

# **Bounds Green School**



## ***Health and Safety Policy***

<b>Staff Leads</b>	<b>WW</b>
<b>Governor Responsible</b>	<b>Rosemary Mayes</b>
<b>Status</b>	<b>Recommended</b>
<b>Ratified on</b>	<b>Autumn 2015</b>
<b>To be Reviewed</b>	<b>Autumn 2016</b>
<b>Signed</b>	

**Bounds Green Rd, London N11 2QG**  
**Tel no: 020-8888-8824**  
**Fax no: 020-8365-7986**  
**[www.boundsgreenschool.co.uk](http://www.boundsgreenschool.co.uk)**

# **BOUNDS GREEN SCHOOL** **STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND** **WELFARE**

## **Mission Statement**

The Governing Body of Bounds Green School accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of children, staff and others using the School premises or participating in School -sponsored activities. The prevention of accidents, injury, ill health or loss is essential to the efficient operation of the School. Children will be educated in awareness of their surroundings and the hazards they may encounter. The aim of the Governing Body is to provide a safe, healthy working and learning environment for staff, children and visitors. The arrangements outlined within this Policy cannot prevent accidents or ensure safe and healthy conditions. We believe that only the adoption of safe methods of work and good practice by everyone can ensure the personal health and safety of all. We will take reasonable and practicable steps to identify and reduce hazards to a minimum, but all staff and children 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. Health and safety is the responsibility of every person connected with the School.

### **1.-3.**

This policy statement supplements both the general statement of policy issued most recently by Haringey Council and the more detailed statement issued by the Education Area of responsibility .

The School 's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under Haringey Children Services area of responsibility scheme of delegation for local management of School s. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.

The School is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

### **4.**

In compliance with the Health and Safety at Work etc. Act, this School s Governing Body will ensure so far as is reasonably practicable that:

- i. The premises are maintained in a safe condition.
- ii. Safe access to and egress from the premises is maintained.
- iii. All plant and equipment is safe to use.
- iv. Appropriate safe systems of work exist and are maintained.
- v. Sufficient information, instruction, training and supervision is available and provided.
- vi. Arrangements exist for the safe use, handling and storage of articles and substances at work.
- vii. A healthy working environment is maintained including adequate welfare facilities.

### **5.**

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees.

Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the School activities being carried on within the School boundary or otherwise, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its children, this commitment is seen as especially important.

### **6.**

Within the financial restraints dictated by Haringey Council, the Governing Body will ensure through the Senior Management Team, that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

**7.**

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the School must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:

**7.1**

To take care of their own safety and that of others and;

**7.2**

to co-operate with the Governing Body and Senior Management Team so that they may carry out their own responsibilities successfully.

**8.**

All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

**9.**

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

**10.**

A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

**11.**

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the School's Governing Body.

Date approved by Governing Body \_\_\_\_\_

Signature

Signature

Chair of Governors

Headteacher

Date:

Date:

**BOUNDS GREEN SCHOOL**  
**ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY**  
**AND WELFARE**

In order to ensure that health and safety issues are dealt with in accordance with our establishments safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

**1. Governing Body (Rosemary Mayes – Chair of Governors)**

The Governing Body will comply with any directions issued by Haringey Children Services Area of responsibility concerning the health and safety of persons on School premises or taking part in School activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Children's Services Area of responsibility carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the LA will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without LEA involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by Haringey Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

**2. Headteacher (Will Wawn)**

Overall responsibility for the day to day management of health and safety in the School rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management of Health and Safety at Work Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 2.4 Adequate staffing levels for safe supervision;
- 2.5 The delegated responsibility for maintenance of the premises;
- 2.6 The purchase of equipment to meet appropriate safety standards;
- 2.7 The repair, maintenance and testing of School equipment;
- 2.8 The provision of appropriate protective clothing where necessary;

- 2.9 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.10 The funding of necessary safety training for staff
- 2.11 The arrangements for securing health and safety assistance from a competent source;
- 2.12 The appointment of a premises manager;
- 2.13 The provision of appropriate health and safety information to governors;
- 2.14 Ensuring that a Responsible Person is nominated in respect of fire provisions.
- 2.15 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 2.16 Advise the Property and Contracts Area of responsibility (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local Property and Contracts plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 2.17 Co-ordinate the annual health and safety checklist, ensuring all areas of the establishment and all activities are covered;

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

### **3. Deputy Headteachers Manager (Helen Chrysafi-Bartrip)**

The Headteacher will delegate to the Deputy Headteachers, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the postholder will:-

- 3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented as delegated by the Headteacher, and that assessments are monitored and reviewed.
- 3.2 In the headteacher's absence ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.3 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.4 Ensure that all Phase leaders/subject leaders are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
- 3.5 Oversee all arrangements for educational visits and School journeys.

## **Subject Leaders/Phase Leaders**

All Subject Leaders/Key Stage or Phase Leaders are responsible to the Headteacher (via the Deputy Headteachers) for ensuring the application of this policy to all activities undertaken by their area of responsibility. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective area of responsibility. In particular, staff holding such positions of responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections as required and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within their area of responsibility and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 Remove from use and inform the Site Manager/Deputy Headteacher of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 Support (in conjunction with other members of staff) the annual health and safety checklist within their areas of responsibility and provide a report, if required, to the Headteacher;
- 4.9 Keep up to date with health and safety guidance from sources including the LA, CLEAPSS, DCSF, in relation to their area of responsibility, and ensure that all staff are aware of and make use of such guidance;
- 4.10 Support in the identification of specific staff health and safety training needs and inform the Headteacher accordingly;
- 4.11 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.12 carry out area of responsibility induction training including any specific information and training that may be necessary because of activities which are peculiar to their area of responsibility ;
- 4.13 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.14 resolve health and safety problems referred by members of staff within their area of responsibility. Any problems that cannot be satisfactorily solved within their area of responsibility must be referred to the Headteacher;
- 4.15 ensure (via other staff) that all children are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.16 ensure that good standards of housekeeping are maintained;

## **5. Teaching Staff [Including supply]**

Teaching staff are responsible for the health and safety of all children under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. School trips.

Teachers Staff shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by children after carrying out a risk assessment. The class size, the abilities of the children involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the School's health and safety policy and any local rules and arrangements which may apply specifically to their area of responsibility concerned;
- 5.3 ensure that safety instruction is given to all children prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that children follow School /area of responsibility safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to Subject Leaders/Phase Leaders/Children's Centre Manager;
- 5.9 investigate all accidents (in conjunction with Subject Leaders/Phase Leaders/Children's Centre Manager) which occur through activities;
- 5.10 propose for consideration by their Subject Leaders/Phase Leaders/Children's Centre Manager) any improvements which they consider would improve health or safety standards within their area of responsibility;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking School parties off site on educational visits.

## **6. Site Managers (Antony Schroder & Alan Wright)**

The Site Manager is responsible to the Headteacher. Duties include:

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 6.3 participating in the termly health and safety checklist paying particular attention to the building structure, services, access to/egress from the School, main circulation areas etc.;
- 6.4 ensuring that other site supervisory staff are adequately supervised;
- 6.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.6 ensuring that staff within the group are not involved in activities outside their limitations;

- 6.7 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment;
- 6.8 be responsible for Health & Safety Risk Assessments as delegated by the Headteacher, including Fire Risk Assessments, COSHH assessments, etc;
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the School , the LA etc.;
- 6.10 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 6.11 Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 6.12 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

## **7. Health and Safety Co-ordinator (Will Wawn)**

The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

- 7.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change;
- 7.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 7.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 7.4 Arrange for twice termly evacuation practices and weekly fire alarm tests etc.
- 7.5 Advise the Property and Contracts Team (via the contact officer) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local Property and Contracts plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 7.6 Liaise with Site manager where required for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe;
- 7.7 Co-ordinate the termly health and safety checklist, including risk assessments, ensuring all areas of the establishment and all activities are covered;
- 7.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 7.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 7.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

## **8. All Employees [including temporary, volunteers & external providers]**

All employees, volunteers and external providers have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.



Employees, volunteers and external providers must also co-operate with the governing body and senior management of the School so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 8.1 to participate in the risk assessment process and comply with findings;
- 8.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 8.3 to report all accidents according to the procedures included in Part 3 of this document;
- 8.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 8.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 8.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 8.7 follow all relevant codes of safe working practice and local rules;
- 8.8 report any unsafe working practices to the Headteacher/Deputy Headteacher/Site manager/subject or phase leader;
- 8.9 to undergo health and safety training, as appropriate.

## **9. Children/students [This section should be drawn to attention of all children]**

All children must be encouraged to follow all safe working practices and observe all School safety rules. All children will:

- 9.1 follow all instructions issued by any member of staff in the case of an emergency;
- 9.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 9.3 inform any member of staff of any situation which may affect their safety.

## **10. Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 10.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 10.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 10.3 to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- 10.4 to carry out workplace health, safety and welfare inspections;
- 10.5 to attend any safety committee meetings;
- 10.6 to co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## Names of Trade Union appointed Safety Representatives

Name	Union
TBC	National Union of Teachers
TBC	Unison

### **11. Health and Safety Committee**

The School has established a Health and Safety Committee which meets annually. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, children and others who may be affected by the School's activities.

Membership of the Committee comprises of:

- 11.1 Headteacher (Will Wawn)
- 11.2 Governor (TBC, nominated as Health & Safety governor)
- 11.3 School Business Manager (Faye Papini)
- 11.4 Site Manager (Antony Schroder)

The Health and Safety Committee will submit an annual report to the Governing Body's sub-committee responsible for Health & Safety for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year. Minutes of the Health and Safety Committee meetings will be retained for three years, for inspection.

## **ARRANGEMENTS & PROCEDURES FOR HEALTH AND SAFETY AND WELFARE**

The following procedures and arrangements have been established within our School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### **Accident Reporting, Recording & Investigation**

There are two types of Accident Books in school –

- Bounds Green School Pupil Accident Files (located in the Medical Room in the Infant School building and in the Main Admin Office).
- LA Accident Reporting Forms (located in the Main Admin Office).
- In addition, RIDDOR forms may, in particular circumstances, require completion. This form will be completed by SLT, a copy sent to the HSE/LA and a copy of this is kept on file in school.

#### *Accident Reporting (pupils) –*

- It is the responsibility of the first aider to complete an accident report sheet (see appendix for example). Information should be obtained from the pupil and witness if necessary.
- The first aider should ensure that the action taken section of the sheet is completed fully, and any information is passed on to the relevant person (e.g. class teacher, SLT, Site Manager).
- If a FS/KS1 child or a child in the care of the Children's Centre receives a head injury, they should receive a bumped head letter. For EYFS/KS1 children the first aider should always make contact with the parent/carer by telephone, explaining that the child has received a head injury and discuss with the parent how the child is, whether they judge they could remain in school, etc. The first aider should inform the class teacher of the incident. Whilst the parent should have been contacted by the office, the class teacher should also inform the parent at the end of the school day.
- If a KS2 child receives a head injury, they should receive a bumped head letter and the first aider should call the parent if it is serious. The first aider should inform the class teacher of the incident.

Every term, the School Business Manager will create a report regarding the types and number of accidents (information to be collated by the Admin Assistant/Reprographics Assistant).

#### *Accident Reporting (adults) –*

- It is the responsibility of the injured party (where appropriate) to complete the LA Accident Form/Book.
- It is the responsibility of the Headteacher to ensure that any recorded accident in the book is followed up by the SLT/H&S committee.
- It is the responsibility of the Headteacher, or another member of the School Senior Leadership Team to ensure the form is completed and that stated action to prevent reoccurrence is followed up. The form must be sent to the Children's Services Health & Safety Department Accident Notification Officer within one week of the accident.

Detailed guidance on Accident Reporting is contained in Haringey H&S document C10

### **Drugs, Alcohol & Medications**

It is recognised that school staff do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DCSF to assist pupils with medical needs.

Prescription medicines for pupils can be kept on site and administered only after a written request from the named parent/carer has been received.

- First aiders will administer medication once written permission has been given (using attached form).
- The form should be held on file in the medicines folder in the first aid cupboard in the Office.
- We do not have a named person responsible for administering medication – all first aiders can administer medicine. However to ensure that the school only administers the correct amount, the first aider must write the date, time and dose given on the back of permission form and sign it.
- Foundation Stage first aiders are responsible for ensuring a permission form is completed. A copy of this should be passed to the Office for the file.
- The first aiders for children in the care of the Children's Centre are responsible for ensuring a permission form is completed. A copy of this should be passed to the Office for the file.
- Medication for pupils in Years 1-6 is stored in the first aid cupboards near the Admin Office. Medicines which need to be stored in a fridge are kept in the 'back' Office. It is the responsibility of Janice Adam-Saib and Tess Rodosthenous to ensure medicines are stored appropriately.
- Medication for pupils in Foundation Stage is stored in the Infant Staffroom.

The School follows Haringey guidance in not administering non-prescription medicines.

(Detailed Guidance is contained in haringey Form C/18 "Administration of medicines & Medical Procedures)

As a general rule Alcohol is not permitted to be brought onto school premises, consumed or sold on School premises. To ensure the safety of all children and staff, all school employees including those who have direct or indirect contact with children are forbidden from consuming alcohol at any time during the working day, including breaks. Any breach of this condition is likely to be investigated under the school's disciplinary procedure.

There are exceptions to the general rule with regard to Alcohol being present on School premises, its sensible consumption, or in specific cases its' purchase.

These are as follows:

- Where a present is provided/brought in to give to a member of staff. When this happens the staff member is responsible for ensuring that this is kept securely stored away from children and taken off premises at the end of the School day.
- Where a bottle of alcohol may be used as a winning raffle draw prize, bottle tombola, etc.
- The sensible consumption of alcohol may be permitted at an after school letting when the school is not in occupation as long as prior permission is sought and approved. All

legal requirements regarding the sale and consumption of alcohol must be followed for permission to be granted.

- For the sale of alcohol the hirer would be required to apply and receive a temporary licence to do so.
- If alcohol is not to be sold, but provided free, at a social letting event, permission may be provided, dependent on management being satisfied of 'sensible' consumption and that any potential risks are managed and limited
- Alcohol may be permitted to be consumed on premises at School organised (eg. PTA) events. Again all legal requirements regarding the sale and consumption of alcohol must be adhered to such as application and receipt of a temporary licence.
- If employees wish to celebrate a special occasion by drinking alcohol, in moderation, on the School premises, the express permission of the Headteacher must be obtained. Permission will never be granted for this to happen during the defined working day.

### **Care Plans**

- Some children in school will require a Care Plan due to a medical need (see example attached).
- It is the responsibility of Janice Adam-Saib and Tess Rodosthenous to co-ordinate and liase with parents regarding the updating of Care Plans on an annual basis (and also when new pupils are admitted to Bounds Green School who have a medical need).
- It is the responsibility of the NNEBS to co-ordinate and liase with parents regarding the updating of Care Plans of Foundation Stage pupils on an annual basis (and also when new pupils are admitted to Bounds Green School who have a medical need).
- Information regarding Care Plans will be entered onto the school's Management Information System (SIMS). This will enable reports to be created for information. A copy of the Care Plan will be stored electronically on the SIMS database.
- All Care Plans and associated medication will be stored close to the Office, in th3e cupboard outside the SBM's office.
- In the case of epi-pen medication, Children should bring two to school. The main epi-pen should be kept in the child's class/learning environment, and the other one is to be held in the Office as a spare (as per medication storage section).
- Children with serious medical needs will have their photogrpah displayed in the Office, Staff Rooms and Medical Room.

### **Asthma**

- Children who require asthma inhalers should bring two to school. The main asthma inhaler should be kept in the child's class/learning environment, and the other one is to be held in the Office as a spare (as per medication storage section).
- Pupils in Years 2-6 should keep their inhaler in their tray, and be responsible for keeping it with them.
- For pupils in Years 1 and below (including children in care of the Children's Centre), pumps should be kept by the Class Teacher in unlocked storage. Staff working with the class should be made aware of the location of the inhalers.
- Teaching staff are responsible for developing independence and self-management in children with asthma.
- Teaching staff are responsible for ensuring asthma pumps are obtained for school trips.
- Parents are requested to label asthma inhalers clearly.

## First Aid

The school ensures we have more than sufficient first aiders, including members of staff who have taken the Paediatric bolt on qualification. Refresher training happens every 3 years.

Every 3 years the school organises for all staff to receive 1 day first aid training on an Inset day in January. This was last done in January 2014.

For Academic Year 2016/2017, the following members of staff are nominated first aiders:

Stella Kerour	<i>NNEB - EYS Building (Nursery)</i>
Anne Keleghan	<i>NNEB - EYS Building (Reception)</i>
Maria Demetriou	<i>NNEB - EYS Building (Nursery)</i>
Theresa Wulff	<i>NNEB - EYS Building (Reception)</i>
Timmy Charalambous	<i>NNEB - EYS Building (Nursery)</i>
Hannah Cox	<i>Senior School Admin. Officer – Main Building</i>
Katherine Still	<i>School Admin. Officer – Main Building</i>
Ashleigh Robertson	<i>Admin. Officer – Main Building</i>
Dee Chavda	<i>After School Club Manager – Extended Care EYS Building</i>
Naima Hosenally	<i>After School Club Playworker - Extended Care EYS Building</i>
Tess Rodosthenous	<i>Admin. Assistant/SMSA – Admin. Office Main Building</i> <i>NB: Timings: 7.00 – 9.00am, 11.45am-6.00pm</i>
Sylvia Mait	<i>Senior SMSA</i> <i>11.45am-1.15pm</i>
Julie Collins	<i>SMSA</i> <i>11.45am-1.15pm</i>

## First Aid Points

- **Before School** - all ill/injured children should go to the office, where they will be assisted by a first aider.
- **Before School (for children attending the Children’s Centre Breakfast Club)** - all ill/injured children will be assisted by a first aider in the Play Room.
- **During Lessons for Foundation Stage Pupils**– all ill/injured children will be assisted by an NNEB.
- **During Lessons for Pupils in Years 1 - 6**– all ill/injured children should go to the office, where they will be assisted by a first aider.
- **Morning Play (EYFS/KS1)** – all ill/injured children should go to the Main Admin Office, where they will be assisted by a first aider.
- **Morning Play (KS2)** – all ill/injured children should go to the Medical Room, where they will be assisted by a first aider.
- **Lunch time** - all ill/injured children should go to the Medical Room, where they will be assisted by a first aider.
- **Afternoon Play** – all ill/injured children should go to the Medical Room, where they will be assisted by a first aider.
- **Breakfast / After School Club** - all ill/injured children will be assisted by a first aider in the BC/ASC Play Room.

Tess Rodosthenous is responsible for regular stock checks of all first aid equipment, and for informing the SAO if stock needs ordering.

If any child complains of being hurt or feeling ill this must be investigated. Refer all but the most minor cases to the relevant certified first aider. If an injury is caused by the willful action of another child and is severe, the Headteacher or deputy headteacher should be informed.

The certified first aider will be responsible for initial assessment and the provision of appropriate first aid. S/he will be responsible for recording accidents/incidents as appropriate (see other section). S/he will also be responsible for ensuring that parents are informed where appropriate. The certified first aider will be responsible for contacting parents, if a child needs to be sent home, and will inform the classteacher of this. No decision can be made to send a child home, unless the Headteacher or a member of the Senior Leadership Team/Senior Manager of the Children's Centre have been consulted.

If an ambulance needs to be called this is the responsibility of the certified first aider following consultation with the most senior member of School Management on premises. The certified first aider, and where necessary another adult from the school/Children's Centre whom the child has a confident trusting relationship with, will be the person who accompanies any child to hospital.

### **Infectious and Communicable Diseases**

There are set procedures for dealing with children who have vomited. Parents of pupils who have been sick are telephoned and the child is collected. The school always seeks and follows the latest advice from its dedicated school nurse via the primary care trust with regard to infectious diseases.

If a teacher has concerns regarding a condition a pupil displays (communicable conditions such as head lice, ringworm, thread worm, chicken pox, measles etc), this should be referred to a first aider for up to date information.

### **What to do if a child is missing**

- Deploy staff to search all areas immediately
- Inform member of senior leadership team or person in charge

### **This person should:**

- Phone police
- Phone parents

### **Measures taken to prevent children from becoming lost:**

#### All settings:

- Doors to outside are secure or supervised so that children are unable to access
- Only identified persons may collect children from unless notified by parent/carer.

#### Nursery, Reception, Creches, Breakfast and After School Club:

- All children must be registered on arrival or as close to the beginning of the session as possible.
- Ofsted recommended Staff:Child ratios to observed at all times.

#### Reception and Nursery:

- At arrival and home times a member of staff supervises the door.

#### After School Club and Creches:

- Children must be signed out by their parent / carer when they are collected.

#### Stay and Play Drop Ins:

- On their first visit parents / carers to be informed verbally by the member of staff running the session that the parent / carer is responsible for their child/ren during the session. This information will also be written on the sessional register that parents / carers fill in.

Remember if a child is lost they may be afraid and in need of reassurance when you find them.

#### **Asbestos**

The Site Manager, working under the direction of the Headteacher, is responsible for maintaining the **Asbestos Management Plan**. The Site Manager has responsibility for the Asbestos Survey hazard Register. The Site Manager is responsible for ensuring that arrangements are made enabling contractors and others such as relief site managers have sight of the Plan and Survey/Hazard register prior to starting any works on the premises. The Site manager is responsible for ensuring that instructions and information to staff is provided relating to staff observance of the asbestos management plan, such as not to drill or affix anything to walls without first obtaining approval from the Site Manager and how and when staff should report damage to asbestos materials.

(Further detailed guidance is contained in Haringey's Health & Safety Policies and Guidance)



## **Contractors**

*(Please see Haringey “Guidance to Safe Working practices - Contractors” and also within Haringey’s “Property Guide” (Section 8). Copies of which are available from the Health & Safety Co-ordinator.*

Contractors selected to work on site will either be identified by the LA’s property & Contracts Team or by the School from the approved Council list following recommendation from the Property and Contracts Team, thus ensuring that any contractors employed will have up to date working practices with required Health & Safety requirements. It is the responsibility of the Site manager to ensure that this occurs. For all construction related projects the procurer, either Property & Contracts or the School must appoint a CDM Co-ordinator (See Section 8, The Property Guide)

All Contractors who work on the premises or facilities are required to ensure safe working practices by their own employees under the provision of the Health & Safety at Work, etc Act 1974 and must pay due regard to the safety of all persons using the premises. The Site Manager is responsible for undertaking any risk assessments regarding the work of contractors on-site and monitoring working methods and liaising with the contract supervisor/CDM Co-ordinator in LEA Property and Contracts.

It will be a condition for all contractors using or working on the School premises that they are familiar with this policy, and that they comply with all safety directives of the Governing Body and that they will not without prior consent:

- a) introduce equipment for use on the School premises
- b) alter fixed installations
- c) remove fire and safety notices or equipment
- d) take any action that may create hazards for persons using the premises or the staff or children of the School

## **Computer Projectors**

'Computer projectors' of the type used to show presentations or to illuminate interactive whiteboards are typically able to expose the eye in excess of one of the exposure limits. HSE is guided by for the purpose of enforcing relevant health and safety law. Therefore, although such exposure limits are not statutory, the School considers the following usage guidance to be good practice in respect of the use of these projectors at the School :

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimized. Users, especially children, should try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- Children and students are adequately supervised when they are asked to point out something on the screen.

The School tries to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they are not also having to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimize the lamp power needed to project a visible presentation, the School uses room blinds to reduce ambient light levels.

## **Display Screen Equipment**

It is the responsibility of the Headteacher to ensure that staff who make significant use of VDU's receive appropriate Health and Safety training with regard to working practices. Current LEA health and safety guidance is that staff should ensure that they take a 15 minute break from VDU use every hour. It is also the Headteacher's responsibility that staff who make significant use of VDU's are encouraged/advised to undergo regular eye and vision checks. The LEA provides free eye and vision checks for staff who make significant use of VDU's.

It is the responsibility of the member of staff to report any defects to workstations, or related health concerns to the Headteacher, and the Headteacher's responsibility to ensure that remedial works/interim measures are carried out. It is the responsibility of the member of staff to complete a display screen self-assessment.

(See Haringey Form C/04, Appendix A) as appropriate.

### Display Screen

The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen shall be stable, with no flickering or other forms of instability. The brightness and the contrast between the characters and the background shall be easily adjustable by the operator and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator. Modern computers use a separate base for the screen, if it is an older model then an adjustable table can be used.

The screen shall be free reflective glare and reflections liable to cause discomfort to the operator or user. Where applicable the operator should be able to use window blinds/curtains to minimise.

### Keyboard / Mouse

The keyboard shall be able to tilt so as to allow the operator to find a comfortable working position avoiding fatigue in the operator's arms or hands. The space in front of the keyboard shall be sufficient to allow the operator to rest their hands and arms when not typing.

The keyboard will have a matt surface to avoid reflective glare. The arrangement of the keyboard and the characters of the keyboard shall make it useable. The symbols on the keys shall be adequately contrasted and legible from the designed working position.

There should be adequate space to position the mouse and mouse mat next to the keyboard.

This is to reduce the likelihood of the operator adopting a poor posture, the wrist should be in a neutral position and the hand should not be bent to the left or right.

### Work Desk or work surface

The work desk of work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movement. Adequate space for operators will be provided to find a comfortable position.

### Work chair

The work chair shall be stable and allow the operator easy freedom of movement and a comfortable position. It will have a minimum of five legs with castors.

The seat shall be adjustable in height. The seat back shall be adjustable in both height and tilt.

Where necessary, a footrest shall be made available to any operator who wishes one so that they can rest their legs and feet comfortably whilst typing. There must be adequate space underneath the desk for free movement of the operator.

## ENVIRONMENT

### Space requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator to change position and vary movements, minimum space to be provided will be 11 m<sup>3</sup>, to a maximum height of 3m, for each operator.

#### Lighting

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

#### Reflection and Glare

The workstation shall be so designed that sources of light, such as windows or other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

Windows shall be fitted with blinds, curtains or something similar to control the amount of daylight so that display screen equipment may be used safely.

#### Noise

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

#### Heat

Equipment belonging to any workstation shall not produce excess heat, which could cause discomfort to operators/users.

#### Radiation

All modern screens emit negligible levels of radiation from the point of view of the protection of an operator's health and safety. The sun emits significantly higher levels of radiation.

#### Humidity

An adequate level of humidity shall be established and maintained, the use of plants can increase humidity levels in a dry office.

#### DISPLAY SCREEN EQUIPMENT AND OPERATOR/USER INTERFACE

When designing, selecting, commissioning and modifying software, and in designing tasks using standard software packages, the following principles need to be considered:

- a) software must be suitable for the task.
- b) software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user, no quantitative or qualitative checking facility may be used to monitor the performance without the knowledge of the operator/user.
- c) systems must provide feedback to operators on the systems.
- d) systems must display information in a format and at a pace which are consistent to the use of the operator/user.
- e) the principles of software ergonomics must be applied, in particular to human data processing that reduces the strain on the operator.
- f) the operator/user should not be expected to work continuously on the workstation. They should have suitable breaks and tasks that do not require the DSE use.

(Further detailed guidance is available in Haringey document C/04)

## **Electrical Equipment and Safety** [fixed & portable]

We use electrical appliances as part of our daily activities and staff and children must be aware that electricity, although essential for daily life, can also be harmful if used incorrectly or appliances are not maintained. We follow information (taken from HSE guidance leaflet: IND(G)236L 2/97 C500) as guidance for staff who use electrical equipment on a daily basis and are best placed to identify wear and tear or damage at an early stage, before it may lead to serious harm.

### ***“What can go wrong?”***

The leads and plugs, or sometimes the equipment itself, can become damaged. This may result in an electric shock. Electric shocks can kill. Damaged equipment can also cause fires.

### ***“How can I tell if it is damaged?” -- By looking!”***

This is the most important maintenance precaution. Around 95% of faults or damage can be found just by looking (visual inspection).

The site manager is responsible for the identification of all electrical equipment used within each room of the premises and where and how it is used (a simple inventory will be kept). This should also record the date of purchase or first usage and the last formal inspection of the equipment.

### ***“What can users do?”***

All staff who use electrical equipment are responsible for regularly looking critically at the electrical equipment which they use, and look for damage to the outside of the equipment and its lead and plug before they use it, but they should not take the plug apart.

### ***“What happens if they find something wrong?”***

They should tell the site manager and the equipment should be labelled as faulty and taken out of use to be repaired (The plug could be taken off, only by the Site Manager, to stop it being used.)

### ***“What should we look for?”***

The site manager and all users of electrical equipment should look at the equipment, the cable and plug (periodically after disconnecting it) for signs of: -

- ❑ damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering;
- ❑ damage to the plug, e.g. the casing is cracked or the pins are bent; .non-standard joints including taped joints in the cable;
- ❑ the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is showing;
- ❑ equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- ❑ damage to the outer cover of the equipment or obvious loose parts or screws; and
- ❑ overheating (burn marks or staining).

**Most of these checks also apply to extension leads and their plugs and sockets.**

### **“How often should we look?”**

That depends on the type of equipment and how it is used, .for example, the cable to a kettle will probably be handled and moved several times each day, while the cable to a computer may only be moved when the office furniture is rearranged.

The Electrical Installation is checked by an approved contractor, at present R & I Electrical. Electrical installation should be checked every 60 months. Portable appliance testing under this policy should be checked as a minimum every 36 months. Our policy is that PAT testing should take place on an annual basis. This is the responsibility of the site manager who has been trained in this regard. The site manager is responsible for ensuring that this frequency of inspection is maintained. The site manager is responsible for ensuring that all visual checks are documented

### **Fire Precautions & Emergency Procedures [and other emergencies incl. bomb threats]**

The Headteacher is responsible for undertaking and reviewing the **Fire Risk Assessment**, though s/he may delegate this responsibility to the Site Manager. The overall responsibility for ensuring that the Assessment is done resides with the Headteacher. The responsibilities are the same for the arrangement of a minimum of 2 fire drills per term, one with a compounding problem.

The Site manager is responsible for ensuring that fire fighting equipment is maintained and serviced, that emergency lighting is maintained, that fire bell tests are carried out weekly with the School in occupancy, the fire alarm system is maintained, including tests and that records of all of this are kept including;

- Fire Detection and Warning System Testing & maintenance record
- Automatic Door guard testing
- Fire fighting appliances testing & maintenance record
- Emergency Lighting record
- Fire Drills record
- Fire training record

The Site Manager is responsible for ensuring that the **Emergency Evacuation Plan** is displayed prominently, that exit signage is clear and that fire call point instructions are clearly visible, and the Headteacher is responsible for ensuring that Fire precautions, emergency evacuation procedures and the Fire Risk Assessment are shared with all staff at the first Inset day of the new academic year.

The fire Emergency Evacuation procedures and Plan is attached within the Appendix

### **Glass & Glazing**

The Site Manager is responsible for ensuring that monitoring of all glass in doors and windows takes place on a regular basis, and the assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass either being damaged or being of low standard. The Site Manager is responsible for ensuring that all replacement glass be of safety standard.

### **Hazardous Substances**

The site manager is responsible for checking the premises to ensure that staff are reminded of the rules regarding storage of flammable (and any other hazardous substances). The site manager is responsible for formulating and maintaining a register of hazardous and/or flammable substances, following production of a fire / COSHH risk assessment. Staff should

not bring on to School premises any substance that might be classified as hazardous. If they are uncertain as to whether a substance is classified as hazardous, staff should always seek advice from the site manager. Permission will only be granted for hazardous substances to be stored on premises following advice that the site manager will gain from the health and safety manager, children's services.

Hazardous substances such as aerosol fixative, chemical solutions used by cleaners and similar should be securely stored so that they are not accessible to children. The site manager is responsible for regular premises checks to ensure that this control is complied with. Staff who need to use any substances, such as aerosol fixatives, must ensure that they are fully aware of safe use, such as operating the former in a very well ventilated area, preferable outside.

### **Health and Safety Advice**

Health and Safety advice should be sought from the LA Health and Safety Manager, Childrens' Services. Presently the contact is Fabrice Terrochaire: 020-8489-25041

### **Housekeeping, cleaning & waste disposal**

The site manager is responsible for supervising the cleaning of the School premises and liaising with Direct Services with regard to cleaning issues. The site manager is responsible for supervising the safe disposal of all rubbish, including the disposal of glass and any other sharp objects. Blue sanitation bins are provided for the disposal of sanitation waste. All staff are responsible for the identification and reporting of any wet floors/hazards on floors that may present a slip risk. Lunchtime supervisors must be particularly aware of their responsibilities for minimising the risks of slips due to any spillages of foods or liquids during the lunch period. With regard to snow, the site manager is responsible for ensuring that salt is layed down on the playground if appropriate and clearing a safe passage from the main gate to the School entrance. The site manager is responsible for the identification of any risks due to ice or snow that increase riks of slips and reporting these to a member of School management at the beginning of the day so that control measures if required can be agreed.

### **Handling & Lifting**

All staff are regularly reminded of the risks of lifting and handling equipment, and of safe methods/precautions for minimising risk. Staff need to ensure that children are similarly coached and advised with regard to lifting and handling objects, for example in the setting out of P.E. equipment.

(Detailed guidance is contained in Haringey Form C/14)

### **Legionella**

To minimise the risks of Legionellosis, the site manager ensures that the shower in the Junior staff room is run for a minimum of three minutes every week in order that standing water in the water tank does not have the opportunity to develop the Legionellosis bacteria. The site manager is responsible for maintaining a record of this procedure, which will be periodically checked by the Headteacher.

The Site manager is responsible for ensuring the scheduled cleaning/maintenance and treatment of water systems, and where necessary contracting an approved water treatment company.

(Detailed guidance is contained within Haringey Form C/20)

### **Inspections and Audits**

The site manager is responsible for ensuring that the Plant and Equipment Testing Checklist (contained within “The Property Guide”, pages 28-34) is completed and updated annually. This therefore comprises an annual Health and Safety Status return. There is no requirement within Haringey at present for this to be sent to the Health and Safety Manager, Childrens Services. The health and safety committee is responsible for ensuring that a biannual H & S inspection/walkabout takes place and that a biannual fire inspection/walkabout takes place comprising the members of the Health and Safety Committee. The biannual fire inspection/walkabout will review the Fire Risk assessment at these times and monitor existing controls and progress made on actions required.

### **Jewellery**

The School Prospectus clearly states that children should not wear jewellery for health and safety reasons. The School does however allow ear studs, Not earrings. With regard to staff, the School expects that staff are always professionally turned out and consider Health and Safety issues at School. Staff are reminded that they are a role model to our children in this respect. “What we ask of our children, we should demand of ourselves.”

### **Lettings/shared use of premises**

It will be a condition for all hirers using the School premises that they are familiar with this policy, and that they comply with all safety directives of the Governing Body and that they will not without prior consent:

- e) introduce equipment for use on the School premises
- f) alter fixed installations
- g) remove fire and safety notices or equipment
- h) take any action that may create hazards for persons using the premises or the staff or children of the School

The site manager is responsible for ensuring that any hirer of the premises is familiar with the contents of this policy and the fire emergency evacuation plan.

### **Lone Working**

It is important that all staff are aware of the potential hazards of lone working be they at School or if undertaking activities such as home visits. Some precautions can include :

- an itinerary of your movements to be left with your line manager or a responsible person.
- periodic reporting to base or to a responsible person.
- avoiding evening visits where possible
- check who you are going to visit to see if that person or someone in the household/workplace is known to be potentially violent
- carry a personal alarm
- visit in pairs in some situations

It is recommended that staff make use of the following measures to control the potential hazards of working alone:

- Staff working in each area should communicate with each other so that each member of staff is aware whether there are other members of staff still working on-site. This should result in no staff member working alone in ignorance of the fact.

- If a staff member is intending to work late, and therefore possibly alone, it is the responsibility of that member of staff to inform other staff, particularly SMT members and the site manager, to ascertain whether they will be working alone.
- The site manager does a sweep of the building and locks doors between 6.00pm and 6.30pm unless there are evening activities or unless a request is granted for a staff member to work late.
- Staff should not work at height (eg. Ladders, displays) when they may be working alone, and not undertake any late activities such as meetings without informing the SMT first.
- Children's Centre staff should be particularly aware of their own personal safety when working during School Closure periods due to there being less staff on-site and the increased likelihood of lone working. Additional guidance in relation to this will be provided by the Children's Centre Manager.

(Detailed guidance is available in Haringey document C/12 – Lone working)

### **New and Expectant Mothers (including pregnant workers)**

When a member of staff has become pregnant the School should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

The School follows Haringey's detailed guidance contained in the document C/11 – New and Expectant Mothers.

### **Reporting Defects**

Any defects should be reported to the Site manager verbally, and in writing. In the Infant & Junior offices the site manager maintains a defects book where staff can record any identified premises defects or requests. Staff should date when they record the defect. It is the Site manager's responsibility to ensure that follow up action is taken. The Headteacher is responsible for monitoring the site manager's response to reported defects at the minimum fortnightly.

If defects present a hazard the defect should be reported immediately to the site manager and recorded in the same way. It is the duty of the Site Manager to undertake an immediate Risk Assessment and involve, or inform, the Headteacher with regard to the Risk Assessment and any remedial works or control measures to be implemented.

### **Risk Assessments**

The headteacher takes overall responsibility for ensuring that regular, and specific, Risk Assessments are undertaken. He or she may delegate responsibility for carrying out RA's to another member of staff as appropriate. The Educational Visits Co-ordinator (Helen Chrysafi-Bartrip) is responsible for ensuring that RA's are carried out for off-site educational visits. The Fire Risk Assessment should be reviewed annually in July, and the updated RA should be shared with staff in September at the start of the academic year.

### **School Trips/Educational Visits/Off-Site Activities**

The School has one Educational Visits Co-ordinator, Helen Chrysafi-Bartrip. For residential trips such as Year 6 School Journey, the member of staff designated as School Journey Leader is responsible. The requirements and responsibilities of staff prior to, during and after, School Trips/Educational Visits/Off-Site Activities are explained within the **Educational Visits Policy**. It is a requirement that all staff ensure that they are familiar with this policy and follow the procedures set out within it.



## **Smoking**

Smoking is not permitted anywhere on the School premises. Haringey guidance contained in document C/09 is followed.

## **Stress**

The School has a guidance document entitled “Dealing With Stress”. This is available from the Headteacher in hard copy on request.

## **Vehicles on Site**

With regard to access and egress of other vehicles (such as contractors), a risk assessment needs to be carried out prior to such occurrence. No vehicles for deliveries should be permitted to enter the School site, except through the car park.

## **Violence to Staff / School Security**

The School follows Guidance from the LA in Dealing with Violence and Aggression in Schools.

Site security is the responsibility of all staff, though overall responsibility lies with the Site Manager. All visitors must report to the School office and should be directed to do so on enquiry. Visitors must sign the visitors book and receive a visitors pass. This should be returned to the office on departure from the School and visitors should be signed out. All strangers should be challenged but no employee must put themselves at risk.

All incidents should be reported and will be investigated using the existing mechanisms within the Education Area of responsibility. All reported incidents will be notified to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). If an employee requests, the police can be notified of assaults, by a senior member of staff.

A senior member of staff, where appropriate, may choose to send a formal warning letter to people making threats or verbally abusing staff. The letter will warn that legal action may be taken if there is a breach of the law.

## Dealing with aggression

When angry children / students or other visitors are in the education premises, some procedures can help diffuse a difficult situation and avoid violent confrontation, e.g.

- a) avoid confrontation in front of an audience, especially other children / students. The fewer the people involved the easier it is for the aggressor to back down without losing face.
- b) ask another (preferably senior) member of staff to help talk things through with the aggressor
- c) **STAY CALM, TAKE A DEEP BREATH AND SPEAK SLOWLY** so as not to be drawn into the heat of the argument
- d) avoid aggressive body language such as hands on hips, wagging fingers, looking down on the aggressor or imitating the movements of the aggressor.

If a person who may be an intruder is found on School premises the teacher, site manager or other member of staff should establish whether or not the person has a valid reason for being there.

If the member of staff is satisfied that no acceptable reason is offered, the intruder should be asked to leave in polite but clear and firm terms and escorted from the premises. If necessary, the assistance of another member of staff should be sought.

If the intruder refuses to leave the premises after being requested to do so, or an offence is suspected, Police assistance should be sought immediately by obtaining an exchange line and dialling 999; staff should not try to detain or evict an intruder by force.

In certain circumstances, it may be the parent / carer, guardian or relation of a child who, whilst on School premises, causes a nuisance or disturbance, including verbal abuse and/ or threatening behaviour.

If the situation cannot be resolved amicably, then the Headteacher may bar that person from coming onto School premises. The Headteacher or other authorised person should inform that person in writing that they may not come onto the premises, stating the reasons for this and for how long the person is not allowed on site. It should be made clear that the person responsible for collecting children must do so from the School gate.

### **Working at Height**

**(The following guidance is supplemented by Haringey document C/21)**

Current statutory requirements relating to falls from heights are contained in the Work at Height Regulations 2005 and Construction Design and Management Regulations 2007. So far as reasonably practicable, suitable and effective measures must be taken (other than by provision of personal protective equipment, training, information, supervision etc.) to prevent:

- (a) any person falling a distance likely to cause personal injury; or
- (b) any person being struck by a falling object likely to cause personal injury.

#### Practical Guidelines

Never stand on chairs or desks to work at height. Some examples of working at height include:

- Site managers/School keepers undertake high level cleaning and light tube/bulb replacement to a maximum height of five metres;
- Clearing gutters of leaves
- Getting a ball down from a flat roof
- Storage of items in loft areas or in high storage racks;
- Staff putting up high level displays;
- Changing theatre/display lighting in halls/corridors;
- Maintenance of play equipment in adventure parks.
- This is not a definitive list and where members of staff identify work routines that involve working above their own head height then a written assessment of the risk along with the necessary control measures must be undertaken before any work commences.
- Employees using ladders must be trained in their use.

Conduct a suitable and sufficient written assessment of the risks and control measures. Some of the hazards that may need to be addressed when assessing the risks:

- ◆ Falling objects
- ◆ Lone working
- ◆ Type of access equipment available
- ◆ When and where the work is to be carried out
- ◆ Children having access to the workplace
- ◆ Ability to tie off ladders / secure access platforms
- ◆ Level of knowledge / training of staff using the equipment
- ◆ Level of supervision required
- ◆ Wooden ladders that are painted making it impossible to see defects

- ◆ Member of staff over-reaching
- ◆ Tripping on electrical leads of handtools when ascending/descending
- ◆ Weather being inclement creating; e.g. a slipping hazard or loss of manual dexterity due to the cold

### Ladder Safety

Since ladders are the most common piece of equipment for employees, especially site managers' working at height, special attention is being paid to them. Ladders should no longer be used as a place of work, or the means of access/egress to/from a place of work without assessing the nature and duration of the work to be undertaken and the risk to the safety of any person using the ladder.

The ladder must be:

- Of suitable and sufficient strength for their intended purpose
- Put up in a safe place on an even surface with sufficient strength to support the ladder and its load
- Where they are of three metres or more secured, so far as is practicable, and where not practicable, a person must foot the ladder to prevent it slipping during use
- Where used as a means of access to a flat roof / platform, it must extend a sufficient height above the flat roof / platform to allow safe hand holds.
- The angle of the ladder, to minimise the risk of slipping outwards should be 75° to the horizontal, that is for every four metres

Ladders must be inspected prior to use. A careful visual inspection should be undertaken on every occasion prior to the ladder being used. Checks should be made for obvious defects such as warping, cracking or splintering of stiles and rungs. Painting can easily disguise faults, therefore this should not be done to wooden or metal ladders.

The fixing of the rung at the point where they enter the stile should also be checked regularly. At each end of the ladder in turn, attempts should be made to pull the stiles further apart. Movement will indicate defective tie rods and insecurely fixed runs. Checks should be made that all metal hardware is secure and not damaged and no bolts or screws are missing.

In the case of metal ladders care should also be exercised to ensure that there is no corrosion of parts, evidence of bowing or twisting and that all rivets are secure and in place.

#### Safe Use of Ladders

Because there are different grades of ladders it is important that you make sure the ladder is strong enough for the task to be undertaken. This is significant in the context of using ladders for purposes other than that for which they were supplied.

Ladders must extend at least 1.05 metres or three rungs above the platform or landing place or above the highest rung to be stood on.

The ladder should be placed at an angle of 75° to the horizontal, the base of the ladder should extend one metre out for every four metres of rise.

The top of the ladder should be placed against a solid surface. It should not be placed against plastic gutters or other such surfaces. Appropriate equipment such as ladder stays should be used to overcome these difficulties. Spread arms or similar equipment should be used to gain access to span windows or other openings.

The use of harnesses and other fall arrest equipment should be identified, provided and used. Where fall arrest equipment is currently not available then an assessment should be carried out

to identify where it is required and an action plan developed to implement the improvements, e.g. installing eye-bolts for window cleaning above the ground floor.

Battery operated or non electrical handtools should be used as this eliminates the need for electric cables. Using electrically cabled handtools results in a trailing electrical cable which must be secured in a position that prevents it being a tripping hazard or being able to make contact with metal parts of the ladder.

#### Securing the Ladder

The foot of the ladder must be supported on a firm level surface and should not rest on loose material or other equipment to gain height. Care must be taken to use the ladder the correct way round. The foot of the ladder must not be set in a curb gulley, vehicle highway or other area where there is the regular passage of vehicles. Wherever practicable, the top of the ladder must be securely fixed to the structure so that it cannot slip. This can be achieved using lashings, straps or proprietary clips. While making the top of the ladder secure it should be footed.

Where it is not practicable to secure the top of the ladder then it may be acceptable to secure the base using fixed blocks, stakes or sandbags. If this is not possible then it will be necessary to have the ladder footed by another person. The person footing the ladder must be informed of and understand the significance of the role and that they should not wander off or otherwise become distracted.

#### Climbing Technique

It is important to maintain three points of contact with the ladder. Only one foot or hand should be moved when either ascending or descending. Ladders should only be ascended or descended one step at a time. On no account should any attempt be made to slide down the outer stiles – even when there is only a short distance to the ground.

It is important not to carry heavy items or long lengths of material up a ladder. Appropriate “light” tools should be carried in a shoulder bag or holster attached to a belt so that both hands are free at all times to climb the ladder. Carrying objects in your hand could lead to you overbalancing, dropping the material onto people below or in extreme cases breaking the ladder.

#### Protecting the Work Area

It is essential for the safety of the ladder user and others at ground level that the area surrounding the base of the ladder is kept clear of all non-authorised persons. This should be done by the use of cones or barrier tape or if these are not available some form of physical barrier constructed from benches or chairs or similar items that are then labelled so as they are not moved.

The area to be kept clear should be the same as the fall of the ladder were it to slip, i.e. if the ladder was 5 metres then the protected area should form a radius of 5 metres from its base.

In Schools, wherever possible ladder work should take place when there are no children present.

#### Use of Step Ladders

Step ladders and tressles are not designed for any degree of side loading. Numerous accidents have occurred through operatives endeavouring to descend from work platforms or other areas using unsecured step ladders. Do not use the top platform of a step ladder for working from unless it is designed with a protective rail and hand holds.

Avoid over-reaching from step ladders as they are prone to overturn if you do.

### General Considerations

Do not move ladders when they are extended as they are likely to overbalance and fall causing injury to you or others. Always be very careful not to make contact with electrical installations. If working externally, always check the working area in advance for power cables.

Where possible work with a partner even when the ladder is securely tied off. It is advisable to wear hard hats and other protective clothing as appropriate.

Working in pairs significantly reduces the risk to staff when working at height as should an accident occur there is someone to contact the emergency services quickly.

### **Further Guidance**

Haringey has additional Health and Safety Policies and Guidance, not mentioned within this document, which the School follows. These additional Policies and Guidance include:

- C/08 Noise
- C/17 First Aid
- C/19 Mobile Phones
- C/21 Working at Height
- C/22 Educational Visits – Roles & Responsibilities of School Staff

### **Monitoring the Health & Safety Policy**

It is the responsibility of the Governing Body to ensure that the Health and Safety Policy is reviewed on a regular basis, at least every two years. It is the responsibility of the Headteacher, alongside the Site Manager, Staff Health and Safety representative and the Governor nominated to be responsible.

Appendix 1:

## **BOUNDS GREEN SCHOOL FIRE EMERGENCY AND EVACUATION PLAN**

### **PROCEDURES FOR SHARING THESE PROCEDURES WITH STAFF**

It is policy to familiarise all staff of this plan and the school fire risk assessment at the beginning of the school year, during the initial INSET day.

### **ACTION TO BE TAKEN BY A PERSON ON DISCOVERING A FIRE**

The procedure is straight forward and is displayed on “Fire Action Cards” located in places throughout the premises. An example of the card is set out below:

## **FIRE ACTION**

### **If you discover a fire:**

- 1 Raise the alarm. Call points are beside stairs and final exit doors
- 2 Leave the building immediately
- 3 Go to your assembly point in the playground by the most direct route
- 4 Do not stop to collect personal belongings
- 5 Do not re-enter the building

**Warning of fire is given by the continuous sounding of an alarm.**

### **If you hear the fire alarm you must:**

- 1 Leave the building immediately
- 2 Go to your assembly point in the playground by the most direct route
- 3 Do not stop to collect personal belongings
- 4 Do not re-enter the building

**Only attack the fire with available fire fighting equipment if you feel it is safe to do so**

It is the policy of the school not to provide training for staff in the use of fire fighting equipment. The policy for staff on discovering a fire is to follow the Fire Action Call Point Cards, the priority being to escape from the premises safely.

### **NOTIFICATION OF THE FIRE BRIGADE**

The School & Children’s Centre’s policy is not to have a specific named individual responsible for telephoning the fire brigade. Instead it is the responsibility of the staff member who is manning the office at the time to undertake the following tasks before evacuating the building, unless to do so would place themselves in danger by delaying their evacuation:

- 1) Telephone the fire brigade and give the full address of the school;
- 2) Collect the class registers
- 3) Collect the visitors register book
- 4) Collect pupil information contact details

During School term time in most cases the individual responsible in the office will be Hannah Cox. In her absence it is most likely to be either Faye Papini, Ashleigh Robertson or Katherine Still. The site manager is the individual responsible for meeting the fire brigade on their arrival.

For the Nursery and those running pre or after school activities, it is those respective adults' responsibility to bring their own registers, and child contact details if appropriate, to the assembly point.

During holiday periods and times outside of the School's core day, when extended services are taking place, a member of staff should be nominated to call the emergency services if the office is unmanned.

### **EMERGENCY ESCAPE ROUTES & EVACUATION GUIDANCE**

All staff should be aware of the escape routes that are closest to their location within the premises. Visitors are always informed. A plan of the occupied floors of the building is attached to this plan and is provided to each member of staff. These detail the escape routes on each floor. Also signage is maintained by the site manager to ensure that all fire exits are clearly signposted and visible throughout the school.

Staff are expected to lead children via escape routes to the assembly point. It is important that pupils are quiet during evacuation and proceed **swiftly but safely. No staff or pupils should run!**

### **ASSEMBLY POINTS**

The fire assembly point is the sports pitch in the main playground. Classes line up on the pitch facing the School in order from youngest, Nursery class, nearest the KS1 playground fence to the eldest, Year 6, nearest to Park Road. The office individual will distribute the registers to class teachers who will take a roll call immediately to account for all the pupils under their supervision. It is the responsibility of the most senior member of the senior management team to then check that each class' roll call has been completed satisfactorily with all pupils accounted for.

It is the duty of the office individual to undertake a roll call of the visitors on site via the visitors register to ensure they are accounted for and report to the most senior member of the senior management team.

If a fire or bomb evacuation requires all pupils and staff to evacuate the playground as well following guidance from the fire brigade or other emergency services, the staff will supervise the movement of pupils on foot to Alexandra Park School. There is a local agreement with this School and its Headteacher, enabling pupils and staff to use their premises as a safe haven. In this instance office staff and SMT members will telephone parents/carers to collect pupils as appropriate. Office staff will be responsible for ensuring contact details files are taken.

### **FIRE EVACUATION PRACTICES AND FIRE ALARM TESTS**

The site manager is responsible for undertaking at least 2 fire evacuation practices per term, one of which will involve a compounding issue and one of which will be outside of the School core day. The site manager is responsible for monitoring the evacuation practice and feeding back to all pupils and staff on the practice's efficiency at the assembly point immediately after the practice. The site manager may involve other observers to gain thorough feedback on the practice. Any findings are acted upon, and if necessary followed up with another practice within a short period of time (e.g. 2 weeks).

Fire bell tests are carried out weekly whilst the school is in occupation. This takes place on Mondays at 9.30am and lasts for approximately 7 seconds. The site manager keeps a record of each test. It is the duty of all staff and children to inform the site manager if they do not hear the fire bell at any test time and inform them of their location.