



September 2022

2022-2023

Elmhurst Health and Safety Handbook

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<p><u>1. Health and Safety Policy Statement</u></p> <p>Health and Safety at Work Act 1974</p> <p>Elmhurst Primary School</p>	

I recognise that developing a high level of health and safety management has benefits for the protection of our staff, our property and our business performance. My responsibility is to ensure that all employees have a safe workplace and the duties they perform do not place them at undue risk.

The School has a responsibility on all matters concerning safety, developing strategies that reduce the risks to staff and others. The following principles will apply throughout the School:

Our statement of general policy is:

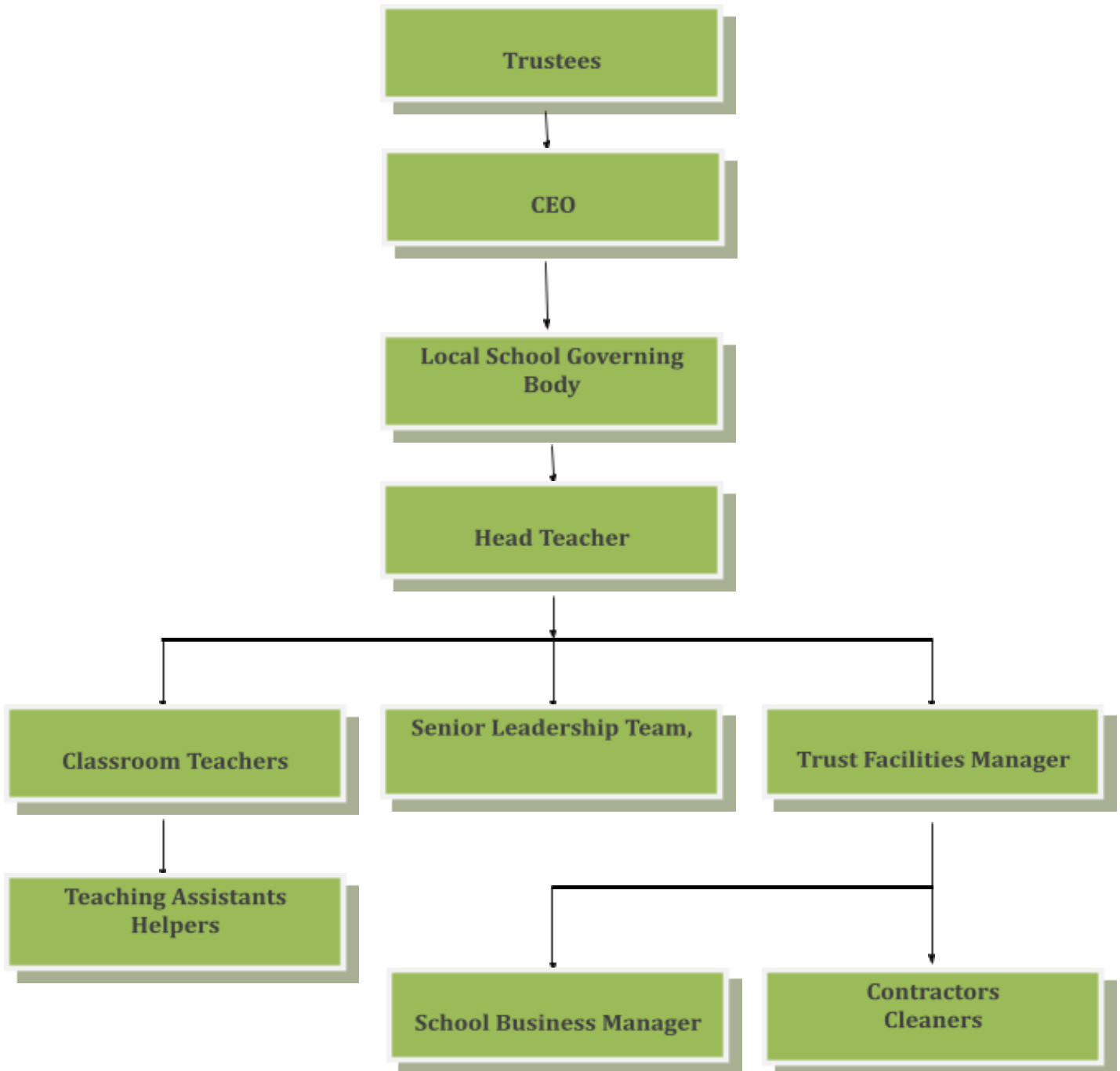
- A positive safety culture, which is actively and visibly supported by elected members of the school, senior management and safety reps, will be encouraged throughout the organisation.
- Health and safety management is an integral part of the managers' function and will be integrated into management duties and the decision-making processes.
- Provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- Equipment and machinery will be safe for use and fit for purpose. Managers are responsible for ensuring that adequate servicing arrangements are in place to maintain equipment and machinery, ensuring that it is fit for purpose at all times.
- Ensure safe handling, use, storage and transport of articles and substances;
- To provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- To ensure all employees are competent to do their tasks;
- Prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accident/violent incidents to the Directorate;
- To make positive arrangements for fire evacuation, first-aid and other emergency situations;
- Provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- To provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- To provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- Maintain safe and healthy working conditions and mitigate against adverse conditions (eg Covid, False Widow Spiders)
- Employees have specific responsibilities to support management in their activities. Employees have a key role in supporting management by complying with policies and procedures and alerting management to any hazards, physical or procedural and must take care of themselves and anyone that could be affected by their activities.
- Arrangement for the effective planning, development, review and revision of this policy statement and other safety arrangements will be clearly stated in supporting documents as necessary at regular intervals.

Safety is the responsibility of everyone within the School.

Effective management of health and safety can only be achieved by a co-operative effort from all levels in the school. I am personally committed to making Elmhurst Primary one of the safest places to work and I expect total commitment from all employees in helping me achieve this.

2. Responsibilities

These organisational arrangements for staff with health & safety responsibilities are represented Diagrammatically for the school below.



a). Governing Body

The Governing Body has corporate responsibility as an employer for providing a safe and healthy working environment for teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school.

We will take all reasonable steps to fulfil this responsibility, to provide suitable facilities and equipment and safety arrangements especially in areas of high risk; imparting information and advice conducive to safety and for the provision of a healthy working environment and adequate welfare facilities.

b). The Head of establishment (Headteacher)

The Headteacher has primary responsibility for Health and Safety matters within the establishment. In the Headteachers absence the Deputy or whoever is nominated, will assume this responsibility.

The Headteacher and Facilities Manager has delegated responsibility for managing the arrangements for health and safety in the school and for liaising with the Health and Safety Manager coordinator from The Education Space for advice and information on health and safety matters. The Trust Facilities Manager is line managed by the CEO and Headteacher and has responsibility for implementing instruction and carrying out procedures as prescribed by the headteacher as required.

c). Key Health and Safety Personnel

School Health & Safety co-ordinator is Haris Djemal
Health & safety overview with Sukwinder Samra (Headteacher), CEO Mr Shahed Ahmed and
School Business Manager , Yasmin Begum
Trust Business Manager, Salma Ahmed.

Geetha Unnithan

School Management Support for Health & Safety – The Education Space
Francis House, 760 Barking Road, London, E13 9PJ
External: 020 8249 6900 ext: 173
Mobile: 07807 727366

Trust Facilities Manager: Haris Sullivan
Senior Manager: Jane Nash (AHT SEN/Inclusion/ DSL)
School Nurse: Sheri Aderoba
School Governor responsible for safeguarding : Afia Chowdhury and Graham Lane

School Welfare first aiders (3 day training) Pauline Nateghi, Ayesha Sahebodin, Dona John
EYFS Welfare first aiders: Zeena Vadher & Juanita Holloway

Mid day assistants:

Nominated first aiders who have attended the 3 day first aid training: Fahmida Islam, Saleha Ahmed & Anita Jadia

On Saturdays:

Urmilla Devi (1 day training) and Benroy Spring (3 day training)

d). Responsibilities of the Health and Safety Coordinator under the supervision of the head teacher:

- Setting up arrangements to cover all health and safety legal requirements;
- Monitoring the effectiveness of the arrangements
- Producing a written Health and Safety policy to be approved by the Governing Body and bringing this document to the attention of all staff, including new staff on taking up post, and to revise and reissue the document as may be necessary from time to time
- Resolving health and safety problems
- Bringing to the attention of The Education Space Health and Safety coordinator those instances where delegated local executive has proved to be inadequate to reduce the identified hazard and to take action to avoid danger pending rectification
- Noting all the guidance produced by the HSE , in line with legislation, and bringing any issues to the attention of relevant staff
- Keeping a file or record of such guidance, including that issued by other competent authorities, to which relevant staff (Office manager, Trust Manager, members of LT and office team) can have access when required
- Being readily available to Safety Representatives and co-operating with them as far as is reasonable in their efforts to carry out their duties
- Receiving written reports from Safety Representatives and responding to them within a reasonable time
- Establishing a school Health and Safety Committee in accordance with Trust's policies if required eg dealing with snow arrangements or Novel Coronavirus outbreak etc
- Ensuring that all areas of the site are inspected termly by the Safety
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring the use of any personal protective equipment as may be necessary and ensuring that it is maintained and renewed as necessary;

- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005.

e). Responsibilities of the head teacher through working closely with the School Business Manager and Trust Business Manager:

- Ensuring that a system is established and maintained for reporting, recording or investigating accidents, and that all reasonable steps are taken to prevent recurrences
- Ensuring that all visitors, including contractors, are made aware of any hazards on site of which they may be unaware
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken and that fire fighting equipment is available and maintained;
- Ensuring that a suitable plan is in place to deal with emergencies, which could occur both during and out of school hours. This will include arrangements to deal with the immediate emergency and for contacting the Local Authority, Trustees, school staff, service providers and parents.
- Ensuring that suitable health and safety induction training is provided to every new employee and that every assistance is given to perform their duties in a safe manner. In particular to ensure that they are given a copy of this statement of local arrangements, and the opportunity to read it, before starting work.
- Ensuring that arrangements are made for suitable training for all aspects of their work.
- Ensuring that suitable records are kept of:
 - employee health and safety training
 - accidents
 - premises safety inspections – including by the governing body
 - fire equipment tests
 - machinery and equipment safety tests and inspections

A full record is kept of statutory testing linked to health and safety requirements.

- Carrying out regular site walks to check for any safety risks against the agreed premises checklist (appendix)

f). All employees are responsible for:

- Taking care of the health and safety of themselves and their colleagues and for any child under their charge
- Keeping up to date with current safety procedures
- Attending training as directed
- Following instructions issued by the employer on matters of Health and Safety

- Reporting any accidents, dangerous occurrences or safety concerns to Senior Management as well as the H&S coordinator
- Using any equipment provided for their safety appropriately
- Completing the appropriate accident form if they sustain an accident in the course of their employment and handing it to the Office Manager for processing
- Liaising with the H&S co-ordinator before ordering any materials which may be potentially hazardous to others, such as for science experiments or equipment used in PE
- Entering into the school inventory, details of any dangerous substances they may order.
- Exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- Making themselves aware of Health and Safety at Work Act (see appendix) and other legislations, regulations, advice and safety principles relevant to their work, and observing recognised codes or practice etc.
- Ensure a safe working environment is maintained in the classroom.

Finally, all employees must have regard to Section 7 and 8 of the health and Safety at Work etc. Act 1974, viz. -

g). SLT are responsible for:

- The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision
- Ensure that all training sessions begin with fire escape routes and fire and evacuation procedures
- Carrying out risk assessments as required.
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities
- Monitoring health and safety practice in science throughout the school

H1). Administration Officers are responsible for:

- The safe use and storage of equipment in the office and all the office store rooms.
- The maintenance of an up to date inventory of equipment, liaising closely with the H&S coordinator.. This will be available when required for inspection.

i). Classroom teachers are responsible for:

- The safety of all children under their charge by effectively supervising their activities
- Being able to carry out emergency procedures in respect of fire, emergency evacuation, security, first aid
- Observing all safety procedures and instructions – see safeguarding policy and internet safety policies
- Keeping all shared areas clutter free to ensure that equipment is safely stored
- Ensuring there is safe movement of pupils, removing any obstructions and maintaining a safe culture

H2). Administration Officers are responsible for:

j). Computer co-ordinator and The Education Space SBT Tamba Ben-Jsu are responsible for:

- The safety of the ICT suite and all other areas in which they work
- Conducts an audit of all IT equipment annually

k). Facilities Manager is responsible for:

- The safety and physical condition of all areas of the school including playgrounds and outbuildings
- Arranging for the maintenance and servicing of firefighting equipment and fire alarm systems, premises security systems
- Ensuring that all contractors on site are aware of the emergency evacuation procedures and have sight of the school health and safety policy as appropriate to their work.
- Ensuring that effective arrangements are in place to evacuate the buildings in case of fire or other emergencies, that evacuation drills are undertaken regularly and that fire fighting equipment is available and maintained;
- Ensuring that a suitable fire risk assessment is prepared and maintained to comply with the Regulatory Reform (Fire Safety) Order 2005
- Informing all contractors of any known hazards, which might affect them whilst at work
- The cleanliness of the site
- Any maintenance needs must be reported to the Facilities Manager immediately. Any broken furniture is dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff for safety
- Maintaining services, including being aware of the dangers of frost and clearing snow from paths

- Knowing the location of first aid equipment in the school and ensuring that staff and contractors are aware of its availability
- Ensuring that all points of access and egress are clear at all times throughout the site.
- Maintaining an up to date inventory of the plant room, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection
- Preparing and making available plans showing the location of all fire appliances in the school.
- Training staff in relevant safety precautions i.e. handling materials, equipment etc.
- Carrying out an annual inventory audit and taking robust measures to address any safety concerns.

l). Midday Assistants are responsible for:

- The general safety of pupils both within the building, including classrooms during wet dinner times and in the playground
- Ensuring that wet lunch games are appropriately supervised and that pupils are not allowed on computers
- Communicating any concerns to deputy head teacher via Mr Sarkaria and Benroy Spring (lunchtime teachers maintaining health and safety overview)
- The dining areas throughout lunchtime should be kept clean and any spillages cleaned
- Ensuring that the medical needs policy is adhered to closely

n). Contractors are responsible for:

Notifying any hazards arising from their activities to the H&S coordinator and SLT, particularly if they may affect the occupants of the school. All contractors should report to the school office on arrival. The site manager and premises manager will be responsible for controlling the work of contractors to ensure the safety of pupil's staff and visitors. In the interests of safety, major work should take place out of school hours and during school holidays.

Where work carries significant hazards, permits to work should be raised for contractors before they start work. Examples of work which require a permit to work are:

- Work on mains electrical wiring, mains incomers and distribution boards.
- Removal of asbestos or work where asbestos materials are known or suspected to be in place.
- Major excavations
- Access to roofs and roof voids
- Sterilising of water systems with chemicals
- Access by anyone to confined spaces such as voids sumps and drains

o). Caterers are responsible for:

Kitchen and cooking facilities carry significant risks to school premises and high standards of organisation and control are required to minimise them.

The Catering contractor Juniper Catering is responsible for:

- The safety of the kitchen areas and of keeping the school informed of any hazards which could affect the safety of people or premises
- Ensuring that its employees are competent in working safely in the kitchen with particular regard to the following:
 - Hygiene: To maintain suitable standards of hygiene in the kitchen areas including storage areas and staff rest areas
 - Fire: To be aware of the arrangements for fire prevention and evacuation and for extinguishing fires in the kitchen.

It is Juniper's responsibility to ensure that:

- Regular inspections of equipment are carried out
- If faults are found, equipment is withdrawn and repaired in accordance with procedures.
- New equipment is inspected to confirm that it is in working order.
- All staff are aware of safe practices concerned with such equipment and follow manufacturers' instructions where appropriate.
- Where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the health and Safety file and keeping details of the inspection.

Suitable training should be provided by Juniper to ensure that staff are able to deal with kitchen fires by using available kitchen fire fighting equipment.

p). Visitors are responsible for:

All visitors must report to reception where a signing-in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the school. Contractors working in the school premises will be made aware of the health and safety arrangements applicable to them by the premises manager/reception/site manager.

Visitors should always wear a suitable visitor's badge when on the premises.

Visitors should read and agree to comply with the Covid -19 screening questions:

Screening Checklist

- Goal - prevent COVID entering your premises

Screening Questions –

In the last 48 hours have **you**: -

1. Completed a LFT test. Please confirm this was negative.
2. Had symptoms of COVID-19 (specify the symptoms:- cough fever loss of taste or smell)
3. Been asked to isolate by Test and Trace

3. Asbestos

The Headteacher is responsible for ensuring that arrangements are in place for managing asbestos in accordance with the procedures and guidance, which are found in the Newham Health and Safety Manuals, Asbestos Management Policy and Procedures.

Leadership and those staff with a strategic responsibility for health and safety should be briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements will be in place to ensure that any asbestos in the premises is not disturbed by the work of contactors.

The Facilities Manager will identify the location of any intended work to ensure that there is no asbestos in the location of the work by examining the asbestos register.

Contractors will be briefed in the action they should take if they discover material which they suspect could be asbestos.

Contractors need to sign the asbestos register so that they are aware of where asbestos is in the school.

They should immediately stop work, evacuate the area and request advice from the Health and safety team, telephone 020 3373 9883 (Newham Asbestos Audit team).

The Facilities Manager should receive regular asbestos training.

4. Hirers, Saturday School tutors, contractors & others using or working in the school

When the school's premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities or use will have responsibility for safe practices.

The school's safeguarding policy and procedures need to be strictly adhered to at all times.

The headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy and comply with all safety directives of the governing body/School. They will not, unless with prior consent of the governing body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

All contractors who work on the school premises are required to ensure safe working practices and must pay due regard to the safety of all persons using the premises.

Please see the hire contract for terms and conditions when required.

5. Provision of First Aid

See medical needs policy for provision of medicines and supporting pupils with illnesses.

The school's designated first aiders who have completed the three day training are the following:

Ayesha Sahebodin
Pauline Nateghi
Syrina Salaam
Ambreen Masood
Dona John
Haris Sullivan
Benroy Spring
Juanita Holloway
Zeena Vadher

The school's designated first aiders who have completed the one day training are the following:

Rumina Khatun
Tara Cowley
Tasneem Ghazanfar
Farzana Patel
Samina Bashir
Teuta Ajeti
Salema Begum
Rehana Shaffi
Daksha Patel
Manjit Karir

The designated person responsible for checking and maintaining the contents of the first aid boxes is **Ayesha Sahebodin** and **Dona John** is responsible for PPE.

Note: If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training. All members of staff administering first aid must wear PPE which is part of the measures/controls identified in our Covis Risk Assessment.

If a child is displaying Covid -19 symptoms (high temperature above 38.8 degrees celsius, new continuous cough and loss of taste or smell) then they will need to be provided with a mask and taken to the room for treatment.

If an ambulance is required, the emergency 999 service should be used. Delays in calling the ambulance service can be very serious, but equally it is important to be judicious since less serious medical support might suffice. The opinion of a first aider is sufficient to authorise an ambulance to be called and this should take place without delay. If an ambulance is being called, a member of the leadership team should be called.

It may be appropriate on some occasions to transport a member of staff or pupil to a casualty department without the ambulance service, but it should be noted that this should always be on a voluntary basis.

6. First Aiders

Current First Aid **qualifications** are held by several members of staff as specified above.

All accidents to, or serious illnesses of pupils must be reported to them, and it will be their responsibility: -

- To inform the Headteacher or other senior member of staff at once, if necessary.
- To deal with the accident or illness in accordance with any appropriate school procedures.
- To log all accidents to, or serious illnesses of pupils in the appropriate book.
- To report the accident as per the school procedure.

7. Medical and allergies needs – please see separate policy:-

a). Head lice and bed bugs

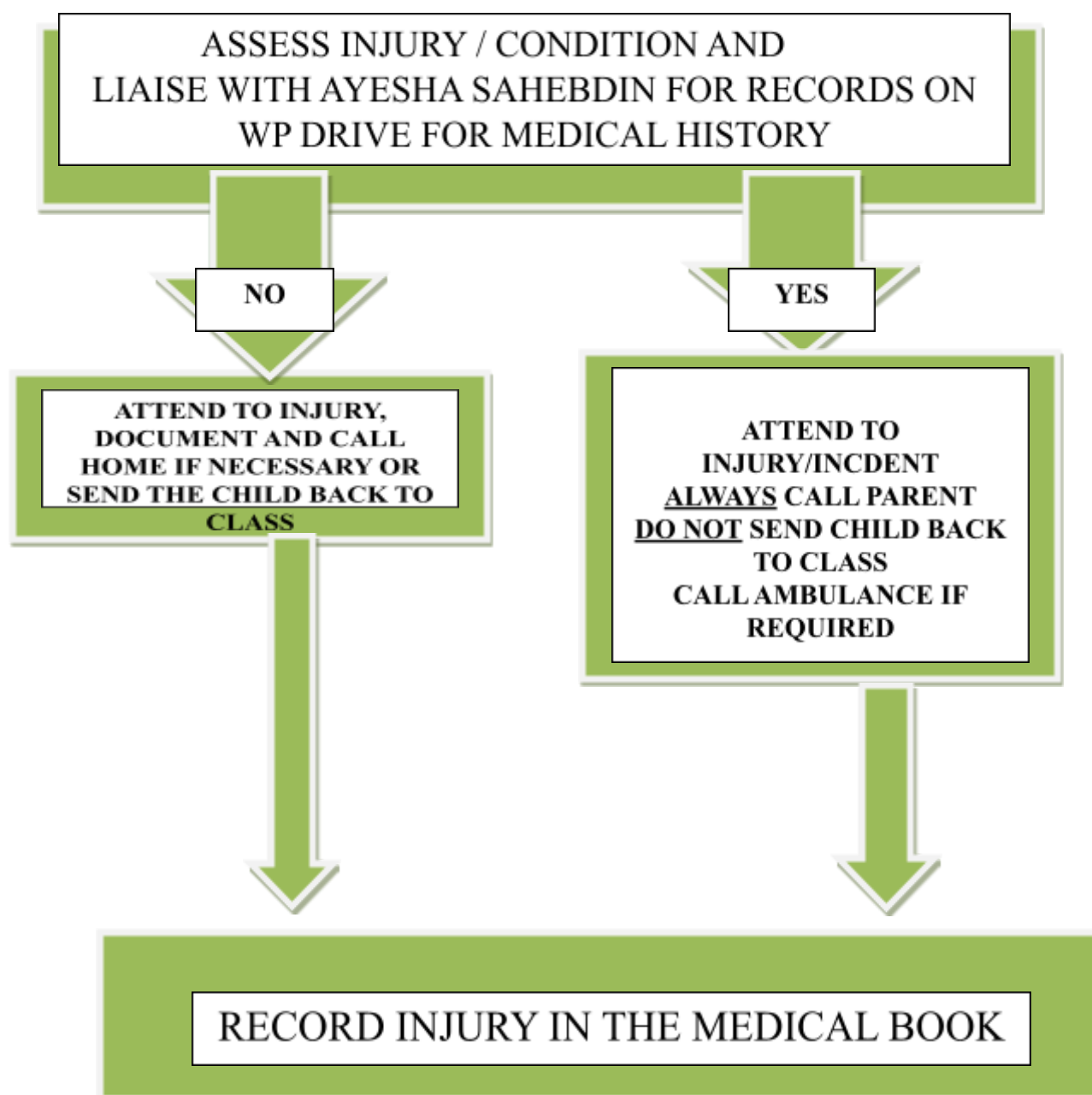
Should a teacher suspect a child has head lice then ask the office to send home a standard headlice letter to all children in the year group. Children are not sent home, nor should the teacher draw attention to the situation. Do not physically look through the child's hair.

8. Accidents and the Reporting of Injuries

- All accidents to children, however minor, must be recorded in the first aid report book, including when on educational visits on the class's return. All head bumps will require a phone call home and an incident slip completed.
- Each classroom has a basic first aid kit which should be kept visible. During class time, if a staff member is in any doubt as to what to do if a child is unwell or injured, then please refer to a first aider. Parents may be contacted and in extreme situations an ambulance will be called. All head injuries must be referred, however minor and the office must ring parents to inform them of more serious injuries including head injuries.
- Please note grazes should be bathed in sterile/drinking water. When administering first aid always wear plastic gloves, masks and apron in line with the school's Covid Risk Assessment. These will need to be disposed of at the end of the session or if they come into contact with blood.
- For more serious accidents an accident report form must be completed and sent to the HSE within twenty-four hours. Accident report forms must be verified by the headteacher.
- At least one person who has a current pediatric first aid certificate must be on the premises at all times when children are present.
- Class teachers leading educational visits must have a first aid box with appropriate contents to meet the needs of children. In addition, all medication should be taken.
- The office must keep a record of accidents and first aid treatment, including copies of the incident forms sent to parents. It is the **joint responsibility** of the class teacher and the first aider to inform parents of any accidents or injuries sustained by the child including details of first aid treatment that was given.
- All children who have anything other than a very minor complaint will be given an **incident letter** to take home. It is important to maintain good communication with parents about all injuries or incidences of ill health.

- If a child becomes unwell during a school trip then provide first aid as appropriate and inform parents. Complete the incident form and pass this onto pa has been administered.
- If a child is too unwell to remain in school or been involved in an accident then parents need to be contacted straight away, including if on a trip. If class teachers do not have phone numbers of parents during educational visits away from school, then please contact the school office for this information.
- Should a child need first aid during playtime, please refer them to the office. At lunchtime midday supervisors are equipped to deal with minor incidences and will refer incidents to first aiders if necessary. All incidents requiring attention are recorded in the medical book.
- If a member of staff is unwell or has an accident then the office manager/LT and allocated first aiders will oversee treatment and complete the staff incident form.

9. FIRST AID PROCEDURES FOLLOWED BY FIRST AIDERS



ALWAYS SEND A NOTE HOME

Yasmin Begum, office manager, has this form so please see her when required

10. Staff Incident/accident report form

Incident date..... Incident
time.....

Personal Information of injured employee

Name

Gender Male / Female DOB

Role

Home address

Telephone/Mobile

Location of incident information

Type of premises (tick as appropriate)

- Classroom
 Corridor
 Toilets

Playground

Staff room

Office

Other (please specify)

Exact location of incident

Incident / injury that took place

Action

11. PUPIL ACCIDENT / INCIDENT / ILLNESS REPORT

SENT TO PARENTS

<u>Pupil Name</u>	<u>Class</u>	<u>Date</u>	<u>Time</u>
<u>Location of details of accident/illness</u>			
<u>Symptoms</u>		<u>Action</u>	
Bump Bruise		Parent / Carer contacted	
Vomiting/Nausea		Unable to contact Parent / Carer	
Headache/High Temperature		Well enough to remain in school after First Aid	
Head Injury / Broken Limbs		Collected from school	
Asthma		Recommend further treatment at Doctors / Hospital	
Cut / Graze		<u>IMPORTANT</u>	
Nose Bleed			

Other	Please consult your doctor or local h child suffers any drowsiness, vomitin vision or excessive pain after returning home.
<u>Details of treatment and additional comments</u>	<u>Authorised Signature</u>

12. Fire and Emergency Arrangements

It is the duty of all members of staff to be aware of the fire and emergency procedures, ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

Chief Fire Warden (Haris Sullivan) is responsible for a formal check of the premises fire equipment on a weekly basis as well as Fire Warden Yasmin Begum, School Business manager.

The fire checks will include fire doors, fire signage and alarm systems and they will assess their suitability and any repairs or improvements required.

As part of an annual health and safety check, the governing body will also show due regard to fire safety; the head teacher will present a health and safety report to the governors annually as well as reporting concerns termly.

a). Fire fighting and precautions

All fire fighting equipment is annually inspected and serviced by The Fire Risk Assessment company.

It is the responsibility of the premises manager to ensure that fire fighting equipment is serviced annually and an inventory of all equipment plus a diagram showing its location and is kept up to date.

b). Fire Alarms

The fire alarms should be tested weekly and recorded in the fire alarm logbook by the premises manager. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

c). Fire drills (see guidance in School handbook regarding current procedures)

Fire drills will be arranged at least termly in the first week of each term. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the dinner attendance registers.

Suitable arrangements must be in place for evacuating those with disablement or with special educational needs.

d). Evacuation and critical incidents’ policy – see Business Continuity Plan

If there is a critical incident including a bomb scare, the school should evacuate to St Banaventure’s School Playground ASAP.

13. Notifying the Emergency Services

The following members of staff have specific responsibility to call emergency services:

Name	Location	Tel no.	Area of Responsibility
Mr Haris Sullivan	Reception	020 8472 1062 EXT:115	School
Mrs Yasmin Begum	Reception	020 8472 1062 EXT:118	Reception

14. Information, Documentation and Training

Staff should either receive copies or have their attention drawn to relevant safety information contained in the School’s health & safety manual. The Headteacher must ensure that the guidance or safety standards are current and adhered to at all times.

Health & Safety documents are held by the Trust manager, school office and identified staff, subject co-ordinators etc must ensure that their staff are familiar with all relevant documentation. These include: Related policies such as Covid Risk Assessment, educational visits policy, online safety policy, GDPR policy, RSHE policy, safeguarding, science policy and medical needs policy. The Business Continuity Plan is kept by the Trust manager. Other documents include risk assessments such as Legionella, Fire safety, asbestos which are kept by the Trust Facilities Manager.

It is the responsibility of the school business manager to identify the health and safety training needs of staff, to keep a record of those who have attended training, and to record the type of training given.

15. Repairs and Maintenance

All damage, signs of wear and defects in the premises must be reported to:

Name	Tel no.	Area of Responsibility
Mr Haris Sullivan	020 8472 1062 EXT:115	Premises Manager

Note: A record must be kept of all reported items on the incidents log book. This will be managed by the premises manager and action taken will be quality assured by the CEO.

16. School Premises Plans

A copy of this plan should be held in the school office inside the Fire Box to be available in the school office for use by the fire brigade.

17. Electrical equipment

All portable electrical equipment is tested by a contracted firm every year.

A copy of the inventory of the electrical equipment tested, including the results, should be kept with the school health and safety manual, which is held in the office.

All staff must visually check all electrical appliances prior to their use and report any defects to Mr Haris Djemal.

All defective equipment must be taken out of use immediately and reported to Mr Sullivan. **Privately owned appliances must typically not be used on the School's premises (unless their use has been approved and/or they have been tested under the PAT test).**

18. Machinery and Plant room (boiler room)

All machinery, including those in the plant room will be of suitable safety specifications and will carry a CE marking which shows that it complies with the European Community safety standards.

Certain pieces of equipment and plant room equipment must be inspected and or tested as part of a statutory safety regime. These include for example lifts, boilers, extraction equipment for the control of hazardous substances, pressure systems etc.

The following people carry out these tests.

Name	Equipment/plant to be tested	Frequency or interval
Stanley Lifts	Lifts	Monthly – passenger Quarterly – non-passenger
Maybricks/Southpark	Heating system & Boiler	annually
Harding Bros Electrical Ltd	Electrical Installation Reports	5 Yearly

19. Furniture and Equipment

All staff must ensure that equipment and furniture is regularly checked to ensure that it is functional and safe. All discovered defects must be reported to the premises manager who should arrange for repairs or replacement where necessary.

20. Control of Substances (COSHH)

All substances, chemicals, etc purchased and used within the school including for science experiments, preparation and storage rooms must comply with the COSHH guidance contained in the relevant sections of the SP folders Manuals. Risk assessments and hazard data sheets must be provided for all hazardous substances and suitable records kept.

Substances will be used in accordance with the guidance given in *"Be Safe" from the HSE. Use of Household and Other Chemicals* and in accordance with the manufacturers, instructions and advice on the label.

Any substance, which is proposed to be used for a purpose not covered in either of the at be the subject of further advice and at the consent of the headteacher. Any substance not identified should be disposed of.

21. Cleaning Arrangements

The School's premises are cleaned by Juniper, an externally contracted company.

Specification for the cleaning regime is held by the school business manager. There are increased cleaning schedules in place during the day as part of the Covid Risk Assessment to increase cleaning of common 'touch points'.

Any problem relating to the cleaning should be made primarily to the premises manager, and then to the school business manager.

Cleaning contractors or the school should provide a specification of the cleaning arrangements and will include:

- The health and safety policy of the contactor
- Risk assessments of the arrangements for cleaning tasks.
- Arrangements for supervision and control of their employees.
- Arrangements for training their employees in working safely and particularly the safe handling of hazardous substances.
- COSHH assessments for the use and storage of cleaning materials.
- Arrangements for maintaining testing and inspecting electrical equipment, such as vacuums and floor polishers which require regular inspections to ensure electrical leads have not been damaged.
- Use and storage of personal protective equipment
- Training in responding to emergencies such as fire and accidents, particularly when they occur out of hours when they may be alone in the building.

Regular meetings should be arranged if using cleaning contractors to review the suitability of safety arrangements and records kept of the meetings

22. Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities. A Covid risk assessment has also been undertaken in line with the following DfE document [Actions for schools during the coronavirus outbreak](#) :

<https://elmhurstprimary.co.uk/wp-content/uploads/2020/12/Covid-Risk-Assessment.pdf>

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health. The school has an extensive Covid Risk Assessment. This includes a Contingency Framework Plan if the threshold is reached:

https://docs.google.com/document/d/1uPYAv_-Sea4oheuFlamtf3xVwk_skesE/edit#

Schools as employers have a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors. These include for educational visits and also inform many policies and practice, including for subjects such as science and PE where technical equipment could lead to accidents.

23. Offsite Visits

It is important that suitable arrangements are made for all offsite visits by students. The school have an appointed and trained Katherine Roberts, who is an Educational Visits Coordinator (EVC), to take a central role in planning and administrating off site visits.

24. Supervision of Children_Pupil Arrival and Dismissal

Please encourage all children to arrive at school on time. Teaching staff should be in class by 8.55am and in the playground by 1.25pm and ensure that pupils are collected promptly in KS1 and go swiftly straight into classes independently in KS2.

Allocated teaching assistants (TAs) and duty leadership members are on gate duty in the playground from 8:50am until 9am and from 3:10pm-3:30pm. If a duty TA is affected by planned leave including educational visits and knows that gate duty will be affected then it is the responsibility of the TA to communicate this to their line manager, Jane Nash, and to swap duty with another TA.

Children in EYFS, KS1 and Years 3 & 4 should be collected by an adult and should not be allowed home on their own. Please ensure the adult is known to the teacher before releasing a child to the adult; two named adults should be those identified on the pupil's records in SIMS. Teachers of younger children have the names of adults who are known to children and are permitted to collect them. Should an adult not be on the list and the carer has not made arrangements for the new adult to collect the child, then do not release the child and ask the office to contact the parents to confirm. Please communicate these arrangements to PPA staff and supply teachers. Children from Years 5 and 6 may go home unescorted if there is parental permission. If however the journey is very long then please raise this as a concern, since it might be a safeguarding breach.

Children who are not collected by 12:35 in the case of home dinners, or 3:25pm should be taken to the library. The office staff will arrange for children to be collected and provided with a school dinner.

Home dinner children should be dismissed from class at 12:30pm and should not return before 1:25pm. Home dinners need to be booked in advance whilst the morning register is done and the MDAs on the gates should cross reference names on the dinner register and if pupils are not on the list then they need to be referred to the office.

If attending after-school clubs, children should have a consent form completed by an adult in advance. Children younger than Year 4 need to be released to an adult and may not go home on their own. All children should be dismissed from a controlled area, preferably a classroom, where it is possible to dismiss them individually in a controlled way.

Staff who would like to run a club should discuss this with Afterschool/Clubs coordinator (Yasmin Begum). Should staff need to cancel a club this should be done well in advance and never on the day and always notify the school office so that parents can be informed; club registers should be kept in the school office. If staff are unable to run a pre-arranged club, they should ask another member of staff to deliver. If any member of staff sees a pupil wandering around after 3.30pm then please bring the child to the office since it might be that the child has decided not to go to a pre-organised club etc.

Children should never be in the school building unsupervised. If teachers require children to be in during lunch they should be collected and returned to the playground.

25. Snow procedures for all staff

The following procedures need to be followed:

- The school aims to remain open in the event of snow, unless there are exceptional circumstances which cause the journey to school and movement around the school to be unsafe
- The CEO, head teacher and facilities manager will liaise if it looks like the school may need to close (e.g. extremely hazardous conditions), basing advice from The Education Space H&S advisor, Geetha Unnithan
- If the school remains open, all staff should make every effort to attend e.g. car share, walking, using public transport etc
- If there is an individual circumstance where a member of staff is unable to attend when school is open, they need to liaise with the relevant member of the leadership team before staying at home as this has to be agreed by the head teacher

Emergency school closure arrangements in the event of snow or a major health and safety issue:

- The CEO, head teacher and deputy headteacher to notify remaining members of the leadership team, site supervisor and office manager and Trust Business Manager (TBM) by 6.45am
- The CEO will inform the Chair of Trustees about the decision to close the school
- The CEO and head teacher will make the decision to close based on health and safety grounds alone, after discussion with Geetha Unnithan (Geetha's mobile number is 07807 727366)
- The leadership team will communicate details of the school closure to their respective year group teams and year heads (who might be asked to pass on the message to the year group team). AHT Inclusion lead, Jane Nash, will text key teaching assistants for them to text others
- The head teacher will liaise with the deputy head teacher, Nia Silverwood, who will also update the school website and communicate information about the school closure. This will be updated at least daily and more regularly if the need arises
- The School Business Manager will change the school's answering machine message and will send out Parent Mail communication. The office team will answer the phone to ensure that communication with the school community is effective and will put signs on the school gates.
- The office manager will inform Juniper and the catering staff about the school closure and the site manager will notify the cleaners
- Members of staff are expected to check the school website. If a notice has not been put up or if staff have not received a text, then there is an assumption that school is open. All staff are required

to share numbers with the relevant member of the leadership team phase leader in order to communicate effectively.

- If school is closed, staff should use this time as additional planning and preparation time. If prior notice has been provided of a school closure, then staff should take work to carry out at home to facilitate remote working

26. Mental health

Ms Nash is establishing a Mental Health Team, including our Mental Health Practitioner, Elinor Lobley who has been seconded for a year, CAMHS advisor, Ms Lowe, our school Counsellor Ms Amour, Ms Gillett and PSHCE coordinator Mr Ellerby. The team will further target support for parents/carers/ staff/pupils who have been detrimentally affected by the pandemic.

27. Conclusion

It is a collective responsibility to make the above arrangements work. By achieving this collective responsibility there is a much greater likelihood of achieving an accident free environment and progressively improving the management of safety and so the staff', pupils' and the school's general wellbeing.

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any statutory provision.”