

STANBURN PRIMARY SCHOOL



HEALTH and SAFETY POLICY

Review Date:	January 2023
Reviewed By: (Committee Name)	Governors
Next Review Date:	January 2025
Name and Signature:	Mrs Ese Anyia

HEALTH AND SAFETY POLICY

This policy has been reviewed to meet the requirements of the Council's Health and Safety Policy which the Governing Body is required to follow in accordance with the local schemes of delegation.

The policy falls into two categories:

- a) Organisational
- b) Procedural

ORGANISATIONAL

General

- a) The Governing Body notes the provisions of the Health and Safety at Work, etc Act 1974, (S.3 (1) which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
- b) The aim of the Governing Body is: 'To provide a safe and healthy working and learning environment for staff, pupils and visitors'.
- c) The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

The Duties of the Governing Body

In the discharge of its duty the Governing Body, in consultation with the Head, will:-

- a) make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1992 (SI 1992 No. 2051).
- b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.

- c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- d) identify and evaluate all risks relating to:-
 - i) accidents
 - ii) health
 - iii) school-sponsored activities
- e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.
- f) create and monitor the management structure

In particular, the Governing Body undertakes to provide:-

- i) a safe place for staff and pupils to work including safe means of entry and exit.
- ii) plant, equipment and systems of work which are safe.
- iii) safe arrangements for the handling, storage and transport of articles and substances.
- iv) safe and healthy working conditions which take account of all appropriate:
 - i) statutory requirements
 - ii) codes of practice whether statutory or advisory
 - ii) guidance whether statutory or advisory
- v) supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the Governing Body will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriated to the school-related activities which they are carrying out. All training will be regularly updated.
- vi) necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- vii) adequate welfare facilities.

So far as is reasonably practicable, the Governing Body, through the Head will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- a) this policy;
- b) all other relevant health and safety matters;
- c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Head Teacher

- a) As well as the general duties which all members of staff have, the Head has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this and through the Heads of the appropriate departments, senior members of staff, teachers and others as appropriate.
- b) The Head is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- c) In particular, the Head will:
 - 1) be aware of the basic requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the school;
 - 2) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
 - 3) ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities;
 - 4) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled;
 - 5) consult with members of staff, including the Safety Representatives on health and safety issues;
 - 6) arrange systems of risk assessment to allow the prompt identification of potential hazards;
 - 7) carry out periodic reviews and safety audits on the findings of the risk assessment;
 - 8) identify the training needs of staff and pupils and ensure within the financial resources available that all members of staff and pupils having identified training needs receive adequate and appropriate training and instruction in health and safety matters;
 - 9) encourage staff, pupils and others to promote health and safety;
 - 10) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;
 - 11) encourage all employees to suggest ways and means of reducing risks;
 - 12) collate accident and incident information and when necessary, carry out accident and incident investigations;

13) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;

14) monitor first aid and welfare provision;

15) monitor the management structure, along with the Governors.

The Duties of Deputy Headteacher, Assistant Headteachers and School Business Manager

- a) All supervisory staff will make themselves familiar with the requirements of the Health and Safety at Work, etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- b) In addition to the general duties which all members of staff have, they will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and area of responsibility.
- c) They will take a direct interest in the school's Health and Safety Policy and in helping other members of staff, pupils and others to comply with its requirements.
- d) As part of their day-to-day responsibilities they will ensure that:
 - 1) safe methods of working exist and are implemented throughout their department;
 - 2) Health and Safety Regulations, rules, procedures and codes of practice are being applied effectively;
 - 3) staff, pupils and others under jurisdiction are instructed in safe working practices;
 - 4) new employees working within their department are given instruction in safe working practices;
 - 5) regular safety inspections are made of their area of responsibility as required by the Head or as necessary;
 - 6) positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
 - 7) all plant, machinery and equipment in the department in which they work is adequately guarded;
 - 8) all plant, machinery and equipment in the department in which they work is in good and safety working order;
 - 9) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
 - 10) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

- 11) toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled;
- 12) they monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- 13) all the signs used meet the statutory requirements;
- 14) all health and safety information is communicated to the relevant persons;
- 15) they report, as appropriate, any health and safety concerns to the appropriate individual.

Area of Responsibility	Person Responsible
Training	E. D'Souza
Wellbeing	K. Patel
PE	K.Hartland
School Trips EVC	K. Hartland & J. Allen
Science and Technology	L. Walsh
Health & Safety	E. Anyia

The Duties of all Members of Staff

- a) All staff will make themselves familiar with the requirements of the Health and Safety at Work, Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:-
 - i) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
 - ii) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- b) All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- c) In particular all members of staff will:
 - 1) be familiar with the safety policy and all safety regulations as laid down by the Governing Body;
 - 2) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
 - 3) see that all plant, machinery and equipment is adequately guarded;
 - 4) see that all plant, machinery and equipment is in good and safe working order;
 - 5) not make unauthorised or improper use of plant, machinery and equipment;

- 6) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- 7) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- 8) report any defects in the premises, plant, equipment and facilities which they observe;
- 9) take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, Contractors and Others

- a) When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicted under 'Duties of the Head Teacher'.
- b) The Headteacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- c) When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- d) When the premises are hired to persons outside the Governing Body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not without the prior consent of the Governing Body:-
 - i) introduce equipment for use on the school premises;
 - ii) alter fixed installations ;
 - iii) remove fire and safety notices or equipment ;
 - iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- e) All contractors who work on the school premises during term time must have an enhanced DBS clearance. Alternatively, contractors without clearance can be escorted by a member of school staff or another contractor with an enhanced DBS.

All contractors attending school sites must ensure 'Permit to Work' are completed before work commences.

- f) All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work, etc. Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with SS.3-4 of the Health and Safety at Work, etc. Act 1974.

- g) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as is necessary to prevent persons in his or her care from risk of injury.
- h) The Governing Body draws the attention of all users of the school premises (including hirers and contractors) to S.8 of the Health and Safety at Work, etc

Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Staff Consultative Arrangements

With reference to major building works being carried out:

- a) The Governing Body, through the Headteacher, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited Trades Union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

Codes of Practice and Safety Rules

- a) In consultation with the Governing Body (where appropriate) and taking into account the requirements of this statement, the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- b) From time to time the Department for Education (DfE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Heads and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Head considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Governing Body that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

Risk Assessment

The Head will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the Governing Body. All risk assessments can be found by asking the SBM.

Emergency Plans

The Head will ensure that a Business Continuity Plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury

- c) minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

First Aid

- a) The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents.
- b) The number of certificated First Aiders will not, at any time, be less than the number required by law.
- c) At the discretion of the Governing Body other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence.
- d) First aid boxes are available in each room in the school and are checked regularly by the welfare team
- e) Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- f) A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

Review

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

PROCEDURAL

EMERGENCY PROCEDURES

Emergency plans are in place to save life, prevent injury and minimise loss.

Fire Drill

Regular fire drills to be carried out. Teachers and their classes must evacuate as quickly as possible and as smoothly as possible, reporting any children not present immediately to the Head Teacher. All doors must be closed after evacuating children from the classroom. The final check will be carried out by Fire Wardens.

Stanburn Primary School

Ground Floor Fire Evacuation Procedure Arrangements in case of Fire

Signal-continuous ringing of electric bell.

All assembly points are situated at the back of the field.

Each teacher will collect his/her laminated count card, get the children to stop whatever they are doing and listen to their instructions. If a supply teacher, SMSA is taking a class they will act as if he/she was their teacher.

1. **Reception Classes: Fern, Emerald, Olive**, – exit at the rear of the classrooms onto the field, and assemble at their reception assembly point. **Class 1 Poppy** will assemble at their Year 1 assembly point.
2. **Year 1 Classes: Scarlet, Ruby, Rose** – exit the classrooms turn right and right again along hall corridor and through KS1 hall onto the playground turning left onto the field and line up at their Year 1 assembly point.
3. **Year 2 Classes: Apricot, Mango and Tangerine** will exit through their fire exit turning right onto the rear of the annex building and assemble at the Year 2 assembly point.
4. **Year 3 Classes: Saffron, Daffodil, Canary and Dijon** – exit rear of the classrooms and turn right or left through the gates at either end of the outside area to KS2 playground and onto the field and line up at their Year 3 assembly point.
5. **Lower Hall:** Children /staff using the hall for P.E or any other activity will exit through the signed fire exit doors onto the KS1 playground turning left onto the field lining up at their designated year group assembly points.
6. **Welfare room:** children – exit into the KS1 playground and onto the field, joining their classes (if able to); Staff go to Assembly Point B.
7. **Library, Nurture room, Kitchen and Cherry ICT:** – exit rooms onto corridor turning right down corridor to KS1 playground, go across to the field and line up with their classes.
8. **School Office:** – exit office into corridor and use doors opposite into KS1 playground. Go to Assembly Point B. Office staff will take out visitor book and account for their presence.
9. **Admin Office and caretaker's room:** – exit rooms, turn left (admin), and right (caretaker's office) down the corridor into the KS2 playground onto the field to their Assembly Point B
10. **Breakfast/Afterschool Club Kitchen:** - exit kitchen, turn left, through the double doors and exit onto KS1 playground. Go onto the field and go to designated assembly point.
11. **Blast Shelter:** exit at the front of the building onto the field and line up at their year group assembly point.
12. **Music Room mobile:** exit through fire exits directly onto the field and line up at their year group assembly point.
13. **Nursery mobile** – exit rear of building through the garden gate and line up at their designated assembly point, on the field. After-school club exit rear of the building onto the field and line up on the field
14. If the fire occurs at playtime the teacher on duty will direct the children to their normal year group assembly points, where they will be joined by their class teacher.
15. When children reach their year group assembly points the teacher will check pupil numbers against their count card. If all ok then they will hold the card up. If there is a number discrepancy the register must be taken. Year Group Leaders will check that all staff associated with their year group are present and that all associated classes have their pupil count card held up..If all ok, green firecard is to be held up. If there are any issues the year group leader must hold up the red fire card for assistance by the linked DH/AHT.
16. If fire breaks out at lunchtime in the hall the children will leave their lunches and exit through the fire exits and onto the field and line up in their year group assembly points.
17. Fire wardens will check their assigned areas, ensuring that all children are out of the building. As they check each room they call 'All Clear' and close the doors to avoid further draughts;
18. When all the cards are held up, the Head teacher will give the all clear to return back into the building.

It is your first duty to ensure the safety of your class to see they are all clear of the building. Leave the fire fighting to the experts.
Stanburn Primary School

First Floor Fire Evacuation Procedure
Arrangements in case of Fire

Signal-continuous ringing of electric bell.

All assembly points are situated at the back of the field.

Each teacher will collect his/her laminated count card, get the children to stop whatever they are doing and listen to their instructions. If a supply teacher, SMSA is taking a class they will act as if he/she was their teacher.

1. **Year 4 Classes: Sapphire, Azure and Indigo** will exit the classrooms using the fire exit turning right into the corridor and down the main stairs following the route past the office and staffroom and into the KS2 playground and line up on the field at their year group assembly point.
2. **Intervention and the Food Tech room**: will exit through fire exit turning left and left again down the back stairs turning left again into the KS2 playground and line up on the field at their year group assembly point.
3. **Year 4 Class Aqua**: will exit through fire exit turn left then right and left again back down stairs, turning left into the KS2 playground and line up on the field at their year group assembly point.
4. **Year 5 Class Orchid**: will exit through fire exit turning right and right again then left down the back stairs turning left again into KS2 playground and line up on the field at their year group assembly point.
5. **Year 5 Classrooms: Amethyst, Violet, Magenta, and the PPA room** will exit through the fire exits and turn left past the lift area, down the stairs turning left into the KS1 playground and line up on the field at their year group assembly point.
6. **Intervention and Apple ICT room**: will exit through fire exits turning right past the lift area, down the stairs and out into the KS1 playground and line up at their year group assembly point.
7. **Upper Hall**: Staff and pupils using the hall will exit through fire exits turning right and right again past lift area down stairs at bottom turning left into KS1 playground and line up on the field at their normal year group assembly points.
8. **SLT Corridor**: Staff and pupils in the rooms of the Senior Leaders corridor will exit through fire exits turning left and left again down the main stairs turning past the admin office and staffroom into KS2 playground and line up at their designated assembly points.
9. **Year 6 Classrooms: Silver, Pebble, Dove, and Platinum** will exit through the fire exits turning left or right down back stairs out onto the field and line up at their year group assembly point.
10. If in the the **blast shelter** exit at front of the building onto the field and line up at their year group assembly point.
11. If in **Music room/Youth club mobile** exit through fire exits directly onto the field and line up at their year group assembly point.
12. When children reach their year group assembly points the teacher will check pupil numbers against their pupil count card. If all ok then they will hold the card up. If there is a number discrepancy the register must be taken. Year Group Leaders will check that all staff associated with their year group are present and that all associated classes have their pupil count card held up..If all ok, green firecard is to be held up. If there are any issues the year group leader must hold up the red fire card for assistance by the linked DH/AHT.
13. If fire breaks out at lunchtime in the hall the children will leave their lunches and exit through the double doors, down the back stairs, and onto the field and line up in their year group assembly points.
14. Fire wardens will check their assigned areas, ensuring that all children are out of the building. As they check each room they call 'All Clear' and close the doors to avoid further draughts;
15. When all the cards are held up, the Head teacher will give the all clear to return back into the building.

It is your first duty to ensure the safety of your class to see they are clear of the building. Leave the fire fighting to the experts.

To call the Fire Brigade or Ambulance – Dial 999.

When operator answers, ask for service required, i.e. FIRE OR AMBULANCE.

Give our telephone number: 020 8954 1423 and if operator asks for it, the address of the school:-

STANBURN PRIMARY SCHOOL
ABERCORN ROAD
STANMORE HA7 2PJ

The address will be repeated by the Service and only then can one be sure that the call has been correctly received.

Telephone Bomb Threat

The person receiving the phone call has a critical role to play when a bomb threat is received.

Anyone who receives a telephone threat or warning must remain calm and try to obtain as much information as possible.

This will help to assess the threat and perhaps ultimately help to locate and identify the device upon arrival of appropriate services.

Whoever receives a telephone threat should also attempt to gain any information which will help them detect who the caller is.

The caller may ring off immediately after giving the message, but whoever takes the call should nevertheless try to get a response to the questions on the attached form and WRITE DOWN the answers.

BOMB THREAT GUIDELINES

Firstly, it must be understood it is not the function of Police to search, decide whether to evacuate or not, or when to return. These actions and decisions must be taken by the management of the premises concerned. Police can only assist and give advice where possible. Therefore, the initial action to be taken on receipt of a threat call, or the discovery of a suspect object, must be explained, understood, rehearsed and self-motivated.

It follows, of course, that all staff should be conversant with the logic of the plan and be given specific responsibilities where practical.

The procedure can be summarised as follows:-

- Receipt of call – obtain as much information as possible.
- If a specific location of device has been given site manager to check if safe to do so. Report findings to Headteacher.
- Inform other buildings on site and Police.
- Report situation back to Headteacher or Deputy.
- If evacuation is deemed necessary – check exits – use normal fire drill away from danger – assembling on the school field away from main building or on (LBH) Whitchurch Playing field opposite school if appropriate.
- Do not discuss with the children whether it is a drill or an emergency.
- Once emergency services have attended and advised, the decision to re-enter the premises can be made by management.
- Inform the Civic Centre.
- Panic Grab Bag to be kept in main office.

N.B. SHOULD A SUSPECT OBJECT BE FOUND WITHOUT PRIOR WARNING, INFORM SENIOR MANAGEMENT.

Lockdown

(see Appendix 5 of Business Continuity Plan for further information)

Signals

Signal for lockdown	“Mr Down has arrived” via the tannoy system and/or Lockdown Alarm.
Signal for all-clear	“Lockdown over” from SLT via the tannoy system.

Lockdown

Rooms most suitable for lockdown	Classrooms, offices and leadership rooms.
Entrance points (e.g. internal doors, windows) should be secured.	All ground floor windows and all entry doors including classrooms should be locked. All windows closed and locked if possible with blinds down and glass door panels covered.
Notes	

Upon hearing the lockdown signal, take the action below.

Ref'	Initial response – lockdown	Tick / sign / time
L1	Undertake a dynamic risk assessment.	
L2	Dial 999 once for emergency service.	
L3	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
L4	<p>Ensure people take action to increase protection from attack:</p> <ul style="list-style-type: none"> ▪ Lock/secure entrance points (e.g. internal doors and windows) to prevent the intruder entering lockdown areas. ▪ Draw curtains / blinds or place paper with blue tack over glass door panels ▪ Block access points (e.g. move furniture to obstruct doorways, ie in times of Assembly/PE/lunch move furniture to block doors). ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Turn off lights ▪ Stay away from windows and doors. ▪ Turn mobile phones to silent. ▪ Any children outside their class at time of lockdown procedure must go to the nearest classroom ▪ Staff in 5 Magenta, 5 Violet, 5 Amethyst, 5 Orchid and 2 Mango to check toilets before locking classroom. 	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access. Advise on evacuation when safe to do so. Use nearest fire exit to evacuate the building if it is safe to do so.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	
L8	Ignore any fire alarm – this could be a ploy to get people away from lockdown areas.	

If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site.

School Visits

All educational visits, both out of school and by visitors to the school, must have a risk assessment completed as part of the Health and Safety Policy. At least one month prior to the visit the relevant risk assessment forms must be completed and approved by the Headteacher and Educational Visits Coordinator. Medium (Category B) and high risk trips (Category C) including residential trips risk assessments, must be emailed to the School's Health and Safety Consultants for approval. For further information go to:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

(See Appendix 3)

Further advice for Educational Visits coordinators is available on [National Guidance | \(oeapng.info\)](#)

The current security threat must be checked. MI5 provide information on the current levels of threat to the UK and can be found on: [Threat Levels | MI5 - The Security Service](#)

In the event of an incident/injury the incident must be reported to the Headteacher/Deputy Headteacher. An Incident Report Form must be completed online using the Carsten and Robinson incident Reporting System by SLT and Trip leader on to the School's Health and Safety Consultants.

Child Protection

If a member of staff notices possible evidence of child abuse then he/she will inform either/or both the designated Child Protection Officer and Headteacher/Deputy Headteacher. A decision will be made as to whether or not to contact Children's Services to report the incident or seek advice. For more detailed information see the 'Child Protection' policy.

GENERAL PRACTICE FOR PE LESSONS

Health & Safety

Physical Education is by its very nature, a challenge to growing children. Pupils will be placed in situations where risk of an accident or injury is ever present. Therefore it is important for teachers to be aware of the importance of safety and to plan it in their work so as to minimise the risk of accidents to both pupils and teachers. The following list is a general outline of safe practice in P.E. more detailed, subject specific guidelines can be found in the 'Safe Practice in Physical Education and School Sport' document.

- All forms of physical activity should be preceded by an appropriate warm-up.
- The pupils must be given tasks which are challenging, but within the scope of their ability.
- Teachers must carry out a visual risk assessment of all equipment before use and give pupils disciplined strategies for safe handling of the equipment whilst the work is in progress and safe storage when the work is complete.
- Appropriate levels of lighting must exist to facilitate a safe working environment.
- The surface that the pupils are expected to work on should be clean and free of litter or other hazards that could cause an accident. The teacher should pay special attention to the suitability of the surface, after the floor has been polished in the hall and after rain on the playground or on the grass as this may make the area too slippery to be safe.
- All jewellery, watches and religious symbols should be removed.
- Long hair should be secured as appropriate to the activity at all times.
- Appropriate clothing must be worn by pupils and staff.

- The teacher must ensure the preservation of body heat after hard physical exercise and use good methods to cool down pupils after such exercise.
- The teacher must be aware of any medical condition which may affect physical ability (e.g. diabetes or asthma) and make the appropriate adjustments in planning and implementation of the lesson to allow pupils who suffer from any conditions to take part actively but safely.
- For Health and safety reasons, teachers may physically guide children during lessons in order to develop their skills. E.g. correcting a child's position during a gymnastics lesson.
- Staff should have a working knowledge of First Aid and know when and how to summon qualified First Aid assistance.
- In case of an accident during PE lessons the person who is injured + a buddy should be sent to the Welfare room; in the case of an accident during outdoor PE the child should be given the teachers fob to access any locked doors. For minor cuts there are first aid boxes in both halls.
- In the case of an extreme emergency i.e. suspected break or similar, two children should be sent to the Welfare Room with an urgent message for help. Under no circumstances should any attempt be made to move the injured child.

Risk Assessment

The P.E. Co-ordinator along with the Premises Manager are responsible for carrying out a thorough risk assessment of sporting equipment and facilities. Regular checks and risk assessments are made by all staff involved in delivering the P.E. curriculum, these checks are ongoing. Risk assessments should also be carried out on any facilities that are used for sporting activities outside of the school grounds.

Annual safety checks and repairs are carried out on gymnastic equipment and staff should check apparatus when it is being taken out for use in lessons. If a potential hazard is identified it is immediately taken out of use and reported to the P.E. Co-ordinator.

When taking dance and gymnastics teachers should be bare footed in able to model the correct technique to children. In the case of indoor games such as dodge ball correct PE shoes should be worn.

Movement around the School

Children must be sent in pairs around the school (i.e. when they go to the toilet etc.) and they must return together.

Children must not be left in the classrooms unattended. Classroom doors must be left open so that children in the corridor can be observed and heard by the class teacher.

Please do not send children to the toilet from a PE lesson without shoes on.

Children using the environmental area must be accompanied by an adult.

Children must be instructed on the way to hold doors open, to prevent trapped fingers.

Children collected from School without prior notice

If parents need to collect their child (or children) from school for appointments during the day they must, whenever possible, send a letter/email to the office prior to the date of the appointment. To collect children, other than at home time, parents must go to the office and the staff, having sought permission from a member of SLT when necessary, will ring through to the class and advise the

teacher that the parent is in the office to collect their child. Teachers should send the child, with 2 buddies, to the office to be collected.

Parents must let the office know if their child (or children) is going to be collected by anyone other than those for whom they have already given permission. In the case of any emergency, parents must telephone the school to inform staff if another person is collecting their child.

End of Day Arrangements

All children should be handed over to a 'known' person at the end of the day. Any changes in these arrangements must be communicated to the school prior to the end of the day.

Children who are allowed to either walk home alone or meet parents/carers on the pavement outside the school must wear an orange wristband that they have been given by the office once written permission has been received by the school. In the case of lost/broken wristbands children are required to get a new one from the office which has to be paid for via ParentPay before they are allowed to leave the school premises on their own.

For arrangements for after school clubs please see the Clubs Terms and Conditions.

Smoking

There is a policy of "No Smoking" in the school or school grounds or when accompanying children on an educational visit.

Scissors

Only round ended scissors to be used by the children, knives are not to be used by the children. Any knives should be kept out of the children's reach. Non glass containers should be used for Art and Design Technology.

Technology/Design

Regular risk assessments are undertaken and monitored by the school Health and Safety Officer. Children are taught to use items of protective clothing as appropriate and be encouraged to develop safe and tidy work practices. Teachers and the children are made aware of potentially hazardous materials and tools in relation to their storage and use. Children are always adequately supervised when using Design and Technology equipment and materials. Teachers will ensure that particular care is taken when children, or adults, use tools with the potential to cause harm (tools which may be sharp, pointed, heavy, hot, and electrical). Children will be taught to have a care for their own safety and that of others at all times.

Food Technology Room

No children should be in this room without supervision. It is important that any potentially hazardous equipment or materials be in a locked cupboard i.e. knives, dishwasher tablets etc.

Science

Responsibility

The task of overseeing health and safety for science has been delegated to the Science Leader. It is the responsibility of teaching and non-teaching staff and other adults to:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions

- Cooperate with the employer and other colleagues in promoting health and safety during science activities

Advice

The school refers to CLEAPSS (www.cleapss.org.uk) which provides advice on health and safety for science including model risk assessments, information sheets, a helpline service and advice in the event of an emergency.

Risk Assessment (See Appendix 4)

The school has adopted ‘model’ or ‘general’ risk assessments published by CLEAPSS which each member of staff adapts to:

- local circumstances
- the activity
- resources
- the needs of individual pupils

When writing schemes of learning or lesson plans, staff will note down any relevant and important health & safety information and, if necessary, reference relevant CLEAPSS guidance.

If the proposed activities or equipment are not covered by a model risk assessment in relevant CLEAPSS guides, a Special Risk Assessment must be obtained by contacting CLEAPSS.

Supervision

This school’s interpretation of group sizes and supervision for science activities are based on CLEAPSS advice as follows

<p>Very close supervision <i>Needed when there are significant risks of accident and injury</i></p>	Two or three pupils to one adult
<p>Close supervision <i>Needed when there are risks of accident and injury, but these are predictable and considered unlikely.</i></p>	Small group (up to 6) pupils to one adult
<p>Moderate supervision <i>Needed when risks of accident and injury are well controlled and unlikely.</i></p>	10-15 pupils to one adult

CLEAPSS levels of supervision guidance is available on CLEAPSS primary website at www.cleapss.org.uk

Resources

The task of ensuring that purchased and donated equipment and materials are fit for purpose, safe to use, safely stored and appropriate for pupils to use lies with the Science Co-ordinator. However, all staff must be aware of their individual responsibility to ensure that this is the case every time a science activity is carried out.

Where required, equipment checks and testing, e.g. PAT testing, will be carried out in accordance with the employer’s policy and manufacturer recommendations. Disposal of resources and equipment will be carried out in accordance with the employer’s policy and manufacturer recommendations. For advice on safe use, storage and disposal of equipment and resources refer to CLEAPSS resources on the website www.cleapss.org.uk

Procedures

All staff are responsible for ensuring that the necessary procedures to safely carry out science activities are implemented, including:

- Hygiene procedures such children not putting anything in or near their mouth during science;
- Personal protection such as tying back hair, tucking in loose clothing, and removing jewellery;
- Reducing workplace hazards such as having a clear work space for science activities.

For further advice refer to CLEAPSS resources at www.cleapss.org.uk

Training

It is the responsibility of the Science Leader to ensure that essential training on health and safety in science is accessed and disseminated to other school members. Adults other than teachers supporting or leading science activities should be briefed by a teacher prior to carrying out any activity. It is the duty of the Science Co-ordinator to inform adults (teachers and non-teachers) that are new to supporting science at this school about this policy.

¹ For the purposes of this document 'the employer' shall refer to Local Authorities, governing bodies, trustees or any other body that has responsibility for the health, safety and wellbeing of the organisation's pupils, staff and visitors.

Playground Duties

Teachers on morning playground duty must be in the playground (Elm and Pine playground) by 8.25 a.m. The school gates (Elm and Pine gate) must be locked at 8.40 a.m. and re-opened at 3.05 p.m.

At playtime, the teacher on duty must be in the playground first to receive all the children. Any teacher sending their children out to play before this must remain in the playground until the teacher on duty arrives.

The teacher on duty must remain in the playground until all the children have been collected.

Wet Mornings (Soft Starts) including playtimes

On days when it is wet or snowy parents continue to bring their children to the main gate, the children will go straight to their classrooms. Staff will be on duty to ensure that children get safely to their classes where there will be an activity for the children to enjoy before the register is taken.

At playtimes in these circumstances, children stay in their classes supervised by their class teacher or TA.

WELFARE ROOM INFORMATION

First Aid

There are first aid boxes available in every room in the school which are regularly checked by the welfare staff. All visits to the welfare room are noted in the log kept by welfare staff.

Head/Neck Injuries

In the case of head and neck injuries parent/carers are notified electronically as soon as possible after the injury has occurred and is marked as non-urgent. In the case where a mark/bump is present the parent/carer receives a courtesy phone call giving more details

Accident Procedures

If a child (or adult) has an accident and falls over, please do not assist that child to help them get up. Ask the child if they can get up. If they cannot, call the first aider to them, or if the child can get up escort them to the first aider. The first aider will, in consultation with the Head Teacher, phone for an ambulance. Parents must immediately be informed and asked to accompany the child to hospital. The parent is asked to request a form from the hospital outlining the diagnosis/treatment for the child.

If a parent is not able to get to school in time, the child must be accompanied by a member of welfare staff until the parent can join them at the hospital.

Accident Report Forms - Health & Safety Officer

All children and staff incidents will be recorded formally as an accident report by the Welfare Officer using Carsten's and Robinson online incident tracker system.

If the child is retained in hospital for a period of 24 hours or more, the electronic form must be completed within 3-5 days of the incident occurring.

Children ill in School

If children are feeling unwell in school they should go to the Welfare Room. In the case of a serious injury occurring where parents or relatives are contacted to collect children, the Head Teacher or Deputy Head or person in charge of the school at that time must be informed. There is an Intimate Care Policy which covers cleaning and changing any child who has soiled themselves; there should always be 2 members of staff present if this procedure needs to be carried out.

Personal Medicines

All forms of medication can be administered by welfare staff upon the written instruction, and signed form, of parents/carers. All medication must be in the original bottle including the label with child's name and dosage. Medication is kept in a locked fridge in the welfare room and a strict record is kept of every time a dose is administered. Confirmation blue slips are given to the parents at the end of the day when prescribed medication has been administered. Calpol (and other pain killing medication) can be administered and is kept in a box in a secured cupboard.

Welfare staff also monitors insulin levels for diabetic children and administer insulin if required; snacks and drinks for these children is kept in a locked cupboard.

Regular asthma medication is also administered as necessary upon the receipt of the necessary permission forms being completed. In the case of only sporadic medication needing to be given parents are notified of each time a dose has had to be given to the child. Emergency inhalers are stored strategically around the school. For further information please refer to the Asthma Policy.

Epipens are easily accessible. Please ensure you know pupils in your class identified as asthmatic or with allergies. Annual allergy and anaphylaxis training is delivered by the school nurse to all school staff.

Staff Room - Chemicals

All chemicals, e.g. dishwasher powder, must be kept out of children's reach i.e. in a high cupboard or on top of the fridge.

PRECAUTIONS AGAINST AIDS

See Appendix 1; a Policy Statement on the precautions to be taken against Aids issued by the London Borough of Harrow.

STORAGE OF HAZARDOUS AND FLAMMABLE MATERIALS

All hazardous and flammable materials i.e. liquid detergent, bleach, toilet cleaners etc. are stored on shelves in the caretaker's office.

Materials for contract cleaners are all locked in cupboards and only accessed by the cleaners after the children have left the premises for the school day.

HEALTH AND SAFETY TRAINING

All staff attends health and safety training as applicable. Several members of staff hold First Aid certificates and follow-up training and renewal of certificates are carried out as applicable.

CONTRACTORS

All contractors working on site are required to complete a 'Permit to Work' sheet. All contractors working on site during term time must have an enhanced DBS clearance.

TRAFFIC MANAGEMENT

With the exception of holders of a disabled badge no parents or carers cars are allowed in the school car park. Children who are being collected at any time other than at the end of the day should leave via the School Office entrance/exit. Children are not allowed into the school car park at any time of the day unless supervised by a member of staff or accompanied by their parents.

APPENDIX 1

PRECAUTIONS AGAINST AIDS

London Borough of Harrow
Manpower Policies Practices and Procedures
Section 6 Health Safety and Welfare
Part of Policy Statement of Aids

Hygiene Precautions

18. The HIV virus is very delicate and does not survive long outside the body. However, it is sensible to take proper precautions which would avoid the remote risk of being infected. These precautions should be a standard practice as they will also serve to protect you from Hepatitis B (Jaundice) which is spread much more easily by the same routes. Welfare Assistants, First Aiders and all staff should observe the following points.

- 18.1. If you have a cut or other skin damage on an exposed part of your body then this must be kept covered with a water-proof plaster whilst at work. The only risk from HIV is if fresh blood from a carrier actually enters your wound. This type of infection, and the much more frequent septic infections from dirt and dust, will be prevented by a proper water-proof dressing.

If you are suffering from severe eczema on your hands then you are advised to avoid the first aid duties.

- 18.2. Disposable gloves must be worn when giving first aid, and dealing with body fluids. These will protect your skin from direct blood contact and, providing the gloves are clean, reduce the risk of infecting the wound you are treating.

When you have finished treatment and cleared up, the gloves should be safely disposed of or washed clean and disinfected before drying for re-use.

Of course many emergencies will occur where gloves are not available. Provided that you don't have an exposed wound, or severe dermatitis, then there is no danger to you from HIV even if you get blood on your skin. However, it would be sensible to wash thoroughly with soap and water after the event. Do not use bleach, disinfectants or scrubbing brushes on your skin as they are more likely to cause danger than to prevent infection. Antiseptic soaps or creams may be used if available but ordinary soap is sufficiently effective.

- 18.3. A plastic apron should also be worn if the quantity of bleeding makes it likely that your clothes could be splashed.

If this is not possible and your clothing becomes soiled with blood then you should remove the garment as soon as convenient and give it a wash using the hot cycle of a washing machine. The combination of heat and detergent will kill any infection that may have been present. The dry cleaning process is also effective in destroying HIV.

- 18.4. Mouth to mouth resuscitation does not pose any risks of HIV infection unless the patient is bleeding from the mouth. Saliva does not have infectious quantities of HIV so, just as with kissing, this type of contact will not spread HIV.

If the patient is antibody positive and blood is present then there is a small risk of infection if this gets onto the helper's lips. Alternative methods of resuscitation are therefore desirable, e.g. the Holger Nielson or Sylvester methods or using an airway if one is instantly available and you know how to use it.

Note that on average in the UK in 1988 only one person in 500 is antibody positive.

Caretaking Responsibilities

- 18.5. Spills of blood on the ground, floor, furniture etc. may contain viruses such as HIV. Although the latter dies once the blood has fully dried up it would be wise to clear up before this occurs. Whilst wearing disposable gloves, the spill should be mopped up using disposable paper towels which are then disposed of by flushing down the toilet, incinerating, placing in the special sanitary towel bins for private collection or some similar infection waste disposal system. Soiled bags etc. must also be disposed of in a similar manner.

The contaminated area should be soaked with a disinfectant or domestic bleach freshly diluted 1 to 10 with water (preferably hot). Bleaching powder sprinkled over the area of spillage and moistened would also be effective. If practicable, covering the area with paper towels, soaking with the disinfectant and leaving for 30 minutes before cleaning up would ensure absolute safety. Note that chlorine based chemicals such as these may bleach or damage fabrics and carpets etc. Some alternative disinfectant may be provided by your Department especially for this purpose. Trigene is currently being used.

- 18.6. All contaminated waste is disposed of into the appropriate medical waste bin.

19. Danger Situations

If you get someone else's blood directly into your own flesh wound then you must thoroughly wash it under hot running water whilst gently rubbing the area to encourage a little bleeding. Finish off using soap and warm water. The incident should be noted on a Council accident report form, if it occurred during the course of your employment.

If the injury actually involved a hypodermic needle, injecting yourself with another person's blood, then you should also report to the casualty department of Northwick Park Hospital for any treatment they may consider advisable.

If you get another person's blood splashed into your eyes then a similar thorough washing should be employed. No soap or other chemicals should be used but an eye wash bath may be used in preference to tap water. An accident report form must be filled in.

If you get another person's blood splashed into your mouth then you must wash out your mouth by repeated swilling with tap water. An accident report form must be filled in.

20. Further Information

Leaflets and advice are obtainable from
Environmental Health Division
Civic Centre
Room 233

020 863 5611 ext. 2383 or 2364 9.00 am - 5.00 p.m.

National Advisory Services on AIDS
0800 567 123 10.00 am - 10.00 pm.

21. Information and Training

The council under the auspices of its Occupational Health Services will provide arrangements for the development of appropriate Education and Training to promote a better understanding of AIDS.

This will include:-

- 21.1. General information about the disease provided to all employed on a regular basis.
 - 21.2. Job related training for groups of staff who may encounter particular hazards.
 - 21.3. Counselling and advice in specific areas.
 - 21.4. Involvement of the Environmental Health Division as appropriate.
22. Staff guidance notes will be produced by each Department and suitable training arranged detailing their particular methods of minimising the risk of infection and promoting a good service delivery.

APPENDIX 2

AIDS – CONFIDENTIALITY

Confidentiality – Children

1. HIV/AIDS is not a notifiable disease under RIDDOR (The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1985). School staff cannot expect to be informed of a child's HIV status.
2. Where a member of staff has been informed by a parent/guardian of their child's HIV status, their informed consent must be sought in each instance before passing on that information. It is the responsibility of the person passing on the information to ensure the recipient understands the need for strict confidentiality and that disclosure only takes place on the terms agreed (in writing if requested) with the child and family. The possibility of sharing information in general terms without disclosing the identity should always be considered. The need for strict confidentiality to be maintained applies to whether a person receives information about the child/young person's HIV status directly (specifically being informed) or indirectly (finding out).

Confidentiality – Employees

1. The School accepts there is no right or need to know about an employee's HIV status. An employee is under no obligation to inform the School they have HIV or AIDS. In the event of disclosure, however this occurs, strict confidentiality should be observed.
2. Disclosure of information about a person's infection should only take place with the informed consent of that person.
3. If for any reason in the course of their employment or by unauthorised or accidental access to records, an employee learns that another employee is affected or infected by HIV, it is forbidden for that employee to disclose that information to anyone inside or outside the Council.
4. In order for the School to operate the Local Authority policy on sick leave and other procedures, an employee may need to reveal their HIV status to protect their rights. The employee must give permission for disclosure in writing and such information filed. This must be done in such a way as to prevent, as far as is possible, unauthorised and accidental access to that information.
5. Any breach of confidentiality will be made a disciplinary offence following the agreed normal procedures. Every attempt will be made to protect a person adversely affected by the breach of confidentiality.
6. In the event of the death of a person from an AIDS-related illness, confidentiality should still be maintained and respected.
7. The above guidelines also apply to carers, parents and siblings.