

ST. PETER'S PRIMARY SCHOOL



St Peter's Primary School

Health and Safety Policy

**Approved by the Local Advisory Board:
November 2018**

Next Review Date December 2019

St Peter's Primary School

**Senior officers with responsibilities for Health and
Safety matters.**

Co-Headteachers:

Samantha Sandle & Caroline Barriball

Site Manager:

Mr Peter Creed

LAB member for Health & Safety:

Mr Roger Hurriion

Policy and Intent

1. The LAB of St Peter's Primary School recognise and accept their corporate responsibility under the Health and Safety at Work etc. Act, 1974, to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who may come onto the premises. The LAB consider the achievement and maintenance of a high standard of health, safety and welfare throughout the school to be a primary objective.
2. The LAB will take all reasonably practicable steps within their power to fulfil this responsibility.
3. The LAB intend that, for health and safety purposes, the school will operate within the structure and framework laid down by the London Borough of Sutton and, in particular, the Department for Children, Young People and Learners (CYPL) Health and Safety Policy. It will also apply all health and safety instructions, Codes of Practice and other advice issued by the Department.
4. The Co-Head is required to draw up the necessary arrangements to secure compliance with all health and safety requirements, to ensure that such arrangements are recorded in writing and to further ensure that such information is circulated to all existing and future staff and to the LAB, and subsequently to monitor the implementation of these arrangements.
5. The LAB intends to consult with representatives of staff on health and safety matters and with individual members of staff before allocating to them particular health and safety functions.
6. Where appropriate, the LAB will seek any necessary expert advice to determine the risks to health and safety within the school and the precautions required to deal with them.
7. The LAB will provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner and will provide such training for staff in respect of risks to health and safety as is necessary.
8. The LAB calls the attention of all members of staff within the school to their duty under section 7 of the Health and Safety at Work etc. Act 1974 to co-operate with Management in health and safety matters by carrying out their duties in a safe and healthy manner, following safe working procedures, using adequate equipment kept in good order and reporting all hazards at the earliest opportunity.

Organisation

9. The provision of a safe and healthy workplace is the concern of all those working within it. The LAB has expressed a commitment towards the maintenance of a high and improving standard of health and safety and will manage the available resources and review the performance of staff. However, it delegates the day to day responsibility for and management of health and safety to the Co-Head who is required to develop a positive health and safety culture within the school by ensuring that there is:-
 - (a) Good communication with staff;
 - (b) Control of risk through the clear allocation of responsibilities;
 - (c) Formal and informal opportunities for the active co-operation and involvement of all staff and by the encouragement and support of trade union safety representatives;
 - (d) Promotion of competence in health and safety matters through the provision of appropriate training of staff.

10. In particular, the Co-Head will:-

- (a) Set up such arrangements in the school as will comply with all health and safety legal requirements and produce a written statement of those arrangements which shall be brought, together with the LAB' statement above, to the attention of all staff. Included within the arrangements will be provision for their revision in the light of experience or future legislation and a system for effective monitoring;
- (b) Note all health and safety policies, Codes of Practice, instructions and advice issued by the LEA and ensure that they are brought to the attention of appropriate staff. Such material, together with the CYPL Department Health and Safety Policy, the Safety manual and any other advice published by the DFE, ESAC or others concerning health and safety in schools shall be made readily available to all staff and their attention regularly called to additions and alterations thereto;
- (c) Report immediately to the CYPL Department any instances where it is not possible to eliminate or reduce to a satisfactory level a hazard by reason of a lack of authority under the local management of schools regulations. In such a case the Co-Head shall nevertheless use all best endeavours to take such necessary short term measures as will avoid danger pending action by the LEA;
- (d) Ensure that all areas of the school are inspected on a regular basis and inform the LAB of the results of such inspections and the action taken upon any recommendations arising;
- (e) Establish a system for the reporting, recording and investigation of accidents, using the guidelines contained in the Education Department Health and Safety Policy and ensure that all reasonable steps are taken to prevent any recurrence;
- (f) Establish a system for the reporting of hazards which come to the attention of staff in the course of their normal duties;
- (g) Ensure that all visitors, including maintenance personnel or contractors are informed of any hazards on site of which they may be unaware. Ensure that such maintenance or other work does not affect pupils and staff.

11. The Co-Head delegates to the site manager and the curriculum leaders the day to day management of health and safety within their areas. In particular they will: -

- (a) Assist in drawing up school policies and procedures and in reviewing them annually;
- (b) Carry out regular inspections of their areas and report the result to the Co-Head;
- (c) In conjunction with the Co-Head assist with arranging with staff training and information;
- (d) Pass on health and safety information received to appropriate people;
- (e) Act on reports received from staff.

12. The Co-Head delegates to all other staff the day to day management of health and safety in accordance with the policy. In particular they will: -
- (a) Check that their classroom or work area is safe;
 - (b) Check that all equipment is safe before using it or permitting another person to use it;
 - (c) Ensure that safe procedures are followed, particularly any which have been laid down for specific observance within a subject;
 - (d) Make use of any personal or other protective equipment provided and not misuse any such equipment;
 - (e) Participate in inspections and in health and safety committees if appropriate;
 - (f) Bring problems or hazards to the attention of the Co-Head and site manager.

Arrangements (cross ref with Critical Incident Policy & the Business Continuity Plan)

13. Emergency Evacuation Procedures and Fire Precautions.
- (a) (i) A fire drill will be held at least once every term preferably within the first fortnight.

(ii) Every effort should be made to clear the school in the shortest possible time, with the aim of achieving this in no more than three minutes.
 - (b) The date and time of the fire drill and the exact time taken to clear the building will be entered in a book marked 'FIRE DRILLS AND FIRE ALARM TESTS' on the cover. The book should be kept by the site manager in his office and be available for inspection.
 - (c) The alarm of fire is given by a signal which is used for no other purpose, and is easily recognised by the staff and pupils, and can be clearly heard in all parts of the building. An alternative means of warning is available and should be practised. This alternative means is a hand bell.
 - (d) If the fire alarm fails to sound, a hand bell is used as a back-up, which is kept on the fire alarm control panel in the entrance. All teaching assistants & daily supply teachers are informed of the policy.
 - (e) The teacher in charge of a class shall see the whole class
 - (i) Clear of the room
 - (ii) Clear of the building and
 - (iii) To the safe position away from any buildings which has been appointed by the Co-Head or Assistant Co-Head. In the event of actual fire, and before the Fire Brigade arrive, any subsequent movement will be decided by the Co-Head or Assistant Co-Head.
 - (f) All the class registers should be taken out of the building and the roll called as soon as the children are at the assembly point.
 - (g) The secretary should arrange for:

- (i) Class registers;
- (ii) School visitors book;

To be taken out of the building, and ensure that all class teachers have their class register.

- (h) During fire drill, children must not be taken into the streets.
- (i) In each teaching area, hall and dining room directions for the evacuation of the persons occupying that area will be displayed. If the prescribed route is blocked by fire or smoke, the occupants should be instructed to leave by the nearest available exit. These directions should be in the form of a notice entitled "Fire One" which will be specially prepared and supplied by the Authority. The usual evacuation route for each class is as follows:
 - **Classes R1 / R2 / 1/ 1-1/ 2/ 2-2/ 3 / 3-3 / 4/4-4 and after school room** to leave by classroom fire exit and will assemble in lower playground at assembly point and a head count should be done and confirmed with the register.
 - **Years 5 & 6** will leave by upper playground door exits and assemble in lower playground at the assembly point
 - **Main hall and Dining Hall** will leave by main fire exit and lead single file to lower playground.
- (j) If there is a fire the site manager or Co-Head will call the Fire Brigade or will ask a responsible person to call 999.
- (k) Near every telephone, a notice entitled "Fire Two" should be displayed giving the necessary information as to the correct dialling procedure in the case of fire, how to report the fire and how to check that the message has been accurately received.
- (l) Having heard the alarm the classroom assistants will assist in making sure the children toilets and corridors are clear and make sure visitors leave the building, the cook will clear the kitchen. The administrative areas (including staffroom and staff toilets) are checked by the office staff. The Co-Head or Site manager will assist in clearing the building if possible.
- (m) Without placing people at risk, arrangements should be made for all appliances using gas or electricity to be switched off, if it is safe to do so.
- (n) During school hours no exit doors leading from the school buildings are ever to be locked. To guard against 'walk-in intruders', the outside doors by the toilets are secured on the inside, using an exit release switch
- (o) In the case of an actual fire, however small, the Co-Head should ensure that the fire service has been notified. The Executive Co-Head should be informed as soon as is reasonably practicable and the Chair of LAB.
- (i) The Co-Head or Site manager should inform the first Fire Officer attending:
 - **Whether all persons are clear of the building;**
 - **Location of fire if known.**

- (ii) The Co-Head is responsible for all arrangements pending the arrival of the fire service, and the site manager should report to the Co-Head for instructions.
- (iii) The availability of a floor plan of the school would be of assistance when relaying information to the Fire Officer attending the emergency. The site manager should arrange to keep a copy with the Fire Drills and Fire Alarm Test Book and bring both out of the building.

The Co-Head should try to ensure that in no circumstances during fire practice or actual fire emergency may the general public enter the school premises.

- (p) All electric fire alarm installations must be tested weekly out of school hours by the site manager, who will record the result of the test and report any defects.
- (q) In no circumstances should escape routes be blocked or fire exits locked when the building is occupied.
- (r) A plan of the school showing the location of fire extinguishers and fire blanket is kept with the Safety Manual in the staffroom office and is available for inspection. The equipment is maintained according to the prescribed schedule.
- (s) In the event of a bomb threat the same procedure is followed as for an evacuation in the case of fire, except that, once assembled at the initial assembly point, everyone should be ready to move in an orderly fashion further away from the school building at the direction of the Co-Head or Assistant Head (across the field or if necessary out the lower playground gate in to Whitmead close).
- (t) A copy of the individual school arrangements should be kept in with the school's Safety Manual. If at any time it is desired to alter the arrangements, the School LAB should be informed.

14. First Aid

The first aid boxes are available in the main office and first aid point in infant playground. There are also subsidiary first aid bags to be used on school visits away from school. The office staff assist on the ordering of materials.

Responsibility for keeping the boxes supplied with materials rests with Mr R Hurron recommended for the first aid box / bags are.

- (a) One guidance card;
- (b) 20 individually wrapped sterile plasters (assorted sizes) appropriate to the work environment (hypoallergenic plasters can be provided);
- (c) 2 sterile eye pads;
- (d) 4 individually wrapped triangular bandages;
- (e) 6 safety pins;
- (f) 6 medium sized individually wrapped sterile un-medicated wound dressings (12 cm x 12 cm);
- (g) 2 large individually wrapped sterile un-medicated dressings (18 cm x 18 cm); (h) one pair of disposable gloves (non-latex)

A Code of Practice (a copy of this document forms part of the School Safety Manual, which is kept in the site manager's office and is available for inspection).

The trained first aiders in school at present are Mr. R. Hurron, Mrs K Penston, Mrs P Askew, Mrs L Burrow & Mrs J Chang-Leng.

A list of first aiders should be pinned up on the notice board in staff room and in main office.

1. All children or staff that have the use of an EpiPen or piriton should be photographed and a record should be put on the board in the staff room for quick access if needed.
2. All medication should be kept out of reach of children and checked regularly to make sure that they are in date.

Giving Medicines in School. (x ref Medical Policy)

The school will only administer medicines (non-prescription and prescription) to pupils when prior written permission from parents is received.

All medicines must have the following information and these must be checked each time before administration

- name of child
- name of medicine
- dose
- expiry date
- written instructions provided by the prescriber
- time/frequency of administration
- any side effects
- action to take in the event of a side affect

If children are unwell and if they are taking medicine, they should not be sent to school. They will not be able to work properly, they may pass the illness on to others and the best place for them is at home.

Sometimes the doctor may say a child can return to school while finishing a course of antibiotics. Depending when the medicine has to be taken a dose can most probably be given before school and at the end of the school day. If another dose is due at lunchtime, parents will be asked to make arrangements with the school for the medicine to be administered at appropriate times.

Children who need to use an asthma inhaler may have access to them at all times to use when necessary_as long as they can independently self-administer the pump. All inhalers must be clearly labelled with the child's name, class and the proper dosage. A spare inhaler must be left with the class teacher in case of emergencies.

Sometimes children become unwell in school and, if necessary, the parents are contacted and asked to collect the sick child. Trained first aiders will deal with minor injuries usually sustained at playtimes! In the case of anything serious, parents are always contacted and we may recommend that medical advice is sought.

A record is kept of all children with asthma inhalers in school and include:-

1. The child's name and class.
2. The name and dose of the medicine given.

3. The date and time of administration.
4. The signature of the member of staff responsible.

The records are kept for a reasonable period and should be made available to the School Doctor/Nurse so that children receiving frequent medication can be quickly brought to the attention of the Community Child Health Service.

Disabilities

Peter Creed should be notified of any child or member of staff with disability problems in order to ensure the safety and need to assist then in any way

15. Reporting and Investigation of Accident and Dangerous Occurrences.

- (a) Where a child has an accident or is unwell, the normal practice is to contact the parent or carer. If the child is unwell he or she is better off at home. If the child has had an accident, first aid is administered, the child is kept warm, safe and supervised and the parents or carers are contacted. The circumstances of the accident are reported, with a recommendation that medical advice be sought from the family doctor or the hospital. In the case of a serious accident needing immediate medical attention, an ambulance is called and the parent contacted. If it is obvious that the parent cannot reach the school immediately, a member of staff will accompany the child to hospital and the parent is asked to make their way directly there. It is the Co-Head's or the Assistant Co-Head's decision to call an ambulance.

The emergency contact telephone numbers for the parents, and also for 'back-up' contacts designated by the parents who can be called if the parents are unavailable, are kept in the school office. It is the responsibility of the Administrative Assistant to keep these records up to date.

- (b) Any accident to a teacher or other employee of the Council, whether or not the employee normally works at the establishment concerned, should be recorded on the accident form, a copy of which is kept in the risk assessment folder and also recorded on the Accident Management System (AMS). Advice on its completion is contained in Appendix 6.4 of the Health and Safety Policy Document.
- (c) It is the Co-Head's responsibility to ensure that the accident book is readily available to employees at all times and that employees are aware of its location.
- (d) The Sutton Council standard form "Report of Accident, Incident or Dangerous Occurrence" must be completed after any accident or incident involving employees, students, pupils or members of the public. Care should be taken to enter all details required. Notes on the completion of this form appear in Appendix 6 of the Health and Safety Policy Document.
- (e) The form should be completed by the teacher or member of the support staff who was supervising the child concerned at the time or the Co-Head, Assistant Co-Head or the welfare assistant who dealt with the injury where this is more appropriate. In the case of injuries to members of staff, the member of staff should complete the form where possible, or the person who dealt with the injury where this is not possible.

- (f) Minor injuries (e.g. a grazed knee) are recorded in the folder kept in the medical post or main office. Full details of the child concerned and accident should be recorded as required by the headings on the form.
- (g) All accidents resulting in the death of or major injury to any person or a modifiable dangerous occurrence must be reported by telephone to the Health and Safety Consultancy as soon as is reasonably practicable. (Tel. 020 8770 5026 /5023 /5018 /4892). Where appropriate the Health and Safety Consultancy will inform the Executive Director of CYPL and the Health and Safety Executive. The definition of a reportable accident and dangerous occurrence is given below.
- (h) A major injury includes the loss of sight in one eye, the amputation of a hand or foot, the fracture of any bone (other than a bone in the hand or foot) or any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

A reportable dangerous occurrence which could be experienced within the Education Service could be a boiler explosion, the escape of significant quantities of highly flammable liquids or toxic substances, serious fire or explosions involving electrical failure.

The requirement to report includes all persons whether they be staff, students, pupils or the public and irrespective of whether the accident arises directly from a work activity.

- (i) Immediately following an accident or dangerous occurrence, the Co-Head should hold an on-the-spot initial investigation of the circumstances provided it is safe to do so. This should include taking statements from any witnesses. A written record of the investigation should be made.

Where the accident or dangerous occurrence has involved equipment or machinery, or there has been a serious injury, the site should be left as it was at the time of the accident and the area taken out of use, apart from the moving of anything in order to remove an injured person from the scene of the accident, until an examination has been carried out by the Health and Safety Consultancy.

16. Electrical Safety.

Attention is drawn to the document Electrical Safety in Schools - A Code of Practice. This forms part of the School Safety Manual which is kept in the site manager's office and is available for consultation.

The school has instituted and is maintaining a testing regime for electrical appliances in the school. An inventory of appliances has been drawn up and annual tests are undertaken. The purpose of testing is to identify appliances which are unsafe to use. These should be removed from use and repair or destroyed.

Members of staff should make a visual inspection of pieces of equipment (e.g. radios, televisions, computers etc.) on each occasion before using them to ensure that cable is firmly attached and not frayed or damaged so as to expose interior wires and that plugs are not loose or damaged. Residual Current Operated Circuit Breakers are available in school and should be used with pieces of equipment such as glue guns.

Privately owned pieces of electrical equipment should not be brought into school and used unless the piece of equipment has been checked as part of the school testing, and has been marked to show this.

Very young children should not be involved in any of the processes of setting up equipment. There is a need to educate children from an early age in the safe use of electricity, and safe practice should be promoted by all staff.

17. Hazards and Potential Hazards.

Everyone in school needs to be alert to identify hazards or potential hazards. These should be reported immediately to the Co-Head and the site manager so that action can be taken to make the area/situation safe and remedial work arranged. Making the area safe and instituting remedial work will be a priority.

18. Environmental Health.

All defects to lighting, heating or ventilation should be reported to the Co-Head and site manager so that repair can be instituted. The site manager is responsible for reporting and checking the progress of repairs.

19. Disposal of Hazardous Waste (e.g. broken glass).

Hazardous waste should not be put in the waste paper bins or dustbins. The site manager (or in his absence the Co-Head or Assistant Co-Head) should be asked to remove it. The waste, properly protected, should be put directly into the large outside dustbins. Soiled first aid waste should be disposed of in sealed bags in the outside dustbins in accordance with the First Aid Code of Practice. Small wipes and swabs can be put in the sanitary bins in the female staff toilets.

20. Safety Representative.

Mr Peter Creed, site manager, has been elected as Safety Representative by the school staff.

21. School Visits or Journeys off Site.

All visits and journeys must be organised by members of staff in the light of the guidance contained in the Guidance and Procedures for Educational Visits Document (revised March 1994). This document is kept in the site manager's office with the Safety Manual, for reference purposes. It is imperative that members of staff acquaint themselves with the details of this document and apply the guidance when planning visits.

22. Dissemination of Information.

New guidance information will be communicated to staff as it becomes available, and added to the school safety documents. Any member of staff needing advice or training should feel free to consult the Co-Head Assistant Co-Head Head or site manager.

23. Personal safety and Security of Isolated Staff.

Attention is drawn to the document Coping With Violence which forms part of the school Safety Manual, a copy of which is kept in the site manager's office for inspection. It is expected that members of staff will make themselves conversant with, and follow the guidance given, to ensure their own safety. The school is committed to supporting and helping staff who are subject to actual or threatened violence, and any incidents should be reported so that follow up action can be instigated. There is a remote handheld alarm located in the site-managers' office to be used by staff working alone in the school.

24. Control of Communicable Diseases.

Any staff or pupils with an infectious disease will be required to contact the Co-Head to be advised on the suitability of attending school with regards to the infection. For any further advice follow the attached link.

http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1279618216326

25. School Safety Manual

The following Codes of Practice and guidelines form part of the school Safety Manual. It is expected that members of staff and others to whom the guidelines apply, because of the nature of work they undertake in school, will make themselves conversant with and follow the guidance given. The documents are: -

- (a) Guidelines for the Use of Mobile Cookers in Educational Establishments.
- (b) The Code of practice for Care of Head Protection (Hard Hats).
- (c) COSHH Regulations 1989 - Code of Practice.
- (d) The Use of Display Screen Equipment. The school is committed to the procedures for assessment and evaluation of risk at work stations outlined in the Code of Practice, and it is the responsibility of the Co-Head assisted by the staff concerned, to see that these assessments are followed.
- (e) The Code of Practice for Manual Handling. (The school is committed to undertaking the risk assessments outlined in the Code of Practice).

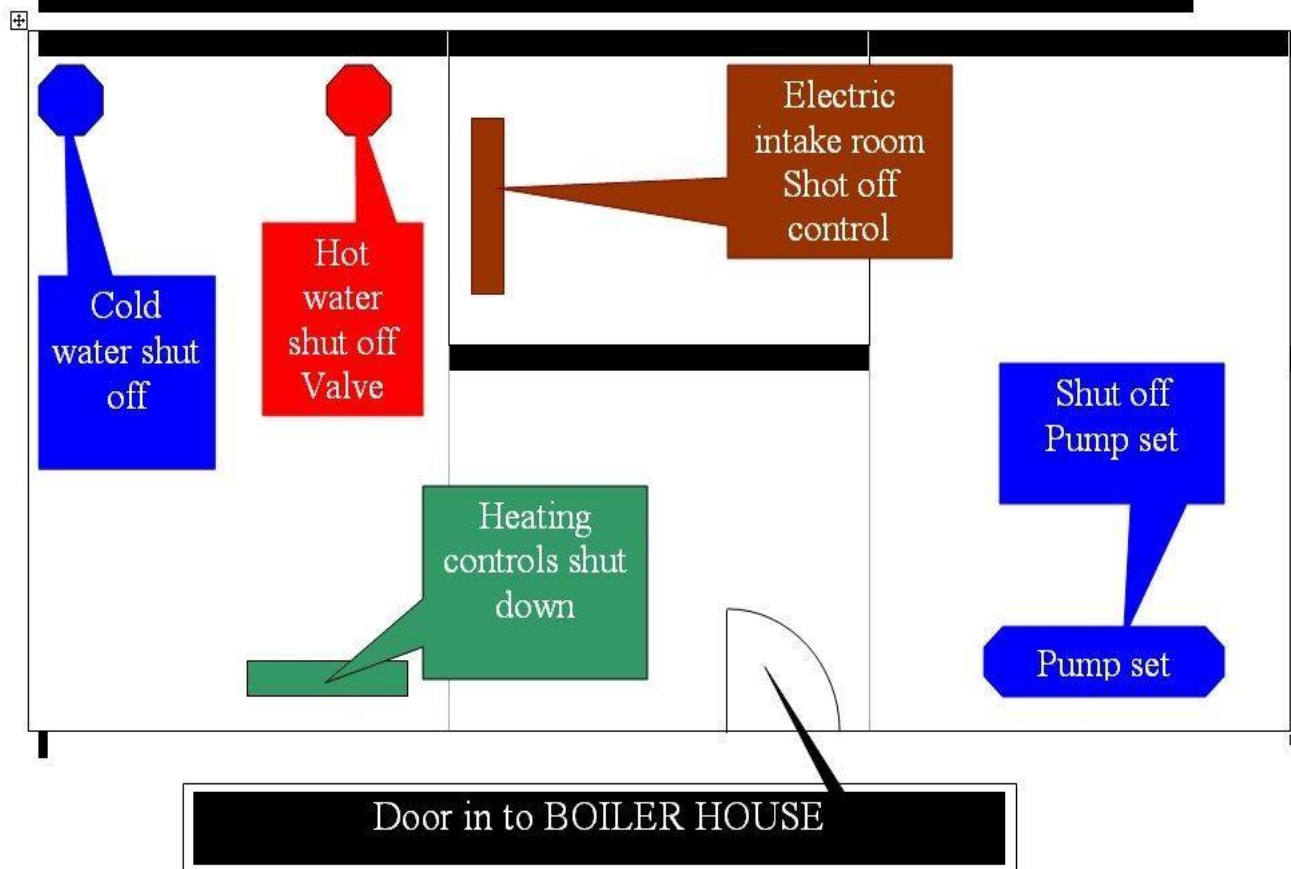
26. Monitoring.

Consideration of Health, Safety and Welfare matters will form an item on the agenda of each meeting of the LAB. In addition, the LAB will monitor and evaluate the effective working of the system within the school by the following means:-

- (a) Monitoring accident/incident reports. The Co-Head will report all accidents (except minor accidents) to pupils and staff to the LAB and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed;

- (b) Checking reports of Inspections by the Management and ensuring that these are of high quality and carried out on time. Receiving reports from Safety Representatives concerning inspections carried out by them;
- (c) Receiving reports from the Co-Head on:-
 - (i) Evacuation practices and fire drills
 - (ii) Complaints and hazard reports from staff and visitors
 - (iii) Visits from the HSE Inspectors
 - (iv) New LEA Codes of Practice and methods of implementation
 - (v) Any Safety Audit arranged by the LEA or commissioned from Consultants
 - (vi) Any DFE guidance or advice
 - (vii) Any new guidance from HSE or ESAC
 - (viii) Staff training
- (d) **Where deficiencies are identified or action is necessary** seeing that action is allocated to individuals, time limits have been set and both immediate and long-term remedial action are identified in the case of hazards.

Main shut off's in boiler house



**Gas shut off to Boiler house is in green box outside main office.
Kitchen gas is shut off in chair store in main hall.
Water tanks are in loft over main entrance**

DO NOT COVER

FIRE NOTICE

When Fire Alarm Sounds Continuously.

ON HEARING THE FIRE ALARM.

Stop all activity and stand quietly.

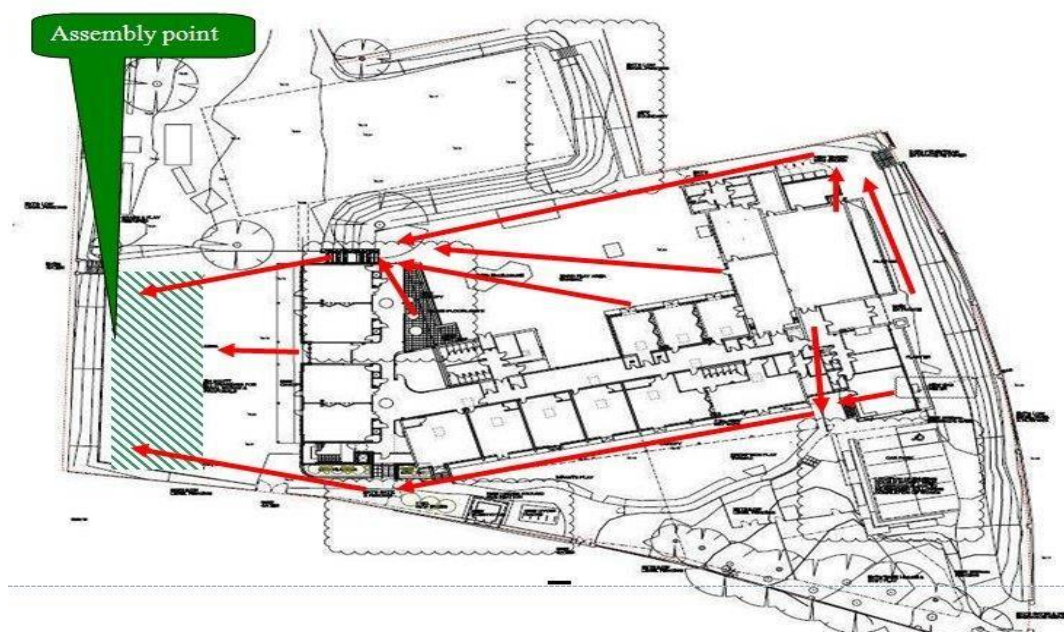
FORM SINGLE FILE AND MOVE BY THE MOST DIRECT ROUTE TO THE ASSEMBLY POINT

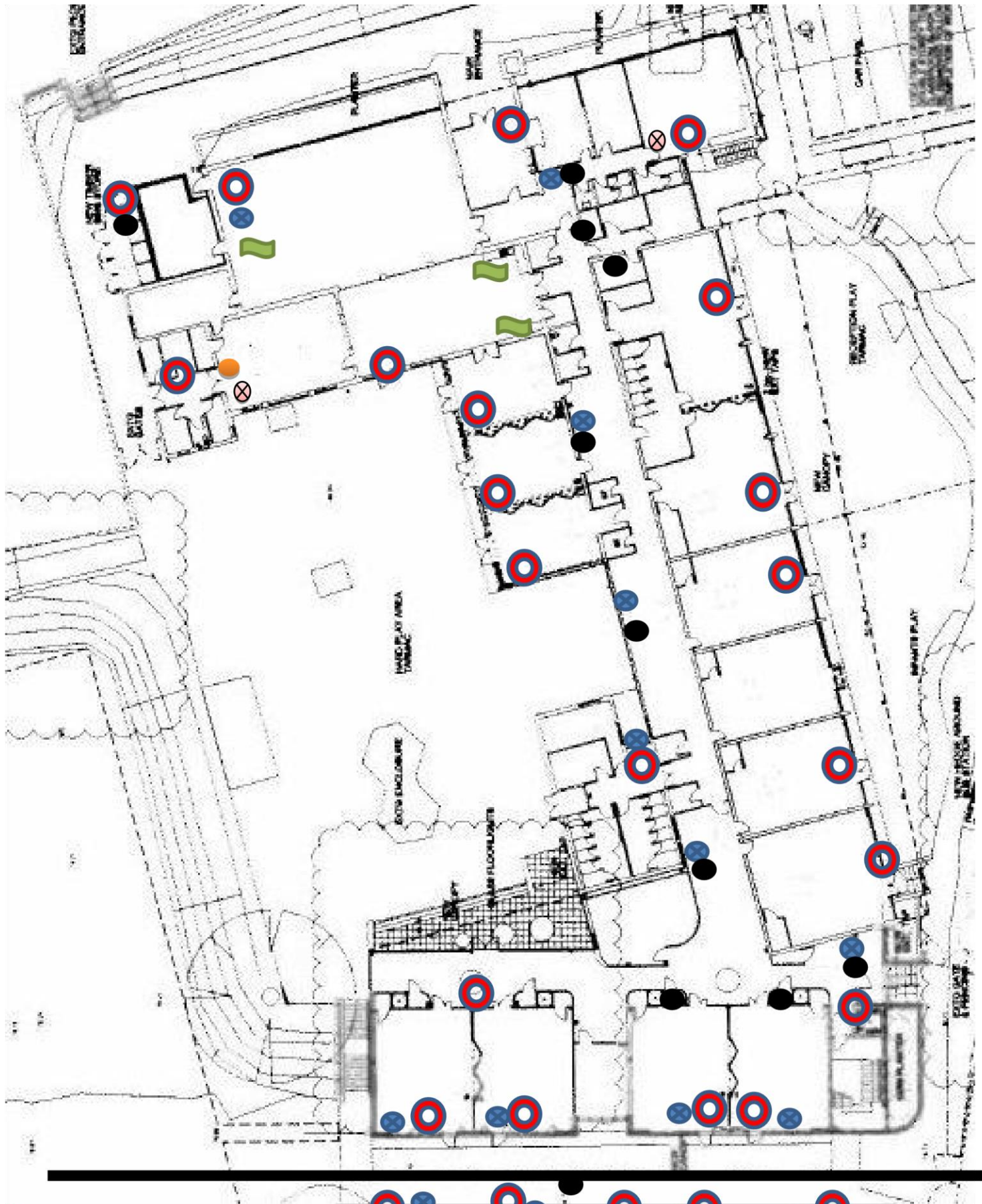
DO NOT RUN, WALK QUIETLY.

DO NOT GO BACK INTO THE BUILDING FOR ANY REASON.







DO NOT USE LIFT

ASSEMBLY POINT: Lower Playground





Lower Floor

	Call Points		wet chemical
	Water		Foam
	Carbon		fire Blanket