








Our vision is *to enable children to become lifelong learners by creating a safe and inclusive learning environment that nurtures individuality and enhances potential*

Our values:

-  **We're imaginative** - we're creative thinkers and doers
-  **We're curious** - we encourage inquisitiveness and risk taking
-  **We're proud** - we take pride in our school and want everyone to succeed
-  **We're courageous** - we understand that we learn from our mistakes
-  **We're original** - we celebrate difference

## HEALTH AND SAFETY POLICY

<b>Updated on:</b>	
<b>12<sup>th</sup> June 2018</b>	<b>Reviewed and renewed</b>
<b>6<sup>th</sup> October 2020</b>	<b>Reviewed and renewed</b>
<b>7<sup>th</sup> February 2024</b>	<b>Reviewed and renewed</b>

<b>Date agreed by Resources Committee/Headteacher</b>	<b>Signature of <del>Chair or Co-Chair of the Committee or</del> Headteacher</b>
<b>Date agreed for review</b> <b>Spring 2026</b>	<b>Frequency of Review</b> <del>Annual/Two-year cycle/Three-year cycle</del>
<b>Responsibility for Review</b> Resources Committee /Headteacher	

### Statement of General Policy

*This policy is in addition to the London Borough of Lambeth's (LBL) Corporate Health and Safety Manual and Health and Safety Guidance for Educational Establishments in order to benefit staff, pupils, visitors and other users of the premises. Copies of the LBL documents can be located in the office.*

*Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.*

## **1 Purpose**

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Ensure relevant risk assessments are created, implemented and reviewed accordingly, and where this falls outside of the school's expertise, external agents are instructed i.e.; Fire risk assessments, Fire door surveys, Lightning conductor surveys etc.

## **2 GUIDELINES, STATEMENT OF INTENT & DESIGNATED RESPONSIBILITIES**

### **Responsibilities**

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

### **3 The Governing Board will:**

- Agree policy
- Give strategic guidance
- Monitor and review health and safety issues through the Resources Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Board
- Ensure adequate resources for health and safety are available
- Report any health and safety concerns to the Headteacher

### **4 The Headteacher will:**

- Be responsible for the day-to-day implementation of school safety organisation
- Develop a culture of safety throughout the school
- Report to Governors on pertinent issues through the Resources/ Sub-Committee
- Report accidents and incidents of violence to the Achievement & Standards Sub - Committee on a termly basis
- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfil their duties to co-operate with the policy
- Formulate and co-ordinate safety procedures
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Resources/ Pupil Welfare Sub -Committee
- Ensure relevant staff have access to appropriate training

### **5 All staff will:**

- Ensure that they have read the Health and Safety Policy
- Fully support all health and safety arrangements
- Take reasonable care of their own health and safety and that of others who may be affected by their actions

- Report situations which may present a serious or imminent danger to the Headteacher, Premises staff or school office
- Report any defects and hazards to the premises staff through recording in his file in the school office
- Report any concerns of abuse to pupils to the Headteacher who is the child protection officer
- Complete an 'Accident/Incident form', available from the school office, in the event of a significant accident or incident of violence.
- Inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff.

#### **6 The Premises staff will:**

- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
  - a) Provide plant, equipment and systems of work, which are safe, and without risks to health.
  - b) Make arrangements for handling, storage and transportation of articles and substances.
  - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - d) Promote the development and maintenance of sound safety, health and welfare practices.
  - e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and exit from the premises.
  - f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
  - g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
  - h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.
- Ensure that they are familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety survey with the Headteacher and designated governor
- Meet with the Headteacher and Admin, HR & Finance Officer on a weekly basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and Admin, HR & Finance Officer any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

#### **7 The School Admin, HR & Finance Officer will:**

- Report to the Headteacher and Premises staff any defects and hazards that are brought to her/his notice.
- Liaise with the Headteacher and Premises staff when organising health and safety works.

- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher and Premises staff on a weekly basis to manage site issues.

### **8 Subject Leaders will:**

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

### **9 The Administration Team will:**

- Report any health and safety concerns to the Headteacher
- Send out medical alert questionnaires to parents in September and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form
- Ensure 'Accident / Incident forms' are completed for any serious incidents, file forms and send originals to the Corporate Health and Safety Unit of the LA.

### **10 Pupils are expected to:**

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

### **11 Parents/carers are expected to:**

- Support the school in any health and safety matters reported to them.

## **12 ARRANGEMENTS**

### **Accidents and Incident Reporting**

- a) Any pupil complaining of illness is sent to the School Office.
- b) All accident, incidents, ailments and treatment are written on the appropriate form which is filed in each EYFS and KS1 classroom (Infants) or school office (Juniors). A copy **MUST** be sent home to parents/ carers
- c) More serious accidents or incidents are recorded on 'Accident/Incident / forms' obtainable from the School Office
- d) Parents/carers are contacted if there are any doubts over the health or welfare of a pupil. Parents/carers **MUST** be phoned if there is any head injury.
- e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents/carers are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff should ensure they have specific cover from their insurance company. Any child or staff member transported to hospital due to an accident on the school's premises, the incident should be recorded in RIDDOR by the Headteacher or Premises staff
- f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately
- g) Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the school office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay

### **13 Administration of Medicines**

- a) Our office staff administer medicines for long-term conditions on written instructions from parents/carers
- b) Staff record the time medication is given and sign the record sheet
- c) Parents give written consent to authorise First Aiders or administration staff to administer medication
- d) Medication for asthma and EpiPen are stored in a cupboard in the school office. Pupils are supervised by a First Aider when taking their asthma medication

### **14 Asbestos**

- a) An asbestos register is held by Lambeth and the school
- b) The Local Education Authority makes it available to contractors working on site.  
In the event of work contracted out by the school, the asbestos register will be made available by the Premises staff. The school operate a strict Asbestos policy which is available upon request from the Headteacher or Premises staff
- c) Asbestos risk assessment available on request from Headteacher or Premises staff.

### **15 Communication of Information to Users of the Premises**

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the Admin, HR & Finance Officer.

### **16 Control of Hazardous Substances**

The premises staff completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances. Risk Assessment available on request

### **17 Cooking**

- a) Cookers/ appliances should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher
- b) All staff should know where the Emergency stop buttons are located, how to operate them and ensure school procedure is followed in the event of an incident
- c) All ventilation and equipment to be checked annually by accredited company and log kept
- d) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity

### **18 Educational Visits**

- a) Terri Peckham, clerical officer, is the Education Visits Co-ordinator (EVC) and has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit. All staff have a copy
- b) Our procedures are based on the DfEs Guidelines.

### **19 Electrical Testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. Risk assessment available on request from Headteacher or Premises staff.

## **20 Evacuation of the Building**

- a) Fire exits are clearly labelled
- b) Plans showing exit routes are displayed by the door of each classroom
- c) Fire bells and fire doors are tested weekly by the Premises staff
- d) A fire drill is practised once a term and reported by the Headteacher to the Governing Board
- e) Fire appliances are checked annually
- f) Evacuation plan and risk assessment are available from Headteacher or Premises staff
- g) All classrooms and offices have laminated copies of evacuation procedure in their designated H&S area.

## **21 First Aid Provision**

- a) The Headteacher is responsible for ensuring that there is an adequate number of qualified First Aiders
- b) First Aid is administered in classrooms, playground and school office
- c) Portable First Aid kits are taken on to playground during breaks and on educational visits and are available from the school office
- d) A trained First Aider will be available on any educational visit.
- e) All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy and the use of an EpiPens.

## **22 Head Injuries**

Parents are informed of a head injury by phone and accident report.

## **23 Head Lice**

A general letter is sent to the parents of all pupils in a class if there is a case of head lice in the class.

## **24 Hot Drinks**

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that it has a secure lid on it and that it is in a safe position.

## **25 Manual Handling**

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability. If there is any doubt about lifting/moving an object, this should be deferred to the Premises staff who is trained in manual handling. All lifting operations should be performed in accordance to the recommendations outlined in the risk assessment.

## **26 Movement around School**

- a) Pupils should walk around school in single file and stand in single file when waiting
- b) No pupils should remain unsupervised in classrooms or playground

## **27 On Site Vehicle Movements**

There is no car parking available in the school grounds.

- a) Contractors come onto the premises when loading/unloading equipment and park outside the main entrance on the KS2 playground. They can only gain access by contacting a member of staff to open the gate for them

- b) If the vehicle is present during playtime, it is supervised by a member of staff and remains stationary until all pupils are clear of the playground

### **28 PE Equipment**

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

### **29 PE Safe Practice**

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by each teacher.

### **30 Playground**

- a) The KS2 playground is zoned for different activities – basketball, football, quiet area and climbing wall.
- b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- c) Staff supervise the KS1 and KS2 playground during morning / afternoon (infants only) playtime.
- d) We will have adequate Midday Supervisors on duty at lunchtime or additional cover will be supplied by senior managers.
- e) When on duty in the playground staff must remain vigilant and cover as far as possible all areas where children are playing
- f) An adult closely supervises the use of the climbing wall at playtimes and pupils should not use the climbing wall until a member of staff is in attendance.
- g) Equipment will be checked annually as well as when a fault is detected.

### **31 Pregnant Workers and Nursing Mothers**

The Headteacher/Deputy Headteacher will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

### **32 Safe Stacking and Storage**

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk. Any doubt regarding lifting or storing school equipment should be deferred to the Premises staff.

### **33 Slips, Trips and Falls**

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Administration Officer or Premises staff.
- b) Class teachers should inspect their own classes for potential health and safety risks (cables, wet floors, damaged furniture etc).

### **REVIEW OF POLICY**

A review of the policy will be undertaken every two years, or as required, by the Headteacher or Deputy Headteacher and reported to the Pupil Welfare Committee. Any amendments or updates will be reported to the full Governing Board. Any new legislation or directives will be incorporated into the policy as necessary.