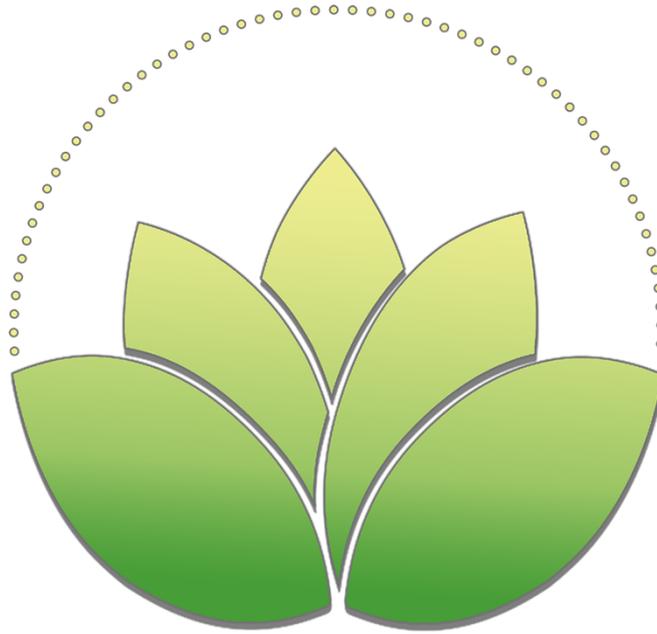


# Health and Safety policy 2020

## Shapla Primary School



Approved Date: 16.09.20

Review Date: September 2021

Signed: Mark Campbell (Chair of Governors)

## Policy Statement

Health and Safety at Work Act, 1974

- a) Shapla Primary School operates within the London Borough of Tower Hamlets Local Education Authority and has an elected board of governors. The school recognises and accepts their responsibility as an employer for providing a safe and healthy working environment for the staff in their employment, for the children attending the school and for others who are users of the school.
- b) They will take all reasonable steps within their power to fulfil this responsibility paying particular attention to the provision and maintenance of facilities and equipment that are safe, to safety arrangements, to imparting information and advice conducive to safety and to the provision of a healthy working environment, with adequate facilities.
- c) The Governing Body considers all aspects of the school's management (including Health and Safety) and records decisions to the L.E.A in its minutes.

1.1 Every employer is required to produce and keep under review a written statement of its general policy with respect to the health and safety at work of its employees and the organisation and arrangements for carrying out that policy, and to bring it to the attention of all its employees.

1.2 The school has produced:

- POLICY STATEMENT Part 1 - which sets out the general policy of the school.
- POLICY STATEMENT Part 2 - which details the organisation and arrangements for implementing the policy.
- Some separate notes relating to the particular demands of the Act to the various users.
- Particularly the responsibility of the Headteacher, as Key Manager of the School, is considered in some detail. These notes can be extracted from the main body of the report and issued as particular and pertinent notes for guidance to those differing groups to whom they relate.

2.1 The key Health and Safety Manager for the School is:

NAME: John Musgrave Bolanos  
TITLE: Headteacher  
OFFICIAL ADDRESS: Shapla Primary School, Wellclose Square, London E1 8HY  
TELEPHONE NO: 020 7480 5829  
EMERGENCY NO: 07497 538444

2.2 The person designated to act in Key Manager's absence is:

NAME: John Lovett  
TITLE: Premises Manager  
TELEPHONE NO: 07870 601845

2.3 The local Health and Safety contacts are:

John Musgrave Bolanos, Headteacher - for teaching and support staff.

John Lovett, SPM - for cleaners and contractors

2.4 Under the regulations on Safety Representation which became operative on 01.10.78 recognised Trade Unions can appoint safety representatives. Representatives must make themselves aware of their duties.

NEU teaching staff representative – Persia Cassell

UNISON support staff representative – Maria Albedejas

2.5 The designated Fire Officers required by the School are:

John Lovett - SPM

John Musgrave Bolanos - Headteacher

The general duties of employers are set down in Section 2 of the Act:

Section 2.1

“It shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees”.

Section 2.2a

“The provision and maintenance of plant and systems of work that are so far as is reasonably practicable, safe and without risks to health”.

Section 2.2b

“Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substance”.

Section 2.2c

“The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees”.

Section 2.2d

“So far as is reasonably practicable as regards any place of work under the employees control, the maintenance of it in such a condition that is safe and without risks to health and the provision of means of access to and egress from it that are safe and without risks.”

The duties placed on “employed persons” are in Sections 7, 8 and 20 of the Act. Section 7 reads as follows:

“It Shall be the duty of every employee while at work:

- (a) To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work and
- (b) as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with the employer so far as is necessary to enable that duty or requirement to be performed or complied with".

Section 8 places a duty on all persons, whether they be employers, employees or self-employed, and states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

### **Policy statement (part two) Shapla Primary School**

#### **The policy communications**

1. All staff should be aware of the communication channels regarding health and safety matters. These are clearly stated in the H & S Policy Document and the appendices retained in the Office and Staffroom.
2. The Key Manager and the H & S Contacts will make sure that advice is circulated throughout the establishment as appropriate. A central codified list of health and safety information will be maintained by the Key Manager.
3. Any member of staff who becomes aware of a potential safety hazard should report the situation to the Headteacher immediately. Both the staff member and Head will take steps to remove or reduce the hazard and/or report this to the SPM if unable to remedy. Other users must be notified of the hazard.
4. When workmen are working and when vehicles are entering the premises and any member of staff notices an unsafe situation the facts should be reported to the Head or deputising staff and together they will:
  - I) Take steps to ensure that all persons are kept well away from the area until the danger is removed; or
  - II) Bring it to the attention of the senior representative of the contractor on site if the danger is imminent.
5. New members of staff must be fully briefed on health and safety arrangements by the Headteacher and given a copy of this policy document.

#### **Accidents / injuries / incidents**

1. An official 'Incidents and Injuries' report form must be used to report all accidents, other than those to children, whether or not they result in absence from work and whether or not the person(s) involved is (are) employees. Any incident of a hazardous nature must be reported.
2. The LEA's "Pupil's Incidents and Injuries" report form must be used to report all accidents/injuries to children.

3. Additionally, details of accidents/incidents should be recorded in the Accident Book, by the person concerned or who has witnessed the accident. Advice is sought from first aiders in the school and accidents reported to the Head Teacher.
4. When a serious accident occurs, it is important that the site is left untouched until advice is obtained from the Safety Unit. The Key Manager or Safety Contact will ring the unit for assistance. Union Safety representatives also have the right to inspect the site of an accident to one of their members.
5. Copies of all forms must be sent to those parties indicated on the report pads and additionally one copy must be retained by the School.

### **Corridors**

1. Approximately every three (3) metres of display material should be separated by a space of approximately one (1) metre.
2. There should be no display material on or above doors.

### **Staff**

1. School policy requires that there should be a designated Fire Officer and Deputy Fire Officer who are responsible for all matters of fire safety
2. Staff should be familiar with the positioning of fire alarms and hoses and with the various types of extinguishers (a display chart explaining the various types should be available).
3. The Fire Officer and Headteacher should ensure that fire equipment is maintained and serviced according to the makers' recommendations and in line with policy. NB. It is incumbent on the school to provide training in fire safety.

### **Bomb scares**

1. The Hall has been prepared as a protected area and adults and children will gather there in the event of a bomb warning.
2. The staff will verbally communicate the warning throughout the school. An Alarm will not be sounded.

### **First aid**

1. First Aid boxes are located in the First Aid Room and Main Offices
2. The person(s) responsible for administering first aid are:

All trained first-aiders – a list is displayed in the school office.

3. Christine Jones will periodically check and reorder first aid supplies for the First aid boxes.

### **Fire precautions**

#### **Fire drills and emergencies:**

1. Frequency - Twice per term

2. Procedure - SPM to operate alarm as arranged by the Headteacher.
3. Fire exits - Indicated around the school
4. Muster point 1 - Large playground Whole School
5. Muster point 2 - If the playground is unsafe enter St Paul's through Nursery playground or main gate
6. Alarms Oscillating tone sounds
7. Fire Notices - displayed in rooms, halls, toilets and work spaces

In the event of an evacuation, no member of staff shall re-enter the building without the permission of the senior staff member present. When the Police or Fire Brigade are present permission can only be granted by the Officer in Charge.

### **Fire precaution rules**

#### **Obstruction**

Entrance and exits should be kept clear and unobstructed and stacked chairs and bookshelves should not be placed near exits.

#### **Display**

1. Displays should be securely attached to pin board as close to surface as possible.
2. Great care should be taken when using paper and flimsy material for display.
3. Nothing should be hung from a light.
4. There should be no display material AT ALL above high-risk equipment (eg. cookers) or within 600mm either side.

### **Local health and safety contacts**

- 1) The Headteacher shall have the overall responsibility for the correct use and safety of all electrical equipment. Responsibility for day to day checks will be delegated to the SPM.
- 2) All staff have a collective responsibility to report to the appropriate Local Contact or Key Manager any faulty apparatus or furniture of any kind anywhere in the school which shall then be taken out of use until repaired or replaced. The Site Manager is to make appropriate arrangements.
- 3) The Site Manager will keep a log book. Requests for repairs are to be made to the Headteacher then in writing to the Site Manager.
- 4) The attached sheets give details of general safety rules for fire precautions rules and bomb alerts
  - Rules for staff
  - Rules for children
  - Gym activities
- 5) Formal routine inspection will be carried out by the Headteacher and the Site Manager at the end of the term.
- 6) All accidents, 'near misses' and dangerous situations should be reported to the Headteacher. Accident forms for children and adults should be completed when necessary.

- 7) Existing members of staff and others using premises shall be given a copy of this policy. Health and Safety matters will be a regular item on the agenda of our meetings (both staff meetings and governors) where any change in policy will be made known.
- 8) Parents, visitors and contractors should report to the School Office or a staff member when entering the premises during operating hours. All unauthorised persons must be challenged.
- 9) Parents' addresses and places of work for use in emergency are retained in the office.

### **Rules for staff**

1. Activities should not be left unsupervised. In an emergency a child should be sent to fetch the Headteacher and children must conform to established standards of behaviour.
2. If faced with a difficult parent ask him/her to see the Headteacher. If they refuse, send someone to fetch the Headteacher.
3. Children are not allowed to use the staple gun or guillotines/paper cutters. Care must be taken to ensure no child is near when these tools are being used.
4. Craft tools, solvents and fixatives must not be left unattended or where they may be misused.
5. Broken glass should be wrapped in paper and labelled before being put in waste bins.
6. Television sets and pianos or other heavy equipment must not be moved by children.
7. Children should not plug in or adjust electrical apparatus.
8. Staff supervising the playground should be there promptly and should not leave without a substitute taking over the area, unless all children are taken inside with them.
9. The playground gates must be kept closed and only opened by the Office staff.
10. At home time staff must ensure that children who are met stay on the premises until collected, that children going home on their own do so promptly.
11. All electrical equipment must be checked and approved by DOBAS Electrical Division. (Green sticker approval).
12. Children must not be allowed to fight. This includes 'kung fu' or so called 'toy fights'. Anti-social behaviour is to be challenged.
13. During sports activities involving bats, staff must ensure that no-one (except batsman) enters the defined batting area. Injudicious use of equipment (i.e. swinging bat) is allowed.
14. Children must not climb on chairs or tables, or sit on stacked chairs.
15. Children must not carry cups or glasses (full or empty) or play games while eating.
16. Under no circumstances should any child (or adult) be struck.

### **Rules for children**

1. Walk without touching, pushing or crowding other children.
2. Walk in rooms, corridors and halls.
3. No sweets, food or drink to be brought to school.
4. Children should be encouraged to practice good personal hygiene (washing hands and using toilets).

## **Safety audit**

This should be carried out by the Headteacher with the SPM at the beginning of each term:

External Playground Asphalt

Gates

Walls

Railings

Dangerous plants and trees

Outside Building Gullies

Gymnastics equipment climbing frames

Sandpits and covers

Breathers and waste pipes

Roof

Manhole covers

Internal Doors - ball catches, bolts and door closers

All Rooms Fire drill notices

Hall Floor covering

Toilets Cistern lids, paper holders, towel holders

Sinks

Chairs - seats

Electric points and plugs

Storage of cleaning materials

Safe storage of apparatus

Furniture and stacked chairs

Obstruction of exits

Staff toilets and sinks

Lavatory basins

Toilet holders

Seats

Cistern lids

Towels

Hall and Corridor windows, floor covering, fire doors – alarms and hoses

Obstructions

Doors

General doors - ball catches, bolts and 'door closers'

Lights

Floor covering

Toilet - cistern lids, paper holders, sinks

Towel holders

Chairs and seats

Electric points and plugs

Windows - ease of opening (ventilation)

Heating

Fire drill notices

## **The responsibility of local health and safety contacts**

Under the guidance of their Key Health and Safety Manager:

- 1) To advise on the prevention of accidents.
- 2) To receive comments from the staff on potential hazards within that Contact's normal area of responsibility and to take steps to remove or reduce the hazard, so far as is reasonably practicable.
- 3) To report to the H & S Manager those instances where their normal Executive authority does not allow them to remove or reduce the hazard, or where there are doubts as to the practicability of the solution.
- 4) To ensure that all accidents occurring within their area of responsibility are reported in accordance with instructions and to establish whenever possible, if so directed by the Key Manager, the facts of any accident (if appropriate by site visits) before site evidence is removed, when practicable to ensure that such evidence is moved.
- 5) To ensure that periodic but regular inspection of plant and equipment is carried out and that appropriate records are maintained.
- 6) To inspect, periodically, sites and places of work where staff are working to ensure that staff are informed of health hazards safety procedures, relevant regulations and are otherwise provided with appropriate safety literature.
- 7) As far as is reasonably practicable, to ensure that staff are informed of health hazards safety procedures, relevant regulations and are otherwise provided with appropriate safety literature.
- 8) Advising on the use of protective clothing, footwear and equipment and ensuring that it is properly maintained and renewed when necessary.
- 9) To ensure that new employees are given every assistance to perform their Duties in a safe manner.

Note: This section is designed to be extracted for issue for simple reference.

## **Money**

Financial resources need to be allocated for:

- First aid equipment (replenishing)
- Staff training (first aid and refreshers)
- Repair of equipment

## **Equipment**

All the school's equipment must be:

- Sound and safe (if not then locked away or condemned)
- Appropriate to the age group using it (i.e. craft knives)

## **Space**

The Headteacher is responsible for ensuring that the areas allocated are safe environments and appropriate for the planned activity.

1. Areas with safety defects should be partitioned off, locked or not used at all.
2. Areas with safety defects should be reported
3. Notify SPM
4. Enter into diary and/or complete form
5. Advise other users
6. If appropriate inform governors

## **Staff**

The Headteacher is charged with the responsibility of:

1. Ensuring all staff are aware of the Health and Safety policy and practice.
2. Pointing out the staffs own liability under the H&S at Work Act 1974.
3. Ensuring a safe work environment (as far as is possible).
4. All INSET courses and training consider those aspects of H&S that relate.

## **Children**

The Headteacher sets the standard of behaviour required of the children attending the school.

1. The children (and their parents) should be aware of the rules which seek to ensure their safety.
2. The Headteacher is 'In Loco Parentis' and therefore has a legal responsibility to act as a responsible parent.

Parents' wishes agreed to, should be adhered to (particularly in the collection of children at the end of the session)

## **Administration**

All the required administrative duties relating to Health and Safety should be complied with and given a high priority.

## **Lone working**

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone. Where lone working cannot be avoided staff should:

1. Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
2. Ensure they do not put themselves or others at risk. Refer to Guidance on staff intranet corporate health and safety or contact [stuart.mcgregor@towerhamlets.gov.uk](mailto:stuart.mcgregor@towerhamlets.gov.uk)
3. Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
4. When working off site (eg. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
5. Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
6. Report any incidents or situations where they may have felt "uncomfortable".