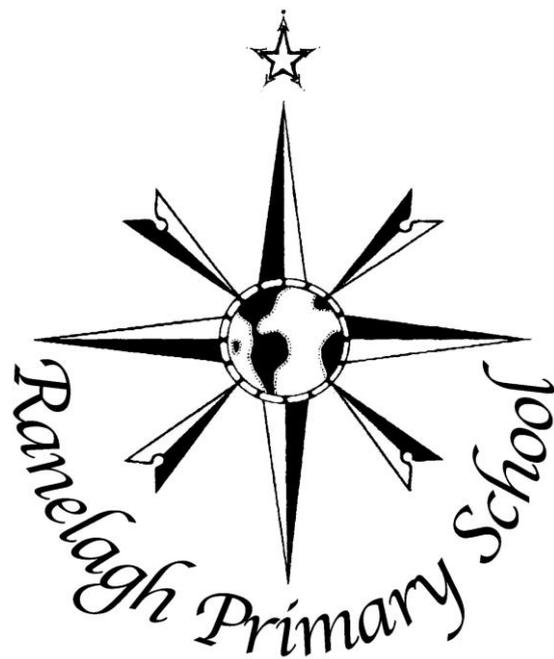


Health and Safety Procedures



Reviewed by Monya De Villiers

Date: May 2019

Ratified by LMT: Yes

Review date: Summer 2022

This document is a statement of aims, principles and strategies for ensuring health and safety at Ranelagh Primary School.

The school follows the TTLT Health and Safety Policy, which is Newham's three-file system and has been taken into consideration in the formulation of this policy.

Aims

Our aims for health and safety are to:

- Provide a safe and healthy environment for children, staff and all other people who come on to the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment including online safety.
- Ensuring that all pupils and staff receive relevant training.

Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends on sound management, vigilant supervision and the cooperation of all the school community.

Responsibilities

All members of the school community (teaching, support staff, parents, pupils and governors) work towards the schools aims by:

- Being familiar with all instructions and guidance of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Health and Safety co-ordinator, School Business Manager or Site Supervisor without delay, taking remedial action if necessary.

Head Teacher, Deputy Head, Assistant Heads, School Business Manager, Site Supervisor and registered first aiders) work towards the school's aims by:

- Recognising their corporate responsibility for ensuring that the Trust's Health and Safety Policy is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.
- Making regular inspections to ensure that a safe and healthy environment is maintained.

- Establishing a system for the reporting, recording and investigation of accidents and ensuring that it is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a school Health and Safety Policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety Policy of the school and the Trust and any other relevant codes of practice and legislation.
- Facilitating safety training for staff and pupils.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that the fire fighting equipment is available and maintained.

The Health and Safety Representatives work towards the school's aims by:

- Taking responsibility for the day to day operations of the Health and Safety Policy.

Teachers and Support Staff work towards the school's aims by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking care of their own safety and that of others.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessments are carried out for lessons including risks and any off site activities.

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's aims by:-

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the staff role in implementing health and safety.
- Ensuring early contact with the school to discuss matters concerning the health and safety of their children or of others.

The Site Supervisor is responsible to the School Business Manager, Head of School for:

- Ensuring so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors, builders, grounds maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of in accordance with the TTLT's policy.
- Maintaining a clean, safe and effective boiler area and cellar storage facility.
- Ensure the safe storage of deliveries.
- Maintaining a high standard of housekeeping including the constant supply of cleaning products.
- Reporting to the School Business Manager any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representatives to carry out regular inspections of the school premises.

Procedures

1. For ensuring involvement of all members of the school community we have:

- Regular briefings to all staff to include health and safety issues in order to review them.
- Termly Trust H&S working Group and H&S meetings to discuss H&S across the trust and updated legislation.

2. For providing children with opportunities to discuss health and safety issues we have:

- A programme of personal and social education designed to promote mutual respect, self discipline and social responsibility.
- A programme of health education.
- Assemblies focussing on health and safety.
- TTLT H&S working group

3. For accident prevention, reporting and investigation we have:

- Risk assessments formulated and reviewed by the Health and Safety co-ordinator. Generic risk assessments are also held on a database.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Health and Safety co-ordinator and immediate response to such reports.
- Reporting all accidents via the database held in the first aid area which are reviewed and acted upon by the Health and Safety co-ordinator in accordance with TTLT regulations.
- Prompt investigation by the Health and Safety co-ordinator to establish cause and adopt remedial measures.

4. For first aid provision we have:

- A large number of recognised First Aiders in school with Paediatric and full first aid certificates. Copies of certificates indicating expiry dates of all First Aiders are displayed in the first aid area.
- Provision of a fully stocked first aid cupboard in the first aid area and a basic stock kept in all classrooms.
- Notification to parents of any head injury on appropriate slip- See first aid procedures for details.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent or alternative nominated person, a member of staff will accompany the child to hospital. - see first aid procedures.

5. For fire precautions and evacuation we have:

- A set of fire regulations on or next to every room exit.
- An emergency evacuation procedure.
- A termly fire drill, which is monitored in accordance with LA, TTLT and H&S guidelines.
- Regular checks of equipment, procedures and exits by the Site Supervisor and equipment tested yearly by the fire authorities.
- All fire exits clearly signed.

6. For the use and control of substances hazardous to health we have:

- Storage of such substances clearly labelled, locked in a chemical store in the basement, which is only accessible to the Site Supervisor, School Business Manager, Health and Safety co-ordinator and Head Teacher.

- The issue, use and care of personal protective equipment when necessary.
- COSHH data sheets are displayed for all chemical substances. These are kept in the Site Supervisors' cleaning manual.

7. For electric safety we have:

- Careful sitting of equipment to avoid trailing leads.
- Annual PAT testing of all portable electrical appliances.
- Risk assessments for pupils using electrical equipment.

8. For coping with special medical conditions we have:

- Envelopes containing medical information displayed in all classrooms, care plans displayed in both the first aid area and staff room.
- Regular liaison with the school nurse.
- All medications brought to school must be clearly labelled with the child's name and dosage. Administering of medicines must be approved by the Inclusion Manager and a permission letter signed by the parent/legal guardian.

9. For ensuring road safety:

- Parking restrictions in the road outside the school, which parents are regularly urged to obey.
- Cycling proficiency sessions for bike riders.
- Regular road safety training.
- Road safety signs out in front of the school at the start and the end of the school day.

10. For ensuring personal hygiene, we have:

- Encouragement of a high standard of personal hygiene. This involves teaching children to wash their hands after using the toilet and before meals.
- Providing and maintaining suitable facilities for above.
- A programme of health education for older pupils.
- Where children need to be changed (nappies or soiling), there will be two members of staff present. Children are encouraged to change themselves, with support as necessary.

11 For ensuring playground safety, we have:

- School rules about playground behaviour designed to maximise playground safety.
- Conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds.
- Risk Assessment

12 For ensuring safety during physical education, we have:

- All PE equipment checked regularly and inspected annually.
- Pupils appropriate clothing rules adhered to.
- Close supervision and appropriate rules in place.
- Risk assessments

13 For ensuring safety during science, design technology and other lessons are required we have:

- All equipment checked regularly.
- Pupils appropriate clothing rules adhered to.
- Close supervision and appropriate rules in place.
- Risk assessments

14 For ensuring safety around the building we have:

- Rules for the communal areas including the halls and staircases.
- A system for clearing up spillages and dealing with hazards.
- A trained and vigilant staff.
- Risk assessments
- Health and Safety Audits

15. For safety on educational journeys and outdoor pursuit activities we have:

- On-line educational visit form completion, Evolve, that is completed and authorised before every visit.
- Detailed risk assessments signed off by an appropriate authority in advance of any visit.
- Evaluations to ensure suitability of the visit.

Other reference documents in conjunction with this policy:-

Standard Procedures – LA documents – Admin database – wp/new ranelagh/school organisation/health & safety/standard procedures

Information Bulletins - LA documents – Admin database – wp/new ranelagh/school organisation/health & safety/information bulletins

Risk assessments – school journeys

Risk assessments – buildings/classroom

Risk assessments – personnel – kept in Health and Safety co-ordinator office.

Premises record file – shows checks termly/half termly/weekly/yearly

Cleaners record file - Juniper

Asbestos Audit
Asbestos management file
Instruction manual for Site Supervisors
Stock record
Emergency alarm log
Pest control log