



PERIVALE
PRIMARY SCHOOL

Health and Safety Policy, Incorporating Premises Management

Committee with oversight for this policy – Full Governing Board	
Policy to be approved by the Headteacher	
Policy last ratified and adopted by the Headteacher	15/09/2020
Policy / Document due for review	Autumn 2021

Introduction

This document is a statement of the aims, principles and strategies for ensuring health and safety at Perivale Primary School.

Relevant national legislation and the Local Authority (LA) policy for health and safety have been taken into account in the formulation of this policy.

<https://www.egfl.org.uk/facilities/health-and-safety/health-and-safety-policies-and-arrangements>

Purpose of this policy

This Health and Safety policy aligns with the LA statement of policy and intent which sets out the authority's policy and attitude towards health and safety and premises management. The school operates within this framework and takes account of all instructions and advice issued by the LA.

This document provides a broad framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims

Our aims for health and safety are to:

- Provide a safe and healthy environment for children, staff and all other people who come onto the premises of our school
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

As well as being a statutory requirement, the establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It depends upon sound management, vigilant supervision and the co-operation of all children and adults.

Responsibilities

It is the responsibility of all members of the school community (staff, parents, pupils and governors) to:

- Be fully aware of their own responsibility for maintaining a safe and healthy environment.
- Be familiar with all instructions and guidance on safety within the school.
- Use common sense at all times to take reasonable care for their own safety and that of others.
- Report any identified hazards to the Leadership/ Administration Team without delay.

It is the responsibility of the Governing Body to:

- Recognise their corporate responsibility for ensuring that the health and safety policy of the Local Authority is implemented in the school
- Require that safe working practices and procedures are applied within the school, by all members of the school community, visitors and contractors
- Require that all members of the school community are aware of their own responsibilities
- Take responsibility for overseeing the school's Health and Safety policy
- Monitor and review this policy and ensure that necessary revisions are undertaken
- Require that all staff are familiar with the Health and Safety Policy of the school and of the LA, and any other relevant codes of practice
- Support and facilitate safety training for staff
- Require that regular risk assessments are carried out and that necessary action is taken

It is the responsibility of the Headteacher to:

- Take responsibility for the day-to-day operation of the Health and Safety Policy
- Make termly inspections to ensure that a safe and healthy environment is maintained
- Establish a system for the prompt reporting, recording and investigation of accidents, within 2 days, and ensure that this is applied rigorously by all members of the school community, visitors and contractors

- Take active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- Ensure that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency, and that firefighting equipment is available, maintained, tested and ready for use.
- Liaise closely with any trade union appointed safety representative and with the school nurse and/or any other outside agencies.

It is the responsibility of staff to:

- Promote a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- Be aware of risks and safety issues arising from planned work and activities in the curriculum and make children aware of these as appropriate
- Carry out informal and formal risk assessments of any activities the children are involved in
- Be good role models - vigilant and careful
- Take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Provide opportunities for children to discuss appropriate health and safety issues.

It is the responsibility of pupils to:

- Develop a growing understanding of health and safety issues
- Contribute to the development of codes of practice
- Conduct themselves in an orderly manner in line with these codes
- Take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it

It is the responsibility of parents to:

- Ensure that children attend school in good health
- Provide prompt explanation for absences
- Provide support for the discipline within the school and for the teacher's role
- Ensure early contact with school to discuss matters concerning the health and safety of their children or of others
- Allow their children to take increasing personal and social responsibility as they progress throughout the school
- Accept responsibility for the conduct of their children at all times
- Ensure that the school has up-to-date contact addresses and telephone numbers

Involvement of all members of the school community

- All staff are made aware of the school's security procedures. Security matters are raised as and when appropriate at weekly staff meetings. This document and other relevant information are stored on the school network.
- Ensure that the Health & Safety Governor attends relevant training.
- Health and Safety issues are discussed at Governing Body & Committee meetings.

Premises Management Statement

The Governing Body recognises that building compliance is a key responsibility to ensure premises are maintained whilst providing a safe environment for all users.

As responsible custodians, the Governing Body with the support of school staff will ensure the premises are adequately maintained in a safe operational condition. This will include compliance with statutory and regulatory requirements for buildings, engineering services, equipment and external areas.

Where necessary the Governing Body will seek specialist advice to determine the appropriate maintenance regime required to ensure their duties are discharged in regards of compliance. The Governing Body will ensure that only competent, reliable and reputable service providers are selected to deliver maintenance services to the school.

The Local Authority will request annual audit assistance surveys to monitor building compliance. The Governing Body will assist in this undertaking by keeping, as far as is reasonably possible, complete and accurate records of maintenance tasks.

The Governing Body discuss and agree this statement annually at the governors Management Committee meeting.

Further LA Guidance and procedures can be found at: -

<https://www.egfl.org.uk/facilities>

A safe physical environment

- There is a limit on pupil numbers to prevent overcrowding with its attendant risks of accidents and the transmission of infections
- Children, parents, governors and representatives of the wider community are involved in the planning, and, where practical, the implementation, of developments to the school environment and consideration of Health & Safety implications.
- Care is taken to ensure provision of furniture of the appropriate height for each group of children, storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- Security measures are in operation including CCTV, movement sensitive lighting and alarm systems.
- All visitors enter by the main entrance which is controlled by the school office via a video entry phone system. This area is also covered by our CCTV system. The route to the main office is clearly signed. All staff have a key fob which obtains access. All external doors are secured in this manner. Such doors are opened from the inside. Both internal and external access points are sited at levels suitable for children, wheelchair users and other adults.
- A logging-in book is kept indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, area of school to be visited. All visitors are asked to wear an identification badge. Emergency procedures are explained to the visitor on arrival. Visitors are not allowed to remove items of property unless they have identification and authority to do so.

Playground safety

- Supervision of pupils throughout the school day is carefully planned, during lessons, at breaks and during lunchtime, as well as before and after school. Children who are not met as expected are taken to the school office / welfare room until they are collected. At break times, at least three staff supervise the playground and corridors, while at lunchtime, our team of supervisors are on duty overseeing key areas around the school, cafeteria and play areas.
- School rules about playground behaviour are designed to maximise playground safety.

Accident prevention, reporting and investigation

- All staff and children are required to be vigilant in spotting potential causes of accidents
- Potential hazards should be promptly reported to the Leadership Team/ Site Team/Administration Team.
- The Leadership Team/ Site Team/ Administration Team will respond immediately to investigate and rectify the hazard.
- All accidents are reported to the Leadership Team/ Administration Team and recorded in the school accident book in accordance with LA regulations.
- Parents are notified in the case of accidents to children. For this purpose an up-to-date contact list is maintained.
- Prompt investigation of all accidents is undertaken by the Leadership Team in order to establish cause and adopt remedial measures.

Fire precautions

- There is a separate procedure for fire and emergency evacuations. All staff and pupils are made familiar with these regulations.
- A fire drill is held at least once termly, and is monitored and timed in accordance with LA guidelines.
- Weekly checks and maintenance of fire alarms and firefighting equipment are undertaken and recorded by the Site Team.
- We maintain an annual service contract with an accredited company which checks equipment, procedures and exits.

First aid provision

Please also refer to the Administration of Medicines / First Aid Policy

- The use of hygienic first aid practices by all staff is mandatory.
- A trained first aid officer is present in the school at all times. Several staff hold a current first aid certificate and some hold a paediatric qualification. An up to date list is on display at various points around the school.
- A fully stocked first aid box is located in the welfare rooms. Other first aid boxes are kept accessible in the hall, the cafeteria and in other areas and rooms where needed.

These are regularly checked and maintained by the Family Liaison and Administration Officer.

- Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent (or an alternative nominated responsible person) a member of staff will accompany a child to hospital.
- We ensure that an appropriately qualified first aider accompanies all trips and visits

Special medical conditions

- A Care Plan will be agreed between the school and Parents for all children with medical needs. Where appropriate the GP, Health Visitor and School Nurse will be consulted for their recommendations regarding the Care Plan. Care plans are displayed in the welfare room.
- There is regular liaison with the school nurse and parents concerning any children with special medical conditions.
- Staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency.
- All medicines (including inhalers) brought to school must be kept locked in the welfare room under the supervision of the Family Liaison and Administration Officer/ first aider, who is responsible for supervising the administration of doses and for recording details.
- Diabetic: a list of diabetic children is kept by the Family Liaison and Administration Officer. The nurse meets with first aiders/ teachers to give advice on pupils.
- Epilepsy: as above with emphasis on a daily liaison at the parent's request. E.g. an immediate phone call to the parent at the slightest bump on the head.
- Asthma: all children are required to have 2 sets of inhalers in school, one to be kept in class and one to be kept in the welfare room
- All inhalers are labelled with the name of the child and the dosage.
- Anaphylaxis: all children who have been prescribed epipens are required to have 2 sets in school, one to be kept in class and one to be kept in the welfare room.
- The school has adopted the LA guidelines and code of practice on the administration of medicines and drugs given in schools.

<https://www.egfl.org.uk/facilities/health-and-safety/managing-medical-conditions-schools>

Use and control of substances hazardous to health (COSHH)

- Such substances are stored, clearly labeled, in locked cupboards which are not accessible to children.

- All staff are advised about the wearing of appropriate protective clothing when such substances are used e.g. rubber gloves – all necessary protective clothing will be provided.
- COSHH assessments are completed and recorded as appropriate.
- Usage and storage is regularly reviewed as part of the Health and Safety Audit.

General safety

- All equipment is carefully sited to avoid trailing leads and other hazards.
- Regular inspections are carried out of all electrical installations by the LA safety officer or his appointee.
- Annual checks are undertaken by approved electrical contractors on electrical equipment.
- All staff and pupils are made familiar with the safe use of electrical equipment as appropriate.
- Children may not bring any mains powered electrical equipment from home for use in school.

<https://www.eqfl.org.uk/facilities/health-and-safety/health-and-safety-policies-and-arrangements>

Safety within the curriculum

- There is a statement about health and safety within each curriculum policy which identifies potential problems specific to that subject of the curriculum.
- Children are trained to use tools and other equipment safely and properly.
- School uniform regulations discourage the wearing of jewellery, except for religious reasons, and require that long hair be tied back at all times.

Teaching children about health and safety issues

The curriculum is rich in opportunities for children to consider health and safety issues. These include:

- A programme of personal social, Citizenship and health education designed to promote mutual respect, self-discipline and social responsibility (see PSCH policy)
- A programme of health education (see PSCH policy),
- When relevant in the course of lessons in PE, Science and Design Technology
- Circle time, a forum for discussion held in every classroom regularly
- Explanations about the way we behave towards each other
- The agreement of a set of rules for a school year at the beginning of the autumn term
- Assemblies when a variety of issues are explored.

Promoting healthy food choices

Please also refer to the Healthy School Policy, incorporating Packed Lunch Policy

- Parents are encouraged to supply snacks and packed lunches which are healthy and well balanced.
- The programme of health education includes the study of diet.
- The school meals service offers a carefully balanced diet
- Children are encouraged to drink water throughout the day

Food and drink hygiene

- There are regular inspections of drinking fountains.
- The chiller provided by the school meals provider is regularly checked for temperature and cleanliness

Personal hygiene

- A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- Pupils with long hair are encouraged to keep it tied back at all times.
- There is coverage of 'menstruation' in the programme of health education.
- A stock of sanitary towels is kept in the welfare room.
- Sanitary disposal equipment is available in the ladies' toilet and in the girls' toilets and is regularly serviced by an external contractor.
- We discourage the use of aerosol products

Money and equipment

- The school now receives the majority of payments for extra-curricular activities, clubs and outings via ParentPay. This has significantly reduced cash handling at the school.
- Any cash received is stored as briefly as possible in our safe, which is kept locked. Cash and cheques are banked regularly in line with LA Financial Regulations and guidance.
- Our financial system automatically records an inventory of all items held.
- The school makes arrangements for all valuable equipment to be security marked. All valuable equipment will be removed from sight at the end of the school day, wherever possible.
- The school will dissuade staff and pupils from bringing valuable personal property into school. Each member of staff has their own locker for storage of personal property.

Lone working

Members of the Site Team and SLT occasionally need to operate lone working, mainly at weekends or during holiday periods. A system is operated to inform line managers when the member of staff is safely off site.

Dangerous or toxic substances and waste disposal

- Children are taught to dispose of rubbish appropriately and any litter is promptly and regularly collected by the site team and cleaners
- Toxic weed killers are not used on school premises.
- The site team works to maintain the premises to a high standard, responding rapidly to rectify damage. Daily inspections are made for the presence of hazards, which are immediately removed or remedied.

Road safety

- There are parking restrictions in the road outside the school which parents are regularly urged to obey. As part of the safer streets LA initiative the, road traffic restrictions apply between 8.15 - 9.15 and 2.45 to 3.45. This initiative will be reviewed in February 2021 for permanency.
- The school receives periodic visits from the LA Road Safety Officer as part of the school travel plan initiative.
- Although we have no jurisdiction past our school gates, staff, in high visibility jackets, periodically monitor road safety outside the school at the beginning and end of the day, in order to alert highways department regarding unsafe behaviour.

Guidance on Safeguarding for Extended School Activities

School security

While we create a welcoming and comfortable environment, we are conscious of the need to consider aspects of safety and security and the different levels of responsibility we have whether we are directly involved in provision for children or where the premises are let for use by others.

Specific measures

- The visitor control system is still operated during lettings and access is through one designated entrance.
- All lettee's have to provide a copy of their evacuation procedures including consideration of the means of escape from the building e.g. in accordance with fire regulations.

Safeguarding children and child protection

All those involved in extended school activities should ensure that they contribute to the shared objective of promoting the welfare of children. Section 175 of the Education Act 2002 requires local education authorities and governing bodies to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. This includes:

- Providing a safe environment for children and young people to take part in extended activities
- Ensuring that unsuitable people (including volunteers) are prevented from working with children
- Promoting safe practice and challenging poor and unsafe practice
- Ensuring that those who use school premises for extended activities are aware of their safeguarding responsibilities

Legislation requires that all staff and others who work directly with children and vulnerable adults are subject to enhanced Disclosure and Barring Service checks and other relevant vetting procedures. Many extended school activities and services provide any increased levels of access for adults to school premises. Where adults and children are jointly involved in activities, it is essential to ensure that there are always adequate levels of staffing to maintain continuous supervision of children and young people. This information is sought on the lettings application form used.

Health and safety

- In accordance with the Health and Safety at Work etc. Act 1974, and the Education Act 2002, the employer is responsible for the health and safety of employees and non-employees who are on the school premises for extended school's activities or anyone who is affected by them. Issues pertaining to staff and extra working hours are subject to compliance with the Working Time regulations. The "employer" of staff in community schools is the Council (Education Act s. 35)
- The Governing Body has delegated the task of ensuring that the school's Health and Safety policy is followed on a day-to-day basis to the Head Teacher. However overall management responsibility for the premises remains with the Governing Body of the school during and outside school hours.
- Where outside organisations are using the premises, schools should satisfy themselves that they are operating with due regard to the school's Health and Safety Policy.
- Where schools permit others to use the premises, all concerned must be aware of:
 - Health and Safety duties where applicable;
 - Any specific Health and Safety issues (e.g. hazards on the premises);
 - Policies and procedures for critical incidents
 - Emergency procedures in the school.

Fire safety

We will ensure that:

- Necessary escape routes are open and Fire exits are clearly marked and operational
- Users are aware of the fire drill
- Any equipment brought into school is properly used and complies with safety requirements.

For public performances, a licence may be required which specifies the number of people who may attend, type and layout of seating, emergency lighting and marking of exits.

Critical Incident Planning

Please refer to the Fire Safety and Emergency Evacuation Procedure and Ealing's Critical Incident Manual.

<https://www.egfl.org.uk/facilities/critical-incident-manual>