



# Health and Safety Policy

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**Reviewed: September 2017**  
**Updated: March 2020**

## **SCHOOLS HEALTH AND SAFETY POLICY STATEMENT**

### **STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH AND SAFETY (CODE OF PRACTICE)**

**Name of School: NELSON PRIMARY SCHOOL**

#### **PART 1 THE POLICY**

##### **1. INTRODUCTION**

- 1.1 This is a Statement of Organisation and Arrangements (Code of Practice) for the above named school. This does not replace the council's safety policy or the Education Department's safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils. Copies of these documents, along with other Codes of Practice and information on health and Safety matters will be found in the school's safety manuals. Copies of these manuals are held in the H/T office.
- 1.2 This statement deals with those aspects over which the Governing Body and Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority have responsibility, it describes how the Headteacher is discharging his/her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.
- 1.3 The aim of this statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:
  - (a) to establish and maintain a safe and healthy environment throughout the school.
  - (b) to establish and maintain safe working procedures among staff and pupils.
  - (c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
  - (d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazard and contribute positively to their own safety and health at work and to ensure that they have access to health and Safety training as and when provided.
  - (e) to maintain a safe and healthy place of work and safe access and egress from it.
  - (f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.

(g) to lay down procedures to be followed in case of accident.

(h) to provide and maintain adequate welfare facilities.

## **PART 2 THE ORGANISATION**

### **RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY**

#### **1 THE NEW VISION TRUST**

The London Borough of Newham has a duty and responsibility under the Health & Safety at Work Act to provide a safe place of work and to ensure compliance with Health & Safety Legislation and associated Regulations.

#### **2 THE GOVERNING BODY:**

**Chair: Jawad Khan**

The Governing Body will work together with the Headteacher and the Local Authority to establish and meet health and safety objectives. The Governing Body has a statutory responsibility under Section 37 of the Health & Safety at Work Act to:

- adopt the New Vision Trust's Health & Safety Policy
- ensure that adequate policies and procedures are in place
- monitor the implementation of policies and procedures

**The Governing Body will address Health & Safety matters via General Meetings**

#### **3 THE HEADTEACHER**

Has, under Section 4 of the Health & Safety at Work Act, responsibility for all school safety organisation and activity and shall :

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice.
- (b) co-ordinate the implementation and monitoring of the approved safety procedures in the school.
- (c) maintain contact with outside agencies able to offer expert advice
- (d) report all known hazards immediately to the NEW VISION TRUST and stop any practices or the use of any plant, tools, equipment, machinery etc he/she considers to be unsafe, until

satisfied as to their safety.

- (e) make recommendations to the Governing Body and or authority for additions or improvement to plant, tools, equipment, machinery etc which are dangerous or potentially so.
- (f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
- (g) annually review:
  - (i) the provision of first aid in the school
  - (ii) the emergency regulations and make recommendations for improving the procedures laid down.
- (h) review annually the dissemination of safety information concerning the school
- (i) recommend necessary changes and improvements in welfare facilities
- (j) inform the Governors as required of the safety procedures/procedures of the school. A section on health and safety will be included in the School's Annual Report.
- (k) ensure the occupancy of the Dining Hall does not exceed 1088 people (dimensions 272 sq meters)

**4 TEACHING AND NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

<u>NAME</u>	<u>POSITION</u>	<u>AREA OF RESPONSIBILITY</u>
Fiona Cullen	Head	Overall (as above)
Jo Cull	Deputy Head	Overall in absence of Headteacher
Deena Osborne, Ann Thorne, Rachel Kaye, Danielle Harris & Rhian Dickeson	Assistant Headteachers	Overall in absence of Deputy Headteacher
Andy Booth	Site Supervisor	Site & Buildings

These Staff:

- have a general responsibility for the application of the NEW VISION TRUST's safety policy to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the NEW VISION TRUST and the Headteacher, including the relevant parts of this statement, shall be observed.

- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water, duplicating fluids, guillotines) eg COSHH storage and COSHH data sheets.
- ensure that the required COSHH information is obtained from the relevant companies and to be stored centrally.
- Site Supervisor to ensure that all COSHH resources are stored and locked away safely and are checked on a regular basis.
- shall resolve any Health & Safety problems any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- shall compile Risk Assessments and modify centrally issued Risk Assessments and carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own safety and health at work
- shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the NEW VISION TRUST
- shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- shall, identify and arrange the health and safety training needs of staff within their area of responsibility.
- shall, consult the school's safety representative on health and safety issues.
- shall provide Care Plans for children with medical conditions and health needs on the advice of medical professionals
- shall provide Care Plans for pupils with allergies who require epi-pens which should be stored in a known, safe and central location.
- shall ensure that medication, including epi-pens, are taken on school visits
- shall keep a record of administering of medication in school

- shall record incidents of adult injury by a child or another adult
- shall, carry out an investigation of any accident/incident that occurs in their area of responsibility and submit a report to the headteacher.

## 5 SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Assistant Headteacher or the Headteacher before allowing practical work to take place.

Class teachers are expected:

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- to give clear instructions and warning as often as necessary.
- to follow safe working procedures personally.
- to call for protective clothing, guards, special safe working procedures, etc. where necessary.
- to make recommendations to their Assistant Headteacher/Head of Year Group etc. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

## 6 OBLIGATION OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 states

**"It shall be the duty of every employee while at work:**

- to take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions of work, and
- as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

**In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected**

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) to observe standards of dress consistent with safety and/or hygiene
- (c) to exercise good standards of housekeeping and cleanliness
- (d) to know and apply the emergency procedures in respect of fire and first aid
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- (f) to co-operate with other employees in promoting improved safety measures in their school
- (g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

## **7 THE SAFETY REPRESENTATIVE**

**The Health and Safety Link Governor is :**

Elizabeth Stopps

It is recognised that the role of the safety representative is to represent employees in accordance with the Safety Representatives and Safety Committee Regulations 1977. The school Leadership Team will consult the school's Safety Representative on matters relating to health and safety. The Safety Representative shall be afforded reasonable time off to carry out termly inspections, investigate accidents, potential hazards, pursue employees complaints and to attend the Health & Safety training course organised by their Trade Union.

Consultation meetings with Safety Representatives and other staff will be arranged by the Headteacher on request.

## **8 THE PUPIL**

The pupils are expected:

- (a) to exercise personal responsibility for the safety of self and class-mates
- (b) to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
  - (d) to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

## 9 VISITORS

Regular visitors and other users of the premises (eg contractors and delivery men from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school must be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned.

**All visitors must report to reception where a 'signing in' system is in operation and identification badges given.**

## PART 3 ARRANGEMENTS

### 1 SUPERVISION OF PUPILS

Class teachers are responsible for the pupils in their care. During lunchtime the team of midday's led by the Midday Supervisor and TA's will be responsible for Pupils and during break times Teachers and TA's on duty . **All staff** will be responsible for children leaving and entering the building. Pupils not behaving responsibly should be reported to the Assistant Headteacher, the Deputy Headteacher or the Headteacher.

### 2 PROVISION OF FIRST AID

First aid will be administered in accordance with the New Vision Trust's Code of practice on First Aid. First Aid boxes are provided in:

First Aid Room    Staff Room    Kitchen    Community Room    Nursery

The schools Designated First Aider(s) are:

Legal Forename	Legal Surname	Role	Certificate Renewal	
Masooma	Akhtar	Nursery Nurse	18 May 2023	Full Paediatric
Jhuma	BEGUM	Teaching Assistant	14 June 2023	
Nina	BENNETT	Nursery Nurse	19 May 2020	Full Paediatric
Rekha	BHIMANI	Teaching Assistant	04 December 2020	
Roshan	CHOWDHURY	Teaching Assistant	15 January 2021	
Nasima	CHOWDHURY	Teaching Assistant	9th December 2021	
Geraldine	CLARKE	Teaching Assistant	16 October 2020	
Michelle	COKER	Receptionist	19 May 2023	
Ade	COLE	PE Coach	6th March 2021	
Perminder	DHALIWAL	Teaching Assistant	9th December 2021	
Kelly	ENGLISH	Teaching Assistant	30 November 2020	Full Paediatric
Leah	FLETCHER-FRASER	Teaching Assistant	25 January 2021	
Karen	GALE	Teaching Assistant	16 October 2020	
Nagina	GHAFOOR	Teaching Assistant	25 January 2021	
Champa	HALAI	Teaching Assistant	15 January 2021	
Nageena-Shaheen	HASSAN	Receptionist	30 November 2020	Full Paediatric
Shirley	HUNTER	Pastoral Support	07 November 2020	Full Paediatric
Stara	HUSSAIN	Nursery Nurse	18 May 2020	Full Paediatric
Amira	JARIRA	Teaching Assistant	15 January 2021	
Sana	KALIM	Nursery Nurse	30 November 2020	Full Paediatric
Kulvant	KAUR	Teaching Assistant	08 March 2022	Full Paediatric
Tahira	KHAN	Teaching Assistant	16 October 2020	
Vathsala	KOWARTHANAN	Teaching Assistant	15 January 2021	
Michele	LEE	Teaching Assistant	08 March 2022	Full Paediatric
Jackie	MACKENZIE	Teaching Assistant	07 November 2020	Full Paediatric

Adelaine	MULLIGAN	Teaching Assistant	16 October 2020	
Kamaljit	PALRAY	Teaching Assistant	15 January 2021	
Leandra	POLIUS	PE Coach	10th February 2022	
Nancy	RICE	Teaching Assistant	04 December 2020	
Kim	ROBSON	TA/Midday	31 March 2023	
Hamida	SHAIKH	Nursery Nurse	30 November 2020	
Maria	TASKINA	Teaching Assistant	15 January 2021	
Barbara	WHALE	Teaching Assistant	04 December 2020	

The designated officer responsible for checking and maintaining the contents of first aid boxes is:

Nageena Hassan

### 3 EMERGENCY PROCEDURES

#### 3.1 Illness/Accident or Incident

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed.

- (a) First Aid should be rendered, **but only as far as knowledge and skill permit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a pupil/member of staff to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

#### (c) Accident Forms

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported on the appropriate accident forms and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from the school office or Reception. Completed forms should be passed immediately to the School Business Manager who should investigate the accident and report to the Headteacher. An accident form must be completed for all accidents, (employees, pupils, visitors etc), however minor, and for employees only, an entry must be made in the Accident Register (forms B1-510, published by HMSO), which is held in the school office. The Headteacher will forward without delay the accident forms to the New Vision Trust Health and Safety Adviser. Fatal and serious accidents must be reported immediately to the NEW VISION TRUST Health and Safety Adviser on 020 7476 1252 and the accident form must then be completed and sent within 3 days. *Accidents must be reported in accordance with the Code of Practice for the reporting and investigation of Accidents, Incidents and Dangerous Occurrences.*

(d) **Stress Management**

The school has adopted the Corporate Health and Safety Stress Management Policy (**see appendix 1**)

**3.2 Fire and Emergency Procedures**

It is the duty of all members of staff to carry out the Fire and Emergency procedures as follows:

(i) **Escape Routes**

The Site Supervisor is responsible for ensuring that all escape routes are kept clear and reporting any defects immediately. Problems should be reported to the Headteacher and to School Business Manager as appropriate.

(ii) **Fire Fighting Equipment**

All fire fighting equipment is serviced annually through the

\* Local Authority's central contract or

Headteacher is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held in the School's Health and Safety Manual.

(iii) **Fire Alarms**

Fire alarms are tested weekly by Site Supervisor and recorded in the fire alarm log book. Fire alarms are inspected/tested four times a year.

(iv) **Fire Drills**

Termly fire drills will be arranged by the Head Teacher. The purpose is to remove everyone from the buildings as quickly as possible, assemble them in a safe place and check attendance. The following staff have special responsibilities

**KS2 Playground**

Office Staff & Receptionist

Call Emergency Services

Check all staff, pupils & visitors accounted for

Take Registers into KS2 Playground

Fire Wardens

Check building has been evacuated

Deputy & Assistant Heads Take charge of assembly areas

**KS1 Playground**

Head Teacher

Meet Fire Crew and take to alarm Board

School Business Manager

Check Intervention Rooms

Liaise with KS2 via walkie-talkie

Report to KS2 when clear to re-enter

(v) **Evacuation Procedures**

It is the duty of all members of staff to carry out the procedures as listed in Appendix 2 Fire Evacuation, Appendix 3 Bomb Warning Regulations.

**4 INFORMATION/DOCUMENTATION.**

All staff shall receive copies of documentation/information issued by the New Vision Trust in relation to their areas of work. All staff must ensure that guidance is adhered to. The school's Health and Safety Manual will be available to all members of staff.

Copies of the manual will be held in Headteacher's Office.

**5 TRAINING**

It is the responsibility of Senior staff to identify the training needs within their area of responsibility and advise the Headteacher. All staff are encouraged to request release to attend health and safety training courses.

**6 REPAIRS AND MAINTENANCE:**

(i) All defects must be reported to the Site Supervisor who in turn will report all landlord repairs to the NEW VISION TRUST and will arrange as appropriate for repairs to be carried out. All maintenance items reported are to be recorded in the Maintenance Book.

(ii) **Lightning Protection**

This is the responsibility of the New vision Trust  
, to arrange every 12 months.

**7 ELECTRICAL EQUIPMENT**

(i) All portable appliances will be tested annually by NEW VISION TRUST Contractor. A copy of the inventory of the electrical equipment tested including test results will be held in the school office. All staff must visually check all electrical appliances prior to there use and report any defects to senior staff. All defective equipment must be taken out of use immediately.  
**Privately owned appliances must not be used in schools.**

(ii) Fixed wiring is inspected every 5 years and is currently the responsibility of the NEW VISION TRUST contractors.

**8 MACHINERY AND PLANT.**

(i) All machinery and plant must be checked for health and safety prior to being brought on site.

- (ii) Assistant Heads/senior staff must ensure that there is a system of inspection to identify and safeguard dangerous machinery.
- (iii) Pressurised plant is inspected and tested by NEW VISION TRUST Contractors.
- (iv) Lifting machines are inspected and tested every 6 months by the NEW VISION TRUST contractor. In addition the Electrical Section arranges for these machines to be maintained 4 times a year.
- (v) The boilers are the responsibility of New vision Trust contractors and are serviced annually.

## 9 CONTRACTORS ON SITE

The Site Supervisor will be responsible for Contractors entering or working within the School. He/she will be responsible for setting out safe systems of work.

## 10 SPECIAL RISK SITUATIONS:

All staff should be aware of the following risks:

### (i) Stairwells

- keep to the left at all times
- pupils should not talk on the stairs
- pupils must not run or jump

### (ii) Reporting of Hazards

Anyone noticing a hazard should immediately take steps to protect other persons from the hazard. The hazard should then be reported to:

Site Supervisor \_\_\_\_\_ building defects

Deputy Head Teacher \_\_\_\_\_ equipment

The School Safety Representative will be consulted on any problems, hazards and defects.

### (iii) Control of Substances Hazardous to Health (C.O.S.H.H.)

All substances/equipment used within the establishment must comply with the NEW VISION TRUST's Code of Practice for COSHH. Risk Assessments for new substances must be provided. It is the responsibility of the NEW VISION TRUST to inspect and test fume cupboards annually. A copy of the test report will be made available to the school. Defects that occur in between inspections should be reported to NEW VISION TRUST.

## 11 ADVICE.

Advice is available from many sources within the NEW VISION TRUST. A list of help is available in

file one and file two, held in the School Business Manager's Office.

## **12 SCHOOL TRIPS**

Educational Visits must be carefully organised and prepared in accordance with the Schools Procedure for Educational Visits.

## **13 CLEANING ARRANGEMENTS**

The school is cleaned by Juniper Catering & Cleaning Services

Any problems relating to cleaning should be made to the Site Supervisor

## **14 PE EQUIPMENT AND PLAY EQUIPMENT**

PE equipment and play equipment shall be inspected annually organised by New Vision Trust.

Regular visual inspections will be undertaken by staff using equipment. Any defective equipment must be taken out of use immediately.

## **15 SECURITY**

All visitors must report to the School Office where they will be asked to fill in the Visitors Book and given a visitors badge.

Any member of staff who notices an unidentified person on the site should seek to identify that person and/or inform the Site Supervisor, Reception Office or a member of the Leadership Team immediately.

## **16 PROTECTIVE CLOTHING AND EQUIPMENT**

Where protective clothing and equipment is provided, it must be used by both staff and pupils at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

## **17 CONCLUSION**

**It is the responsibility of everyone to make these arrangements work.** This will ensure as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (eg Health & Safety Executive or Environmental Health Inspector) the Headteacher should immediately advise the Director of Education. If a prohibition notice is issued, with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the NEW VISION TRUST or Headteacher in

pursuance of the safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter he/she should then report the matter to the Senior Education Officer (Strategy and Resources) . If no action is seen to be taken the Headteacher should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or to the officers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestion by any member of staff to improve standards of Health and Safety are welcomed by the Headteacher.

### **Review**

Review of the procedures, particularly those in Part 2 will take place in consultation with the Safety Representative each year in time for the commencement of the new academic year.