

**Greenslade Primary School
Health and Safety Policy
Reviewed in November 2016**

Please also see our recently updated Emergency Business CMP

Section 1. Health and Safety: Responsibility and Powers

Health and Safety responsibilities derive from the Health and Safety at Work etc Act and associated regulations. Health and Safety legislation is enforced by the Health and Safety Executive (HSE).

The H&S at Work etc Act 1974 places overall responsibility for Health and Safety with the employer. In the case of Greenslade Community Primary School the employer is the Local Authority (Greenwich).

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff in school and on offsite visits;
- the health and safety and welfare of pupils in-school and on off-site visits; and
- the health and safety and welfare of visitors to schools, and volunteers involved in any school activity.

Employees have responsibilities too. The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to employees. Employees must:

- take reasonable care of their own and others' Health and Safety;
- co-operate with their employers;
- carry out activities in accordance with training and instructions; and
- inform the employer of any serious risks.

Enforcement

The HSE enforces Health and Safety Law relating to the activities of LAs and schools. Because the employer is responsible for Health and Safety in the workplace and on work activities the HSE will normally take action against the employer. However, in some circumstances, for example where an employee failed to take notice of the employer's policy or directions in respect of Health and Safety, the HSE may take action against the employee as well or instead.

Responsibilities

- The employer must have a Health and Safety Policy and arrangements to implement it. The Health and Safety at Work etc Act applies.
- Employers must assess the risks of all activities, introduce measures to manage those risks, and tell their employees about the measures. The Management of Health and Safety at Work Regulations 1999 apply.
- Employers may delegate specific Health and safety tasks to individuals. (LAs may delegate specific tasks to schools). But the employer retains the ultimate responsibility no matter who carries out the task. The employer should therefore maintain an audit track, making clear who is doing what and confirming that these tasks are being carried out.

- The LA has responsibility for Health and Safety at Greenslade Community Primary School. It has the power to ensure that its Health and Safety policy is carried out in-school and on all school activities.
- The LA must provide Health and Safety guidance to those schools and services where it is the employer. It must ensure that staff are trained in their H&S responsibilities as employees and that those who are delegated health and safety tasks (such as risk assessments) are competent to carry them out. If an LA risk assessment shows that training is needed, the LA must make sure this takes place.
- The LA can direct schools to release staff for Health and Safety training where the schemes for financing schools contains such a provision.

Monitoring and Compliance

- The LA must monitor how its schools are complying with LA policy.
- Where an LA believes the Health and Safety of anyone on-site, or of anybody engaged in school activities off site, is at risk it can make a direction to the Governing Body and Headteacher.
- A direction can specify action to be taken (e.g. remedy a Health and Safety failing). Or it can require the Governing Body and Headteacher to comply with a specific aspect of the LA's Health and Safety Policy. Section 39(3) of the School Standards and Framework Act 1998 applies.
- In the event of non-compliance with a section 39 direction, the LA can apply to the Secretary of State for a direction. Section 497 (general default powers) or section 496 (power to prevent unreasonable exercise of functions) of the Education Act 1996 applies.
- Compliance would be enforceable through the courts. Substantial or persistent non-compliance with scheme requirements is a ground for suspending delegation.
- An annual audit is carried out by trained members of the LA to ensure Greenslade Primary School is meeting its responsibilities regarding the Health and Safety of the school community.
- The Governors review this policy every two years and receive regular reports from the Headteacher appertaining to issues related to Health and Safety.

Reserve Power of Entry

LAs may need to obtain information in order to exercise any of their general responsibilities. They should normally be able to do this as employers or owners of the school premises. LAs may use their reserve right of entry to any school maintained by them.

School Funding Arrangements

The LA fair funding scheme requires Governing Bodies to:

- supply all financial and other information to enable the LA to be sure that the school is managing its budget satisfactorily;
- have due regard to the LA's responsibilities for Health and Safety;
- assess in advance, where relevant, the health and safety competence of contractors taking account of the LA's policies and procedures.

Schools may take advice on H&S from other bodies but must heed the policy of the LA.

Schemes should allow the LA to pay for (and recoup the costs for) H&S work for which it is liable where funds have been delegated to schools for such work but where the work was not done.

Schemes should allow the LA to recoup the costs of necessary H&S training for staff from a school when funding for training is delegated but suitable training has not taken place.

LAs can hold back funds to cover strategic management of Health and Safety.

Section 2. Statement of General Policy

This Policy and Statement supplement the policies for Health and Safety of Greenwich Council and that of Greenwich Local Education Authority and describes the aims of the school with regard to Health and Safety, the duties of staff and the local arrangements for health safety and welfare at Greenslade Community Primary School.

Policy Statement

- The aims and objectives of this policy and the arrangements described within are to provide and maintain a safe and healthy teaching and learning environment.
- Health and Safety and the prevention of accidents will be treated as an integral part of every activity undertaken at Greenslade and will have priority over any other aspect of school activities.

So far as is reasonably practicable:

- Greenslade Community Primary School undertakes to ensure that conditions, equipment and systems of learning are of the highest possible standard within our local situation.
- Greenslade Community Primary School undertakes to provide all information, training and support required by all staff to carry out their duties and teaching activities safely. It is the responsibility of the Headteacher to ensure that all staff have the information, instruction and training necessary to undertake their duties in a safe manner. All staff will be trained and instructed to perform all the tasks required of them so that they are aware of all the known hazards that may exist within those tasks.
- Greenslade Community Primary School undertakes to make staff aware of the safe operation of plant, tools and equipment used whilst undertaking their duties.
- Greenslade Community Primary School ensures that staff will undertake an assessment of the risks to health and safety before any activity is organised or performed in order to allow safe systems of work to be devised and implemented. The classroom risk assessments cover the day to day activities that require no specific safety advice.

Greenslade Community Primary School is aware of its responsibility for the Health and Safety of the range of people who may be affected by our activities.

So far as is reasonably practicable:

- Greenslade Community Primary School undertakes to seek and implement the advice of experts within the various fields covered within this policy and to use this advice to determine and assess the risks to Health and Safety within the establishment, and during associated activities of the school.
- This policy has been formulated following consultation with all relevant groups within the school community, including staff, Governors and Trades Unions.
- This policy and the local arrangements set out have been formulated following consultation with the individuals who have been allocated particular Health and Safety responsibilities and functions.

- This policy and its implementation rely on the co-operation from everybody within the school community in order to achieve the objectives set out here.
- Staff are responsible for taking a pro-active approach to Health and Safety, in ensuring that they undertake their duties in accordance with this policy.
- **Staff must take reasonable care of their own and others' Health and Safety, co-operate with employers, carry out activities in accordance with training and instructions and inform the Headteacher of any serious risks.**
- This policy will take into account changes in working practice and legislation as this information becomes available.
- This policy and its implementation will be reviewed annually by a group from the Business Committee following our LA Health and Safety Audit and by the full Governing Body bi-annually.

Section Three. Safety Organisation and Responsibilities

Organisation.

- The Headteacher has overall responsibility for the Health and Safety of all persons on Greenslade Community Primary School Premises and involved in school related activities. This responsibility extends to any person who may be affected by school related activities.
- All staff, as far as is reasonably practicable, will receive training in the safety aspects of their work. The aim of this long term programme of training is to equip each person with the skills necessary to undertake their work with due regard to health and safety provisions.
- Health and Safety at Greenslade Community Primary School will be maintained by all staff.
- Staff will act immediately to rectify any breach of statutory obligations or school safety requirements, and will actively pursue proposals which further accident prevention, as far as is reasonably practicable.
- The current H&S Policy for Education Establishments and other H&S documents are kept in the Headteacher's Office and are available for reference during normal school hours.

Related School Policies, LA and DFE Documents

- Asthma Policy.
- Emergency and Business Continuity Management Plan
- There and Back Again
- Headlice Policy
- DFE First Aid Guidance
- Greenwich and Bexley advice on Infectious Diseases. (Poster on wall in Office and Staffroom)
- Managing Medical Needs in Greenwich Schools (including Health Care Plans for individual children).
- Safeguarding / Child Protection Policy
- Teaching and Learning Policy
- Risk Assessments - see examples in appendix and RA inventory.

Responsibilities - Governors

The main Health and Safety functions of Governors are:

- To issue a clear written policy statement;
- Specifying responsibilities and arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
- To ensure that the policy is known and understood by all.
- To ensure that all appropriate groups are involved in making the policy.
- To ensure the organisation of staff including;
 - Ensuring that responsibilities for Health, Safety and Welfare are allocated to specific people who should receive specific, relevant information and training.
 - Displaying information in the school, confirming who has responsibility for health, safety and welfare.
 - Ensuring that the appropriate people have sufficient information about the risks they run and the preventative measures they should take.
- To measure performance, responding to information gained and learning from experience.
- To monitor Health and Safety, including consideration of inspection and audit reports.
- To ensure that actions and improvements necessary in the interests of Health and Safety are taken.
- To prioritise actions where resources are required.
- To take reports on Health and Safety at all appropriate Governors' Meetings (through the Headteacher's Report).
- To issue an annual report on Health and Safety within the school.
- To ratify the local Health and Safety policy.

Responsibilities - Headteacher

The main responsibilities of the Headteacher are:

- To support the intent of the Health and Safety Policy to secure the health and safety and wellbeing of all pupils, staff, visitors and members of the public.
- To establish the Health and Safety Policy of Greenslade Community Primary School, and ensure that it and the H&S Policy of the LA are implemented, reviewed and revised as appropriate.
- To have relevant and appropriate understanding of his/her responsibilities under the Health and Safety at work etc Act 1974.
- To monitor the effectiveness of the policy.
- To allocate the resources necessary to ensure that the policy can be fulfilled.
- To ensure that all staff receive the training necessary for them to carry out their work without undue risks to their own health and safety or the health and safety of others.
- To challenge any activity which breaches the Health and Safety Policy of Greenslade Community Primary School, and that of the LA H&S Policy.
- To ensure that all new and existing staff are trained in the fire and security alert procedures of the school, and are given every assistance to perform their duties in a safe manner.
- To ensure that there is good liaison with the LA and Inspectorate on all matters of curriculum Health and Safety.
- To instigate safety surveys and monitoring procedures within the school, receive and review all accident reports and to implement remedial measures.
- To monitor the use of medication within the school.
- To ensure that the special risks generated by the presence of contractors on site are considered within the terms of all contracts.
- To ensure that there is effective liaison between the school and providers of catering services.
- To co-operate with accredited safety representatives in their efforts to carry out their functions including inspections and investigations as the needs arise.
- To receive written reports from safety representatives and respond in writing within a reasonable period.
- To meet his/her responsibilities as a member of staff.
- To set a personal example in terms of Health and Safety.

Responsibilities - Premises Manager

The main responsibilities of the Premises Manager are,

- To be familiar with the school Health and Safety policy and his responsibilities under the policy as Premises Manager and as a member of staff.
- To have relevant and appropriate understanding of his responsibilities under the Health and Safety at work etc Act 1974.
- To have a knowledge of his responsibilities under other relevant Health and Safety legislation having an effect on Greenslade Community Primary School's activities.
- To carry out safety inspections and Risk Assessments on all the activities within his sphere of operation (including Manual Handling, COSHH and RIDOR).
- To carry out daily inspections of the premises, building and grounds, in the course of daily schedule and to report any H&S concerns to the Headteacher, and to rectify these concerns when possible and appropriate.
- To play a major role in the prevention of fires in the school and in the safe evacuation of the building. He should;
 - Ensure that all emergency exits are unlocked while the building is occupied.
 - Ensure that the building is checked for fire risks as part of daily locking up procedures.
 - Close all fire doors as part of the daily locking up procedures.
 - Ensure that rubbish and combustible materials are stored appropriately and safely and do not build up in piles that could create a fire hazard.
 - Take and act on advice on the types of storage appropriate within the school basement and boiler room.
 - Inform the Headteacher of instances when their own executive authority does not allow them to deal effectively with a hazard.
 - To undertake regular Risk Assessments with specific focus on the risks associated with fire.
 - To undertake regular tests of fire alarm call points.
 - To manage the programme of regular testing of fire fighting equipment. (extinguishers, blankets, signs and alarms).
- To identify any training needs within his/her sphere of operation.
- To keep a register of all portable electrical equipment.
- To undertake the regular (annual) testing of all portable electrical equipment (PAT).
- To undertake a Risk Assessment of all substances considered hazardous to health as required by the Control of Substances Hazardous to Health Regulations 1995 (COSHH), and that the safety requirements deemed necessary by the assessments are complied with by all users of the substances.
- To ensure that any new substances added to the school inventory are assessed for COSHH.
- To ensure that all visitors to the site, including contractors, are made aware of any hazards on site.
- To ensure that all contractors working on the site read and sign the relevant documentation regarding asbestos.
- To ensure that all contractors working on site are aware of, and follow the appropriate policies and codes of practice in terms of Health & Safety with relation to the work they are undertaking (e.g. glaziers are wearing appropriate safety goggles and gloves, and that appropriate distances and barriers are kept between contractors and children and staff within the school).

- To advise the Headteacher on the Health and Safety implications of contractors and other visitors.
- To ensure that activities undertaken by contractors meet the same standards of Health and Safety criteria in terms of materials and practices as all Greenslade Community Primary School activities.
- To maintain the appropriate records of testing and other registers as required. (eg dates and times of fire drills and tests on fire call points, gas equipment and legionella testing).
- To meet their responsibilities as a member of staff and to set a personal example with regards to Health and Safety.

Responsibilities - Curriculum Leaders

The main Health and Safety responsibilities of a Curriculum Manager are, as far as is reasonably practicable;

- The day-to-day management of Health and Safety within their areas of responsibility in accordance with the health and safety policy.
- To draw up a list of key risks for their area of responsibility which ensures that the safety precautions to counter any risks are known, understood and followed by all staff and pupils within the curriculum area for which he/she is responsible.
- To regularly, annually at least, review the list of key risks.
- To liaise with the appropriate inspectors to ensure that they and subsequently all staff are aware of Health and Safety developments in their curriculum area.
- To carry out regular inspections of resources and facilities and to submit reports on their findings to the Headteacher.
- To ensure that the appropriate action is taken to rectify any Health and Safety concerns as a result of inspections or other discovered risks.
- To arrange, through the Headteacher, training for staff within their curriculum area.
- To pass on information with regards to Health and Safety to the appropriate people within the school community.
- To meet his/her responsibilities as a member of staff and to set a personal example with regards to Health and Safety.

Responsibilities - All Staff

The responsibilities of all staff at Greenslade Community Primary School are:

- To be aware of and comply with all relevant aspects of this policy and the Health and Safety at work etc Act 1974.
- To co-operate with curriculum managers, premises manager and senior managers in relation to all aspects of this policy and Health and safety in general.
- To carry out regular Risk Assessments of their working area and the resources used, and to pass on concerns following such Risk Assessments to the Headteacher and to subsequently act on advice given in relation to these Risk Assessments.
- To take reasonable care of the Health and Safety of others who may be affected by their work, including the training of children in the correct use of equipment and apparatus.
- To take appropriate care of all apparatus provided in the interests of Health and Safety.

- To bring to the attention of the Headteacher or other nominated person any Health and Safety concern which they are not able to correct themselves.
- To meet his/her responsibilities as a member of staff and to set an example in relation to Health and Safety.

Responsibilities - School Administration Officer

The responsibilities of the S. A. O. are:

- To Undertake VDU Risk Assessments.
- To request that visitors to the site sign in the "Visitors Book", wear a visitor's sticker and are shown the "green sheet" and explain procedures related to the emergency evacuation of the building.
- Report to Headteacher concerns regarding visitors to the sight.
- To inform parents of illness or injury to their child, having first told the Headteacher of the need to do so.
- To inform teachers in the event of a child being sent home due to illness or injury.
- To note in the register the fact that a child has been sent home from school due to illness or injury.
- To undertake the appropriate duties during a Fire Drill, in the event of fire being discovered or during other emergency evacuation procedures, which include
 - Telephoning the emergency services
 - Taking registers to the assembly points
 - Checking the visitors' book, staff signing in book and taking them to the assembly points.
 - Reporting any discrepancies to the Fire Controller.
 - To meet his/her responsibilities as a member of staff and to set a personal example in relation to Health and Safety.
- To follow the agreed procedures in the event of a threatening phone call.

Responsibilities

Trained First Aiders (Four staff have a higher level age specific qualification)

The responsibilities of a trained First Aider are:

- To maintain the First Aid facilities within the school, ensuring these facilities are well stocked and only contain authorised materials.
- To undertake First Aid duties as necessary in case of accident to any person in the school, or during any other school activity with which they are involved.
- To ensure that, where necessary, emergency treatment or assistance is obtained for any person in need.
- To inform parents and carers, using the appropriate record sheet, and by phone or personal contact if necessary, of any accident or injury to a child who required First Aid treatment.
- To provide information to the Headteacher for the reports necessary under the Reporting of Injuries, diseases and dangerous Occurrences Regulations 1995 (RIDDOR).
- To inform the Headteacher of any incident or accident which may require the completion of the above record.

- To give advice to the Headteacher on matters pertaining to the health of children or other members of the school community who seem to be ill or who have been involved in an accident within school.
- To support the Headteacher in the analysis of accident report sheets to determine if there are any areas or activities of particular concern which need to be addressed.
- To assume the responsibilities of a member of staff and set a personal example with regards to health and Safety.

Responsibilities - Senior Midday Supervisor

The responsibilities of the Senior Midday Supervisor are:

- To ensure that all appropriate Health and Safety procedures are adhered to by the Midday Team.
 - To take responsibility for assembling the children for an emergency evacuation during a lunch time session in close liaison with the Headteacher/Deputy Headteacher.
 - To follow all First Aid procedures as set out in this policy.
 - To supervise staff in checking visitors on to the site in accordance with our security procedures.
 - To follow Health and Safety reporting procedures for all Health and Safety incidents.
 - To assume his/her responsibilities as a member of staff, and to set a personal example with regards to Health and Safety.
 - To follow the appropriate Risk Assessments related to lunchtimes including the Playground Risk Assessment and use of the hall at dinnertime.
- **Responsibilities - LA Health and Safety Advisors / Consultants**
- To establish timetables and methodology for Health & Safety Audits.
 - To carry out Health and Safety Audits.
 - To advise on the writing and subsequent revisions of the Health and Safety Policy.
 - To assist in the implementation of the Health and Safety Policy.
 - To help in investigations into Health & Safety issues.
 - To advise on monitoring procedures.

Section 4

Fire and Emergency Procedures

Fire

General Information

- It is essential that all members of staff, both permanent and temporary, casual or contracted users of the school, know the fire and evacuation procedure in case of emergency.
- All visitors to the school are spoken to and given instructions regarding the emergency evacuation of the building upon hearing the fire alarm.
- New members of permanent staff are spoken to in more detail about emergency procedures and are given their own copy and asked to sign a master copy of the Health and Safety Policy.
- The fire alarm is the sounding of the alarms situated at various points in the school. The alarm continues to sound until the “Fire Controller” (Headteacher or Deputy) determines that it should be silenced.
- In the event of the Fire Brigade being called the alarm is not turned off until the “Fire Controller” is instructed to do so by the Senior Fire Officer. This is so that the Fire Brigade can check the panel to ascertain the area of the building in which the alarm was raised.
- Upon hearing the alarm all staff, children and visitors must stop work immediately and begin the safe evacuation of the building.
- Those children who work individually with specific adults should be accompanied by those specific adults until the evacuation is completed.
- An individual Risk Assessment will be written for children or other users of the building with mobility issues who would find evacuation of the building difficult alone.
- The fire safety equipment is tested on a regular basis, each call point being tested once a year to ensure all is operational. The tests are carried out by the Premises Manager and are recorded.
- Fire fighting equipment (fire extinguishers) will be checked annually by the firm contracted by the LA to do so and the date of checks are recorded by the Premises Manager as well as on the extinguishers.
- The Fire Alarm and battery back up systems are checked regularly in accordance with the contract set up by the LA. These checks are recorded by the Premises Manager.
- During the day classroom and office doors may be left open. However all other doors on staircases and corridors must be kept shut. The Premises Manager will close all doors as part of the locking up routine.
- The local Fire Brigade visit the school annually to ensure they have up to date knowledge of the layout of the building.
- There is a diagram outlining the preferred emergency evacuation route and emergency muster point in each room in the school.
- Signs are positioned near extinguishers on landings explaining that users should exit the building using the nearest routes to leave the building.
- The method of raising the alarm is displayed in all classrooms, corridors and offices.
- Staff should familiarise themselves with the escape routes from their classes, work areas, the muster areas and the fire alarm call points where they may sound the fire alarm.
- Visitors (to be checked in the visitors’ book) must be directed to the muster points by the host staff.
- Safety equipment should only be used to clear a pathway of an emergency exit route.
- **In any fire situation people are the priority. Anything else can be replaced!**

- Staff should only fight a fire if they are aware of the appropriate extinguisher to use on a fire to ensure a safe pathway to an emergency exit route.
- Staff and children must not return to the building until informed that the building is safe by the Fire Controller.
- Our premises are shared with our Breakfast Club and After School Play Club. Evacuation procedures are rehearsed and tested on a termly basis.
- If the clubs are in operation staff and children evacuate the club and gather at the muster point at the top of the playground. Play Club staff are responsible for their evacuation and the practice of these procedures.

Specific Staff Duties.

- **Action by staff on discovering a fire**
- On discovering a fire staff should give warning to those in the immediate area by shouting "FIRE".
- The member of staff should immediately activate the fire alarms by breaking the glass on any one of the CALL POINTS (shown on the Call Points and Extinguisher Positions Diagram).
- If it is safe to do so, they should use intercom to contact the office to inform the SAO of the location and extent of the fire and of any injured persons so that the appropriate emergency services can be contacted / summoned.
- Staff should immediately organise the safe evacuation of the children.
- **Staff must not place themselves or others at risk by fighting the fire. The safe evacuation of children is paramount. Safety equipment should only be used to clear a safe path to evacuate the building.**

Action by staff on hearing the fire alarm

- On hearing the alarm all staff not having specific duties to perform during the evacuation should immediately stop work and evacuate the children leaving the building using the nearest safe Fire Exit.
- **If it is deemed by the Fire Controller to be unsafe to use the muster points in the playground, all staff evacuating the building should assemble at Plumstead Manor School in the gym.**
- If it is safe to do so, windows and doors should be closed and lights should be turned off on leaving a room.
- People should not collect coats or bags, but should be escorted out of the class and down to the muster points.
- More than one class can use the stairs at a time.
- The class teacher should be at the front of the line, leading the class in case unforeseen circumstances occur on the way out of the building. Other members of staff and visitors should be spread throughout the line and at the back in case a child stumbles on the way out.
- Staff working with individual children should accompany these children out of the building.
- Children led by staff should leave the building using the closest staircase to get to the playground and the muster points situated along the white wall, beyond the Pergola.
- The Nursery staff check all areas of the Nursery including bathrooms, extension and garden, in a sweeping motion.

- Nursery children exit the Nursery using doors at both ends and are met in the playground by a member of the office staff.
- **The calm, quiet atmosphere in which the evacuation is carried out is the important feature.**
- **If a child requires support leaving the building then a specific Risk Assessment is designed for this purpose. The Headteacher is responsible for this RA.**
- If the closest staircase is “congested” then the teacher at the front of the class may decide to use the alternative staircase if he/she determines this is safe to do.
- Once at the “muster point” the classteacher will be given their register by the SAO and the class teacher should call the register. **Any missing children should be reported to the Fire Controller (HT) immediately.**
- The Catering Officer (Cook) will evacuate the kitchens, close all doors and assemble in the playground and inform the Fire Controller (HT) that the kitchens have been evacuated.
- All visitors and contractors will have been informed of emergency procedures when they sign in. All visitors and contractors should evacuate the building by the nearest safe Fire Exit and assemble at the muster points at the top end of the playground.

Specific Duties on hearing the fire alarm.

- The Headteacher or Deputy in the HT’s absence go to the SSAO’s office and take charge as the Fire Controller.
- The SSAO calls the emergency services by dialling 999.
- The Fire Controller oversees the beginning of the emergency evacuation of the building.
- The Fire Controller ascertains if there is a fire and its seriousness.
- Once the evacuation procedure has begun the FC goes to the top of the building and works his/her way down the building starting with the staff room to check all rooms are effectively evacuated. All doors are closed and lights turned off if not already done so by other staff.
- Once all rooms are checked the FC goes to muster point to liaise with other staff and emergency services.
- The FC takes reports from class teachers to ensure that roll call is taken and all children and staff are accounted for.
- The FC takes reports from the SAO regarding visitors or contractors. The visitors’ book and staff signing in book is checked at the same time as the class registers.
- The FC reports any missing persons to the senior officer of the emergency services.
- Following consultation with the senior officer of the emergency services the FC mutes the alarm.
- The FC authorises any return to work following consultation with the senior officer of the emergency services.
- **No child or member of staff shall re-enter the building without permission of the Fire Controller / Headteacher.**
- The SSAO collects registers, staff signing in book and Visitors Book and takes them to muster points in the playground.
- The SSAO is responsible for checking those people on site are accounted for and gives a report to the FC.
- The Premises Manager checks that the hall, chair store, PE Cupboard, the ground floor changing rooms and ground floor toilets are evacuated then goes to the muster points in the playground.
- One Top Floor LSA (agreed on an annual basis and not assigned to an individual child) checks the Staff Room, the Literacy Cupboard, The Multi Purpose Room then goes to the muster points in the playground.

- One Top Floor LSA (agreed on an annual basis and not assigned to an individual child) checks the Maths Room and toilets goes to the muster points in the playground.
- One Middle Floor LSA (agreed on an annual basis and not assigned to an individual child) checks the Library, The Community Room and the Middle Floor Toilets, then goes to the muster points in the playground beyond the Purgola.
- One Middle Floor LSA (agreed on an annual basis and not assigned to an individual child) checks The Phonics Room, The ICT Suite, the Shower Room and SENCOs Room, then goes to the muster points in the playground.
- All staff assigned to individual children stay with those children and support them in their safe evacuation of the building. If necessary a Risk Assessment will be carried out to support this process.

Fire / Emergency Drills.

- The procedures for evacuating the building in case of fire or other emergency are practiced twice each term. These occur once in the morning and once in the afternoon to ensure that both Nursery Classes, AM and PM experience the drills.
- We also practice these procedures with children in our Breakfast and After School Club.
- The evacuation procedures are recorded and reported to Governors at the termly meetings.
- A lunchtime drill will take place at least once a year.
- All visitors to the site evacuate the building and assemble at the muster points in the playground.

Bomb Threats, Gas Leaks etc.

Please see EBPM and the two page summary.

Schools have been subject to threats of bombs being placed on their premises. In most cases the call will be a malicious, but any call must, until proved otherwise, be treated with all seriousness. The decision on the authenticity of the call may only be taken by the appropriate authority, the police.

Action by person answering the telephone.

A check list for this procedure is visible from both office phones. This procedure is rehearsed regularly.

- On receiving a bomb warning telephone call the person answering the phone should try to obtain as much information as possible. This may require them to encourage the caller to continue talking.
- The telephonist should make notes of the information obtained and try to establish if, in their opinion the call is genuine.
- Note should be made of any background noise ie laughter or childish noises.
- The Headteacher or senior member of staff should be informed immediately.

Action by the Headteacher or senior member of staff.

- The Headteacher or senior member of staff will inform the police.
- Having taken the advice from the police a decision can be made to evacuate the building following the guidelines for a fire drill. Before this is carried out a member of

staff should check the area of the muster points to ascertain that no packages have been left in the vicinity.

- The option to evacuate the building to Plumstead Manor will be seriously considered.
- Under no circumstance should any suspicious object or package be touched or moved.
- Staff should not congregate in groups or stand around a suspicious package or object.
- The senior member of staff should be informed of any suspicious package so he/she can inform the emergency services when they arrive.

First Aid

- Four members of staff have enhanced First Aid Training and qualifications.
- The Headteacher is responsible for ensuring that the appropriate training is provided and undertaken.
- There is a First Aid Cupboard on each floor, which staff may use to treat minor injuries to children or to themselves.
- Each room contains a First Aid Box which includes the asthma pumps and Epi pens of the children in that class.
- Each class contains a portable green First Aid bag that can be worn around the waist.
- The main First Aid cupboard is in the foyer outside the Premises Manager's Office. One is in the Maths Room and one in the Phonics Room.
- A list of the contents of each First Aid Cupboard is kept in the cupboard.
- Disposable rubber gloves are kept in all the First Aid Cupboards and must be worn by staff when dealing with issues related to First Aid.
- There is a "travelling" First Aid kit in a green duffle bag in the main the First Aid Cupboard. This is to be used for trips and outings.
- The Senior First Aider (Senior Meals Supervisor) is responsible for checking the First Aid boxes are stocked and for ordering new resources.
- All action taken as part of an incident when First Aid is applied is recorded in duplicate on a form kept in the First Aid Folder in the Premises Manager's office. The form is completed by the person who administered the First Aid and is given to the Classteacher who is thus informed of any treatment that has been given. The form is then given to the parents or carers of the child at the end of the day. A copy of the form is kept in the First Aid Folder.
- Serious Accidents or Injuries are recorded by the Headteacher, with the support of those involved, on Form DECS 269 now an internet Itrent form. Copies of this form are sent to the relevant bodies.
- Following an accident or injury decisions and judgements made about the action to be taken are made on an individual basis. Staff are encouraged to discuss this action with colleagues if they are in any doubt.
- Cases of severe wounds or injuries, swellings and especially blows to the head and in the event of a child being in extreme distress are referred to the child's parents or carers. The Head or Deputy must be informed prior to this decision.
- In the case of illness when a child's parents are contacted the Head or Deputy must also be informed prior to the contact being made.
- In severe cases the First Aider stays with the child while another member of staff contacts the parent or carer.
- If contact with the home cannot be made then a decision is made by the Senior First Aider, and the Head or Deputy, as to whether or not the child should go to hospital. An ambulance should be called if this is appropriate in which case the Head or Deputy and

another member of staff accompanies the child in the ambulance. Staff at school continue to attempt to contact the parents of the injured child. Any siblings in school are informed as appropriate to the situation.

- A second member of staff should accompany the Head or Deputy. A copy of the child's emergency contact sheet should be taken to the hospital.

Medication in School

See Risk Assessment associated with taking medication in school.

If a child is unwell and receiving medication then they should be cared for at home. School is not a suitable place for a sick child and we do not have the facilities to look after children who are unwell. Children who are well enough to be in school should go out to play. Exceptions are made in the case of specific injuries to limbs for example when it would be unsafe for a child to be out in a busy playground. If a child is well enough to return to school whilst completing a course of medicine then parents or carers should make arrangements to come into school at the appropriate time to administer the medicine. On rare occasions the Headteacher or Deputy will agree to administer medicine if it is impossible for a parent or carer to come into school. A signed letter from the parents or carers giving permission to administer the medicine and a detailed note about dosage must be received before any member of staff will administer the medicine. In these cases the medicine can be kept in the fridge in the Headteacher's Office. A record is kept of when medication has been administered. Staff will administer medicine during a residential school journey.

Health and Safety Requirements when organising an Educational Visit.

- Please refer to the "multi coloured planning a visit sheet".
- No child is to go on an Educational Visit or trip without the signed permission of a parent or carer.
- An exception to this is the local visits that are made by classes to the local area for educational work such as looking at the local architecture or undertaking an "environmental walk". Parents and carers sign to give permission for their children to take part in such activities when they enrol at school. Advice should be sought from the Headteacher or Deputy as to the nature of a visit to clarify which category the trip comes under.
- A pre-visit should be undertaken to ensure that the staff involved have the appropriate knowledge to enable them to plan a safe trip.
- During this pre-visit, Risk Assessments should be undertaken so that any risks involved can be minimised and appropriately dealt with.
- When booking the coach the SSAO should ask to be sent a copy of the current "Operating Licence".
- The SSAO should ensure that the coach is equipped with working seatbelts, and enough seats and belts for each passenger, including additional adults.
- A trained First Aider should if possible be included as one member of staff on each trip out of school.
- Ensure that the "travelling" First Aid Kit (kept in a green duffel bag in the main First Aid Cupboard) is stocked up and taken on the trip.
- Ensure that a "sick bucket" including a supply of nappy sacks is taken and cleaned after use.
- Ensure that once the site is reached appropriate Health and Safety advice is given to all children and adults who are involved in the trip.
- Ensure that once a trip site is reached children and adults are clear on arrangements if they get split up from their group eg a "rendezvous point" is arranged.

- **Specific arrangements are made for trips that include children coming into contact with water. The arrangements for such trips are included in the LA Manual on school trips “There and Back Again”. These arrangements must be followed and parents informed that the trip will include children coming into contact with water.**
- Specific arrangements apply to the residential School Journeys which are currently undertaken by children in Year 6 to the LA Townsend Centre in Swanage and Margaret MacMillan Centre in Wrotham.
- Please see DfE guidance on arranging an educational visits.

➤ **PE Games and Swimming.**

- The supervision of PE is the responsibility of the class teacher / teacher appointed for that activity.
- Teaching Practice Students working in school must always be supervised by the classteacher during PE sessions.
- Risk Assessments for all PE activities are available in a folder in the PE cupboard.
- We follow the LA guidelines for swimming and use the Waterfront Centre and staff and use Greenwich coaches due to the Health and Safety specifications that apply to these bodies.
- Children are not allowed in the PE Cupboard unless accompanied by an adult.
- All apparatus and resources should be checked by each teacher and any damage reported to the Premises\Manager and PE Coordinator.
- Children should work quietly to enable staff to be aware of accidents. There will be exceptions during certain team games and some aspects of dance.
- Children should be trained as early as possible to be responsible for moving the appropriate apparatus within the safety guidelines (LA and Greenwich advice).
- Children should be trained to use the apparatus safely and spoken to about relevant H&S issues before a session begins. This should be an integral aspect of the session, eg how to complete a forward roll, how to throw a javelin.
- The hall should be clear of projecting furniture which could cause harm during a lesson.
- Children must not be lifted onto or from a piece of apparatus.
- If a child is unable to do PE or to go swimming for a medical reason then a note must be given to the teacher on the morning of the lesson.
- The current advice is for children who are unable to take part in PE for any reason are to watch the lesson to enable them to learn the appropriate skills being taught. For swimming the current advice is that children should accompany the class and watch the session in order to learn from observing the other children.
- Children are expected to wear appropriate clothing for PE. Trainers or plimsoles should not be worn during indoor PE and dance.
- Children should wear short sleeved clothes and shorts. “Pants and vests” may be appropriate for the youngest children. Older children are encouraged to bring a change of clothes for reasons associated with hygiene.
- Children using the Low Ropes course should wear appropriate clothing and footwear.
- Teachers and LSAs should also wear appropriate clothing to enable them to demonstrate teaching points.
- Cultural exceptions are made in certain aspects of this advice.
- Jewellery should not be worn at any time during PE. Stud earrings should be removed at home on the day of PE activities. Staff should not remove children’s earrings.

- A letter is available for parents of children who have missed several sessions of PE due to inappropriate clothing.
- Advice should be sought from the Headteacher for children who have missed several sessions of PE due to reasons related to ill health.

Asthma

- All staff receive annual training on issues regarding Asthma.
- On entry to school all families will be asked about their child's medical history. If a child suffers with asthma this should be noted and the relevant information passed on to all members of staff, including lunchtime staff who come into contact with the child.
- Parents are asked to provide two pumps, one for in the office and one for in the class.
- All asthma inhalers must be labelled with the child's name.
- Asthma pumps are kept in boxes on shelves in each classroom. A spare pump is located in the office in class boxes in case they are needed at playtimes or during PE.
- In the Nursery the asthma box will be kept on the shelf above the sink.
- The inhalers should be put in the "travelling First aid Kit" when a class goes on an outing and must be retrieved at the end of that trip.
- All asthma medication given will be supervised by an adult. Parents of asthmatic children will notified that the child has required additional medication.
- It is the responsibility of parents to ensure that asthma medication is up to date and in sufficient supply.
- All asthmatic children should receive training in the usage of inhalers given by the School Nurse or other qualified Medical Professional.
- Children who inject a capsule will be referred for medical advice. Non asthmatic children who inhale from an asthma pump will not need medical referral.
- All pupils will be taught to respect the use of medication and understand the needs of children who suffer with asthma as part of our PHSE (Personal, Health and Social Education) teaching.
- Some children who are asthmatic may need to take their reliever prior to physical activity. This will be supervised by a member of staff.
- Each asthmatic child will be identified in the daily registers, logged in the "Use as required" column at the end of the register. This is to support Supply Teachers.
- **Review: The School Nurse will be consulted annually for the review of this section.**

ADVICE BY GREENWICH HEALTHCARE. WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK.

If an asthmatic child becomes breathless, wheezy or coughs continually:

- ENSURE THAT THE RELIEVER TREATMENT IS TAKEN. (RELIEVER INHALER IS USUALLY BLUE)
- CHECK THE ATTACK IS NOT SEVERE.
- IF SEVERE REFER THE CHILD URGENTLY TO CASUALTY AND CALL PARENTS.
- KEEP CALM.
- LET THE PUPIL SIT DOWN IN A COMFORTABLE POSITION
- DO NOT MAKE THEM LIE DOWN.

- LOOSEN TIGHT CLOTHING AROUND THE NECK.
- AFTER THE ATTACK, THE PUPIL CAN RETURN TO SCHOOL ACTIVITIES.

WHAT TO DO IN A SEVERE ATTACK.

IF THE RELIEVER HAS HAD NO EFFECT IN 5 TO 10 MINUTES;
OR THE CHILD IS DISTRESSED OR UNABLE TO TALK; AND
YOU HAVE DOUBT ABOUT A CHILD'S CONDITION THEN CALL AN AMBULANCE
GET SOMEONE TO INFORM PARENTS / CARERSKEEP TRYING THE RELIEVER INHALER
EVERY 5 TO 10 MINUTES.

Medical Care Plans

- The SENCO arranges Care Plans for children with specific, significant medical needs,
- Staff receive regular training to support children requiring EPIPENS, asthma, epilepsy and other specific medical requirements as appropriate.

Supervision and Safety of children

- Teachers act "in loco parentis" and are expected to act at all times as would a reasonable parent.
- Staff at Greenslade Primary School have high expectations of children's behaviour. Children's calm and sensible behaviour is a key factor in the Health, Safety and Wellbeing of everyone at school.
- Children should not be left unsupervised. This includes not placing a child outside a classroom for an extended period of time. If a "time-out" period is required a child should be sent to another member of staff.
- Children should not be asked to stay in at breaktimes to complete work or due to their behaviour unless an adult stays with them. Staying in with the Headteacher in the hall is an option.
- At the end of playtimes and lunchtimes children should be counted / checked to ensure all have returned. If they have been detained by a member of staff due to illness or behaviour, the Classteacher should be informed.
- No child should leave the premises, even with a parent, unless this has been authorised by the Headteacher or Deputy.
- If a child does leave the premises due to a medical appointment or for some other reason, this should be noted by the SAO in case of a fire drill situation. A signing out book is operated by the office staff. This is taken out during a fire drill or emergency evacuation.
- Staff who take children off site must sign those children out in the appropriate book in the Reception Area as they leave the building.
- Staff who run after school clubs must ensure that all children have safely vacated the premises. If a club has been cancelled parents must be informed either directly at the end of the day when children are collected or by phone. If no contact can be made, then the child must stay at school until they are collected or go home alone at the expected end time of the club.
- Children should be trained in the correct use of all equipment in the classroom in order to use it safely e.g. scissors, glue guns, rotor trimmers, DT tools etc.

- All tools and equipment should be stored safely and appropriately and children must be trained in doing this.
- **Children must not be permitted to plug in electrical apparatus.**
- **If staff bring in a portable piece of electrical equipment eg CD player, then it needs to be PAT tested by the PM before it is used.**
- Staple guns should be kept as part of staff resources and should never be used by children. They should not be left out in the classroom when children are using the room.
- Staples should not be put into wood, only specific display boards.
- Each member of staff is responsible for the removal of all staples from the room in which they are working. Children are not to be used to remove staples.
- No equipment or furniture should be put to improper use e.g. a chair balanced on top of a table instead of the use of a step ladder.
- Children must be trained to walk around the school and to use the left hand side on staircases.
- Children and staff should not lift or move heavy objects eg piano, heavy items of stock, rotor trimmers, tv set etc. unless trained in techniques for Manual Handling
- Access to all external doors must be kept clear at all times.
- Items should not be displayed above high risk equipment such as cookers.
- **Staff should carry out regular (once per term at least) Risk Assessments of their working areas. These RAs should be recorded on the appropriate forms and concerns reported to the Headteacher. Training will be provided in carrying out Risk Assessments by the Headteacher.**
- Staff should avoid using ladders but can be used in certain supervised situations. Ensure all legs are fully extended. If staff climb higher than 1 metre then another member of staff should “foot” the ladder.
- Paper trimmers should always be stored flat.
- Easels and “white boards” must always have legs fully extended.
- Classroom sliding doors must always be bolted, whether open or closed. Care must be taken not to trap fingers and these doors should only operated with children a safe distance away.
- All spillages must be cleaned up immediately.
- Filing cabinets should be kept closed when not in use, and only one drawer should be open at any time.
- Staff should not have hot drinks in classrooms whilst children are using them. An exception is made in the Nursery where no break time occurs. Great care and attention must be given in this area.
- Learning Support Assistants on Playground Duty should be in the playground 5 minutes before the children to ensure that they have time to check the playground for intruders. An LSA then checks the toilets at the end of the playtime and is the last person to leave the playground.
- Jewellery – children are only to wear ear studs and watches. Exceptions are made for certain cultural and religious items.
- Footwear – children should wear safe footwear at all times. Heels must be of a reasonable height and shoes must be closed in at the back or at least have a strap.
- Children’s shoulders must be covered at all times due to the risk of sunburn. Vests and thin strapped tops should not be worn.
- Visitors must sign in and out using the Visitors Book and are given a visitors badge to wear and given instruction on emergency evacuation techniques.
- Children are not to use toxic items such as “tippex”.

- Craft Knives and whiteboard cleaner must be locked securely and their use closely supervised. Children must be trained in their use.
- Children should only be transported in private vehicles on school business by staff who are properly insured to do so. If parents' cars are used (e.g. for a football match) other parents must be informed that they will be travelling in the car of a member of staff or parent. Seatbelts must be worn at all times. Booster seats should be used as appropriate. Parents must be made aware and give their consent for a child to travel in a car in this way.

End of day procedures.

- Classteachers must always accompany their children to the playground so that they are in the playground promptly after 3.30.
- All children must leave together in an orderly and respectful way.
- Children should take all their belongings as they must not return to the room once they have been dismissed.
- All Middle Floor children must be met by a parent or carer.
- Parents and Carers make decisions about meeting Top Floor children but the teacher must be informed in writing if a child is allowed to go home alone. This letter is copied and one copy kept in the child's classroom file and one in the office.
- Teachers take their class to a specified spot in the playground. Children who are met stay with their teacher until they see the person who is meeting them. Children say goodbye to their teacher indicating where the person who is meeting them is.
- Parents and Carers are encouraged to come and acknowledge to the teacher that they have taken responsibility for their child. Frequent reminders are sent to parents and carers to encourage this to happen.
- If a supply teacher has taught the class a member of Greenslade Staff will support in the hand over process.
- Staff from the After School Play Club have agreed to go to each class in turn and collect the children who are attending the club. Once the child has left the classteacher he/she is the responsibility of the After School Play Club Staff.
- **Teachers must be vigilant about passing children over to the appropriate person.**
- A sheet will be completed at the start of each year to enable school to be aware who will collect children at the end of the day. This is stored in the office along with the child's contact details.
- Parents and carers should inform the school about the person who will be collecting their child if it is not the "normal person".
- The Headteacher should be informed if there is any doubt about this process. If there is any doubt the HT will err on the side of caution and not let a child leave the premises with any person he/she is unsure of. The child's reaction to the person picking him/her up may be taken into account.
- Teachers should stay in the playground until all children have been met.
- Children not collected by 3.40 will wait in the foyer with a member of staff. Staff try to contact parent / carers.
- The name of children not collected until after 3.45 should be recorded in the Children Arriving Late book.
- The Headteacher or deputy's advice should be sought about children still uncollected at 4.00.

- At 4.15 if all attempts to contact parents or carers are unsuccessful then the Social Services Duty Desk is contacted.
- Separate end of session routines operate in the Nursery and information about this is found in the Early Years Booklet. Briefly this involves one member of staff staying on the carpet with children sending them off individually to meet parents as they come into room. The other member of staff stands by the door to the classroom to ensure no child leaves alone. If a parent wishes to discuss an issue they are asked to wait until all the children have left the room so the staff can focus on ensuring all leave the room accompanied by an adult. If there are three adults then one waits by the gate.

Reactive Monitoring of Accidents and Dangerous Occurrences

Reactive monitoring looks at incidents, accidents, and occupational ill health through the investigation and analysis of statistics. It includes investigating complaints. All accidents involving injury need to be investigated. However it has been shown that there is a relationship between events involving minor or no injury and those involving major injuries. Only a small proportion of accidents result in harm, but it has been found that the severity of the injury is a poor indicator of risk and it is more important to consider the potential of the incident rather than the actual outcome. It is essential that staff are encouraged to report “near misses”. Much information can be obtained from the investigation of near misses. Staff should be encouraged to report an unsafe act or near miss situation so that a positive action for improvement can be initiated.

The Headteacher regularly monitors the “Pink First Aid Forms” that are sent home to parents and carers and looks for patterns in the incidents that occur. This has led, for example, to banning certain playground games.

Accident Reporting Procedures

- All staff have a responsibility to report all accidents/incidents/near misses and potentially dangerous situations.
- Reports should be verbal initially and then in writing.
- Serious incidents will be recorded by the Headteacher or Deputy using Itrent system or the Greenwich LA Accident/Incident Reporting Forms. (Pink Yellow White). Other staff maybe called upon to contribute to the completion of this form as a witness to an incident, as a first aider or as the person in charge of the activity at the time of the incident.
- RIDDOR Form F2508 is completed by the Headteacher or Deputy in the event of a major or fatal accident.
- In the event of a major or fatal injury being sustained the HSE must be informed immediately by a senior member of staff. The contact numbers are available on the HSE posters on display in the PM’s Office. Care must be taken to ensure that nothing is removed or disturbed from the accident site until after HM H&S Inspectors and LA Safety Advisors have carried out a full inspection. Union Safety Reps also have the right to inspect the site of an accident involving one of their members. It may be helpful to take photographs of the accident site.
- Following the verbal report Form F2508 must be completed and dispatched within 7 days.
- Parents are informed of all accidents or injuries or illness using the duplicate First Aid forms kept in the Premises Manager’s Office. These are given to classteachers to distribute at the end of the day.

- Parents are informed immediately of serious injury particularly of head injuries.
- Emergency contact numbers for parents and carers are stored in the SAO's Office.

Training

Staff and Governors strive to keep up to date with issues related to the Health, Safety and Wellbeing of our community by following a programme of training.

This can take various forms, including:

- Ongoing, "on the job" briefings by other members of staff (such as use of PE equipment, the Low Ropes Course or technical equipment eg glue guns).
- Individual or small groups of staff undertaking specific training courses (such as the Premises Manager and members of the Early Years Team undertaking Manual Handling Training, the SAO undertaking "work station training", Four Day First Aid training for selected members of staff).
- Whole staff training for selected aspects of our work (such as Epipen Training, Training for managing Asthma in schools, Emergency First Aid Training, Medical Plans for individual children or conditions).
- The Premises Manager receives training related to particular aspects of his duties (such as Working at Height, COSHH and Manual Handling).
- Staff meetings for counselling to "supervise" staff following significant incidents.

Certain, specific aspects of our work will only be carried out by a member of staff or by a contractor or person from an outside agency who has the appropriate competence and training to carry out such an activity.

Risk Assessments

Risk Assessments are carried out for a range of activities that members of our community are involved in. These tend to be activities where there thought to be an additional element of risk. We also have a Risk Assessment for everyday activities for example using the classroom. We try to follow a format that staff are used to using for ease of reference. For some specific activities, however, we choose to use a specific Risk Assessment designed by an external agency, for example activities on residential school journey or when a company comes in to carry out a piece of work on site. Our Premises Manager uses a wider range of Risk Assessments to carry out his various duties, for example COSHH or using Power Tools.

Examples of Risk Assessments can be found in the appendix to this document.

Greenslade staff work incredibly hard to keep all members of our community as safe as is reasonable practicably possible whilst at the same time ensuring our children learn from a wide range of challenging and exciting educational and social experiences.

This Policy will be reviewed in The Summer Term 2018 following our LA H&S Audit.