

| |
|-----------------------------------|
| <h2>Health and Safety Policy</h2> |
|-----------------------------------|

CONTENTS

PART A Statement of Intent

PART B Organisation for Implementation (Roles and Responsibilities)

1. The London Borough of Barnet
2. The Governing Body
3. The Headteacher
4. Staff
5. Caretaker
6. Secretary
7. Visitors and Contractors
8. Parent Helpers

PART C Arrangements for Carrying out Functions

1. COSHH
2. Child Protection
3. Electrical Safety
4. First Aid and Welfare
5. Health and Safety for Contractors on Site
6. Fire Procedures
7. Bomb Alert Procedures
8. Flood Procedures
9. Gas Leak Procedures
10. Electricity Failure Procedures.
11. Supervision and Playground Safety
12. Off-Site Activities
13. PE Equipment
14. Registration
15. Lifting and Handling
16. Health & Safety audits
17. Curriculum Safety
18. New Equipment
19. Dining Room and Kitchens
20. Sharp Objects

- 21. Jewellery
- 22. Security
- 23. Parking and Traffic

PART D Monitoring the Policy

PART E Publicising the Policy

RATIONALE

Courtland places great value on the safety and welfare of all individuals concerned with the school. This is reflected in our Mission Statement 'Everybody Can Be Somebody' and in related policies e.g. Health Education, Drugs Education, Personal Safety and Child Protection. These policies should complement each other and this Health and Safety document should be seen as one part of the 'welfare' ethos throughout the school.

PART A: GENERAL STATEMENT OF INTENT

The Governing Body recognises and accepts its duties under the Health and Safety at Work (etc) Act 1974 (HSW Act) and the Management of Health and Safety at Work Regulations 1999 in relation to conditions and activities which fall within the Governing Body's control and as defined in the London Borough of Barnet's scheme for the local management of schools.

1. Within the Governors' executive authority they shall safeguard, so far as is reasonably practicable, the health, safety and welfare at work of every school employee. Particular attention will be paid to the provision and maintenance of:
 - plant, equipment, systems and procedures of work that are safe;
 - safe arrangements for the use, handling, storage and transport of articles and substances;
 - sufficient information, instruction, training and supervision as is necessary to protect the health and safety of both employees while at work and other persons who may be affected by the work activities;
 - safe places of work with safe means of access to and egress from them;
 - a healthy working environment;
 - adequate welfare facilities and amenities compatible with statutory requirements;
 - procedures to ensure the safety of employees, children and other persons in emergency situations;
 - protective clothing, equipment and such facilities as necessary to ensure a healthy and safe working environment;
 - safeguarding of all children
2. The Governing Body accepts its statutory obligation to co-operate and consult with the LA so far as is necessary to enable the LA to meet its statutory duties under the HSW Act and any other legislation pertaining to the school's activities.
3. The school will conduct its undertakings in such a way as to ensure, as far as is reasonable and practicable, that pupils and persons not in its employment but who may be affected are not exposed to risks to their health and safety, i.e. visitors, contractors etc.
4. The Governors will pay specific attention to safety features at the design and planning stages of new premise, structures, equipment and when modification of existing premises, structures and equipment are being undertaken. All factors relating to health, safety and welfare facilities will be taken into account when considering projects and tenders.

5. No safety policy will be successful unless it involves the employees themselves. Therefore, consultation on health, safety and welfare matters will take place during staff meetings with representations made to the Headteacher.
6. The Governing Body will ensure that health; safety and welfare matters outside their control are brought to the attention of the relevant authority e.g. the LA.
7. The Governors will not levy any charges or permit any charges to be levied on any employee in respect of anything done or provided in pursuance of any statutory requirements with respect to health, safety or welfare.
8. The Headteacher may be required to draft the necessary arrangements to secure compliance with all health and safety requirements for consideration and acceptance by the Governors. He/She would be expected to monitor the day-to-day implementation of these arrangements and report back to the Governing Body on a regular basis. The Governing Body undertakes to review this Health and Safety Policy annually.
9. Priority will always be given to security, safety and freedom from risk to the health of staff, pupils and all other persons engaged in activities under the control of the Governing Body.
10. Where necessary, expert advice will be sought on matters of health and safety.
11. Copies of the policy will be available to all staff.

Approved:

Chair of Governors:.....

Headteacher (Premises Controller):.....

Safety Representative:.....

Date:.....

PART B: ORGANISATION FOR IMPLEMENTATION

FOR A LIST OF DESIGNATED PEOPLE AND PEOPLE WITH APPROPRIATE HEALTH AND SAFETY RELATED TRAINING EMPLOYED AT THE SCHOOL PLEASE SEE APPENDIX AA

1. Direct Responsibility: LONDON BOROUGH OF BARNET

The Director of Children's Services is responsible to the Council's Chief Executive officer for ensuring that assistant directors and service managers concerned with health and safety, are aware of their responsibilities.

Delegated Responsibilities: ASSISTANT DIRECTOR (PROFESSIONAL SERVICES)

Educational Services Departmental Safety Policy shall be administered and monitored by the Assistant Director. The Assistant Director is responsible for ensuring that repairs are made to services and the checking and maintenance of fire extinguishers.

2. GOVERNING BODY

- i. The Governors will ensure that the school complies with Educational Services Policy.
- ii. The Governing Body is ultimately responsible for Courtland School Safety Policy being produced, implemented and reviewed but may delegate day to day responsibilities to the Headteacher.
- iii. The Governors will review the School Health and Safety Policy annually and make revisions and additions as they consider appropriate. All such revisions will be made in consultation with the appointed Safety Representative and brought to the attention of staff.
- iv. Governors will assist the Headteacher in implementing and maintaining this policy and the arrangements which give practical effect to the General Statement of Intent.
- v. The Governing Body is responsible for ensuring that procedures are in place and for monitoring servicing of portable equipment and most internal maintenance. Governors will ensure, so far as is reasonably practicable, that the above mentioned remain safe, without risk to health.
- vi. The Governors will ensure that staff with delegated health and safety responsibilities are given sufficient information, instruction, training and facilities needed to meet these responsibilities.
- vii. The Governors will report to the Education Department those health, safety and welfare matters which are outside the Governors' executive authority and which have not already been reported by the Headteacher. They will, however, ensure

that the Headteacher has taken all necessary short term action to avoid danger pending rectification.

- viii. The Governors will ensure that health and safety matters are considered when assessing budgetary requirements which they control.

3. HEADTEACHER*

The Headteacher has been delegated responsibility for implementing the policy and monitoring and maintaining arrangements within the school as outlined in this Health and Safety Policy.

- i. The Headteacher will pursue the objectives of both the Educational Services Department's Health and Safety Policy and the School's Safety Policy monitor their effectiveness and advise the Governors accordingly.
- ii. The Headteacher will ensure that all accidents and dangerous occurrences are reported to the LA. S/He will investigate the causes of every accident, dangerous occurrence and near miss and take all reasonable steps to prevent a recurrence.
- iii. The Headteacher will inform the appropriate body when servicing/maintenance of machinery, plant and equipment has not been carried out and will take all reasonable steps to prevent any danger to staff, pupils and others.
- iv. The Headteacher will ensure that there is an annual safety audit and will ensure that risk assessments are conducted in accordance with Health and Safety legislation. Between audits general inspection (monitoring) is carried out in the normal course of his/her work.
- v. The Headteacher will ensure that all new staff receive induction training in Health and Safety and that all staff receive sufficient Health and Safety information, instruction and training.
- vi. The Headteacher will respond to and liaise with recognised Safety Representatives.

**All references in this policy to the Headteacher refer, in the Headteacher's absence, to the Deputy Headteacher or the Acting Headteacher.*

4. STAFF:

All staff have a duty to:

- i. Take care of themselves and others and not to misuse or interfere with anything provided in the interest of health and safety.
- ii. Act in accordance with training and instructions.
- iii. Report defects and shortfalls promptly to the Headteacher and/or to the Safety Representative via the Caretaker's book in the staffroom.
- iv. Attend briefings and courses as appropriate
- v. Be aware of fire safety and fire drill procedures.
- vi. Ensure safe use of tools and equipment paying particular attention to correct use of electrical equipment including switching off and unplugging after use.

- vii. Be aware of dangers inherent in some substances, the location of risk assessment information and its contents. (*Appendix M*)
- viii. Report accidents to the Headteacher or Welfare Officer.

5. CARETAKER

In addition to the duties described above the caretaker has a duty to carry out all duties listed in the document entitled, 'Caretaker: Duties relating to Health and Safety'. (*Appendix A*)

6. SECRETARY/RESOURCE MANAGER

In addition to the duties described in section 4 above the secretary has a duty to:

- i. Ensure safe use of office equipment, in particular observing regulations for use of VDUs. (please see LCOP 17)
- ii. Inform the Headteacher when contractors sign in.

7. VISITORS /CONTRACTORS ON SITE

- i. Must report to the Secretary's office at the beginning and end of their visit.
- ii. Must observe local rules and arrangements.
- iii. Must wear appropriate LBB or school identification

8. PARENT HELPERS & STUDENTS ON PLACEMENTS

A separate 'Health and Safety Information for Volunteers and Students on Placements' document has been produced for this purpose. (See *Appendix B*). Copies can be found in the staffroom.

PART C: ARRANGEMENTS FOR CARRYING OUT FUNCTIONS

1. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Arrangements are in accordance with LCOP 6 (COSHH) issued by Barnet Education Authority, March 1993 and additions issued by the same in September 1996. Details of COSHH assessments are located in the Headteacher's office.

2. CHILD PROTECTION

All issues relating to child protection are dealt with in accordance with the 'London Child Protection Committee Child Protection Procedures', a copy of which is in the Inclusion Managers Office. Please refer to Courtland Child Protection Policy. The designated member of staff for child protection issues is the Headteacher and the second named person is the Inclusion Manager.

3. ELECTRICAL SAFETY

Please also see LCOP 21 located in the Headteacher's office

A full inspection of portable electrical equipment will be carried out annually. This will be arranged by the Headteacher and carried out by the Caretaker.

There is a requirement that all staff use electrical equipment in a manner which will ensure their safety and that of the pupils and all other persons on site.

Staff are prohibited from bringing electrical equipment onto the premises without seeking the permission of the Headteacher and asking the Caretaker to carry out the necessary test.

Children using electrical equipment must be adequately supervised. Children are made aware of the associated dangers of electricity through the school curriculum.

4. FIRST AID AND WELFARE / MEDICAL PROCEDURES

Please also refer to LBB LCOPs 4 and 5 which provide detailed guidance. These are kept in the Headteacher's office. Procedures for managing medicines are in line with Department of Health Guidance issued in March 2005, a copy of which is kept in the Welfare Room.

The Headteacher will ensure that there is a minimum of one qualified first-aider on the premises at all times during the school day. One of which will be a paediatric trained first aider

- Ensuring that an ambulance is summoned without delay, whether or not parents/carers have been consulted;
- Directing pupils away;
- Ensuring the front driveway is clear of vehicles to allow unrestricted passage;
- Sending a responsible person to meet the ambulance and guide the ambulance staff to the casualty;
- Obtaining from the ambulance crew details of where the casualty is being taken and arrange for the parents to be notified.

First Aiders and or the appointed person should not put themselves at risk in order to treat a casualty.

First Aid Boxes

All classes have supplies of disposable gloves and disposal bags housed near the sink area together with instructions for any incident to be reported to Welfare Room for entering in the Accident Book.

All staff have a responsibility to ensure that all soiled dressings or any waste that involves bodily fluids should be sealed in plastic bags (staff must wear medigloves during this operation) and taken to the medical room as soon as possible.

Supplies are monitored by the Welfare Officer who ensures adequate provision and requests orders when necessary.

The First Aid Box in the Welfare Room should contain a sufficient quantity of suitable first aid materials and nothing else.

- Guidance card
- Individually wrapped sterile dressings
- Sterile eye pads
- Triangular bandages
- Safety pins
- Individually wrapped sterile undedicated wound dressings
- Plastic gloves

The Welfare Officer is responsible for:

- Replenishing/checking contents of first aid boxes and other supplies as soon as possible after use.
- Checking expiry dates shown on products and replacing as necessary.

Travelling First-Aid Kits

The contents of travelling first-aid kits should be appropriate for the circumstances in which they are to be used. They should include:

- Card giving the general first-aid guidance
- Individually wrapped sterile adhesive dressings
- Large sterile undedicated dressing
- Triangular bandage
- Safety pins
- Individually wrapped moist cleansing wipes
- Disposable gloves and aprons
- Suitable disposable bags for soiled first aid dressings
- Adhesive tape for sealing bags of soiled dressings
- Blunt-ended stainless steel scissors.

Administration of Prescribed Medication

At Courtland we view the administration of prescribed medication to be an important part in the welfare of all pupils. However, no member of staff can be asked to administer medicine against their wishes. The procedure is as follows:

- A medical form should be completed by the parent/carer (Appendix C) giving instructions regarding medication. This will be checked with the parent/carer by the Welfare Officer or Duty First-Aider.
- Medication should be checked and labelled correctly.
- Prescribed medication should be in the original packaging with the dosage clearly marked.
- Medication is stored in the fridge if necessary or in the cabinet in the Welfare Room. Both of these are locked and keys are kept out of sight in a cupboard in the Welfare Room.
- The Secretary is always informed when the Welfare Officer is off site.

A register of children requiring medication and the administration of medication is recorded by the Welfare Officer or the first aider on duty. (Appendix D).

A separate register is kept for children with asthma and the administration of asthma medication. (Appendix E)

Non-Prescription Medication

Non-prescription medication is not administered. Children in need of medication for viral infections such as colds and flu are deemed unfit for school. Children are not allowed to have any medications (including over-the-counter items such as throat lozenges, nasal sprays) in their possession in school. This is made clear in the School Brochure.

Epipens

A number of staff are trained in use of Epipens in response to anaphylactic shock. This training is given by the School Nurse and updated annually. This is open to any member of staff. A child's individual care plan is updated annually by the school nurse. Epipen boxes for individual children are kept in the Welfare Room, clearly labelled and visible. A list of staff with current training is displayed with it.

All staff are made aware of individual children with allergies which may require Epipen treatment. *See 'Emergencies'*.

In the event of Epipen use, an ambulance will be summoned immediately.

Asthma Procedure

Please refer to Asthma Policy (Appendix F)

An Asthma letter is sent to Parent/Carer together with the medication at the end of the Summer Term. Parents are required to provide the school with up-dated information in the new academic year (Appendix G). In addition to this, a letter is sent to parent/carers if their child requires their asthma pump more than once in a week.

Each class has an asthma bag in the Welfare room this goes with the class teacher every time they leave the premises. The bags are accessible to the children at all times.

Care Plans

All children that have specific medical needs have a care plan. This is kept in the medical room and a copy is kept in the staffroom. These are regularly reviewed and drawn up in consultation with School nurse and Parent/carer.

Accidents

Details of all accidents are recorded in the School's Accident Book.

In the event of a bumped head, a letter is sent out to Parents/Carers or a sticker is given to a younger child. (Appendix H).

In the event of more serious injury the parent/carer is informed a.s.a.p. Up-to-date records of emergency telephone numbers are kept in files in the Welfare Room. Parents are asked to inform the school immediately of any change to this information. For more serious occurrences a Borough form and if necessary Form F2508 must be completed (see Appendix I). These arrangements are in accordance with the London Borough of Barnet procedure. Forms are completed by the Welfare Officer in consultation with the Headteacher.

Hygiene

Cases of head lice are reported to parents/carers by means of a letter which also gives advice on treatment at home. (Appendix J). Where staff have concerns about a pupil's hygiene, they consult with the Welfare Officer who may discuss the matter sensitively with the child's parent/carer.

Concerns about a child's health.

Worries or concerns communicated by parents/staff/teachers can - with parents' permission - be referred to the Children and Young People's Health Service. This is carried out by the Welfare Officer after discussion with the Headteacher or Inclusion Manager/SENCO.

Emergencies

A red triangle (with its class number or site clearly marked) can be found in every classroom, the Secretary's office and the Hall. There is also one which is taken to the field each time it is used. In an emergency where only one adult is present, this triangle can be taken by a child to the nearest adult in order that help can be summoned. Arrangements can then be made to cover children/classes whilst action is taken. Staff should never leave children unattended.

Children and Young People's Health Service

A contact questionnaire from Mill Hill Clinic is sent out via the school to New Parents of Reception Class children. (Appendix K).

Education Welfare

Concerns that may be of significance for the Education Social Worker are recorded in a confidential file which is kept in the Headteacher's Office.

Clinical Waste

Soiled dressings should be disposed of in the appropriate sani-bin in the medical room.

Incidents involving vomit or bodily fluids

The caretaker should be summoned immediately in order that the affected area can be cleaned and left sterile. In the absence of the caretaker these are dealt with by the Welfare Officer or Duty First-Aider.

Incidents involving mouth to mouth resuscitation

Any member of staff giving mouth to mouth resuscitation must use a protective mouth shield (supplies in Welfare Room) and should, ideally, be a qualified first-aider

5. HEALTH AND SAFETY REGULATIONS FOR CONTRACTORS ON SITE

All contractors are required to report to the caretaker on arriving at the school. They must sign the contractors' sheet in the school office and the Headteacher is informed that they are on the site. All contractors are given copies of the school's guidance on Health and Safety for contractors on site. Before leaving the premises each day they must sign out.

Tools will not be left unattended where children can reach them. All materials must be safely stored during the period of work, in locked cupboards where Health and Safety regulations apply.

The Contractor must cordon off any area in which work is taking place if there is any danger to personnel, children or the public. If the work is to take less than a day temporary barriers should be provided. If the work is to take more than a day contractors should provide fencing to the height of 1.8 metres in any occupied area or 2 metres in an unoccupied area. Scaffolding should comply with the British safety standard.

A COSHH assessment for all substances used and created in the course of the work must be available on site.

The contractor must have Employers' Liability insurance.

The Headteacher must be shown a copy of the contractor's Health and Safety policy before work commences. This must include reference to 'hot works' if applicable.

All persons working on the site must work in a safe manner and take every possible precaution against accident or injury both to themselves and others.

All work carried out must comply with Health and Safety legislation and certificates should be given where appropriate (e.g. electrical completion certificate).

Contractors on site must familiarise themselves with the fire exit route for the part of the building in which they are working. All rooms have fire exit routes displayed on a wall. Where there is any doubt all personnel should leave immediately through the nearest exit and assemble at the far side of the playground onto which the exit opens. This applies also to bomb scares and all emergency evacuations of the building.

In the event of any problems occurring during the course of their work, contractors should consult the caretaker who will, in turn, consult the Headteacher where appropriate.

6. FIRE PROCEDURES

Please also see LCOP 14 located in the Headteacher's office.

In the event of a fire the fire services will be called by the Headteacher or the Secretary or the Welfare Officer. A record of all such calls will be kept in the premises log book which is located in the Evacuation file in the school office.

Evacuation Instructions are displayed in each room (See Appendix KK) and in other teaching areas around the school with a site map showing the escape route from that room.

A 'practice' evacuation will be carried out termly. A record of each evacuation will be kept in the Premises Log Book/Evacuation File in the office.

Weekly checks/tests on fire exit routes, extinguishers and alarms will be carried out by the caretaker and regular planned maintenance will be carried out by a contractor. Records will be kept in the Premises Log/Evacuation File.

An annual inspection of fire extinguishers will be carried out by a term contractor and monitored by the caretaker. The Headteacher must be notified immediately of any faulty equipment.

All tests, maintenance checks, requests for maintenance, and works carried out should be recorded by the caretaker and/or contractors. Records must be kept in the Premises Log/Evacuation File.

At all times the caretaker will ensure that entrances and exits are kept free of obstructions. Staff noticing obstructions to escape routes should notify the Headteacher or caretaker immediately if they cannot rectify it themselves. Special consideration should be paid to ensuring the Hall fire doors are not blocked by the piano/P. E. apparatus.

N.B. Vehicles should be parked in the allocated parking bays (or in Courtland Avenue) and not in front of the Main Entrance.

7. BOMB ALERT PROCEDURE

See also LBB Safety Bulletin No. 162 Oct 97 located in the Health and Safety file in the Headteacher's office.

In the event of a bomb threat being received, the person receiving the information should:

- endeavour to elicit further details about the location and size of the device and note anything volunteered by the caller
- Inform the Headteacher of the threat, together with the information that they have gained about the location or nature of the bomb.

The Headteacher must:

1. Activate fire alarm and evacuate the building IMMEDIATELY if there is less than 20 minutes warning.
2. Give verbal instructions to evacuate collecting personal belongings if there is more than 20 minutes warning.
3. Call the police

Children should line up on the field, while registers are called. The children should then be escorted to Fairway School via the subway. (Arrangements have been made with Fairway School for such an occurrence).

It is the decision of the Headteacher whether to re-enter the building and check the school. If the bomb threat is considered genuine, the school should not be used for 24 hours.

8. FLOOD

In the event of a flood in the school (due to burst pipes etc) the classes in immediate proximity to the flood must evacuate the area as per evacuation drill and the Headteacher be informed immediately. The Headteacher, in consultation with the Caretaker and other staff will decide on appropriate action.

9. GAS LEAKS

If there is a smell of gas, the Headteacher or caretaker must be called. The Headteacher or caretaker will call 0800 111 999 to report a possible leak and receive, immediate advice from British Gas. The procedure as per 'Flood' must be followed. In severe cases the school must be evacuated immediately.

10. ELECTRICITY FAILURE

In the event of electricity failure, the Headteacher in consultation with the caretaker and other staff will decide upon the appropriate course of action. This will depend upon the time of year, the cause of the failure, the length of any power cut etc.

11. SUPERVISION / PLAYGROUND SAFETY

Before school a member of staff will be on duty in the playground from 8:40am until 8.55am Children should not arrive at school before 8:40 because there is no supervision at that time. (See Brochure)

Children will be appropriately supervised by teachers and teaching assistants during school hours. This will include small groups working in designated areas, children working with adult volunteers and using the school premises for a variety of purposes.

Children working outside the classroom must be regularly checked by the teacher or teaching assistant. Children must never be left in a classroom unsupervised. In the absence of a teaching assistant, if a teacher needs to leave the classroom urgently s/he should use the 'Red Triangle' procedure (see Section 4: First Aid & Welfare/Medical procedures) or should send a message to the Welfare Officer, and the Headteacher be informed immediately.

Playtime:

1. All children must walk along the corridor on their way to the playground and behave in an orderly fashion.
2. The member of staff on duty must arrive in the playground promptly.
3. Teachers must stay with their classes on the playground until the member of staff on duty arrives.

4. Staff supervising in the playground should move around for optimum awareness. Attention must be paid to the large apparatus adjacent to the Reception classroom.
5. Children must never be asked to carry cups or mugs for staff.
6. Any child who is hurt or ill must be sent in to the Welfare Officer/Duty First-Aider who will be in the Welfare Room. Children who are escorting injured children should not stay in the Welfare Room.
7. Any accident must be written up in the accident book. Any serious accident or problem must be reported to the Headteacher or in his/her absence, the Deputy Headteacher.
8. It is the caretaker's responsibility to keep the playground, the steps and the area at the top of the steps clear of dead leaves, litter and ice as these are all safety hazards.
9. No child should re-enter the school building without permission.

Children must follow the Playground Code at all times. After playtime the teachers should come out into the playground, children should line up in their designated 'class places'.

Lunchtime Play

Children are supervised by the Mealtime Supervisors as appropriate. When it is a wet day, children are supervised in their classrooms. (Please also refer to Behaviour Policy, Staff Handbook and MTS Handbook for additional lunchtime information).

After School

- Infant children are taken into the playground where they wait until the teacher sees the adult collecting them. Parents are asked to wait at the top of the steps by the railings where they can be easily seen.
- Children are not allowed to re-enter the playground or climb/swing on the safety bars at the top of the steps.
- Junior children are escorted into the playground. (Please also see School Brochure and Staff Handbook)
- All children should be collected from the Hankins Lane entrance at all times, even after extra curricular activities. Children who are not collected are supervised by the Welfare Officer in the Welfare Room.

12. OFF-SITE ACTIVITIES

Please see separate policy.

13. P.E. EQUIPMENT

- The Headteacher will arrange for an annual maintenance check of the PE equipment and will arrange for any faults to be remedied without delay.

- All staff have a duty to carry out a visual check of the apparatus before using it with children. They also have a duty to ensure that the apparatus is put out in a safe manner by themselves and by the children and that any obstructions or hazards are removed from the area. PE mats should be stored away from emergency exits.
- Unsafe equipment which is beyond repair should be discarded without delay. (Please see also BAALPE pp 55-61 - Staff Room.)

14. REGISTRATION PROCEDURES

- Registers are called at the beginning of each session. They are then taken to the office.
- Any child who arrives after the register has been completed must report to the office for registration details to be completed. (Please see Attendance Policy).
- Any parent/carer wishing to take a child out of school during the school day must go to the Welfare Room to sign out in the presence of a member of staff before leaving the school with their child.
- In each register there is a list of children whose parents have informed us that they come to school unaccompanied. The absence of any child on that list is immediately checked with parents as part of our first day response procedures.

15. LIFTING AND HANDLING

- All lifting and handling should be carried out according to LA recommendations on manual handling. (Please see LCOP 18 in Headteacher's office for details.)
- Large items of moveable furniture on wheels such as TVs on stands and pianos should only be moved by adults.
- If staff are concerned about the weight/size of an item to be lifted, they should not attempt to move the object on their own but consult the Headteacher or caretaker.
- Manual Handling Guidance is displayed in the corridor outside the staffroom.

16. HEALTH AND SAFETY AUDITS

An annual Health and Safety audit and Fire Prevention Audit of the buildings and site will be carried out by the Headteacher, the safety representative and an appointed Governor from the GP committee. (See monitoring section)

17. CURRICULUM SAFETY

Risk Assessment

London Borough of Barnet Safety Bulletin No 157 'Generic Risk Assessment for the Primary Classroom' has been issued to all teachers (Appendix M). This information should be retained in the Planning File and referred to when planning classroom activities.

- Staff must endeavour to carry out their teaching duties with regard to their own safety and to the safety of the pupils and of all other persons on the site.
 - All equipment must be used in accordance with manufacturers' instructions.
 - Pupils will be properly advised of the safe use of equipment before they use it.
 - Pupils must not be allowed to use equipment which is not designed for their use
- A comprehensive set of Risk Assessments is available on the Health and Safety Area of the Staffroom Notice Board. Staff have a duty to check these for activities with potential risk. Members of staff planning an activity which carries potential risk and for which there is no existing risk assessment must consult with the Headteacher. Separate risk assessments must be carried out for school trips. These should be added to the online evolve site and submitted to the Headteacher for authorisation (See Off-Site Activities Policy)

18. NEW EQUIPMENT

The Headteacher will ensure that all new equipment:

- is suitable for its intended purpose,
- is suitable for the environment in which it is to be used,
- meets recognised standards

All staff will be issued with appropriate instructions and training.

19. DINING ROOM AND KITCHENS

- Although the kitchen supervisor is the premises controller of the kitchen area, the Headteacher becomes the premises controller if s/he enters the kitchen or if the kitchen is used by people other than kitchen staff. The Headteacher is always the premises controller of a multi-purpose dining hall.
- Children are not allowed in the kitchen at any time.
- Accidents to catering staff in the kitchen should be reported in the kitchen accident book and an accident form completed, copied to the school and sent in to the Barnet Catering Office.
- Accidents to school staff in the kitchen should be recorded in both the kitchen and the school accident book and forms completed.
- Any accident in the dining hall should be entered in the school accident book and a form completed.
- Meal-time supervisors have a duty to mop up spillages as they occur. A wet floor sign must be displayed.

20. SHARP OBJECTS

Staff have a duty to ensure that children do not use sharp objects without very close supervision. This refers to pointed scissors, D & T equipment etc. School rules forbid 'dangerous items' e.g. knives to be brought to school.

Should a sharp object eg hypodermic needle be discovered on or near school premises:

- the object should be not be moved or left unattended
- the Headteacher or caretaker should be informed immediately
- the special kit which is available in school should be used by those people trained in 'sharps' disposal (see list of designated people) and the object disposed of according to LBB procedure (instructions with the kit)
- a new kit should be ordered asap

21. JEWELLERY

School rules forbid jewellery worn by children except on religious grounds. Parents are requested to provide a letter if their child needs to wear such jewellery. This is kept in the Welfare room.

Earrings for pierced ears must be plain studs, not hoops. (See School Brochure)

22. SECURITY

- There is an intercom entry system on the main entrance.
- A padlock on the playground gates prevents unauthorised entry during school time. Keys are held in the Welfare Office, Year 1 and Reception classrooms.
- Contractors and volunteers are obliged to report to the secretary's office where they sign in.
- Visitors, contractors and volunteers must wear appropriate identification
- The caretaker is responsible for ensuring that all doors and windows are locked every evening and whenever the school is unoccupied.
- The DFEE publication 'Dealing with Troublemakers' (December 1997) contains specific advice and information on matters such as trespass, assault and offensive weapons and should be used where appropriate. This publication can be located in the Headteacher's office.
- Violence at work is also covered by LCOP 23.
- There are call points located around the school.
- There are telephone extensions on the Infant and upstairs corridors.

23. PARKING/TRAFFIC

Parking which blocks vehicular access to the main entrance is not permitted.

A voluntary code for parents discourages parents from driving down Hankins Lane to drop off and pick up. (See School Brochure) There are frequent reminders in the School Newsletter.

PART D: MONITORING THE POLICY

1. HEALTH AND SAFETY AUDITS

An annual Health and Safety Audit and Fire Prevention Audit of the buildings and site will be carried out by the Headteacher, the safety representative and, where possible a designated governor from the General Purpose Committee. All safety issues arising from the audit will be dealt with as quickly as possible. In addition, LBB audit checklists for schools are used by each classteacher to inform the Headteacher of any concerns. Copies of the audits and actions to be taken are kept in the Evacuation File. Staff responsible for necessary actions are identified and required to sign when the work is completed. The Headteacher monitors progress on actions required.

There is a book in the staffroom for all employees to record any concerns about health and safety. This book is checked daily by the Caretaker, who is also the Health and Safety Representative.

There is a weekly meeting of all teachers and teaching assistants at which health and safety matters can be raised.

Health and Safety is a regular item on the agenda for Senior Managers' meetings with Meal-time Supervisors. These meetings happen at least termly.

2. TRAINING

An annual Health and Safety Update for teachers, teaching assistants, the caretaker and the secretary will take place at the beginning of each academic year.

New staff will receive Health and Safety training relevant to their post through the induction process. This is noted on induction discussion records which are signed by the Induction Mentor and the inductee and kept in the individual's personnel file in the Headteacher's office.

Where further training needs are identified, these will be met as soon as is practicable via the LBB Staff Development and Training Unit.

Records of courses attended are kept in the Staff Courses File in the school office.

The Headteacher and Safety Representative will attend Health and Safety updates/briefings when appropriate.

The performance management of teaching assistants includes a check of the timing for First Aid update training. The Welfare Officer also monitors this with reference to the First Aid certificates which are displayed in the Welfare Room.

The caretaker keeps up to date with Health & Safety courses.

The Headteacher will ensure that staff are properly briefed about temporary/exceptional Health and Safety issues.

3. GOVERNORS' MONITORING

There is a designated member of the Governing Body with responsibility for Health and Safety.

The designated Governor is invited to accompany the Headteacher and the Caretaker as they conduct the annual audit.

The Headteacher reports to Governors on Health and Safety matters at least termly through the Headteacher's Report.

PART E: PUBLICISING THE POLICY

- Aspects of the Health and Safety Policy relating to day to day school activities are contained in the Staff Handbook which is given to all new employees.
- Full copies of the Policy are displayed in the Staffroom and are available on the staff shared area on the CC3 Server which can be accessed in school. It is also available on the MLE via the policy link section.
- Copies of all risk assessments are displayed in the Staffroom and are available from the website and MLE.
- Health and Safety is a staff training item at the beginning of each academic year.
- The Headteacher reports to the Governing Body each term on health and safety matters.
- Emergency/Temporary health and safety information is communicated via Memos, the Staffroom Board and the weekly Staff Bulletin.

*Abbreviations: LCOP Local Code of Practice
H.S.E. Health and Safety Executive
COSHH Control of Substances Hazardous to Health*

RELATED POLICIES/ PLANS

| | | | |
|---------------------|-------------------|--------------------------|-----|
| Off-site Activities | Stress Management | Risk Assessment Plans | AUP |
| Attendance | Child Protection | Critical Incidents Plans | |

Health and Safety Policy

| | | | |
|-----------------------------|---------------|------------------------------|--|
| Policy set up: | Undated | | |
| Reviewed: | January 1998 | (M. Gate and teaching staff) | |
| | January 2002 | (A. McClimont and staff) | |
| | October 2003 | (A McClimont) | |
| | October 2007 | (L Walker and staff) | |
| | November 2009 | (L Walker) | |
| Date of next review: | November 2010 | | |

HEALTH AND SAFETY ~ DESIGNATED PEOPLE EMPLOYED AT THE SCHOOL

| | |
|-------------------------------------|-------------------|
| Headteacher (Premises controller)*: | Miss Lisa Walker |
| Caretaker / Safety Representative: | Mr Peter Creeber |
| Welfare Officer: | Mrs Mary Brown |
| Secretary: | Mrs Nimisha Doshi |

** In her absence, the Deputy Headteacher: Mrs Susan Swinburne*

PEOPLE WITH APPROPRIATE HEALTH AND SAFETY TRAINING

- | 1. FIRST AID AT WORK | PAEDIATRIC FIRST AID |
|--------------------------------------|-----------------------------|
| Mrs Mary Brown | Mrs Mary Brown |
| Mrs Fiona Hodis | Mrs Fiona Hodis |
| Mrs Cheryl Woolnough | Mrs Susan Plaistow |
| Mrs Sharon Scott | Mrs Dudu Kortach |
| Mrs Susan Plaistow | |
| Mrs Philippa Fallon | |
| Mrs Wendy Shamia | |
| 2. EPIPEN | |
| Mrs Mary Brown | Mrs Dudu Kortach |
| Mrs Fiona Hodis | Mrs Wendy Shamia |
| Mrs Susan Plaistow | Mrs Philippa Fallon |
| Mrs Sharon Scott | |
| Mrs Cheryl Woolnough | |
| 3. 'SHARPS' DISPOSAL | |
| Mr Peter Creeber | |
| 4. FIRE EXTINGUISHER TRAINING | |
| Mrs Fallon | |
| Mrs Hodis | |
| 5. FIRE WARDEN TRAINING | |
| Mr Peter Creeber | |

CARETAKER'S DUTIES RELATING TO HEALTH AND SAFETY

To accompany the Headteacher, the Resource Manager, the Safety Representative and the designated governor on a tour of the site annually with the object of identifying any health or safety hazards which need attention.

2. Fire safety:
 - a) To test all fire alarms (switches and bells), extinguishers and exits each week and to record the results on a monitoring sheet. The Headteacher must be notified immediately of any faulty equipment.
 - b) To ensure that fire bell batteries are regularly maintained and to record inspection dates.
 - c) To record the date of the annual fire extinguisher maintenance visit and to inform the Headteacher if more than twelve months has elapsed since the last check.
 - d) To ensure that fire exits are never obstructed.
 - e) To check that displayed material does not present a fire hazard.
 - f) To check fire hydrant points and ensure that they are functional.
 - g) To liaise with engineers who check fire equipment.
3. To store and use all chemicals and substances as instructed in the LA Guidance sheets and in accordance with Local Code of Practice 6, 1-1313.
4. To ensure that the boiler house is kept free from combustible materials.
5. To ensure that the Headteacher is informed of any contractors on site who have by-passed the school office.
6. To check contractors on and off the school premises, and to monitor their work while they are on the site. To report to the Headteacher any practices which may result in risk to the health or safety of any person on the site.
7. To use ladders, steps or lightweight staging in accordance with the LA safety instructions at the back of the Caretaker's File. (See also LCOP 16)
8. To use tools and equipment in a safe manner and to ensure that no equipment is lent to or used by either contractors working on the premises or visitors on the premises.

9. To take care when lifting or carrying a load. See Central Health and Safety Unit Guidance Notes at back of file. Any lifting and carrying will be in accordance with LCOP 18.
10. To be certain to bring to the attention of the Headteacher matters of concern relating to Health and Safety of the school premises which he becomes aware of in the course of his/her work.
11. To keep all external areas free from litter at all times and to empty litter bins daily.
12. To keep the playgrounds free of fallen leaves and of snow and ice when necessary.
13. To comply with all guidelines relating to security in the School Caretakers' Guidance Notes, LIBB.
14. To check that electrical equipment is left in an appropriate state at the end of the day eg laminators switched off.
15. To familiarise himself/herself with all further procedures or guidelines relating to Health and Safety which may be issued to him and to adopt such recommendations as are laid down therein.

COURTLAND SCHOOL
Everybody Can Be Somebody

HEALTH AND SAFETY INFORMATION FOR VOLUNTEERS AND STUDENTS ON PLACEMENTS

Thank you for helping in school. We appreciate your help and hope that you will enjoy working with us.

Please remember that while you are in school, you are part of the team and all the usual expectations about confidentiality apply to your work with children and staff. If anything happens which concerns you while you are in school, please speak to the class teacher or Headteacher.

Signing In

Please sign in and out using the book in the School Office.

Moving around the school

Children and adults are encouraged to move around the school in a quiet and calm manner. If you see children running, please remind them to walk.

Hazards

If you notice a safety hazard, please report it to a school employee immediately.

Toilet Facilities

Visitors' toilets are on the ground floor. The class teacher will advise you on where to leave your coat. If you have a bag, please keep it with you.

In Case of Emergency

Fire exit routes are displayed in each teaching area.

If the alarm sounds when you are not with the class teacher, take any children with you and leave the building *by the most direct route* either to the playground or to the front lawns. From the playground leave the premises by the side gate, walk down Hankins Lane to the lawns at the front of the building. Reunite the children with their class teacher(s) and then report to the secretary.

Please do not leave the site without reference to the Headteacher until the emergency is over.

Supervising Children

It is school policy that children are never left unattended. If children are in your care and you need to leave them for any reason, please take them back to the class teacher or to the Welfare Room as appropriate.

First Aid

If a child has an accident while in your care, please take him/her to the Welfare Room. If you suffer an injury or accident, please inform the Headteacher, Welfare Officer or Secretary so that a report can be made.

Red Triangles

These are used as a message that there is an emergency. If you see a child carrying one, please help them to find a school employee immediately.

Safeguarding

We are committed to keeping your children safe. We are grateful that you have taken the time to fill in the CRB form to allow you to work within our school.

Thank you again for helping.

Miss Walker

| |
|--------------------------------|
| EVACUATION INSTRUCTIONS |
|--------------------------------|

- The signal will be the continuous ringing of the Fire Bell.
- Staff should be aware of the positions of the Fire Alarm releases.

Each member of staff should be fully aware of the evacuation routes from each area of the School.

- **The priority is calm, orderly evacuation.**

| |
|--------------------------|
| ON HEARING SIGNAL |
|--------------------------|

1. Instruct children to stop all activities and line up in **SINGLE FILE**.
CHILDREN SHOULD NOT COLLECT BELONGINGS.
2. Lead children to their defined assembly places. **NO RUNNING OR TALKING**
3. Teachers should take their registers if they are in their possession. Teachers should try to be aware of class attendance figures.
4. The Headteacher or the Secretary or Welfare Officer will ring the Fire Brigade.

| |
|---|
| EXIT ROUTES ~ The aim is to clear the building in less than 2 minutes. |
|---|

Rec. & Y1: Through the playground and up the steps to the side entrance, down Hankins Lane to the main gate onto Oak Tree lawn or in car park.

Year 2: Through the outside classroom door onto the lawn.

Year 3 & ICT: Down stairs to main entrance keeping to **WALL** side. Exit via main entrance onto main lawn.

Years 4 & 5: Down stairs to entrance on side of corridor next to Year 2 classroom, out through door onto main lawn.

Year 6: Through outside classroom door onto main lawn.

Music Room: Into Hall and out of building by nearest, most convenient exit. (To join own class)

Hall: Through **FIRE DOORS** at back and side of Hall. Down steps to front lawns.

Support Teachers, Peripatetic Teachers, Volunteer Helpers

Exit, with pupils, via the quickest route and reunite pupils with their classteacher on lawn.

Welfare Officer

Take Reception and Y1 Registers and Asthma Bags, signing out book, check downstairs toilets and exit via side entrance to give registers and boxes to Reception and Y1 teachers.

Headteacher

Check upstairs Toilets then exit through either front door or side door.

Check with each teacher that all pupils accounted for.

Secretary

Check FIRE BRIGADE has been phoned then take the Visitors Book, Evacuation File, Y2 - Y6 registers and Asthma Boxes round to staff on front lawns.

Caretaker

Meet fire engine and direct to access points.

NB Where the Secretary, Welfare Officer or Caretaker are not on site, the Headteacher (or member of staff deputising in the Head's absence will re-allocate individual responsibilities.)

N. B. Staff cars should not block the children's safe evacuation

