



# Health & Safety Policy

Adopted by Resources Committee

Date: 2<sup>nd</sup> May 2025

Next Review due: May 2027

1. It is the school's policy to operate in compliance with all health and safety aspects required by law and to act positively to protect the health of all pupils, personnel and visitors within the school's control. The proper implementation of this policy is an essential part of all management and staff, and a responsibility shared by every visitor to the school.

The school is committed to providing a safe and healthy environment for the teaching, learning and other activities carried out on the school premises and believes that this contributes to the efficiency and success of the school. We aim to adopt the standards and guidance set out by the City of Westminster.

## 2. General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- Establish and maintain a safe and healthy environment throughout the school;
- Establish and maintain safe working procedures among staff and pupils;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils 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 appropriate or as and when provided;
- Maintain all areas under the control of the Headteacher and Governors in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place that are safe and without risk;
- Monitor the effectiveness of the safety policy and the safe working practices described within it and revise and amend it, as necessary, on a maximum 2-year cycle;

## 3. Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, Ms Alice Ducros, shall:

1. Implement, monitor and develop the safety policy within the school;
2. Monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school;

4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. Advise that a method of working ceases on Health and Safety grounds on a temporary basis subject to further consideration by the Headteacher and Governors;
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified and record in the log;
7. Ensure that staff with control of resources (both financial and other) give due regard to safety;
8. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, volunteers, pupils, parents and carers, contractors and visitors on safety matters and to make recommendations on the extent to which staff are trained.

#### 4. Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to employees, volunteers, pupils, parents and carers, contractors and visitors under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. Be aware of and implement safe working practices and set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. Follow off-site visits policy

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the matter to the delegated person.

#### 5. Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils;
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. Not wilfully misuse, neglect or interfere with things provided for safety purposes.

#### 6. Visitors

**Regular visitors and other users of the premises (e.g. contractors and suppliers ) are expected, as far as reasonably possible, to observe the safety rules of the school. Health and safety personnel and procedures**

#### **Health and Safety personnel**

Mrs Alice Ducros, Headteacher	Key manager – Overall responsibility for all H&S issues
Ms Sarah Blackman, Business Manager	Co-Ordinator - Responsible for liaison and administration of Health and Safety. Line manage Caretaker ensuring H & S is up to date.
Mr Mark Gowdie, Caretaker	Co-Ordinator - Responsible for Risk assessment and safety checks. Ensuring all PPM checks are regularly carried out. Ensuring all records are filed and stored appropriately.
Ms Hattie Friedman, SENDCO/DHT	Co-Ordinator – Responsible for First aid and Medical needs. Ensuring all conditions are recorded and appropriate plans are put in place with appropriate staff training
Mr John Kitchen	Governor with responsibility for Health and Safety

### **Communication**

- The headteacher or co-ordinator report to staff as necessary during staff meetings.
- The deputy headteacher reports to support staff at their weekly meeting.
- The Co-Ordinator Sarah Blackman meets with the Co-Ordinator Mark Gowdie regularly and feeds back to the Headteacher
- The main Health and Safety File, together with files of additional information on specific areas is kept in the Caretaker's office
- The minutes of Governors' meetings are kept in the Governors' file.
- Health and Safety on Inset agenda at the beginning of each school year.

### **Contractors**

- Most contractors on site are either Westminster approved suppliers - all of which carry ID.; or 3BM approved
- All Health and safety procedures with regards to the employee is managed by the contractor.
- Contractors are given a leaflet outlining basic Health & Safety Guidelines when arriving on site
- All contractors sign in to our touch-screen visitor management system which captures their image and provides a visitor badge (including their photo) to wear on site. The system prompts them to confirm that they have received the Health & Safety leaflet.
- No contractors are left unsupervised whilst on site. The Caretaker will accompany contractors when working in classrooms, etc.

### **Security**

- The school security system covers the main gates, playground and general areas.
- The system has C.C.T.V. with audio and video intercoms at each gate. The office has access to the cameras and can review all areas of the school site.
- The school gates are controlled by the office during school hours. The main gate is located in Chippenham Mews. The gate in Goldney Road is used for rubbish collections and occasional staff access and as a fire evacuation exit if needed. Children attending breakfast club who arrive between 8-8.30 am buzz the entry phone and are given access by the club co-ordinators.
- The office reception is open at 8.30 am.-4.45pm
- The gates remain locked until 8.35am. SLT will open the gate.
- At the end of the school day the gates are opened at 3.15pm and closed at 3.40pm. the side gate is locked and parents who collect children from clubs will buzz the main office and come in via the glass door entrance. The office administrator will then unlock the side gate for children staying in wrap around provision.

- Children who have not been collected at the end of the school day at 3.30pm or after school club at 4.30 pm are either sent (KS2) or brought (KS1) to the office. The parents are telephoned and children wait in the reception area until the parent arrives.

### **Visitors/Supply teachers etc.**

Visitors are directed to the school office reception to sign in to the touch-screen visitor management system which produces a visitor's badge containing their image. All visitors will wear a red visitor lanyard displaying their ID. Staff all wear blue. Visitors are handed a leaflet to read which contains the fire and other health and safety procedure along with other important information on safeguarding, etc. They are reminded of the necessity to sign out on departure from the school.

All visitors, casual teachers etc. who will be working with children unsupervised will have to produce a current DBS check with ID, or will have been cleared in advance by their employer.

Children are instructed that if they see a stranger on the premises without a visitor's badge then they should go immediately to the nearest known adult to report this.

### **Accidents**

#### **Accident prevention**

##### **Staff responsibilities**

- Staff must be familiar with all health and safety procedures and are reminded annually during Inset.
- Children must never be left unattended in the classrooms, ICT Suite, garden, general teaching rooms or on the playground.
- Children must not be allowed out at playtime until the teacher on duty rings the bell.
- Children must never use staple guns or laminating machines
- Children may only use hand staplers and glue guns under close supervision.
- Children must be watched closely during DT lessons involving the use of tools.
- Hot drinks must not be carried around the school during school hours (including club hours).
- All staff must report to the Headteacher, H&S Co-ordinator or Caretaker any defect or hazard which may adversely affect the health and safety of children, personnel or visitors. A log book is kept to record these reports and the remedial action.
- In cold weather the Astro turf is made safe with matting and cleared paths.

#### **Accident procedures**

##### **First Aid**

All staff are routinely trained in First Aid procedures.

All adult accidents are recorded and reported to the L.A. following the authority guidelines.

##### **Children**

- Adequate first aid supplies are kept in the First Aid box. This is placed on a high shelf at the entrance to the playground (Opposite Y4 class) at playtimes and in the medical room at other times. The Administration receptionist is responsible for maintaining the supply of first aid materials. All staff are asked to add materials to the order list in the staffroom if supplies are running low.
- In the instance of a minor injury, basic first aid is administered and the class teacher is informed. **All minor injuries are logged on Medical tracker and the parent will be instantly notified.** Subsequently class teachers will monitor the child if appropriate, or if necessary the child will be sent home, with a doctor's visit recommended in some circumstances. **All injuries are reported via Medical tracker on a device. Any injuries to the head or face, the office will make contact with the parent.** In more serious cases the office staff or a member of the SLT will ring for an ambulance.

- Very serious accidents usually involving a trip to hospital are reported to the LA using their online reporting tool <https://tri-b.info-exchange.com/school>. The Headteacher and the co-ordinators take measures to prevent a recurrence.

### **Medication**

If a child needs medication during school hours the following procedure is to be followed;

- Parent completes a medication request form via Medical Tracker. The medication is stored in the fridge in a locked box in the Chippenham room fridge.
- The class TA administers the medication and records it on Medical Tracker
- Asthma pumps and EpiPens are kept in a marked box together with the child's health care plan and these are kept in their classroom. A copy of each child's health care plan is also kept in the Medical Room.
- A list of children with medical conditions/allergies is kept in the Medical Folder in each classroom and in the staffroom. Details will also be entered for each child in the school's MIS - SIMS.

### **Risk assessments**

Risk assessments are carried out by the Caretaker on a daily basis. If a risk is identified he will remove or attend to the risk. The Caretaker will inform the Business Manager of any risk that needs further investigation or contact the relevant person to deal with the risk.

A Fire Risk assessment is carried out every two years or when a major change in building has occurred.

### **Fire and Emergency Evacuation procedures**

#### **Fire**

In order to comply with The Fire Precautions Regulations legislation, we have adopted the standards and guidance contained in the Westminster LA Fire Manual.

#### **Fire prevention and control**

- Staff must be familiar with all procedures and inform children of these procedures. Visitors are required to read the fire procedure notice issued on arrival.
- All staff must ensure that they keep fire exit routes free from obstruction. The Caretaker checks this on a daily basis and is responsible for 'good housekeeping'.
- The Caretaker ensures that all fire exits are unlocked at all times whenever the school is occupied.
- Staff must ensure that they do not place, or allow to be placed, any items on heaters.
- Fire doors are now fitted with Dorguards, which allow them to be propped open (relevant doors are labelled to this effect) and these shut automatically when the alarm is sounded.
- All fire doors are routinely surveyed and are maintained in good condition.
- Smoking is not permitted anywhere on the school site (including the grounds).
- Firefighting equipment is checked twice each year and records kept by the Caretaker.
- The Caretaker carries out a weekly test of the fire alarm and ensures the Dorguards are operating effectively each week
- Staff must immediately report any fire hazard.
- Staff must ensure that electrical sockets are not overloaded and that there are no trailing cables.

#### **Fire procedures**

**Fire drills**

A fire drill takes place each term. For the first of the year staff and children are warned so that appropriate procedures can be discussed. Drills are planned for different times of the day and cover setting when the children in KS2 are not necessarily in their own classroom. All fire drills are recorded by the head teacher stating the length of time taken to evacuate and check all children were able to evacuate safely and could hear the fire alarm. Any faults or challenges are reported to the Headteacher. At the beginning of some drills various exits are closed in order to simulate a real fire situation.

**Staff responsibilities in the event of a fire**

Class teachers evacuate children and conduct a head count

Head, deputy, office staff call fire brigade

Office staff bring registers to Quiet Area and account for visitors

**Evacuation****Evacuation - Fire**

Copies of evacuation procedures are posted in every area. Visitors to the school read the fire procedures notice contained in the leaflet handed to them.

On hearing the alarm staff instruct the children to line up in silence, collect their Emergency Class List displayed by their doors and lead the children out to the playground Quiet Area. The office staff print a Visitors Log sheet from the InVentry system and bring this out with them to the Quiet Area. Registers are taken quickly with children calling 'here' and raising their hand at the same time as a double check. Registers are then handed to the head (deputy in her/his absence) to indicate that all children are present and correct.

**The primary responsibility of staff is the safety of the children.**

**Evacuation – Bomb Alerts**

No immediate evacuation should occur. Police advise most bombs are placed on the ground floor or in a parked car outside the building. Teachers should remain where they are and await instructions from the Head teacher.

**Evacuation – Gas leak**

The same procedure for fire drill should be followed but we will leave the school site from the rear entrance, proceed along Neeld Place and congregate in Edbrooke Rd Playground – located at the end of Neeld Place on Goldney Road.

All staff and children should leave quietly and calmly. All staff should check that no child is left in the classroom, toilet etc. registers will be called once we arrive at Edbrooke Rd Playground.

**The primary responsibility of staff is the safety of the children.**

**Bomb and Telephone threats**

If you receive a call which states there is a bomb or other telephone threat to the safety and wellbeing of the pupils in the school the action to take will be;

Inform Headteacher immediately. She will contact the police and gain advice on evacuation procedure. The SLT will calmly and quickly inform the staff of what to do.

If the police advice is to evacuate the building, the normal fire procedure will proceed with the evacuation point being the Edbrooke Rd Playground on Goldney Road.

**Other routines and procedures relating to Health and Safety**

**Control of substances hazardous to health**

Lists of cleaning materials and other hazardous materials in school are recorded in the Health and Safety File. The materials are kept in the locked Cleaning Cupboard and in the Caretaker's Office. Cleaning materials must not be kept elsewhere in the school.

**Fixed and portable electrics**

**Portable electric appliance** testing is completed on an annual basis.

**Fixed electrical installation** testing is completed on a 5-year basis and records kept by the Caretaker.

**Staff** must ensure that there are no trailing cables and that equipment is switched off at the end of the day. Sockets must not be overloaded.

**Manual handling**

Staff must not lift heavy or awkward loads unassisted. Injuries caused by manual handling are reported to the LA.

**Asbestos**

A full survey of the school was carried out in 2015 and in 2017. Both reports confirm that there is no Asbestos in the school. These reports are kept in the Asbestos Management file in the Caretaker's office. The Asbestos Management File is available for contractors to inspect and they can be provided with a copy on request.

**Safe working at height**

If using a ladder staff should ensure that they secure the ladder carefully. If working at a height in excess of 2m they must ask a colleague to hold the base.

The Caretaker has access to the roof but must inform a member of staff before going onto the roof.

**School trips and residential visits**

See separate policy.

**ICT**

Consideration is given to safety issues and health risks when siting and installing computers and other equipment e.g. space between workstations, height of workstations, glare, in compliance with Display Screen Equipment (DSE) regulations. Information and recommendations are kept in the health and safety file.

**Good Health**

**Communicable diseases** - All cases of communicable disease must be reported to the head teacher. The head teacher will report to the Health Authority if necessary. A list of communicable diseases is kept on display in the office.

**Sight and hearing** – Children with suspected sight or hearing difficulties are referred to the school nurse.

**Medical conditions** – Refer to medication section.

Adopted by Resources Committee

Date: 2.4.25

Next Review due: May 27