

ST JOHN'S Highbury Vale C of E School  
**HEALTH AND SAFETY POLICY**

**1. Introduction**

- 1.1. This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations.
- 1.2. It will be reviewed, added to and modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all school employees.

**2. Definition of 'employee'**

- 2.1. The term 'employee' includes all paid staff whatever their function in the school. 'Employee' does not include contractors' staff, for whom the contractor is the employer for purposes of health and safety. For practical purposes volunteers, parents, governors and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the school, such as assisting teachers, accompanying children on school trips, carrying out maintenance, decoration or DIY work etc.
- 2.2. The success of this policy depends on the active support of all employees to achieve its objectives.

**3. Aims of the policy**

- 3.1. The overall aim is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises.

Other detailed aims are as follows:

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff and pupils;
- 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;
- to ensure the provision of sufficient information, instructions and supervision to enable all pupils, employees and people working on site to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as and when required;

- to ensure the provision of sufficient information, instructions and supervision to enable all visitors to the site to avoid hazards and be aware of appropriate health and safety procedures;
- to maintain a safe, healthy place of work and study and safe access and egress from it;
- to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises;
- to lay down procedures to be followed in case of accident;
- to provide and maintain adequate welfare facilities.

#### **4. Head Teacher's statement**

- 4.1. The Head Teacher recognises and accepts responsibility as site manager, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.
- 4.2. In discharging these responsibilities the Head Teacher will pay due regard to relevant regulations, codes of practice, site 'permits to work' for contractors, guidance notes and professional advice agreed by the London Borough of Islington Principal Safety Officer and the Director of Education.
- 4.3. The Head Teacher similarly requires all employees of the school and of the London Borough of Islington to recognise their responsibilities to take care for the safety of themselves, of other workers, pupils, visitors and of others who may be affected by the work of the school and to co-operate fully with the Head Teacher in implementing this policy.
- 4.4. The Head Teacher as site manager accepts responsibility as far as is reasonably practicable, for the effect of the school's activities on the safety of contractors and others whilst working on school premises.
- 4.5. The Head Teacher similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.
- 4.6. The Head Teacher will co-operate fully in the appointment of Safety Representatives by recognised trade unions as set out in the Safety Representatives and Safety Committees Regulations 1978.

#### **5. Governors' statement**

- 5.1. The Governing Body of the school will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at

Work Act 1974, relevant regulations, approved codes of practice, guidance notes, and paying due regard to advice and information provided by advisers.

- 5.2. The Governing Body, through the Resources Committee, will ensure that the security of the school site is regularly monitored.
- 5.3. In order to assist in the discharge of its responsibilities the Governing Body will receive from the Head Teacher copies of all health and safety reports sent to the Islington Education Service or the London Borough of Islington.

## **6. General responsibilities**

- 6.1. The Head Teacher will liaise with the school's Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act 1974.
- 6.2. The Head Teacher will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.
- 6.3. Those with management responsibilities over other staff (i.e. line managers) will take all reasonable measures to assist the Head Teacher in implementing the school's Health and Safety policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility fulfil their responsibilities and that the areas in which they work are safe.
- 6.4. Employees have the duty to take responsible care for their own health and safety and that of others who may be affected by their actions and/or omissions. Employees are to co-operate with the Head Teacher and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

## **7. Responsibilities and duties in matters concerned with safety**

### **7.1. Responsibilities of the Head Teacher**

The ultimate responsibility for all school safety organisation and activity rests with the Head Teacher, who shall:

- 7.1.1. be the focal point for day to day references on safety and give advice or indicate sources of advice;
- 7.1.2. co-ordinate the implementation of the approved safety procedures in the school;
- 7.1.3. maintain contact with outside agencies able to offer expert advice;
- 7.1.4. ensure on-going risk assessments are carried out regularly for all areas of the school premises and for all activities in which staff, pupils and visitors to the school may be involved;

- 7.1.5. report all known hazards immediately to LBI and stop any practices or the use of any plant, tools, equipment, machinery etc. which he considers to be unsafe until satisfied as to their safety;
- 7.1.6. make recommendations to the appropriate authority for additions or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so, or where conditions change;
- 7.1.7. make or arrange investigation of premises, places of work and working practices on a regular basis and ensure that he is kept informed of accidents and hazard situations;
- 7.1.8. provide employees with the results of any risk assessments;
- 7.1.9. review regularly the provision of first aid in the school and the emergency regulations and make recommendations for improving the procedures laid down;
- 7.1.10. review regularly the dissemination of safety information concerning the school;
- 7.1.11. recommend necessary changes and improvements in welfare facilities;
- 7.1.12. inform the governors regularly of the Health and Safety arrangements of the school. This should normally be done by means of a regular report on health and safety at each meeting of the Resources Committee.

## **7.2. Responsibilities of all employees**

- 7.2.1. The Management of Health and Safety at Work Regulations 1992 together with the Health and Safety at Work Act 1974 state that it shall be the duty of every employee while at work:
  - 7.2.1.1. to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work and
  - 7.2.1.2. as regards any duty or requirement imposed on his employer or 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.
- 7.2.2. The Legislation also states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- 7.2.3. In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:
  - 7.2.3.1. to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied;
  - 7.2.3.2. to follow instructions related to health and safety procedures;
  - 7.2.3.3. to observe standards of dress consistent with safety and/or hygiene;

- 7.2.3.4. to exercise good standards of housekeeping and cleanliness;
- 7.2.3.5. to know and apply the emergency procedures in respect of fire and first aid;
- 7.2.3.6. to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- 7.2.3.7. to inform the Head Teacher of any potential hazards (but only within their own knowledge and experience);
- 7.2.3.8. to co-operate with other employees in promoting improved safety measures in the school
- 7.2.3.9. to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

All members of staff are encouraged to put health and safety issues on the agendas for staff meetings, team meetings and SLT meetings.

**7.3. Responsibilities of teaching and non-teaching staff holding posts/positions of special responsibility**

These staff:

- 7.3.1. have a general responsibility for the application of the Health and Safety policy to their own area of work and are directly responsible to the Head Teacher for the application of existing safety measures and procedures within that area. Advice or instructions given by LBI and the Head Teacher, including the relevant parts of this statement, shall be observed;
- 7.3.2. 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 (e.g. chemicals, boiling water, guillotines);
- 7.3.3. shall resolve any health and safety problem any member of staff may refer to them and refer to the Head Teacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- 7.3.4. shall carry out regular safety inspections of the activities for which they are responsible and where necessary, submit a report to the Head Teacher;
- 7.3.5. shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work;
- 7.3.6. shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of LBI;

- 7.3.7. shall propose to the Head Teacher requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

#### **7.4. Responsibilities of class teachers**

- 7.4.1. The safety of pupils in classrooms is the responsibility of class teachers. Teachers have traditionally carried a responsibility for the safety of pupils when they are in their charge and this is further defined in the School Teachers' Pay and Conditions Act of 1991, as amended.
- 7.4.2. If for any reason e.g. the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the Head Teacher before allowing practical work to take place.
- 7.4.3. Class teachers are expected:
- 7.4.3.1. to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb threat and first aid and to carry them out;
  - 7.4.3.2. to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
  - 7.4.3.3. to give clear instructions and warnings as often as necessary;
  - 7.4.3.4. to follow safe working procedures personally;
  - 7.4.3.5. to call for protective clothing, guards, special safe working procedures etc. where necessary;
  - 7.4.3.6. to make recommendations to the Head Teacher, e.g. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so;
  - 7.4.3.7. to follow Child Protection and Safeguarding procedures.

#### **7.5. Responsibilities of pupils**

- 7.5.1. All staff shall work with pupils to establish, at whatever level is appropriate, an ability:
- 7.5.1.1. to exercise personal responsibility for their own safety and that of their classmates;
  - 7.5.1.2. to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable foot-wear);
  - 7.5.1.3. not to bring knives or any other dangerous items into school;

- 7.5.1.4. to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- 7.5.1.5. to use and not wilfully misuse, neglect or interfere with things provided for their safety.

7.5.2. The school day hours are as follows:

**EYFS/KS1 Morning: 8.55am–12.00pm : Lunch 12.00-1.25pm : Afternoon: 1.25pm – 3.30pm**

**KS2 Morning: 8.55am–12.30pm : Lunch 12.30-1.25pm : Afternoon: 1.25pm – 3.30pm**

Responsibility for pupils on the premises is accepted for 10 minutes on either side of these hours.

## **7.6. Responsibilities of visitors and volunteers**

All visitors will sign in at the Reception office and will wear a “Visitor” badge. Regular visitors and other users of the premises (e.g. delivery men from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the staff they are with.

## **8. Advice and training**

- 8.1. The Head Teacher notes that the Islington Education Service and the London Borough of Islington provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate employees. The Head Teacher will make available to all employees the pamphlet ‘Health and Safety Law: what you should know’ published by the Health and Safety Executive. The Head Teacher undertakes to make such advice and information available to all appropriate employees. The Head Teacher will also ensure that all employees receive appropriate health and safety training.

## **9. Reviewing and publicising the policy**

The Governing Body will review this policy every three years and whenever circumstances change.

The Health & Safety policy and any revisions will be discussed with staff at an annual INSET/staff meeting in the autumn term.

## **10. Conclusion**

- 10.1. It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions for staff and learning conditions for pupils are safe and that the school is accident free for everyone.
- 10.2. If an improvement or prohibition notice is served by an enforcement officer (e.g. Factories Inspector or Environmental Health Inspector), the Head Teacher should immediately advise LBI, the Chair of the Resources Committee and the Chair of Governors.

Date approved by the Resources Committee: 12 November 2014

Date approved by Governing Body: XXXXXXXXX

# APPENDICES

## 11. Accident reporting

11.1. We aim to minimise accidents. We do this by:

- 11.1.1. Ensuring that when any new equipment is bought, staff are given training on how to use it;
- 11.1.2. Ensuring that, through regular assemblies and in lessons, children are reminded of school rules regarding the health and safety of themselves and others, and of the constant need for self-discipline to minimise the harming of themselves and their peers.

It is an aspect of school life that accidents will happen, and when these do they are logged immediately, usually by our First Aid Officer TAs and Midday Meal Supervisors.

11.2. If a First Aid Officer is not available then all members of staff are aware of our accident logging procedure. This is done via the Accident and Incident Log kept in the medical room which includes the following details:

Date / Name / Yr / Type of accident/ Further Action / Signature

An accident letter to the parents is then completed by the First Aider for the child to take home.

- 11.3. More serious accidents are entered via the School's Accident Reporting System (IRIS), but are followed up by the Lead First Aider assessing the child. If there are further concerns the child's parents will be called for the child to be collected.
- 11.4. If the injury is to the head or face and is not deemed a minor scrape or bump an ambulance will be called. The school shall log the time it is phoned and the time of arrival. The school's Lead First Aider, or in her absence the School Business Manager, will be in the main entrance waiting to guide the ambulance crew to the injured party.
- 11.5. All major and minor incidents of injury and or near misses are kept on file in the head teachers office. IRIS Major and Minor Injury File as part of School's Accident Reporting System (IRIS).
- 11.6. For further guidance on accident reporting, please refer to the School's Accident Reporting System (IRIS). <https://IRIS.info-exchange.com>

## 12. Animals

12.1. If teachers wish to bring an animal on site then the permission of the Head Teacher must be sought. A written statement outlining the reasons for the above is to be given to the Head Teacher, outlining hygiene arrangements prior to the visit.

- 12.2. Where farm visits take place, teachers must ensure adequate facilities for washing hands are available on the site. Teachers must remind children of the need for washing hands after stroking animals and supervise this activity particularly before food is eaten.
- 12.3. Parents/carers are not allowed to bring dogs or other animals on to the school site.

### **13. Asbestos**

- 13.1. To ensure the health and safety of staff from asbestos contamination whilst on the school site, St John's HV School follows these procedures:
  - 13.1.1. Any member of staff believing they may have discovered asbestos on the school site will immediately vacate the vicinity, evacuating everyone else where this is considered practical.
  - 13.1.2. The concerned member of staff will immediately inform the Head Teacher of the possible presence of asbestos.
  - 13.1.3. The Head Teacher will instruct the Premises Manager to make an initial inspection of the material believed to be asbestos. He will also contact the asbestos team at LBI who will carry out an asbestos survey.

If asbestos is confirmed or if the material cannot definitely be certified as 'safe', the Premises Manager shall request a council-approved specialist contractor to take immediate and appropriate action with the identified material, whether this be a) immediate removal, b) programmed removal, c) encapsulation, d) no action in those cases where detailed examination and testing confirms that it is safe to do so. Where option c) is taken – periodic review of the encapsulated asbestos will be taken by the Premises Manager to ensure its safe condition.

- 13.2. All known asbestos in the school is identified and recorded in the asbestos register (responsibility of the Head Teacher and LA).
- 13.3. All identified asbestos is regularly monitored and inspected on an annual basis and the register updated (responsibility of the Premises Manager/ Head Teacher).
- 13.4. All contractors that come on site for building and or maintenance work will be provided with a copy of the school asbestos register. It is the responsibility of all contractors to adhere to the HSE regulations when working around asbestos.

### **14. Bomb procedure**

- 14.1 If a call is received suggesting a bomb threat, the Business Manager/Head Teacher/Receptionist will record the message accurately taking account of background noise.
- 14.2 The following procedure will be followed:
  - 14.2.1 Ring 999

- 14.2.2 Evacuate the building
- 14.2.3 When police arrive they will liaise with the Head Teacher (or Deputy Head Teacher) and a decision will be made whether the bomb call is treated as a hoax or whether to conduct a search
- 14.3 If the school has to be evacuated then the Head Teacher will direct teachers and their classes away from the vicinity of the suspected device, out of the school and up to the St Joan of Arc Primary School.
- 14.4 After this, the fire alarm will be set off and a note will be placed at the school entrances to stop people entering the school.

## **15. Building maintenance**

- 15.1 The Premises Manager will complete minor building maintenance work, repairs and replacing existing fixtures. The Head Teacher will check his work as far as is practicable.
- 15.2 The school shall only use appropriate and qualified contractors other than for minor maintenance jobs which are undertaken by the Premises Manager.
- 15.3 The Head Teacher will contact the LDBS site surveyor to authorise work to be undertaken.
- 15.4 The Premises Manager will always check the work before signing it has been done.
- 15.5 If an area is unsafe it must immediately be sectioned off and reported to the Head Teacher.

## **16. Cleaning**

- 16.1 The cleaning of the school is the responsibility of the Premises Manager.
- 16.2 If the Head Teacher is not happy with the cleanliness of the site he will speak with the Premises Manager who has immediate responsibility for monitoring cleaning standards. The Premises Manager will be responsible for contacting the cleaning contractor to improve standards and for monitoring the improvement.

## **17. Communicable diseases**

- 17.1 Any child showing symptoms of an infectious disease should be isolated and the parents/carer requested to collect the child from school.
- 17.2 The child should not return to school until he or she is well again and any incubation period is complete.(In line with the NHS recommendations for communicable diseases)

## **18. Contractors on site**

- 18.1. The school has adopted the LBI policy “Contractors in Schools.”
- 18.2 All contractors on site will report to the School Business Manager and/or the Premises Manager. They must sign in using the Visitors’ signing in book.
- 18.3 All contractors must show their ID and CRB number to the School Business Manager to gain entry to the school. If this is not available then a member of staff must supervise them as they work. If a member of staff is not available the contractor will need to return when the children have gone home.

## **19. Control of Substances Hazardous to Health (COSHH)**

- 19.1 The school shall only use substances authorized by the LBI. All reps attempting to sell cleaning materials are refused.
- 19.2 The highest standards of safety regarding COSHH substances must be implemented, e.g. locked shed for cleaning fluids away from the main building.
- 19.3 A high shelf in the cleaners’ cupboard must be used for cleaning substances. The cupboard must be locked in school hours.
- 19.4 Washing detergent must be stored out of children’s reach.
- 19.5 All deliveries must be locked away immediately by the Premises Manager.
- 19.6 No member of staff is allowed to store any chemical that is not used by the school. The Premises Manager and cleaning staff are the only staff permitted to use cleaning chemicals (other than soaps and washing-up liquid).

## **20. Display Screen Equipment**

- 20.1 In St John’s HV School a “user” is someone who uses display screen equipment (“DSE”) more or less continuously on most days; for example, the School Business Manager is a “user”.
- 20.2 The school has adopted the LBI guidelines on the use of display screen equipment. The School Business Manager is aware of these guidelines.
- 20.3 The school will endeavour to maintain recommended office environmental conditions, (space, lighting, heat, humidity) as far as is reasonably practicable.
- 20.4 Wires connecting equipment must be secured along the side of desks where the equipment is kept to eliminate any hazard from trailing wires.
- 20.5 Electrical equipment forming part of DSE shall be tested periodically by the “Electrical testing person” - the Premises Manager.

## **21 Electrical safety**

- 21.1 The Premises Manager has attended electrical training at the LA and is the school's competent person.
- 21.2 All staff must be made aware that any electrical equipment which is considered unsafe must be reported immediately to the Head Teacher and recorded in the Premises Manager's "Maintenance Book" held in the School Office.
- 21.3 Any equipment reported as faulty or unsafe should not be used until repair has taken place.
- 21.4 Only recognised contractors must be used for electrical repairs e.g. for computers.
- 21.5 The school policy is not to buy second hand electrical equipment.
- 21.6 Staff are not permitted to bring any electrical or electronic equipment into school without prior permission from the Head Teacher (other than small devices for personal use such as mobile phones, iPods/iPads etc.).

## **22 Fire safety**

- 22.1 Fire drills are organised by the Head Teacher and must be held termly. They must be recorded in the Premises Manager's Health and Safety folder (Fire Safety section).
- 22.2 All fire extinguishers are checked annually in accordance with the school's asset management SLA.
- 22.3 Walkways and fire doors should be kept clear of obstructions at all times.
- 22.4 Visibility panels on fire doors must always be kept clear; displays on these are prohibited.
- 22.5 Fire doors should not be wedged open.
- 22.6 All fire exits must be clearly labelled.
- 22.7 The Head Teacher shall keep fire drill procedures and escape routes under review in consultation with the LBI fire safety officer.
- 22.8 The school is a no smoking site.**
- 22.9 The school's designated fire officer is the Head Teacher. Designated Fire Marshalls are listed on the evacuation procedures notices displayed in all rooms of the school.

## **23 First Aid**

- 23.1 First aid boxes are located in the medical room and staff room.
- 23.2 It is the responsibility of the Welfare Officer (Ruth Gladstone) to check the boxes regularly and replace used stock.
- 23.3 All staff are required to undertake first aid training and the Lead First Aider to undertake the in-depth training.
- 23.4 A first aider must always accompany the children on school outings, journeys and to playing fields.

## **24 Food hygiene**

- 24.1 Caterlink catering contractors are responsible for hygiene in the kitchen in the first instance.
- 24.2 Staff must ensure that lunch boxes are kept away from heated radiators in the winter and stored away from sunlight in the summer.
- 24.3 Before any activity involving cooking, children must be instructed in kitchen safety.
- 24.4 School cookers are not to be used by children for school functions.

## **25 HIV/AIDS and blood-borne infections**

- 25.1 Staff will always:
  - 25.1.1 wear a pair of disposable gloves when dealing with body fluids;
  - 25.1.2 wear a new pair of disposable gloves for each new person to prevent infection of others;
  - 25.1.3 dispose separately of used gloves, soiled dressings and swabs in the refuse bag marked "Body Fluids" .
- 25.2 Any staff or children who are bitten and the resulting injury breaks the skin will be taken to the A and E unit at the local hospital for advice and possibly post exposure immunisation. Known information about the "biter" will be passed to the A and E unit.
- 25.3 Members of staff are asked to note that LA approved training is provided and available to all members of staff.

## **26 ICT and WIFI**

- 26.1 St John's HV school is aware of the recent information about ICT/ WIFI use in school and has taken advice from the LA. The LA has said that the information is inconclusive and that there is no evidence of risk to health from the use of ICT equipment.
- 26.2 We do recognize that ICT/ WIFI use presents potential hazards and have issued the following procedures:
- 26.2.1 Laptop computers are not to be used on laps; they should be used on tables.
- 26.3 For further detailed guidance on ICT and WIFI use, please also see the school's ICT policy.

## **27 Intruders on site**

- 27.1 The Head Teacher will exclude people from the premises if staff or pupils feel threatened.
- 27.2 The school has adopted the LBI policy and procedures on Violence and Aggression against Employees.

## **28 Lettings**

- 28.1 Parts of the school premises are let for one-off events (e.g. children's parties) or on a regular basis (e.g. for after school activities). Each request for a let will be looked at on an individual basis.
- 28.2 For further details about lettings, please refer to the school's Lettings Policy.

## **29 Maintenance of Equipment**

- 29.1 The Premises Manager is trained in electrical testing. All electrical appliances and equipment are tested on an annual cycle. The Premises Manager does weekly tests on the alarm system.
- 29.2 Gas appliances are tested annually by appropriately qualified contractors
- 29.3 Under the relevant contracts the following are to be tested annually:
- Alarm system (Chubb)
  - Fire fighting equipment and Fire Alarm (Chubb)
  - Boiler room settings (REAM)

## **30 Manual Handling**

- 30.1 Children must be instructed how to lift P.E. equipment properly, never being allowed to lift it on their own, but sharing the load.
- 30.2 The Premises Manager and any other staff engaged in handling heavy or awkward items are to be made aware of courses on manual handling as they are made available by LBI.

### **31 Medical Conditions and Medication**

- 31.1 The school has a detailed policy on the care of pupils with specific medical needs and on the administration of medicines in school. Please refer to policy for further guidance.

### **32 Occupational Health Services and work related stress**

- 32.1 Stress is defined as *“a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual’s ability to cope.”*
- 32.2 Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be referred to the OHS for support and professional advice.
- 32.3 At school level, support for stressed employees includes:
  - 32.3.1 Re-examination of the workload with a view to making beneficial changes
  - 32.3.2 Recommending a period of paid absence from school
  - 32.3.3 Suggesting support from an appropriate counsellor
  - 32.3.4 Recommending consultations with their GP
  - 32.3.5 Directing the employee to the OH Physician
- 32.4 We buy into the Care First counselling service for all our staff. (EAP-Employee Assistance Program)

### **33 Physical restraint**

- 33.1 The school has adopted the LBI guidelines on “positive handling, physical restraint.”

### **34 Playground safety**

- 34.1 A minimum of two members of staff must be on duty at break times and cover the main and small playgrounds and ball court.

- 34.2 A minimum of 4 Midday Meals Supervisors (MMSs) must be on duty during lunch time.
- 34.3 MMSs are to be trained by the Deputy Head Teacher on issues such as behaviour management. They are to be given annual training on Child Protection by the CP and Safeguarding Officer (Head Teacher or Deputy). MMSs should also be made aware of any LBI courses they should attend or which they might wish to attend.
- 34.4 The Deputy Head Teacher shall meet with the MMSs on a regular basis (once each half term).
- 34.5 All play fighting activities are prohibited. Children must be reminded regularly about this.
- 34.6 The Premises Manager shall conduct a daily check of the playgrounds and apparatus within it before school begins.
- 34.7 The Head Teacher should be informed immediately of any potential hazards and the area will be made out of bounds until it can be made safe.

## **35 Risk Assessments**

- 35.1 There are comprehensive risk assessments held on the electronic system (Frontline Data). Staff are required to update these as appropriate and inform the Head Teacher so that relevant amendments can be made on the system.
- 35.2 The Premises Manager inspects the site daily for potential risks. If any risks are identified, the Premises Manager makes them as safe as possible and informs the Head Teacher about the risk. If professional services are required the Premises Manager will ring the LBI Health and Safety team for advice.
- 35.3 Once a term the Head Teacher and Premises Manager will conduct a formal risk-inspection of the site.
- 35.4 All findings are to be recorded in the risk assessments log book kept with the Health and Safety folder in the School Office.
- 35.5 It is the responsibility of all teaching and non-teaching staff to report potential hazards and risks to the Premises Manager/Head Teacher.
- 35.6 Non-urgent works are recorded in the Premises Manager's Maintenance Book which is located in the Business Manager's office.
- 35.7 The following Risk Assessments are in the process of being adapted to the circumstances at St John's Highbury Vale. The completed Risk Assessments will be notified to the Resources Committee and kept on file by the Head Teacher.

<p><b>SITE MANAGEMENT</b>  Boiler Rooms  Buildings Defects  Contractors on Site  Drinking Water Supply  Glazing  Hot weather / temperatures - indoors  Hot weather / temperatures - outdoors  Security  Slips, Trips and Falls  Playground Safety  Bad weather – snow, ice and frost</p>	<p><b>WORK AT HEIGHT</b>  Changing Light Bulbs  Ladders and Stepladders  Putting up Displays  Retrieving Items from Storage  Tower Scaffolds  Work at Height – General</p>
<p><b>SITE CLEANING</b>  Cleaning Materials  Infectious Materials and Medical Waste  Litter Picking  Mopping Floors  Site Cleanliness – Hygiene</p>	<p><b>EQUIPMENT</b>  Computer Projectors and Whiteboards  Computers on Trolleys in Class  Cookers (Electric) and Cooking  Electric Tools  Equipment - Guillotine  Equipment - Non-Electrical  Photocopiers  Portable Electrical Equipment</p>
<p><b>EXTENDED SERVICES</b>  Breakfast Clubs / After School Childcare  Children Leaving Out of School Hours Learning or  Childcare Provision  Children Transferring to Out of School Hours Learning  or Childcare Provision  External Tutors  Family Learning  Volunteers in Schools</p>	<p><b>BEHAVIOUR AND WELLBEING</b>  Aggression and Violence  Epilepsy in School Staff  Home Visits  Movement around School Site  New and Expectant Mothers  Plays and Performances  Stress  Wheelchairs in School  Working Alone</p>
<p><b>MOVING AND HANDLING</b>  Lifting Nursery Children  Manual Handling – General  Moving Equipment on Trolleys</p>	

## 36 Road Safety

- 36.1 Children are to be constantly reminded of road safety issues through the curriculum and in assemblies.
- 36.2 Parents and carers will be asked to park considerately when dropping off children and collecting at the end of the school day. Parents and carers are to be reminded of this responsibility through newsletters.

## 37 School Trips

- 37.1 The school has a detailed policy on School trips, visits and journeys. Please refer to this policy for further guidance.

## **38 School Security**

- 38.1 All visitors should report to the school office on arrival. All visitors not known to the school must show their ID and DBS number to the School Business Manager to gain entry to the school.
- 38.2 All visitors must sign in the visitor's book and wear a visitor label.
- 38.3 All visitors who come into contact with children or are likely to do so and any who work with children in isolation should be asked to produce evidence of ID and DBS numbers. If the visitor is unable to produce these documents then they must be accompanied by a member of staff at all times.
- 38.4 Exterior doors should be kept closed.
- 38.5 All gates in the school must be closed at 08.00am (car park and main gates). These must remain closed during Breakfast Club hours.
- 38.6 The outside gates are to remain closed until 5.00pm (car park and main gates).
- 38.7 At the start of the school day the Premises Manager (PM) will open the main school gates at 8.40am. They will remain open until 9.05am and during this period the PM will be on duty in high visibility clothing.
- 38.8 At the end of the school day the Premises Manager (PM) will open the main school gates at 3.20pm. They will remain open until 3.45pm and during this period the PM will be on duty in high visibility clothing.
- 38.9 The school gates will remain closed while after school clubs are running and will be opened to parents for pick-up at 4.25pm. The gates will be relocked after all children have been collected.

## **39 Slips and Trips**

- 39.1 All slips and trips should be recorded in the First Aid Log located in the medical room.
- 39.2 The Premises Manager or the Lead First Aider should be informed immediately so that, if the slip or trip occurred as a result of a spillage or other hazard, the area can be made safe.
- 39.3 If necessary a warning sign will be placed over the area until the hazard is removed.

## **40 Sun care**

- 40.1 Pupils are encouraged to wear loose clothing protecting bare skin. Children are asked to wear a sun hat in sunny weather and an appropriate sun factor cream.

- 40.2 Through the curriculum and in assemblies children should be regularly reminded of the detrimental effects the sun can have on their bodies.

## **41 Training and induction**

- 41.1 All new members of staff are to be immediately made aware of the Health & Safety policy on joining the school. Training will be given in-house or via LA courses as appropriate.
- 41.2 Outside agencies may come in to school to train staff e.g. the school nurse on asthma, diabetes, or epilepsy.
- 41.3 A cascade model exists as children move from class to class, i.e. the teacher will inform the new teacher of the child's needs.
- 41.4 All staff are to be made aware of procedures on first aid, accident reporting, fire and emergency procedures. Failure to follow the above procedures is a disciplinary offence.

## **42 Violence against staff**

- 42.1 All staff should be aware that parents sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings must be arranged to take place while colleagues are present on the school site, in a room which while ensuring confidentiality of matters being discussed, allows for the situation to be monitored by colleagues.
- 42.2 If parents do become angry staff should:
- 42.2.1 remain calm and maintain eye contact, although not continuous eye contact.
- 42.2.2 diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Head Teacher
- 42.2.3 always sit nearest the door so that they can make an exit should they need to.
- 42.3 If a member of staff is concerned for the safety of a colleague he or she can:
- 42.3.1 go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished"
- 42.3.2 send for a member of the SLT to help diffuse the situation.
- 42.4 In the case of an emergency the Head Teacher can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.

42.5 In the case of assault taking place (or even where assault appears imminent) this may have a traumatic effect on the victim. In such circumstances a trusted colleague will be released to support and look after the victim, either remaining on site, going to the hospital or police station with them or taking the member of staff home.

## **43 Waste disposal**

### **43.1 Disposal of body fluids**

43.1.1 The Premises Manager or the Welfare Officer will clear away any body fluids needing to be cleared up.

43.1.2 The fluid should be covered with disposable paper towels and then put in the refuse bag marked "Body Fluids". The area must then be mopped with a suitable disinfectant.

43.1.3 A white plastic apron and disposable seamless rubber gloves should be worn by anyone coming into contact with body fluids.

### **43.2 Disposal of other common body wastes**

43.2.1 Soiled bandages, cleaning, and clothing are to be placed in disposable white plastic bags.

43.2.2 Sanitary towels are to be placed in an incinerator which is removed by an outside firm at regular intervals.

### **43.3 Disposal of broken glass**

43.3.1 Broken glass must be thoroughly wrapped in newspaper with a large label 'broken glass' sellotaped on to it to warn others. As a rule, glass should not be used in school unless it is essential or unavoidable.

Date of approved by Resources Committee: 24 April 2015

Date adopted by Governing Body: 15 May 2015

Date of next review: Summer term 2016