



# Health and Safety Policy

December 2017

## 1. Introduction

- 1.1 This document outlines arrangements made at Rokesly Infant and Nursery School for ensuring compliance with Haringey's Health & Safety procedures, and where appropriate highlights the specific responsibilities of individuals to ensure that this is achieved.
- 1.2 The aim of this policy is to establish and maintain a safe and healthy environment throughout the school for staff, children, visitors and anyone else who may be affected by the school's activities.
- 1.3 This Health & Safety Policy is binding upon all employees.
- 1.4 A copy of this policy is issued to each member of staff and given to new staff as part of their induction. All staff will be consulted as and when changes are applied. A copy of this policy and Haringey Council's Health & Safety Policy is kept in binder form in the main administrative office and is available to all members of staff. The Head teacher will ensure that individual members of staff receive notice of any sections that are specifically relevant to them.

**Rokesly Infant and Nursery School**  
**Health & Safety Policy – Reviewed December 2017**

## 2. Statement from the Governing Body and Head teacher

- 2.1 The Governors and Head teacher/Deputy Head teacher will take all reasonable and appropriate steps to ensure that the legal responsibilities under the '**Health and Safety at Work Act 1974**' of all persons associated with this school are met. Therefore, all activities must be carried out in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff, children, visitors and anyone else who may be affected by the schools activities are met.
- 2.2 The Governors and Head teacher / Deputy HT expect all staff to maintain an active involvement in accident prevention and health protection and recognise it as an integral part of their job.
- 2.3 The Governors and Head teacher / Deputy Head teacher will make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- 2.4 The Governors and Head teacher / Deputy Head teacher will take all reasonably practicable steps to meet their responsibilities, with particular attention to the following:-
  - Maintenance of plant and equipment, ensuring its safe condition and is without risks to health.
  - The provision of sufficient information, training, instruction and supervision as is necessary to ensure, the health and safety of all.
  - Maintain all areas under the control of the Governors and Head teacher / Deputy Head teacher in a condition that is safe and without risk to health and to provide and maintain a safe means of access and egress.
  - Formulate effective procedures for use in case of fire and evacuation of school premises and arrange for periodic practice evacuation drills (at least once a term) to take place and for results to be recorded.
  - Lay down procedures to be followed in case of accident and ensure the implementation of the Local Authority's accident reporting procedures.
  - Provide and maintain adequate welfare facilities and to make recommendation to the Local Authority as appropriate.
  - Employment of staff who are competent for the work in which they are engaged.
  - Compliance with this policy, health and safety legislation and any associated guidance from the Local Authority.

### 3. Specific Responsibilities:-

The purpose of this part of the policy is to define the roles and responsibilities of the management and staff of Rokesly Infant and Nursery School in relation to Health & Safety matters.

#### 3.1 The Local Authority (LA)

- Has overall responsibility as employer for all aspects of health & safety of employees, pupils and other persons at this school (under sections 2 & 3 of the health Safety at Work Act 1974)
- Has responsibility for the appointment of competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the LA under the current financial delegation scheme.
- The LA (or school if it initiates building work) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of Construction (Design & Management) Regs. 1994.

#### 3.2 The Rokesly Governing Body:-

- Do not implement the Health and Safety Policy of the school on a day to day level, but do however have a responsibility of ensuring that the school has a suitable and effective Health and Safety Policy in place and that it is acted upon.
- Will delegate the day to day implementation of the Health & Safety Policy to the Head teacher / Deputy Head teacher and operate periodical inspections of the school to ensure compliance.
- Will ensure that the school's policy statement is actively applied, regularly updated and revised
- Will keep governors informed of all developments relating to Health and Safety matters and the Clerk will include such matters on the agenda for termly meetings.
- Will ensure that the policies and standards laid down by the LA are adhered to.
- Nominated Health & Safety governor is: **Nigel Leskin**

#### 3.3 The Head teacher / Deputy Head teacher (HT / DHT):-

- Retains overall responsibility for ensuring the health, safety and welfare of all employees, children, visitors and anyone else who may be affected by the schools activities on a day to day level.
- May delegate certain day to day duties to the School Business Manager and Site Manager/Site Manager Assistant.
- Will take primary responsibility for ensuring that the school meets the objectives set out in this policy.
- Will ensure that all health and safety guidance issued by the LA is available to everyone and that appropriate training is offered to help staff perform these tasks.
- Will ensure that emergency procedures are in place for fire/bomb evacuation and critical incidents.
- Will welcome and assist in, as far as is reasonably practicable, any formal safety audit.
- Will remove, contain or isolate as is appropriate any hazard on the school premises.
- Will provide a health and safety report to the governing body as and when requested.

#### 3.4 The School Business Manager (SBM):-

- Will liaise with the Site Manager/ SM Assistant to ensure that day to day issues regarding Health & Safety are immediately dealt with and report findings to HT/DHT and Governors and LA if necessary.
- Will liaise as necessary with other staff to ensure adequate Health & Safety awareness is adhered to and advise the HT/DHT of any perceived training needs.
- Will be conversant with this policy and assist in its implementation.
- Will ensure **Fire awareness and Fire Warden training** is done by all staff and updated on **Safesmart**.
- Will ensure that details of all accidents or incidents are properly recorded and investigated and brought to the attention of the HT/DHT.
- Will liaise with safety representatives.
- Will manage all safety checks of equipment and appliances.
- Will ensure, as far as practically possible, that security and safety arrangements are adhered to with regard to all visitors and contractors on site.
- Will ensure staff **First Aid Certificates** are updated and training arranged as appropriate
- Will attend Health & Safety training as necessary.

#### 3.5 The Site Manager / Site manager Assistant (SM / SMA):-

- Will liaise with SBM/ SM to ensure that day to day issues regarding Health & Safety are immediately dealt with and report findings to HT/DHT and Governors and LA if necessary.

- Be compliant with the **Health & Safety, Fire Evacuation Procedures** and **Critical Incident Policies**.
- Will remove, isolate / contain any hazard.
- Will make **weekly inspections of the school site**, paying particular attention to building and services conditions that could extend to being Health & Safety hazards.
- Will ensure all entrances to school are cleared of ice, snow and grit is laid when necessary.
- Will ensure the emergency exits are clear and that rubbish is not allowed to accumulate in unguarded areas in or around the school.
- Will ensure that **the fire alarm system is tested weekly** and recorded – electronic log book (Safesmart) used to record.
- Will ensure that regular fire equipment, emergency lighting and other checks are recorded and updated on **Safesmart** when completed.
- Will liaise with cleaning supervisor to ensure all cleaning staff on site are compliant with Health & Safety regulations and fire evacuation procedures.
- Will ensure all outside contractors are compliant with the school's Health & Safety regulations and fire evacuation procedures and will ensure they sign in and out at school office.
- Will liaise with after school clubs ensuring all staff are compliant with the Health & Safety regulations and fire evacuation procedures.
- Will address work reported in the '**Site Maintenance Book**' immediately.
- Will ensure all chemicals on site are contained in a safe, locked controlled environment according to **COSHH** guidelines.
- Will ensure the site is secure and safe as is reasonably possible – ensuring intruder and fire alarm systems are regularly maintained and working.
- Be compliant with the **Lone Working Policy**.
- Will attend all available **Health & Safety training**.
- Will bring to the attention of the HT/DHT/SBM any problems or defects affecting the Health & Safety of any person on the school premises or where he/she is unable to take suitable remedial action.
- Inform office that contractors are on site.

### 3.5 All Teaching Staff and Classroom Support Staff:-

Have a general duty to, in compliance with the 'Health & Safety at Work Act 1974' to:-

- Co-operate with the employer so far as is necessary to comply with their (the employers) legal responsibilities.
- Ensure they are properly conversant with **Health & Safety, Fire Evacuation, Critical Incident and Educational Visits** policies and any other safety guidance provided to them by the school.
- Co-operate with those who have a duty to ensure Health & Safety procedures are in place by adhering to advice, instructions and procedures and by reporting any unsafe practices which come to their notice to the HT, DHT or SBM.
- Ensure that parent helpers or visitors to their own class are aware of fire exits and assembly points.
- Take reasonable care of themselves, the children in their care and other persons who may be affected by their actions at work.
- Check classrooms regularly for any potential hazard or risk (*inc: loose plug sockets, broken furniture, extension leads or cables trailing on floor, uneven or wet floors and sharp tools or equipment left out*) isolate hazard and notify SBM or SM immediately.
- Teach children safe routines and procedures and ways of behaving in school in accordance with the school's **Fire Evacuation Procedures** and **Positive Behaviour Policy**.
- Ensure the safe use of **PE equipment**, including guidance on lifting and handling.
- Ensure the safe use of all materials and equipment used within the classroom and safe handling of specialised materials eg: hot batik wax, glue, scissors etc.
- Ensure cooking activities are supervised by responsible adults, ensuring adult /child ratio is appropriate.
- Never leave children alone in the school building unsupervised
- Ensure adequate supervision of children at playtimes and take all reasonable precautions to ensure children are safe on outside play equipment.
- Not take hot drinks into the playground.
- Ensure their **First Aid Certificate / Fire Warden Certificates** are current (if applicable) and updated on **Safesmart**.
- Ensure all injuries or accidents regarding the children are reported back to parents or carers at the end of the day and are entered into the **Accident Report Book** in the Welfare Room.

- Ensure **bumped head letters** are sent home with children who have bumped their head in school, more serious bumps HT/DHT to be notified and parent notified immediately.
- Notify HT/DHT immediately if an accident has occurred or before a child is sent home unwell.
- Not lift heavy equipment or climb ladders when working alone, ensure the **Lone Working** policy is adhered to.
- Adhere to the **Educational Visits Policy** for all school journeys.
- Monitor all children to ensure they are brought into the classroom and collected at the end of the day by a responsible adult – all concerns must be reported to the HT/DHT/Inclusion Manager immediately.
- Adhere to the school's **Safeguarding Policy** and report all concerns to **Designated Safeguarding Lead**.

### 3.6 School Meal Supervisory Assistants (SMSA) :-

It is the SMSA's responsibility to ensure that all children are safe during the lunch period by:-

- Ensuring that children follow safe routines in the dining hall and playground.
- During wet play, children have one adult for each classroom.
- Ensuring the children do not go out of bounds and use playground play equipment safely.
- Deal promptly with minor incidents/accidents and report them to the class teacher, more serious incidents/accidents to the HT/DHT.
- Enforce the school's **Positive Behaviour Policy**
- Regularly familiarise themselves with **Fire Evacuation Procedures** and complete **Safesmart** training regularly
- Ensure their basic **first aid certificates** are updated.

### 3.7 Cleaners:-

- Must adhere to safe working practices.
- Must ensure they are conversant with the school's **Fire Evacuation Procedures**.
- Must report potential risks / hazards to their Cleaning Supervisor or SM.
- Must ensure all cleaning materials are kept in a safe, locked, controlled environment according to **COSHH** guidelines.

### 3.8 Outside Contractors eg: Gardeners, Window Cleaners:-

- Must sign in and out at the school office – SM must inform office that contractors are on site.
- If working during holiday time – must report to SM when arriving on site.
- Must be responsible for their own safe working procedures and provide school with their own risk assessments.
- Must be a Haringey approved contractor.

#### 3.1.0 Parent / Carer Helpers:-

- Must be **Police checked** – check will be organised by Admin Staff in school office and carried out by LA.
- Must attend **induction meetings** before helping in school covering **Positive Behaviour Policy**, **Safeguarding Policy** and **Fire Evacuation Procedures** .
- Will work under close supervision and instruction of the class teacher.
- To always sign in and out at the school office and wear visible **Visitors badge**.

#### 3.1.1 Children:-

All children should be encouraged to:-

- Comply with the school's Positive Behaviour Policy and in all matters which affect their own and others personal Health & safety.
- Express concerns to a member of staff relating to their Health & Safety in school and during school activities outside it.
- Discuss or report their fears, concerns or problems to a member of staff eg: stranger alert, bullying issues or general day to day issues like flooding toilets.
- Use toilets with consideration for others and wash their hands.

## 4. Risk Assessments

- 4.1 All risk assessments must be signed, dated and monitored annually or as and when change occurs.
- 4.2 Detailed guidance on risk assessment is set out in Haringey's Health and Safety manual for schools.

## 5. Fire Precautions and Emergency Evacuation

- 5.1 All staff are given a copy of the **Fire Evacuation Procedures** annually or as and when changes have been made, this document is to be signed for – all staff are to ensure they are conversant with this policy.
- 5.2 Employees are responsible for ensuring that children in their care are escorted out of the building when the fire alarm sounds or in any other emergency.
- 5.3 Employees are responsible for ensuring that parent helpers and visitors in school are aware of **Fire Evacuation Procedures** including nearest fire exits and assembly points.
- 5.4 Any member of staff who finds a child unsupervised must take responsibility for that child and escort them out of the building and to the evacuation point.
- 5.5 Any child with special needs will be accompanied by their Special Needs Assistant.
- 5.6 The HT or DHT will assist any disabled adult with fire evacuation.
- 5.7 The SM will ensure that the fire alarm system is tested weekly and is properly maintained.
- 5.8 The HT/DHT will ensure that fire drills are carried out termly or more frequently where circumstances dictate.
- 5.9 Recommendations, problems or concerns should be reported to the HT/DHT, SBM or SM after each fire drill.
- 5.10 All fire drills will be recorded by the SM and recommendations, concerns discussed with the HT/DHT, SM, SBM and staff.

## 6. Accident and Incident Reports:-

- 6.1 These are carried out in accordance with LA guidelines.
- 6.2 All nominated staff must be **First Aid** Trained and attend training as necessary.
- 6.3 All injuries requiring treatment must be recorded in the **ACCIDENT REPORT BOOK** based in Welfare Room and signed by the first aider. The injury must be reported to the class teacher and an **INJURY FORM** completed to be sent home to parents/carers.
- 6.4 In the case of an injury to an intimate part of the body or one which requires the removal of underwear, telephone consent must be sought from the child's parents. If consent is given treatment must be witnessed by another staff member. Both staff members must sign the **ACCIDENT REPORT BOOK**. If no parent is available, or the injury deemed to need emergency treatment, the staff member will inform a member of the SLT. Treatment given must be witnessed by a member of the SLT. Both members of staff must sign the **ACCIDENT REPORT BOOK**.
- 6.5 All serious injuries must be reported to the HT/DHT immediately.
- 6.6 Certain accidents or incidents must be formally notified to the LA in accordance with LA guidance - this will be done via the HT/DHT.

## 7. First Aid Arrangements including Welfare and First Aid Staff

- 7.1 First Aid and Welfare Staff must ensure their **First Aid Certificates** are kept up to date and attend appropriate training when necessary.
- 7.3 A first aider is on duty in the playground at playtimes and lunchtimes. Notices are prominently displayed inside the school office and in the welfare room detailing the name and location of the qualified First Aiders. Staff must ensure they are conversant with these notices.
- 7.4 First Aiders will be responsible for taking children's medication on school trips.

- 7.5 The Welfare Assistant is responsible for checking, recording and re-stocking of first aid stock every two months and the first aid boxes every week. The Senior SMSA is responsible for checking the first aid bags every week.
- 7.6 All children needing minor first aid will be accompanied to the Welfare room and seen by a trained first aider. The school has a number of fully trained First Aiders, including nursery nurses and teaching assistants. The school's nominated First Aider is **Marisa Schultz** (Reception team).
- 7.7 Details of all injuries needing treatment are recorded in the **ACCIDENT REPORT BOOK** – teachers are informed and the HT/DHT will decide if a parent needs to be called. All emergency contact numbers for children and staff are kept in the school office.
- 7.7 If a child is sick, they are cared for in the welfare room by a first aider until a parent/ carer arrives. If a child has been physically sick or has diarrhoea, the parent will be informed to keep the child off school the following day at least.
- 7.8 If an injury warrants hospital treatment, school will contact the parent and a first aider will accompany them to hospital if necessary. In an emergency the school will call for an ambulance and a first aider will meet the parent at hospital.
- 7.9 Any injury, which results in the child needing to go to hospital, will be written on an **ACCIDENT REPORT FORM** with a copy sent to the LA. The school will check whether there was a cause which could be prevented and take necessary measures to minimise further risk to others.

## 8. Administration of Medication

- 8.1 The school accepts the need for some pupils to receive medication during school hours, this will mainly include inhalers for asthma or medication for a specific condition. All staff holding first aid certificates are authorised to administer medication.
- 8.2 Only regular medication prescribed by a doctor will be accepted for administration. Medication will only be accepted with written authorisation from the parent or guardian. Written authorisation must contain clear instructions about the dosage and time of administration – the consent form will be issued from the school and kept a folder in the Welfare Room.
- 8.3 All new children who have medical needs will be given health forms for completion by the parents and GP before admission. Where possible, training for staff will be arranged to deal with specific needs.
- 8.4 Medication will be stored in a secure place in the welfare room in a labelled box or if required in the welfare fridge. The Welfare Room is locked when not in use.
- 8.5 The medication policy is brought to the attention of all parents when they start school.
- 8.6 For infections and infestations, the school will use the LA's Health & Safety guidelines in order to look up symptoms for communicable diseases and notify the Health Authority and LA if necessary, the school will also adhere to guideline on advice to parents. Notices will be placed around school to notify parents of chicken pox or measles. Letters are sent home to all parents and carers in the class if a case of head lice has been reported. If live head lice are found during the school day, parents are notified and asked to treat them before returning to school the next day.

## 9 Health & Safety Site Inspections

- 9.1 The HT/DHT will arrange regular internal health and safety inspections of the school premises at least termly. The inspection will normally be done by the SM and another member of the Health & Safety Committee, the findings will be reported and distributed as necessary.
- Head teacher / Deputy Head teacher
  - H & S governor / Premises governor
  - School Business Manager

- Site Manager

9.2 PE equipment is tested annually arranged by SM.

## 10. Electrical Appliances

10.1 Portable electrical appliances are annually PAT tested arranged by SM.

10.2 A periodic electrical check for fixed electrical items will be done every 5 years arranged by SM.

10.3 Faulty equipment is reported to the SM immediately and removed if necessary.

## 11. Hazardous Substances

11.1 All hazardous substances are locked in a secure, dry, controlled environment under the COSHH guidelines – SM’s responsibility.

Signed: ..... Date: .....  
Headteacher

Signed: ..... Date: .....  
Chair of Governors

*Rokesly Infant and Nursery School  
Health & Safety Policy –to be reviewed December 2019*