



HARRY GOSLING SCHOOL HEALTH AND SAFETY POLICY

2018

General

The Governing Body of Harry Gosling Primary School recognizes its responsibilities, under the Health and Safety at Work etc Act 1974 (HASAWA), to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school-sponsored activities.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

The Governing Body and the Headteacher note that the London Borough of Tower Hamlets has employer responsibilities for all staff that have a contract of employment with the Borough. In drawing up this school policy, direction has been sought from the policy, organization arrangements and the procedures of both the Borough and the Education Directorate. This policy document and its associated procedures must be read in conjunction with those of the Borough and the Directorate.

The arrangements outlined in this statement and the various other safety provisions that have been made cannot alone prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body and the Headteacher will take all reasonable steps to identify hazards and reduce risks to a minimum. However, all staff and pupils must appreciate that their own safety and that of others also depends on their own individual conduct and vigilance while on the school premises or while taking part in school-sponsored and school-organised activities.

Responsibilities

The Governing Body

Oversight and confirmation of the health and safety procedures within the school is the responsibility of the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular they will –

1. Make arrangements to ensure that the school complies with all relevant legislation, particularly the HASAWA 1974 and Management of Health and Safety at Work Regulations 1992.
2. Check that procedures to identify hazards and evaluate risk control measures are in place.
3. Monitor and periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
4. Create a management structure and periodically monitor its effectiveness.
5. Encourage governor attendance at any health and safety briefings held by the London Borough of Tower Hamlets.
6. Have health and safety on the agenda at the Premises Sub-Committee Meetings.

7. Ensure the Headteacher, as the key manager for Health and Safety, carries out the appropriate responsibilities.

Where responsibilities for premises and plant are shared with the LA, the Governing Body will, in co-operation with them, provide: -

8. A safe environment for pupils, staff and visitors and other users of the premises.
9. Plant, equipment and systems of work that are safe.
10. Safe arrangements for handling, storage and transport of articles and substances that may be hazardous to health.
11. Safe and healthy working conditions which take account of : -
 - Statutory requirements
 - Approved Codes of practice
 - DFEE or LA guidance
12. Supervision, training, information and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be provided with health and safety training which is appropriate to their duties and responsibilities. When appropriate, this will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the governing body will ensure that such training is provided. Pupils will receive such instruction as is considered appropriate to the school-related activities that they are carrying out and safety requirements will be included in the curriculum. All training will be regularly updated.
13. Provision of all safety and protective equipment together with any necessary guidance, instruction and supervision.

So far as is reasonably practicable, the Governing Body and the Headteacher and Deputy Headteacher, as the Health and Safety Officer, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive information on : -

- This policy
- All other relevant health and safety matters.
- The instruction and training will be given to all employees so that they may carry out their duties in a safe manner placing themselves or put others at risk.

Head teacher/Health and Safety Officer

The head teacher is responsible for the day to day running of the school and putting the health and safety policy in effect. In her absence the Deputy Headteacher will assume this responsibility.

The Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else on the premises.

The Head teacher will in particular: -

1. Ensure that effective arrangements are in place to assure the health, safety and welfare of all users of the school premises.
2. Ensure that termly health and safety inspections, audits and reviews are carried out, as per proforma (see copy appendix E)
3. Arrange for risk assessments to be carried out by a competent person.
4. Put into effect any remedial measures or refer as necessary to the Governors of the LA.
5. Consult with members of the staff on health and safety matters particularly any accredited trade union safety representative.

6. Ensure the health and safety briefings and training arranged by the LA are attended by senior managers.
7. Regularly report to Governing Body on health and safety matters.
8. Ensure contractors on site follow safe working practices. This can be done by delegation to the Premises Manager and the Deputy Headteacher.
9. Identify the training needs to staff and ensure that all members of staff who have had training needs identified receive adequate and appropriate training and instruction in health and safety matters.
10. Collate accident and incident information and, when necessary, carry out accident and incident investigations and report findings to the LA, Education Directorate and the Governing Body. Monitor the standard of health and safety throughout the school, including school-based activities, encourage staff, pupils and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others. Any disciplinary action involving staff will follow standard procedures.
11. Ensure adequate first aid and welfare provision.
12. Maintain the safety management system.

Competent persons

The Governing Body/Headteacher will appoint person(s) with adequate skills, knowledge, experience and judgment to help discharge duties.

Other Duty Holders

School Business Manager (Health & Safety Officer)

The SBM is responsible for the oversight of the school premises ensuring that all legal and health and safety requirements with regard to people and property are maintained. She/he reports to the Head Teacher and is the line manager of the premises staff.

She/he is responsible for ensuring the building and grounds, fixtures and fittings are maintained and for seeking out new suppliers and ensuring contractors meet the required standards. She/he is fully conversant with Health and Safety regulations and ensures that they are complied with.

Premises Officer

The Premises Officer has particular responsibility for security and premises-related issues and will: -

1. Co-operate with the Headteacher and any other delegated person to ensure that they effectively monitor the condition of the premises.
2. Report defects so that appropriate remedial action can be taken.
3. Make themselves familiar with the requirements of the HASAWA and any other health and safety legislation and codes of practice that are relevant to the work of his/her area of responsibility.
4. Take a direct interest in the school's health and safety policy and help members of staff, pupils and others to comply with its requirements.
5. Regularly test the fire alarm system and record findings.
6. Ensure that all safety signs meet specified requirements.
7. As far as is reasonably practicable, ensure that all plant, machinery and equipment are in good and safe working order before any use.
8. Ensure that any toxic, hazardous and highly flammable substances used on the premises are correctly stored, labeled and used.
9. Communicate all health and safety information to all relevant persons.

10. Report, as appropriate, any health and safety concerns to the appropriate individual, taking any necessary local action to protect safety.
11. Carry out regular safety inspections of their areas of responsibilities, as required by the Head teacher, SBM or as necessary.
12. Ensure that he/she is using the appropriate clothing and equipment for each specified activity.
13. Ensure that any Relief Premises Manager under his jurisdiction is made aware of the school's health and safety policy.

All staff

Members of staff also have health and safety responsibilities. Staff will, therefore, be required to:-

1. Be familiar with the health and safety policy and the relevant safety arrangements and procedures.
2. Take reasonable care of their own health and safety and that of any one else who may be affected by what they do or fail to do.
3. Co-operate with all health and safety arrangements.
4. Not make unauthorized or improper use of plant, machinery and equipment.
5. Not use any plant, machinery or equipment that could prove hazardous without training.
6. Use the correct equipment and tools for the job and make use of any protective equipment or safety devices that are supplied for the purpose.
7. Report any defects that they observe in the premises, plant, equipment facilities, taking any necessary local action to ensure safety.
8. Take an active interest in promoting health and safety and including contributing to ways of eliminating or reducing risks.
9. Ensure that health and safety regulations, rules, routines and procedures are being applied effectively by any junior staff under their supervision and by the pupils.
10. Ensure that hazardous substances are correctly used, stored and clearly labeled.
11. Plant, Machinery or equipment that could prove hazardous must not be brought on to the school.

The school will not accept liability for any accidents occurring during the use of plant machinery or equipment when used without prior training or consent from the school.

Premises Hire

The Governing Body and the Headteacher

The attention of all users of the school premises (including hirers, contractors and others) will be drawn to Section 8 of HASAW, which states that "No persons shall intentionally or recklessly interfere with, or misuse, anything that is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions".

The Governing Body, the Head teacher and SBM will seek to ensure that hirers, and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

In particular with: -

1. The premises hired are in safe condition for the purpose of hire.
2. Arrangements for emergency evacuation are adequate.
3. Fire-fighting equipment is in place and in operational condition.
4. Insurance requirements are met.
5. in instances where a hirer, contractor or any other third party creates hazardous conditions and refuses to eliminate them or take action to make them safe, the

Headteacher will take such actions as are necessary to prevent persons in his/her care from risk of injury.

Persons Hiring or using the School

It will be a condition for all hirers and others using the school premises or facilities that they comply with all required safety directives and that they **will not**: -

1. Introduce equipment for use on the school premises without written authorized consent.
2. Alter fixed installations.
3. Remove fire and safety notices or equipment.
4. Take any action that creates hazards for persons using the premises or for the staff or pupils of the school.

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risks by circumstances relating to the premises that are outside their control. The Head teacher, SBM or School Premises Manager will therefore ensure that where contractors are appointed directly by the school: -

1. Contract meetings are held to agree health and safety related issues prior to works commencing and during the project.
2. As far as is reasonably possible, contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.
3. Liase with the Education Development Group and building and Technical as appropriate.

Communication

All staff are to be made aware of communication channels within the school and within the LA for Health and Safety. The SBM (directed by the Head Teacher) will ensure that all health and safety guidance and advice is kept together in the safety files to be found in the school office. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

Staff Consultation

The governing Body and Headteacher recognize the valuable contribution to health and safety that can be made from all staff, particularly staff Safety Representatives.

Safety Practices

Guidance issued by Health and Safety directorate, Department for Education (DFE) and Tower Hamlets Education Directorate will be incorporated into the school's procedures. These arrangements will be discussed at the appropriate safety committee and any significant issues relayed to relevant staff.

Risk Assessment

An assessment of risk is nothing more than a careful examination of what, in the school could cause harm to people, so that sufficient precautions can be taken to prevent harm. The aim is to make sure that no one gets hurt or becomes ill as a result of the activities in the school. Every one needs to continually make risk assessments of their area of work. Five essential steps need to be taken:

1. Look for the hazard
2. Decide who might be harmed and how
3. Evaluate the risks arising from the hazard and decide if existing precautions are adequate or more should be done.
4. Record/report your findings together with a copy of the Risk Assessment proforma (see appendix E)
5. Review your assessment form time to time and revise it if necessary.

Risk Assessment for staff who are not qualified teachers working with children outside the classroom.

Hazard/Risk	Who is at risk?	Action reviewed
Staff being alone with children with possible concerns of misconduct or allegations of misconduct. Low to moderate risk. Consequences may be serious.	Staff and Pupils	See policy statement below.
Children misbehaving to the extent there is a risk to safety. Moderate Risk. Consequences will properly not be serious	Pupils	See policy statement below
Children being taken off premises with security, road safety risks etc. Moderate to high risk. Possibly serious consequences.	Pupils	See policy statement below

Policy statement for staff who are not qualified teachers working with children without a teacher immediately present.

1. No more than 6 pupils to be withdrawn by a non-qualified teacher at any one time. Staff should never be alone with a child in a closed room.
2. Staff supervising children who do not follow the school code of conduct or behave in a manner which is a risk to safety, must warn the child and if then necessary send the child to Phase Leader/SLT. If the behavior persists and the child will not go to the Head then a message must be sent requesting SLT.
3. No children to be taken off the school premises without the express consent of the Headteacher. A risk assessment will be needed for all but the simplest off site trips. Even for a simple trip, an informal assessment of issues such as how many staff will be needed, when is the party due back, can help be summoned in an emergency will be needed.
4. All staff are to take care that there are no obvious safety hazards in the area they are working and that materials and equipment are used safely. If a work area is unsafe then staff should ensure children leave and the matter is reported to senior management.

To control of Substances Hazardous to Health Regulations (COSHH)

It is the school policy that no materials assessed through a COSHH assessment as being hazardous should be used in class activities for children.

Suitable COSHH assessments of cleaning materials and office materials will be made. Steps will be taken to ensure that contractors provide COSHH assessments as necessary.

Emergency Evacuation

In some exceptional circumstances it may be necessary to evacuate the school. In such circumstances, the Headteacher or Deputy Headteacher will decide whether or not to move people from the school, where they might be at risk, to a place of safety. However, this can be ordered by the police, and any decision taken by the Headteacher or Deputy Headteacher to evacuate or not evacuate can also be overruled by the police.

In the event of an evacuation: -

1. The Head teacher or Deputy must inform the police immediately and advise them on what action is being taken.
2. It is advised that the school's fire alarm system is not employed as it cannot be sounded in a way that is distinguishable from a fire warning.
3. The Head teacher or Deputy Head teacher will inform staff members where necessary of alternative evacuation routes to ensure that pupils and staff can leave the building without being placed in danger by passing close to or entering areas where there is a risk.
4. Doors and windows should be closed, but not locked and the lights should be left on.
5. If practicable, a member of the office staff must ensure that any one arriving at the premises who might inadvertently enter any dangerous area is prevented from doing so.
6. If the situation permits, staff should be asked to take personal belongings, especially mobile phone, plus first-aid kits and class lists.
7. The assembly point is Bigland Green Primary School, with whom we have a reciprocal arrangement. At this assembly point a check must be made that everyone has arrived there, and that all staff and visitors are accounted for.
8. The decision to reoccupy the building will be the Headteacher or Deputy Headteacher taking into account any advice from the police.

Fire Safety

In the event of fire

At the sound of the FIRE ALARM (a loud intermittent siren) the following action must be taken to evacuate the building safely.

1. Instruct the children to stop their activities immediately and assemble at the classroom door. Remain calm so that the children are not alarmed, but expect immediate obedience from them.
2. Leave with your class from the nearest available exit to the playground. The office will bring the register from the office to the playground and distribute immediately. The children must walk quickly and quietly to the playground in a controlled manner. Line your class up, well clear of the building and in the designated place in the playground.
3. Check that you have all your children immediately, both by counting them and calling their names from the register. Inform the Headteacher or Deputy Headteacher at once if a child is unaccounted for.

The Fire Marshals will check through the every floor of each building, including the staff room, staff toilets and the resources room, to ensure total evacuation.

Lunchtime Evacuation of the Building

In the event of an outbreak of fire occurring during the lunch break, the Senior Meals Supervisor and his/her team of Meal Supervisors will safely evacuate the children from the building, following the procedure set out above.

The Headteacher and all teachers on the premises will immediately assist. The office staff will take the registers to the playground and distribute them to all his/her Meals Supervisors. The children must line up in the designated place in the playground. Meal supervisors will then immediately check the number of children in each class.

Teachers working with children in classroom during the lunch hour must take responsibility for their safe exit from the building.

Fire Drills

These will be held at regular intervals at least once a term, and any significant details recorded in the Fire Alarm Log.

During Fire Drills, children must be encouraged to behave as they should in the event of a real emergency. For instance, if a PE lesson is in progress during the Fire Drill, the children should understand that they must go immediately into the playground without delaying to get dressed. Once they have demonstrated a speedy exit from the building, the children should be sent quickly indoors again to prevent them from catching cold.

Fire Drills, from time to time, need to have a "blocked route" or "absence of key staff" situation planned to enable practice in such circumstances.

Follow up discussions will take place in classrooms with teachers and children and in assembly as necessary.

Follow up discussion and action regarding fire drill will take in Staff Meetings as required and reports given to the Governing Body for consideration and action as necessary.

Position of Fire Fighting Equipment in the School Buildings

Fire Alarms: These are fire alarm call points in each classroom, in the corridors, entrance porch and in the rooms on the mezzanine floor. These alarms can be quickly operated in an emergency. All staff should make themselves familiar with the position of these alarm call points.

Fire Exit Signs: the building has illuminated Fire Exit signs at all exit points in the building.

Fire Extinguishers: Are placed on the wall at each point from the hall. A portable extinguisher is placed in the school office by the medical cabinet.

Fire procedure notices are displayed in each room within the school and in the hall and corridors by main alarm points.

Fire precautions: No smoking is permitted on the school premises except in the designated areas and there are "No Smoking" signs indicating this restriction.

Fire Exits must be kept clear.

Fire doors must open immediately and easily without having to use a key.

Fire doors must not be left propped open.

House-Keeping

1. Paper and inflammable displays should not be placed near exits or near source of heat.
2. Care should be taken that paper is not stored against power points in the stock room.
3. All bins should be emptied at the end of the day and not left overnight.
4. All power points must be switched off and unplugged at the end of the day.

Testing of the Fire Alarms

The Premises Manager is responsible for testing the Fire Alarms each week to ensure that there is no fault in the system and findings recorded in the relevant log.

Testing is carried out each Friday before school opens.

The Premises Manager tests all the alarm points on one floor of the main building in turn each week.

He enters details in the Logbook.

The control panel for the main building fire alarm system is in the foyer.

Fire fighting equipment needs to be inspected annually by a competent person.

First Aid – see separate ‘First Aid Policy’

Hygiene Bins

All soiled cotton wool, tissues or plasters used whilst administering first aid or cleaning up other body fluids must be placed in the sealed yellow bin placed in the Infants’ Toilets on the ground floor, labeled “soft clinical waste for incineration”. This bin is collected on a regular basis by the contractor for safe disposal of contents.

Colour – coding of cleaning equipment

All buckets, mops, brooms and dustpans are colour coded for correct usage. Colour – coded items must not be interchanged.

Red colour – coding: Toilet cleaning

Yellow colour – coding: Vomit and soiling

Blue colour – coding: Kitchen cleaning

Safety of Pupils on Educational Visits

The Headteacher’s agreement must be obtained before a visit takes place using the EVOLVE system, adhering to the school procedures on trips and educational visits.

Undertake the planning and preparation of the visit including a briefing for other teachers and parents.

The group leader must have experience in supervising the age groups on the visit and will organize the group effectively.

The risk assessment form must be completed and given to the Headteacher in advance.

Parents must have signed the consent form.

First Aid equipment must be taken.

Ensure asthma pumps are taken as appropriate on all educational visits.

Teachers need to ensure that the school's details, including an emergency number if applicable, are taken.

Teachers need to consider stopping a visit or activity if they feel at risk to the health and safety of the pupils in their charge is unacceptable.

Teachers need to make themselves aware of the contents of the DFE guidelines on 'Health and Safety of pupils on Educational Visits'.

School Security

All staff have a commitment to making sure the school is a safe place for the whole community. The following guidelines should be followed:

Opening

The Premises Manager will unlock the school at 6.30am. The car park gate will then be left open and this gate should be used by all staff (and not the school entrance from Fairclough Street) until 7.30 am.

Member(s) of the Administration team will be in the school office from 7.30 am.

At 8.45 am the car park gates will be locked. After this time late children and all visitors must use the main school entrance from Fairclough Street.

Supervision of pupils during non-curriculum time

During morning and lunchtime breaks, the school will provide adult supervision.

Pupils are expected at all times to comply with the standards of behaviour outlined in the schools Behaviour Policy.

During wet or inclement weather, teachers are to follow the guidelines for wet play.

End of Day

Parents collect all children from the playground except EYFS & Yr 1 and 2 children.

Teachers ensure that classroom windows are shut and doors locked where necessary.

All electrical equipment is switched off.

The school is normally locked up between 5:45pm and 7pm (varies on different days).

Visitors and Security

Visitors must report to the school office immediately on arrival. They will be asked to sign the visitor's book and be given a security pass/badge. Any persons (other than a member of school staff or pupil) on the school site and not in possession of a security pass will be challenged and, if necessary and asked to leave.

Every visitor will need to be made aware of the following information:

1. All visitors must comply with the School's Health and Safety Regulations.
2. All visitors must sign the visitor's book on arrival and departure.

3. The fire alarm is a high pitched 2-tone siren. If this should, leave the building by the nearest exit and proceed to the assembly area, which is situated in the playground.
4. The school operates a no-smoking policy.
5. All accidents must be reported to the school office.
6. First aid facilities are available on each floor.
7. Visitors are not permitted into the classroom unless a member of staff is present.

Designated Staff

Members of staff are designated to monitor the staff and to have responsibility for supervision, training and the day to day implementation of this Safety Policy and the procedures contained in it as it relates to their areas of responsibility. If members of staff have a health and safety enquiry then they should ask the relevant designated member of staff for that area in the first instance.

The designated person of responsibility are provided in Appendix A.

Designation	Staff name	Post title
Health & Safety	Jennie Bird/James Doherty/Trudy Papafio	Head Teacher/Premises Manager/SBM
Risk Assessment	Jennie Bird/James Doherty/Trudy Papafio	Head Teacher/Premises Manager/SBM
Premises	James Doherty/Trudy Papafio	Premises Manager/SBM
Senior Fire Marshall	Jennie Bird	Head Teacher
Fire Marshalls	Miriam Wolfe Ashley Graham Forida Ahmed Emma Brown Trudy Papafio Sajna Khatun Jo Potkins Rezia Khanom Anika Begum	Ass Head Teacher English leader/CT TA DHT SBM TA AHT – EYFS TA TA

Any concerns about Health and safety should be taken to James Doherty (School Premises Manager)

Appendix C

Key Manager:

Name: Jennie Bird
Title: Head Teacher

Emergency:

(Person designated to act in the Key manager's absence)

Name: Emma Brown
Title: Deputy Head Teacher

Other Local Health and Safety Contacts: Stuart McGregor (Health and Safety Officer – LBTH)