

Plaistow  
Primary School  
and Children's Centre

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## Health & Safety Policy

September 2017  
To be reviewed in Autumn Term 2018

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# Plaistow Primary School and Children's Centre



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## SCHOOL HEALTH AND SAFETY POLICY STATEMENT

### **INTRODUCTION**

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

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

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

### THE POLICY STATEMENT

The Headteacher will be responsible to the Director of Children and Young People's Services (CYPS) for the implementation, management and monitoring of the Policies and Procedures of the London Borough of Newham.

As Site Manager, the Headteacher recognises and accepts his responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school, i.e. parents, volunteer helpers. School meals service.

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

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

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

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

The Headteacher will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978. (Within the current staff).

### GENERAL RESPONSIBILITIES

The Headteacher will be responsible to the Director of Children and Young People's Services (CYPS) for the implementation, management and monitoring of the relevant policies and procedures. The Headteacher will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements he may make. Line managers will take all reasonable measures to assist the Headteacher in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care for their own health and safety and of others who may be affected by their actions and/or omissions; they are to co-operate with the London Borough of Newham, the Headteacher and line managers to enable them to maintain a safe and healthy workplace.

Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly. The Headteacher will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so with the L.A.'s safety policies. Should the Governing Body fail to discharge any responsibilities related

to the Act, the L.A. will take necessary action and, if appropriate, charge the school's delegated budget accordingly.

## **ADVICE AND TRAINING**

The Headteacher notes that the L.A. provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff. Similarly SGP management will provide for their staff appropriate training and support

## **GOVERNING BODY STATEMENT**

The Governing Body of Plaistow Primary School and Children's Centre will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant regulations, approved codes of practice, guidance notes, the Safety Policy of the Borough and the Directorate and paying due regard to advice and information provided by the Authority's advisers.

The Governing Body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe and without risks to health and, that any plant or substances in the premises or provided for use there are similarly safe and without risks to health. In this respect, the Governing Body will comply with arrangements and procedures made by the Authority, it will ensure that appropriate health and safety arrangements are in place.

The Governing Body will review this statement annually or if circumstances change in the interim. It will ensure that the school maintains monitors and reviews its Health and Safety policy including the necessary items of organisation, arrangements and procedures.

In order to assist in the discharge of its responsibilities, the Governing Body will receive copies of all Health and Safety reports made to the Local Authority by the Headteacher.

## ORGANISATION AND RESPONSIBILITIES

### **HEALTH, SAFETY AND WELFARE AT WORK - STAFF TRAINING**

Training and guidance will be given to all new staff as part of their induction course. Occasional revision and updating of information will be given to existing staff as and when necessary.

Risk assessment will be carried out regularly on a needs basis. Health and Safety audits are carried out by the school every 6 months.

### RESPONSIBILITIES

1. The Headteacher will be responsible to the Director of Children and Young People's Services for all aspects of Health and Safety in the school and will delegate to particular individuals specific functions for which they will be responsible to the Headteacher. In particular s/he will ensure the following:

- that regular fire drills are arranged.
- that all accidents to pupils, staff and any other individuals are reported as per the procedure.
- that dangerous incidents are reported to the Director of Children and Young People's Services.
- that, in the event of a bomb warning the building is evacuated and the police called, that the police are met and informed of the situation and that Director of Children and Young People's Services is informed of the incident.
- that repairs needed to the building and equipment are reported and acted upon.
- that major aspects of school policy relating to Health and Safety at Work are reported to the Governing Body.
- that the School Safety Policy statement is reviewed annually or as and when appropriate, that members of staff are notified of any changes to it during the year and that they are issued with an updated copy when necessary. Staff are given appropriate training and updating.
- In general he will be finally responsible for the maintenance of a safe working environment and safe practice within the school in accordance with whatever guidance is received from the Health and Safety Executive, and the Local Authority and in conjunction with Johnson workplace management.

2. **The Deputy Headteacher** has the responsibility of carrying out all the delegated functions identified and following the Headteacher's instructions while the Headteacher is absent. Whatever decisions the Deputy makes, which are outside this remit, are ultimately the responsibility of the Headteacher and Deputy Headteacher together.

3. **The School Business Manager** will be responsible for the specific duties will be to help in the conducting of a safety audit every 6 months. The SBM will also be responsible for updating this policy and ensuring that all members of staff are aware of any changes.

4. **A Member of SLT** will ensure that new members of staff including students on teaching practice and work experience students are inducted into the Safety Policy of the Authority and the school, and that volunteers who frequently visit the school are appraised of the relevant parts of the School's Safety Policy.

5. **Every Teacher** will be responsible for:

- a) the general safety of furniture and equipment in use in his/her own classroom;
- b) deficiencies must be reported to the member of staff with responsibility for the defective item.
- c) the safe storage of equipment in his/her room when not in use; deficiencies should be reported to the caretaker.
- d) the safe use of equipment and furniture in whichever area s/he may be working; this includes checking P.E. equipment before the large apparatus lesson.
- e) ensuring equipment is stored away safely as appropriate in whichever area s/he may be working.
- f) ensuring that any materials etc. that have been used during a lesson are cleared away.
- g) training pupils in the safe use, movement and storage of equipment where appropriate.
- h) ensuring that work is displayed safely.
- i) ensuring that pupils in his/her class know and understand the sections of this policy statement and any other instructions that are relevant to them.

j) know the procedures for an emergency or accident see Staff Handbook, etc.

6. **Designated Staff** will have responsibility as follows:

P.E. equipment	- all staff and manager
Art equipment	- all staff and manager
Audio-visual equipment	- all staff and technician
Furniture	- class teacher, Head and Deputy, cleaning staff, Facilities management
First Aid	- Trained staff
Buildings and Grounds	- Bellrock management and all staff
Kitchens	- Caterlink staff or staff using cooking appliances across the school

It will be their responsibility to ensure that:-

- a) by regular inspection equipment has no obvious faults
- b) if faults are found, equipment is withdrawn and repaired in accordance with procedures.
- c) new equipment is inspected on receipt to confirm that it is in working order.
- d) all staff are aware of safe practices concerned with such equipment and follow manufacturer's instructions where appropriate.
- e) where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the health and Safety file and keeping details of the inspection.

### First Aiders

Current First Aid **qualifications** are held by all members of staff. All accidents to, or serious illnesses of pupils must be reported to them, and it will be their responsibility:-

- a) to inform the Headteacher or other senior member of staff at once, if necessary.
- b) to deal with the accident or illness in accordance with any appropriate L.A. or school procedures.

- c) to log all accidents to, or serious illnesses of pupils in the appropriate book.
- d) to report the accident as per the school procedure.

**Four day Qualified First Aiders.**

Safiya Aswat	KS1
Hilary Jeffers	KS2
Flutur Skepi	Whole School
Rukhsana Bibi	Children's Centre
Toya Nessa	Children's Centre
Habiba Kahnom	EYFS
Anbreen Ahmed	EYFS

**8. The Administration Officers will be responsible for the following:-**

- a) the safe use and storage of equipment in the office and all the office store rooms.
- b) the maintenance of an up to date inventory of clerical equipment. This will be available when required for inspection.
- c) ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications.
- d) the Health and Safety files.

**9. The Caretaker\* will be responsible to Bellrock management and the Headteacher for the following:-**

- a) the cleanliness of the site. In the event of a breakage, the caretaker will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of. This also applies to the spillage of body fluids.
- b) any maintenance needs must be reported to the caretaker immediately. Anything dangerously hazardous that occurs, the site supervisor can be paged through the office. Any broken furniture is dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff for safety.
- c) main services, fire equipment, frost danger, clearing snow from paths.
- d) knowing the location of first aid equipment in the school and ensuring that staff and contractors are aware of its availability and informing the Administration Officer when items have been used.
- e) ensuring that all points of access and egress are clear at all times throughout the site.

- f) maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection
- g) preparing and making available plans showing the location of all fire appliances in the school.
- h) train staff in relevant safety precautions i.e. handling materials, equipment etc.

**\*In accordance with the Operational Specification agreed under the PFI**

**10. The Dining Room Assistants** will be responsible to the Headteacher for all aspects of Health and Safety within the scullery in the light of advice as may be given from time to time by the Facilities manager and Caterlink.

**11. Midday Assistants** will be responsible for the general safety of pupils in:

- (a) the dining areas throughout lunchtime.
- (b) the playground during lunchtime, or classroom in the event of wet dinner times.

**12. All employees** are responsible for the following:

- (a) completing the appropriate accident form if they sustain an accident in the course of their employment and handing it to the Headteacher who will sign it and send it to Safety Services Section, Town Hall.
- (b) entering into the school inventory details of any dangerous substance they may order.
- (c) exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- (d) making themselves aware of Health and Safety at Work Act and other legislations, regulations, advice and safety principles relevant to their work, and observing recognised codes or practice etc.
- (e) making themselves familiar with the safety policies of the Local Authority, the Education Department and the School.
- (f) Ensure a safe working environment is maintained in the classroom.

Finally all employees must have regard to Section 7 and 8 of the health and Safety at Work etc. Act 1974, viz. -

### Section 7

**"It shall be the duty of every employee while at work:-**

**(a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work;**  
**(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."**

### Section 8

**"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any statutory provision."**

## PROCEDURES

### 1. Accidents and the reporting of injuries

- ◆ In an institution like a school there will be many accidents during the course of a school year. Happily most of these will be relatively minor, involving nothing more serious than cuts and grazes. All accidents to children, however, must be recorded in the accident report book. All head bumps will require a phone call home and an incident slip completed.
- ◆ Each classroom has a basic first aid kit which should be kept visible. Teachers should send for a first aider to treat the child. Please note grazes should be bathed in sterile/drinking water. When administering first aid always wear plastic gloves. Dispose of these at the end of the session or if they come into contact with blood.

- ◆ For more serious accidents an accident report form must be completed and sent to the Authority within twenty-four hours. Accident report forms must be verified by the Headteacher.

### In relation to EYFS (including C.C)

*\* Providers in this context mean - PVI, Childminders, Children Centre workers and teachers.*

- providers must notify Ofsted of any of the above events and of any serious accident, illness or injury to, or death of, any child whilst in their care, and of the action taken in respect of it
- Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring
- Providers must notify local child protection agencies of any serious accident or injury to, or the death of, any child whilst in their care and act on any advice given
- At least one person who has a current pediatric first aid certificate must be on the premises at all times when children are present.
- must have a first aid box with appropriate content to meet the needs of children
- must keep a record of accidents and first aid treatment. Providers must inform parents of any accidents or injuries sustained by the child whilst in the care of the providers and of any first aid treatment that was given.

### Animals and Plants

- ◆ Animals can carry disease. All cages etc. must be cleaned regularly. Whenever they have handled animals or worked with them, children should wash their hands thoroughly, immediately afterwards.
- ◆ Providers must ensure that any animals on the premises are safe to be in the proximity of children and do not pose a health risk
- ◆ **Bites** If a child receives a puncture wound or a bite from an animal the affected part should be cleansed thoroughly and the parent must be informed for possible referral to a medical practitioner.
- ◆ **Plants** After working with plants children should wash their hands thoroughly. Occasionally children may study poisonous plants e.g. toadstools. It is best to err on the side of caution. Such plants should not be handled by children and they should be locked in stock

cupboards when not being used. A complete list of common poisonous plants is available in 'The Heads legal Guide'.

#### ◆ Infectious Diseases

- ◆ must discuss with parents the procedure for children who are ill or infectious
- ◆ must cover arrangements for the exclusion of children who are ill or infectious; and the protocol for contacting parents or another adult designated by the parent if a child becomes ill or receives minor injuries whilst in the provider's and or school's care
- ◆ ***In relation to the Children's Centre*** - If providers have reason to believe that any child is suffering from a notifiable disease identified as such in the Public Health (Infection Diseases) Regulations 1988, they should inform the Headteacher in the first instance and then Ofsted
- ◆ should act on any advice given by the Health Protection Agency and inform Ofsted of any action taken.

## 2. Reporting of Dangerous Incidents and potential dangers

All potential dangers must be reported to the Headteacher. Risk Assessments are a necessary requirement and need to be completed in such circumstances

## 3. Visitors to School

In line with our safeguarding policy the following protocol/system is in place for visitors

 **BLUE** badge - all members of permanent staff

 **RED** badge - all other visitors to school and Children's Centre.

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 All visitors **MUST** sign in and out of the building using the InVentry system

-  Any visitor without a badge must be challenged politely.
-  All visitors must be escorted to their destination.
-  Members of Bellrock (facilities company) wear their own identification.
-  Members of Newtec wear their own identification.

#### 4. Emergency Procedures

For the detailed procedures in the Event of a Fire please see APPENDIX 1

#### 5. Vehicles

Any vehicle coming on to the site may only do so with the knowledge of the Headteacher or Deputy Head and with a Caretaker overseeing the movement of the vehicle. Drivers are to be made aware of this when reporting to the office or Reception.

#### 6. Educational Visits

Parents have now been asked to complete a trip proforma which gives permission for their children to attend trips throughout their time at Plaistow Primary School. However, if the trip requires contributions or requires long distance travel by public transport then Parents will be advised well in advance by letter and their permission obtained. Children will be accompanied by 3 adults for parties of 30 pupils in KS2 and 1:6 in KS1 and YR 3 for EYFS and C.C please below. This is a **minimum** requirement; a high ratio of adults to children is desirable. On day trips a travelling first aid kit must be taken. Teachers will plan their visits in conjunction with the office staff to ensure close liaison and advanced planning research. A risk assessment must be made of all such journey identifying any potential hazard. See Safe Ventures document. **USE THE SCHOOL'S VISITS PLANNER"**

- take essential records and equipment on outings, for example, contact telephone numbers for the parents of children on the outing, first aid kit, a mobile phone
- Children should be supervised at all times, with staffing arrangements organised to meet the individual needs of all children

#### For children within the EYFS and Children's Centre Setting

### Ratios Adult: children

Children aged under two in any early years group setting

1 adult: 3 children

Children aged two in any early years group setting

1 adult: 4 children

Children aged three and over in any registered early years provision

1 adult: 13 children

Children aged three and over in independent schools, including in reception classes

1 adult: 13 children

Children aged three and over in maintained schools and nursery schools (except for children reception classes)

1 adult: 13 children

Each childminder may care for:

- a maximum of six children under the age of eight; of these 6 children, a maximum of 3 may be young children, however where 4-5 year-old children only attend the childminding setting before and/or after a normal school day, they may be classed as children over the age of five for the purposes of the adult:child ratio.

## 7. Good Housekeeping

Instructions will be issued to members of staff from time to time on the storage of clothing, tools, equipment and waste. In general the caretaker will ensure the maintenance of clean classrooms, social areas, toilets, washing facilities, corridors and other areas in accordance with standards approved by the L.A. SGP management and the Headteacher.

## Food & Drink

- Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious.
- Those responsible for the preparation and handling of food must be competent to do so.
- Fresh drinking water must be available at all times
- ***In relation to the PVI*** - providers must notify firstly the Headteacher and then Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring.

- Children should be provided with healthy meals and other healthy snacks and drinks as appropriate
- Should obtain, record and act on information from parents about a child's dietary needs
- food hygiene matters should be included in induction and on-the-job training, which is available to all staff involved in the preparation and handling of food
- If parents provide packed lunches, providers & school should inform them about what can be stored safely and about appropriate food content

## 8. Maintenance of Equipment, Machinery and Buildings

The L.A. and school has arranged for a regular inspection of certain areas in accordance with relevant regulations. It will be the duty of the member of staff responsible for each item of equipment to ensure that the item has been checked and that this has been entered into the school log. Fire alarms, fire extinguishers will be checked regularly by the site supervisor and the contractors for the equipment. **DO NOT BRING IN ANY EQUIPMENT FROM HOME**

## 9. Managing Security in School

The school is very well protected with a high perimeter fence. School gates are opened at 9.00 a.m. and locked at 9.20 a.m., and re-opened at 3.20 p.m. We have an entry phone system linked to the school Office. Visitors to the school are requested to sign the visitors' book and are provided with a badge.

- Must only release children into the care of individuals named by the parent.
- Must ensure that children do not leave the premises unsupervised.
- Must take steps to prevent intruders entering the premises.
- Must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire, and must have a clearly defined procedure for the emergency evacuation of the premises
- Fire exits should be clearly identifiable; fire doors should be free from obstructions and easily opened from the inside.

Regular evacuation drills should be carried out and details recorded in a fire log book of any problems encountered and how they were resolved

## **10. Contractors**

Contractors working on site should report to the school office. They should not only follow Health and Safety regulations set by their company but also adhere to basic principles of safe practice notified to them by Bellrock management and/or the Headteacher or Deputy.

Building projects will be overseen by the facilities manager. They will need notification of the following:

- Details of any planned work
- Name and address of contractor with name and telephone number of contact person
- Dates of proposed work
- Number of operatives planned to be on site on the days of the contract

## **11. HAZARDOUS SUBSTANCES**

### **Introduction**

The Control of Substances Hazardous to health regulations make the following requirements of schools:

- An inventory of hazardous substances should be maintained.
- Regulations should be produced on the storage and use of these substances.
- Appropriate training should be given to all members of staff in the use of these substances. (At Plaistow this training comprises staff reading this Code of Practice). The caretaker is responsible for enforcing the Code of Practice with regards to cleaning materials.

### **Substances used for educational purposes**

- Tipp-Ex. Children are not permitted to use Tipp-Ex. Staff who wish to use Tipp-Ex must store it in a safe place out of children's reach.
- Fixative. This must be used in a well-ventilated room when children are not present.
- Photography. Staff should read careful manufacturers' instructions when using photographic resources.

- Glues. Manufacturers' instructions should be read and followed carefully.
- Gold and Silver Sprays and Pens. Sprays are to be used only by adults in a well-ventilated room when children are not present. Pens may be used by children but should always be returned immediately to the teacher.
- Carbon Toner. When replacing the carbon toner in the photocopier care should be taken not to touch it or breathe in the fumes. Plastic gloves are provided for use when changing the toner.
- Polystyrene. Some kinds of polystyrene fragment when cut are dangerous if inhaled.

### **Substances used for cleaning**

These substances, the use of which has been approved by the Bellrock Facilities Management are kept locked away out of the reach of children in ventilated cabinets if necessary. Staff should read and follow manufacturers' instructions.

### **CRITICAL INCIDENT/TRAUMATIC INCIDENT ALERT**

#### **SEE APPENDIX 2**

The Headteacher will put in motion the critical incident plan. If an incident happens outside of school hours, all members of staff will be contacted by members of SMT. The full Critical Incident policy and related documents can be found in the School Business manager's office.

### **13. ELECTRICAL EQUIPMENT**

- Bellrock Management will carry out visual and PAT checks on all electrical equipment annually to conform to Health and Safety regulations and an inventory kept.
- All members of staff have a responsibility to report any electrical defects (e.g. equipment not working, loose plugs, frayed wires) to the caretaker immediately and actioned with outcomes reported to the head. The piece of equipment must not be used until it is repaired.
- Care should be taken that wires are not left trailing in dangerous positions.

- Children are not permitted to insert plugs into sockets.

#### **14. CRIME**

- All strangers should always be challenged.
- At 4 p.m. all external doors will be locked and the only means of exit will be by main entrance/exit

#### **15. FURNITURE AND FURNISHINGS**

- All passageways, corridors, stairs must be kept reasonably free of obstructions.
- Staff should look out for sharp edges which could cause injury and should report any dangerous equipment.
- All spillages should be immediately cleaned up.
- Ordinary use of furniture should present no danger but furniture can be put under strain by misuse e.g. children rocking back on chairs. Such practices should be discouraged. Any defective furniture should be discarded.
- When mounting or taking down displays teachers should climb on stepladders. Under no circumstances should either children or adults climb on furniture for this purpose. Children are allowed to mount stepladders when directly supervised by an adult. Children are not permitted to remove staples from displays.

#### **16. HEALTH**

- At the beginning of each school year parents are asked to complete a 'child information form' for their children including comments upon medical conditions. This information will be stored in the children's files but teachers should make themselves aware of any special medical factors of children in their class.

- If a child's skin is broken by an implement the parent must be informed and warned of the need for up to date tetanus injections. The implement that broke the skin should be examined to check that it is intact. If not, the point of entry should be circled and the parents contacted to take the child to hospital.
- If a child bumps their head a first aider will phone home and a note is sent home with the child. The teacher/first aider should monitor that child throughout the day. If the child feels sick and their pallor changes drastically this indicates possible problems and immediate contact with the parents is essential.
- If a child bangs their head at lunchtime a midday supervisor should inform the first aider and the class teacher. Senior staff should check all head bumps.
- If a child is suspected of having broken a limb they should not be moved and the emergency services should be called immediately, and then the parents should be contacted.
- H.I.V. and A.I.D.S. Contact with bodily fluids should always be avoided. Plastic gloves should be worn when dealing with cuts and spillages. These should be disposed of in a separate bag which is tied up, along with used plasters etc.
- Headlice. If there is any evidence of headlice individual parents will be notified where necessary.
- Communicable Diseases. Differing exclusion periods operate. A complete list is available in 'The Head's Legal Guide'. If rubella (German Measles) is diagnosed then the Headteacher should be informed, who will then inform parents.
- First aid boxes are the responsibility of the first aiders who should regularly check that they are well stocked.
- Medicines. Staff should not administer medicines to children. In cases of short term illness, where the child is well enough to be in school, parents of Key Stage 1 children will be asked to come into school to administer medication. For Key Stage 2 children there must be written instructions from the parent or carer (Form 1) for medicine to be self-administered. A trained first aider will oversee the taking of medication and record using form 1. In the case of Asthma Inhalers

the drug should always be self-administered by all pupils (Key Stage 1 and 2), with support from a first aider if necessary.

- Storage of Medicines. Medicines, which need to be refrigerated, are kept in a fridge in the medical room.
- Medicines that need to be readily available in an emergency, such as Epi Pens and Inhalers, are kept in a secure place in the general office. In some cases, when it has been agreed by parents and the school, inhalers may be kept in class by the teacher for immediate access.

## ADMINISTRATION OF MEDICATION

### P.V.I only

Providers must implement an effective policy on administering medicines. The policy must include effective management systems to support individual children with medical needs.

- must keep written records of all medicines administered to children, and inform parents
- must obtain prior written permission for each and every medicine from parents before any medication is given
- Providers should ensure that they have sufficient information about the medical condition of any child with long-term medical needs
- If the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional.
- Non-prescription medication e.g. pain and fever relief or teething gel may be administered, but only with the prior written consent of the parent and only when there is a health reason to do so

Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed. They should include prescriber's instructions for administration

### - Care Plans

- It is the responsibility of the parent/carer to provide all medicine in its original container, clearly labelled with the dose, the pupil's full name and date of birth and the expiry date of the medicine.

- Healthcare Plans. Where a pupil needs a Healthcare Plan the school nurse will write one. Parents or carers will sign the care plan stating that they are aware of the procedure involved and of the named persons who will undertake it and agree to the arrangements. School must also sign the completed care plan. Copies of the care plans should be displayed in the relevant places.
- Children should be encouraged to practise high standards of hygiene. Hands should be thoroughly washed after using the toilet and before going to lunch.

## 17 ART

- **Art and craft equipment** Occasionally equipment which is potentially dangerous may be used in Art work. Children must be instructed in their safe use and particularly close supervision on the part of the teacher is necessary. Dangerous equipment such as Stanley knives, staple guns, fixatives etc. must be locked away. Teachers must use their common sense about what constitutes 'dangerous' in the context of their class.
- **Cleaning** All equipment and materials must be stored and locked away after use.

## 18. COOKERY

- When working with food high standards of hygiene are vital. Children must wash their hands thoroughly and wear cookery aprons. All utensils and the cooker must be carefully cleaned after use.
- Particularly close supervision is needed when children are using utensils such as sharp knives, and appropriate instructions should be given. Children may not use the cooker without the continuous presence of an adult such as a parent helper.

## 19. PHYSICAL EDUCATION

- ◆ Gymnastics apparatus is inspected annually.
- ◆ When children have erected apparatus in gymnastics lessons the teacher should check that it is safe before the children use it.

- ◆ Children and staff must always be dressed appropriately for physical activities according to school policies.
- ◆ All jewellery (except ear studs) must be removed before commencing any physical activities.
- ◆ New members of staff will be instructed in the correct methods of carrying apparatus and with regard to other particularly dangerous activities in P.E.
- ◆ Occasionally, teachers 'join in' physical activities with children. There is nothing wrong with this but the teacher should take particular care to avoid situations where their greater weight could pose a danger.
- ◆ Swimming. Particularly close supervision is essential. Staff at the pool are well versed with regard to issues of safety and established procedures should always be rigorously followed. Staff should not go in the pool unless supporting a child with special needs.

## **20. Supervision**

- ◆ When teaching a class the teacher should never leave the children unsupervised, except in emergencies.
- ◆ The school is committed to developing children's independence and as part of this children will be asked to work outside direct supervision e.g. going to the library to retrieve a book, carrying out measuring activities in the playground. Such activities should be presented to children as a privilege which will be removed if abused.

### **In relation to the Children's Centre setting**

- In registered group settings there must be a named deputy who is able to take charge in the absence of the manager.
- Children should be supervised at all times, with staffing arrangements organised to meet the individual needs of all children
- Exceptions to the requirement that staff included in the ratios must be working directly with the children may only be made in limited

circumstances, such as when the children are sleeping or resting. In these circumstances all the adults need not be present in the room with the children, but should be available nearby on the premises should they be needed.

- should put in place contingency arrangements for staff absences and emergencies

## **21. TECHNOLOGY**

- ◆ New members of staff will be instructed in the correct use of technology equipment.
- ◆ Close supervision of children is essential when they are using technology equipment.
- ◆ The Technology Coordinator will inspect equipment at regular intervals.

## **22. Risk Assessments**

Risk Assessments must be carried out by school or staff involved in potentially hazardous activities. Potential risks occur during:

- class visits out of school
- some Science activities
- using the pond
- using some D.T. equipment
- some P.E. activities
- new building works
- moving furniture

This is not an exhaustive list so a common sense approach is necessary.

## **23. REPORTING OF FAULTS, PROBLEMS AND ISSUES PROCEDURES**

Reporting of faults should initially be made to the leadership team/office staff, who will report it to SGP management via the help desk.

## **POINTS OF CONTACT**

Headteacher

**Janine St.Pierre** - Management of Health and Safety at the school. Needs notification of accidents or injuries, particularly injuries to the head

**Deputy head** - Deputise for the above.

**School Business Manager** - Maintenance of Health and Safety Policy. Can be notified of any potential hazard/problem

**Office Staff** - General point for information

**Caretaker** - Upkeep of building and cleanliness of such  
Removal of hazardous waste and breakages

**Teaching Assistants** - 1st Aiders allocated to each floor  
and NNEB

**Midday Assistants** - General welfare of pupils  
- In charge of First Aid duties at lunch time.

All staff (Teaching and non-teaching) - Need a common sense approach to school Health and Safety procedures and know them thoroughly.

# APPENDIX 1

## PROCEDURE IN THE EVENT OF FIRE

### From classes - All classrooms have individual plans

When the alarm sounds the children should fall silent and stop moving. On your instruction they should do the following;

- Key stage 1 line up at doors to the playground.
- Key stage 2 line up at doors into the corridor or balcony.

Making sure that the classroom door is closed. The children should walk to the playground where the register is called. Classes should line up in the allocated spaces. Registers are called and pupils indicate with a hand that they are present. When this is finished and all is ok the Headteacher must be informed. The whole procedure should be executed in silence.

The FIRE MARSHALLS should sweep their designated areas before making their way out of the building.

### MORE SPECIFICALLY IN THE EVENT OF A FIRE OR FIRE PRACTICE -

- The Nursery and Reception children should use their own exits into the play space.
- KS1 children exit direct from classes into the play ground.
- Year 4 & ICT suite Pupils should walk in two lines down STAIRWELL 1 and exit through the corridors on either side of the general office and out into the playground.
- Year 4 pupils, should walk in one line down the **left hand side** of THE BALCONY STAIRS into the playground .
- Year 3 pupils should exit through their doors and walk in two lines down STAIRWELL 2, out through the nursery toilet corridor and into the playground.
- Year 6 pupils should exit via the BALCONY STAIRS in one line on the **right hand side** and into the playground
- Classes using the hall should exit through the corridor to the right of the main office into the playground
- Pupils with restricted mobility, who are upstairs ,should wait at disabled refuges on the stairwells with their designated escorts

until classes have passed. They should then be helped down the stairs and out into the street at the front of the school.

- Split children to line up at back of allocated class line and be counted by that class teacher.

Silence **MUST** be maintained at all times.

### **Lunchtime**

The Hall

Children in the hall should be directed by midday staff to leave through the corridors on either side of the admin office and out into the playground. Children with restricted mobility should use the fire exit into junction road and walk round to the main gate.

Wet play

If it is wet play the procedures are as above. A TA should be available to lead the class out into the playground. The senior midday supervisor should ensure that at least one supervisor is detailed to check that no children are on the first floor and that doors are closed. If any of the designated fire marshals are available they will assist in the sweep of the building. If it is a wet lunchtime midday supervisors must be particularly careful to check that all classrooms are empty. Registers should be called by the class teacher, if they are present, but otherwise by a midday supervisor.

**Kitchen Staff.** It is the responsibility of the cook to ensure that all of their staff are present at the roll call.

**Registers.** - The school meals registers recording child attendance, adult signing in registers for staff and visitors will be taken into the playground and distributed as soon as the alarm sounds.

## **Appendix 2 : Emergency Evacuation of Grounds** **Critical Incident**

- Once all pupils and personnel have been evacuated into the playground and assessment will be made as to the urgency of the crisis.

- If deemed to be **Critical** then the following procedure will take place.
- Emergency Services will be called to the scene immediately.
  1. Evacuation gates within the cage will be opened and classes will be led in single file down the alley way towards Eastern Road.
  2. The lead person of each group will then guide the pupils and personnel towards Lister secondary school entrance.
  3. Safe harbour will be made for us within Lister's grounds for the duration of the incident.
  4. School staff will notify parents/carers of incident and where to collect children.

In the event that the Critical Incident also involves Lister Community School then all pupils and personnel should make their way towards Southern Road Primary School and their playing fields.

The critical incidents policy and all related documents can be found in the School Business Managers office.

## **Appendix 3: Fire Safety Responsibilities and Procedure**

### **General Statement**

Plaistow Primary School & Children's Centre, Newtec Day Care and Bellrock Facilities Management are jointly responsible for ensuring the Health, Safety and Welfare of all employees, students and visitors that occupy our grounds.

We take our responsibility very seriously and comply with our legal obligation to staff, students and visitors under the Fire Safety Order (2005). This Fire Safety responsibilities and procedures document is intrinsic to our overall Health and Safety Policy.

***Our priority at all times is the safety of all individuals.***

Fire Risk Assessment: Responsibility

### **Bellrock**

It is the responsibility of Bellrock Facilities Management to conduct an annual Fire Risk assessment of the building and grounds. They do this via the employment of a qualified assessor and report back to the school, centre and private day care on any findings.

Bellrock are responsible for the provision, maintenance and servicing of;

- Fire extinguishers, blankets and sprinklers.
- All electrical and gas appliances used within the school kitchens and plant rooms.
- All doors including internal fire doors and classroom doors.
- Risk assessments in relation to building evacuation outside of school hours (Site Supervisors and Cleaners).
- Ensuring that all signage in relation to Fire Safety and evacuation are clear and visible at all times.
- Regular checks of the Fire Alarms and Emergency Lighting.
- Certification of all legislative items.

## Plaistow Primary School & Children's Centre / Newtec Day Nursery

It is the duty of all employees to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors.

### Procedures.

It is the responsibility of the School, Centre and Nursery to provide clear direction to staff, students and visitors at all times, therefore;

- ✓ Risk assessments and evacuation procedures are undertaken, reviewed and reproduced annually.
- ✓ Each room is provided with a detailed evacuation plan and this is brought to the attention of staff at the beginning of September. This plan is clearly visible within each setting.
- ✓ Fire Evacuation procedures will be practised at least once per term with the ideal being once a  $\frac{1}{2}$  term. This will be timed and recorded by Bellrock on each occasion.
- ✓ Training will be provided as and when necessary for new staff and those with designated responsibility of Fire Marshal.
- ✓ All visitors to the school will be given induction on arrival of how to raise the alarm & evacuation procedures.
- ✓ All visitors must log in and out of the visitors book within the main reception area.

### Fire Marshals.

Name	Responsibility
Janine St. Pierre	Headteacher / School
Sian Boutalbi	Deputy Head / School
Pamela Austin-Smith	Business Manager / School & Centre
Rukhsana Bibi	Children's Centre
Lisa Kelly	Children's Centre
Mercy	Newtec Day Nursery

Taiwo Oladele-Disu	Newtec Day Nursery
Darren Byrne	Site Supervisor / Whole Building
Sandie	Site Supervisor / Whole Building

In the event of an emergency evacuation the lead person will take responsibility for designated function.

In their absence another trained member of staff will take over their function.

### **Emergency Evacuation Plan.**

In accordance with the individual room plans and our Health and Safety policy the Emergency Evacuation Plan is as follows;

**If you discover a fire:** Please raise the alarm immediately.

**If you hear the fire alarm:**

- ✓ If you are a teacher, please ask your children to quietly line up and then evacuate the building at the nearest available exit into the playground. Please ensure that the door is shut behind you.
- ✓ If you are a visitor or occupying one of the offices, please exit the school at the nearest available exit, please do not stop to pick up valuables. Please make your way to either the front of the building and meet with a designated member of staff or walk into the playground and stay within the caged area.
- ✓ All staff, students and visitors should meet at their call points within the cage and on the grass area. Registers will be delivered to you by a member of the admin team. A head count should then take place and the register held high when the numbers have been confirmed. If there are any problems please inform a member of the Senior Leadership team.

### **Fire Marshals**

- ✓ On hearing the fire alarm, you should encourage everybody to leave the building.

- ✓ Check all of the rooms are empty. (Individual Fire Marshals responsibilities have been set).
- ✓ SBM & HT to confirm that school centre and nursery have been successfully evacuated.

### **Assisted Evacuation**

All pupils who are unable to vacate the building using the stairs are to congregate at the nominated fire points with their responsible adult and wait until help arrives. Each pupil and member of staff who has difficulties moving around the building especially in an emergency situation will be evacuated according to their PEEP (personal emergency exit plan).

### **Fire Alarm Status:**

Headteacher/Business Manager and Site Supervisor will ascertain immediately if the alarm is genuine or a false alarm.

Alarm is directly linked to the London Fire Brigade so they will arrive unless told otherwise.