

Rokesly Junior School Health and Safety Policy



April 2017
To be reviewed September 2019

1. Introduction

- 1.1 This document outlines arrangements made at Rokesly Junior School for ensuring compliance with Haringey's Health & Safety procedures, and where appropriate highlights the specific responsibilities of individuals to ensure that this is achieved.
- 1.2 The aim of this policy is to establish and maintain a safe and healthy environment throughout the school for staff, children, visitors and anyone else who may be affected by the school's activities.
- 1.3 This Health & Safety Policy is binding upon all employees.
- 1.4 A copy of this policy is issued to each member of staff and given to new staff as part of their induction. All staff will be consulted as and when changes are applied. A copy of this policy and Haringey Council's Health & Safety Policy is available to all members of staff. It is kept in a binder in the school office and on the school intranet in the Policies folder. The Head teacher will ensure that individual members of staff receive notice of any sections that are specifically relevant to them.

2. Statement from the Governing Body and Headteacher

- 2.1 The Governors and Head teacher/Deputy Head teacher will take all reasonable and appropriate steps to ensure that the legal responsibilities under the 'Health and Safety at Work Act 1974' of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children, visitors and anyone else who may be affected by the schools activities are met.
- 2.2 The Governors and Head teacher / Deputy Head teacher expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.
- 2.3 The Governors and Head teacher / Deputy Head teacher will make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- 2.4 The Governors and Head teacher / Deputy Head teacher will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:-
- maintenance of plant and equipment, ensuring its safe condition and is without risk to health.
 - the provision of sufficient information, training, instruction and supervision as is necessary to ensure, the health and safety of all.
 - maintain all areas under the control of the Governors and Head teacher / Deputy Head teacher in a condition that is safe and without risk to health and to provide and maintain a safe means of access and egress.
 - formulate effective procedures for use in case of fire and evacuation of school premises and arrange for periodic practice evacuation drills (at least once a term) to take place and for results to be recorded.
 - lay down procedures to be followed in case of accident and ensure the implementation of the Local Authority's accident reporting procedures.
 - provide and maintain adequate welfare facilities and to make recommendation to the Local Authority as appropriate.
 - employment of staff who are competent for the work in which they are engaged.
 - compliance with this policy, health and safety legislation and any associated guidance from the Local Authority.

3. Specific Responsibilities:-

The purpose of this part of the policy is to define the roles and responsibilities of the management and staff of Rokesly Junior School in relation to Health & Safety matters.

3.1 The Local Authority (LA):-

- Has overall responsibility as employer for all aspects of health & safety of employees, pupils and other persons at this school (under sections 2 & 3 of the Health & Safety at Work Act 1974)
- Has responsibility for the appointment of competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the LA under the current financial delegation scheme.
- The LA (or school if it initiates building work) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of Construction (Design & Management) Regs. 1994.

3.2 The Rokesly Junior School Governing Body:-

- Do not implement the Health and Safety Policy of the school on a day to day level, but do however have a responsibility of ensuring that the school has a suitable and effective Health and Safety Policy in place and that it is acted upon.
- Will delegate the day to day implementation of the Health & Safety Policy to the Head teacher / Deputy Head teacher and operate periodical inspections of the school to ensure compliance.
- Will ensure that the school's policy statement is actively applied, regularly updated and revised.
- Will ensure all governors are informed of all developments relating to Health and Safety matters and the Clerk will include such matters on the agenda for termly meetings.
- Will ensure that the policies and standards laid down by the LA are adhered to.
- Nominated Health & Safety governor is: **Nigel Leskin.**

3.3 The Head teacher / Deputy Head teacher (HT / DHT):-

- Retains overall responsibility for ensuring the health, safety and welfare of all employees, children, visitors and anyone else who may be affected by the schools activities on a day to day level.
- May delegate certain day to day duties to the School Business Manager and Site Manager/Site Managers Assistant.
- Will take primary responsibility for ensuring that the school meets the objectives set out in this policy.

- Will ensure that all health and safety guidance issued by the LA is available to everyone and that appropriate training is offered to help staff perform these tasks.
- Will ensure that emergency procedures are in place for fire/bomb evacuation and critical incidents.
- Will welcome and assist in, as far as is reasonably practicable, any formal safety audit.
- Will remove, contain or isolate as is appropriate any hazard on the school premises.
- Will provide a health and safety report to the Governing Body as and when requested.

3.4 The School Business Manager (SBM):-

- Will liaise with the Site Manager/Site Manager's Assistant to ensure that day to day issues regarding Health & Safety are immediately dealt with and report findings to HT/DHT and Governors and LA if necessary.
- Will liaise as necessary with other staff to ensure adequate Health & Safety awareness is adhered to and advise the HT/DHT of any perceived training needs.
- Will be conversant with this policy and assist in its implementation.
- Will ensure that details of all accidents or incidents are properly recorded and investigated and brought to the attention of the HT/DHT.
- Will liaise with safety representatives.
- Will manage all safety checks of equipment and appliances.
- Will ensure, as far as practically possible, that security and safety arrangements are adhered to with regard to all visitors and contractors on site.
- Will ensure staff First Aid Certificates are updated and training arranged as appropriate.
- Will attend Health & Safety training as necessary.

3.5 The Site Manager / Site Manager's Assistant (SM / SMA):-

- Will liaise with SBM/ SMA to ensure that day to day issues regarding Health & Safety are immediately dealt with and report findings to HT/DHT and Governors and LA if necessary.
- Be compliant with the Health & Safety, Fire Evacuation and Critical Incident Policies.
- Will remove, isolate /contain any hazard.
- Will make weekly inspections of the school site, paying particular attention to building and services conditions that could extend to being Health & Safety hazards.

- Will ensure all entrances to the school are cleared of ice and snow and that grit is laid when necessary.
- Will ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the school.
- Will ensure that the fire alarm system is tested weekly and recorded – electronic log book (Safesmart) used to record.
- Will liaise with cleaning supervisor to ensure all cleaning staff on site are compliant with Health & Safety regulations and fire evacuation procedures.
- Will ensure all outside contractors are compliant with the school's Health & Safety regulations and fire evacuation procedures and will ensure they sign in and out at school office.
- Will liaise with breakfast / after school clubs ensuring all staff are compliant with the Health & Safety regulations and fire evacuation procedures.
- Will address work reported in the 'Site Maintenance Book' immediately.
- Will ensure all chemicals on site are contained in a safe, locked controlled environment according to COSHH guidelines.
- Will ensure the site is secure and safe as is reasonably possible – ensuring intruder and fire alarm systems are regularly maintained and working.
- Be compliant with the Lone Working Policy.
- Will attend all available Health & Safety training.
- Will bring to the attention of the HT/DHT/SBM any problems or defects affecting the Health & Safety of any person on the school premises or where he/she is unable to take suitable remedial action.

3.6 All Teaching Staff and Classroom Support Staff:-

Have a general duty, in compliance with the 'Health & Safety at Work Act 1974', to:-

- Co-operate with the employer so far as is necessary to comply with their (the employers) legal responsibilities.
- Ensure they are properly conversant with Health & Safety, Fire Evacuation, Critical Incident and Educational Visits policies and any other safety guidance provided to them by the school.
- Will co-operate with those who have a duty to ensure Health & Safety procedures are in place by adhering to advice, instructions and procedures and by reporting any unsafe practices which come to their notice to the HT, DHT or SBM.

- Will take reasonable care of themselves, the children in their care and other persons who may be affected by their actions at work.
- Will check classrooms regularly for any potential hazard or risk (inc: loose plug sockets, broken furniture, extension leads or cables trailing on floor, uneven or wet floors and sharp tools or equipment left out) isolate hazard and notify SBM or SM immediately.
- Will not leave children alone in a classroom unsupervised
- Teach children safe routines and procedures and ways of behaving in school in accordance with the school's Fire Evacuation Plan and Positive Behaviour Policy.
- Ensure the safe use of PE equipment, including guidance on lifting and handling.
- Ensure the safe use of all materials and equipment used within the classroom and safe handling of specialised materials e.g. hot batik wax.
- Ensure cooking activities are supervised by responsible adults; ensure adult to child ratio is appropriate.
- Will regularly discuss fire evacuation procedures with the children and ensure all exits are kept clear.
- Will ensure adequate supervision of children at playtimes and take all reasonable precautions to ensure children are safe on outside play equipment.
- Will not take hot drinks into the playground.
- Ensure their First Aid Certificate is current (if applicable)
- Ensure all injuries or accidents are entered into the Accident Report Book in the Welfare Room.
- Ensure bumped head letters are sent home with children who have bumped their head in school, more serious bumps HT/DHT to be notified and parent notified immediately.
- Notify HT/DHT immediately if an accident has occurred requiring a child to be sent home or to hospital.
- Must not lift heavy equipment or climb ladders when working alone, ensure the Lone Working policy is adhered to.
- Will adhere to the Educational Visits Policy for all school journeys.
- Will monitor all children to ensure they are brought into the classroom and collected at the end of the day by a responsible adult – all concerns must be reported to the HT/DHT/SENCo immediately.
- Will adhere to the school's Safeguarding Policy and report all concerns to the SENCo or HT/DHT.

3.7 School Meal Supervisory Assistants (SMSA):-

It is the SMSA's responsibility to ensure that all children are safe during the lunch period by:-

- Ensuring that children follow safe routines in the dining hall and playground.
- During wet play, children have one adult between two classrooms
- Ensuring the children do not go out of bounds and they use playground play equipment safely.
- Deal promptly with minor incidents/accidents and report them to the class teacher, more serious incidents/accidents to the HT/DHT.
- Enforce the school's Positive Behaviour Policy.
- Regularly familiarise themselves with fire evacuation procedures.

3.8 Cleaners:-

- Must adhere to safe working practices.
- Must report potential risks / hazards to their Cleaning Supervisor or SM.
- Must ensure all cleaning materials are kept in a safe, locked, controlled environment according to COSHH guidelines.

3.9 Outside Contractors e.g.: Gardeners, Window Cleaners:-

- Must sign in and out at the school office – office will inform SM or SBM contractors are on site.
- If working during holiday time – must report to SM when arriving on site.
- Must be responsible for their own safe working procedures.

3.10 Parent / Carer Helpers:-

- Regular volunteers must be DBS checked – check will be organised by admin staff in school office and carried out by LA.
- Must attend induction meetings before helping in school.
- Will work under close supervision and instruction of the class teacher.

3.11 Children:-

All children should be encouraged to:-

- comply with the school's Positive Behaviour Policy and in all matters which affect their own and others personal Health & safety.
- Express concerns to a member of staff relating to their Health & Safety in school and during school activities outside it.
- Discuss or report their fears, concerns or problems to a member of staff e.g. stranger alert, bullying issues or general day to day issues like flooding in the toilets.
- Use toilets with consideration for others and wash their hands.

4. Risk Assessments

- 4.1 All risk assessments must be signed, dated and monitored annually or as and when change occurs.
- 4.2 Detailed guidance on risk assessment is set out in Haringey's Health and Safety manual for schools.

5. Fire Precautions and Emergency Evacuation

- 5.1 All staff are given a copy of the Fire Evacuation Procedures annually or as and when changes have been made, this document is to be signed for – all staff are to ensure that they are conversant with this policy.
- 5.2 Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm sounds or in any other emergency.
- 5.3 Any member of staff who finds a child unsupervised must take responsibility for that child and escort them out of the building and to their class teacher.
- 5.4 Any child with special needs will be accompanied by their Special Needs Assistant.
- 5.5 The SM will ensure that the fire alarm system is tested weekly and is properly maintained.
- 5.6 The HT/DHT will ensure that fire drills are carried out termly or more frequently where circumstances dictate.
- 5.7 Recommendations, problems or concerns should be reported to the HT/DHT, SBM or SM after each fire drill.
- 5.8 All fire drills will be recorded by the SBM and recommendations, concerns discussed with the HT/DHT, SM and staff.

6. Accident and Incident Reports

- 6.1 These are carried out in accordance with LA guidelines.
- 6.2 All nominated staff must be First Aid Trained and attend training as necessary.
- 6.3 All accidents are reported in the Accident Report Book based in Welfare Room.

- 6.4 If a child is injured, the member of staff supervising that child is responsible for recording the incident.
- 6.5 All serious injuries must be reported to the HT/DHT immediately.
- 6.6 Certain accidents or incidents must be formally notified to the LA in accordance with LA guidance - this will be done by the school welfare admin officer under direction of the HT/DHT.

7. First Aid Arrangements including Welfare and First Aid Staff:-

- 7.1 First Aid and Welfare Staff must ensure their First Aid Certificates are kept up to date and attend appropriate training when necessary.
- 7.2 A first aider is on duty in the playground at playtimes and lunchtimes
- 7.3 At least one first aider accompanies the children on every off site visit.
The first aider will be responsible for taking children's medication on school trips.
- 7.4 The Welfare/ Admin Officer is responsible for checking, recording and re-stocking of first aid stock every two months and the first aid boxes every week. The Senior SMSA is responsible for checking the first aid bags every week.
- 7.5 All children needing minor first aid will be accompanied to the Welfare room and seen by a trained first aider. The school has a large number of fully trained first aiders, including nursery nurses and teaching assistants. **The school's nominated First Aiders are Joanna Neilson, Emanuel Fletcher and Donna Neave**
- 7.6 Details of all injuries are recorded in the Accident Reporting Book – teachers are informed and the Welfare/ Admin Officer will decide if a parent needs to be called. All emergency contact numbers for children and staff are kept in the school office.
- 7.7 Staff have a separate Accident Reporting Book which is also kept in the Welfare Room.
- 7.8 If a child is sick, they are cared for in the welfare room by a first aider until a parent/ carer arrives. If a child has been physically sick or has diarrhoea, the parent will be informed to keep the child off school the following day.
- 7.9 If an injury warrants hospital treatment, school will contact the parent and a first aider will accompany them to hospital if necessary. In an emergency the school will call for an ambulance and meet the parent at hospital.
- 7.1.0 Any injury, which results in the child needing to go to hospital, will be written as an accident report with a copy sent to the LA. The school will check whether there was a cause which could be prevented and take necessary measures to minimise further risk to others.

8. Administration of Medication

- 8.1 The school accepts the need for some pupils to receive medication during school hours; this will mainly include inhalers for asthma or for a specific medical condition. All staff holding first aid certificates are authorised to administer medication.

- 8.2 Only regular medication prescribed by a doctor will be accepted for administration. The medication will only be accepted with written authorisation from the parent or guardian. The written authorisation must contain clear instructions about the dosage and time of administration – the consent form will be issued from the school and kept a folder in the Welfare Room.
- 8.3 All new children who have medical needs will be given health forms for completion by the parents and GP before admission. Where possible, training for staff will be arranged to deal with specific needs.
- 8.4 Medication will be stored in a secure place in the welfare room in a labelled box.
- 8.5 The medication policy is brought to the attention of all parents in the school prospectus before they start at the school.
- 8.6 For infections and infestations, the school will use the LA's Health & Safety guidelines in order to look up symptoms for communicable diseases and notify the Health Authority and LA if necessary, the school will also adhere to guidelines on advice to parents. Letters are sent home to all parents and carers in the class if a case of head lice has been reported. If live head lice are found during the school day, parents are contacted and asked to take their child home and treat them before returning to school.

9 Health & Safety Site Inspections

- 9.1 The HT/DHT will arrange regular internal health and safety inspections of the school premises at least termly. The inspection will normally be done by the SM and another member of the Health & Safety committee; the findings will be reported and distributed as necessary.
- Headteacher / Deputy Headteacher
 - H & S governor / Premises governor
 - School Business Manager
- 9.2 PE equipment is tested annually arranged by SBM.

10. Electrical Appliances

- 10.1 Safety testing for school equipment and appliance testing is arranged by the SBM.
- 10.2 Portable electrical appliances are annually PAT tested arranged by SBM.
- 10.3 A periodic electrical check for fixed electrical installation will be done every 5 years arranged by SBM.
- 10.4 Faulty equipment is reported to the SM immediately and removed if necessary.

11. Hazardous Substances

- 11.1 All hazardous substances are locked in a secure, dry, controlled environment under the COSHH guidelines – SM's responsibility.