthma) medication can accompany the child. Parents are advised to provide spare medication in case of loss or damage.

School and parents must be clear about a child's needs.

### Occasional medication

In general, children should be kept at home if unwell.

Parents or carers may arrange to come into school to administer medicines in order to complete courses of antibiotics etc if the doctor advises that the child is otherwise well enough to be in school.

In all instances where medication is involved, the Head's decision is final.

### Medical conditions

It is the duty of every person with parental responsibility to inform the school at the earliest opportunity of any medical condition affecting their child.

Usually this will be through the emergency contact form issued when children join the school, then each subsequent September. Parents will be reminded in the September newsletter or their duty to inform the school of any changes.

The Head Teacher will contact the school medical service for advice regarding any child having diabetes, epilepsy or other medical condition.

Parental consent will be recorded for any action required by school. A doctor's note will be requested in such cases which should be referred to the Head Teacher if one is not forthcoming. The Head Teacher will take further advice if necessary.

Photographs of children with specific medical needs will be requested from parents and kept in the medical room files and in confidential envelopes kept in each class register.

New and supply staff are to be informed of the above through induction.

### Pesticides

Under no circumstances are the staff of the school to use pesticides or weed killers unless they have the government proficiency test council certificate.

## REPORTING OF HEALTH AND SAFETY CONCERNS

Should a member of staff become aware of an issue relating to Health and Safety they should report as follows:

- a. Building safety  
minor matters can be reported to the caretaker via the administration team. If a matter relating to building safety is likely to have immediate and serious consequences for site users, the Head or Deputy must also be informed.
- b. Personal medical circumstances  
it is the employee's responsibility to make the Head Teacher aware of any medical condition which may affect his or her ability to comply with Health and Safety procedures, or which may impair his/her ability to carry out their responsibilities with due regard to safety. Information thus divulged will be treated with the utmost confidentiality.
- c. Unresolved issues  
If there is any serious matter which staff feel has not been addressed, they must report this directly to the Head Teacher. If concerns remains, an individual should refer the matter to the Sites and Buildings working group of the Governing Body.

## RISK ASSESSMENT AND SAFETY INSPECTIONS

Under management of Health and Safety Regulations a risk assessment of identified tasks must be carried out. Training is provided by the council.

In summary, risk assessment involves:

- i) identification of significant risk
- ii) assessment of significant risks; these will be recorded in writing

- iii) adequate verbal and written warnings will be given to all employees involved. This is the responsibility of the Governing Body and has been delegated to the site and buildings working party.

Note the responsibility of the employee to advise of any personal health or other circumstances which would alter a risk.

## ROAD SAFETY EDUCATION

This school will take advantage of the facilities and advice offered by Ealing Roadcraft Centre and will incorporate the same in its Health and Safety policy.

## SAFETY REPRESENTATIVES

The governors will recognise and, resources permitting, make facilities available for representatives of recognised trade unions with members at the school.

At least one member of staff will be invited onto the governor's sites and buildings working party which has health and safety as one of its responsibilities.

Staff are to bring any concerns to the attention of the department Deputy or Head Teacher.

## SCHOOL TRIPS

Borough guidelines will be followed.

In addition the following procedures will be followed:

1. Before trip:
  - a) Medical conditions should be known in advance of trip (see lists in classes)
  - b) Relevant medication will be taken on trip and parents of affected children involved where appropriate
  - c) Supervision ratios will be designed to cope with medical emergency
  - d) First aiders and/or group leaders will carry first aid kits
2. During trip:
  - a) Basic road safety will always be observed
    - i) adults leading and back marking, others regularly spaced
    - ii) lead adult paces to keep group together
    - iii) adults walk on road side
    - iv) roads will be crossed always at the safest point
  - b) Minor injuries - deal with immediately
  - c) Major injuries - second adult will seek help (other adult, 999, centre staff etc) 1 adult to accompany to hospital (preferably not lead teacher)
  - d) Contact school as soon as practical. School will contact parents
  - e) Stay calm. Keep others calm - remove them from immediate area if possible

### 3. After trip:

- a) Inform/update Head
- b) Fill in accident form
- c) Counsel/reassure staff/other children
- d) Check condition of injured/sick child and parents

### SMOKING

In accordance with council policy there will be no smoking apart from in any area designated for the purpose.

Support is provided by the council for smokers wishing to stop the habit.

### SPORTS MATCHES

First aid kits are to be taken matches.

Details of venues, times etc must be entered in the department diary.

Parents are to be asked to sign a document confirming that they have up to date driving licence, MOT and insurance if they are providing transport. Signed permission to be received from parent/guardian and a copy kept for all children taking part. Emergency contact by phone to be logged in the school diary.

### STRESS AT WORK

Council guidelines exist for staff to refer to.

### SUN CARE

Though some shade is available at playtime, this is limited.

The wearing of sun hats is encouraged.

Children should/must wear tops which adequately cover their shoulders and parents are encouraged to apply sun cream before the children come to school.

### SWIMMING

This school will comply with the LBE regulations.

### TRAINING AND INDUCTION

All staff on appointment will be given a copy of the Health and Safety Policy which includes a section on the Health and Safety at Works Act.

Induction of new staff will be the responsibility of the mentor who will consult other staff as and when appropriate.

Staff will be given training as appropriate making use of the courses organised by the LBE. Cascade training will be used if appropriate. All staff must make themselves aware of:

- i. First Aid arrangements
- ii. Accident procedures
- iii. Fire procedure
- iv. Other emergency procedures
- v. Procedure specific to a particular activity in which they become involved e.g. PE

Failure to follow the procedures in this document is a disciplinary offence.

## VDU OPERATION

Any assessments carried out pursuant to the Health and Safety (display screen equipment) regulation 1992 will be kept in the safety manual.

Staff using or involved in the use of VDU equipment must assist in the undertaking of workplace risk assessments, and upon request, will be offered a free eye test for the purposes of working with display screen equipment.

Workstation risk assessment will include consideration of all users (staff, pupils and others), the working environment as a whole, the hardware and software and staff training.

Code of practice on VDU use is kept in the Health and Safety file and all staff using VDU must appraise themselves of this advice.

## VEHICLE MOVEMENT

All pedestrians are to keep to the designated pedestrian walkways.

No parents are allowed to bring cars on the site unless they are collecting children in an emergency or helping transport children to matches, concerts etc.

There is a five mile per hour speed limit on site in force at all times.

All vehicles are separated from children's play areas by fences, buildings and gates. These gates must be kept locked unless access is required for a contractor's vehicle or for refuse collection. The caretaker will unlock the gates for vehicles only if s/he is satisfied that it is safe for them to proceed.

This will include:

- i) ensuring that the teacher or SMSA on duty has removed the children well away from the direction of travel
- ii) ensuring that the children are not about to come out to play or for PE etc
- iii) a safe area is to be coned off separating the children from any vehicle

When possible all work requiring the presence of a vehicle on the play areas will take place before 8.30 am or after 4.00 pm, at the week end, or during holiday closures. If this is not possible vehicles must park in the car parks, or the area coned off and the operation supervised by the caretaker. The caretaker or other adults supervising the safety of the vehicle must then walk in front of the vehicle until it reaches its destination.

## VIOLENCE TO STAFF

LBE policy is adopted by the school.

Preventative measures are linked with those included in the section "Intruders on Site".

Interviews with parents/others should only be arranged when two or more people are on site.

### Parents' evenings

All lights to be left on until interviews with parents in that section of the school are complete (i.e. no one to have to walk through an unlit area).

All corridor and security lights to be on.

No member of staff to be left on their own in any department ie the Head or department Deputy will also be present until all interviews are complete.

The governors of the school (usually through the Head) will support any member of staff who is the victim of an assault. This will include support made available through the LBE.

## WASTE DISPOSAL

Common body wastes (sanitary towels, soiled bandages, cleaning cloths etc). These must be sealed in plastic bags and the caretaker informed so they can be collected and placed in the paladin bins.

Sharps please send for the caretaker who will ensure that these are safely disposed of. This will include the sweeping up after glass breakages and ensuring that larger sharp items are safely wrapped.

Should any needles or syringes for diabetics need to be disposed of a "sharps box" will be used.

## WORK EXPERIENCE

Induction including health and safety matters will be the responsibility of the department Deputy.

Trainees will have to sign a document confirming that they have read the policy and familiarised themselves with the section on first aid, emergencies and security including pupil safety.

Young workers must work under the guidance of and in the same area as a member of staff. Consideration must be given to their level of maturity in the allocation of tasks.

## WORKING AT HEIGHT

Staff must not put themselves at risk by climbing on furniture or over reaching. Steps are kept in the caretaker's room in the infant department, and in each corridor in the junior department. Should staff need to attach anything to the walls at a higher height than is accessible from the steps then please inform the caretaker who will assist.