

Pilgrims' Way School

Health and Safety Policy and Arrangements

Part 1 Statement of General Policy

The governing Body of Pilgrims' Way School recognises its responsibilities under the Health and Safety at Work etc, Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable the health safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the head teacher and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

Part 2 Responsibilities and Organisation for managing Health and Safety

2.1 The governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to :

- Ensure that the school has a current health and safety policy.
- Ensure that the school complies with the Council's health and safety policies, both in schools and on all school activities.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Create a management arrangements for health and safety and periodically monitor its effectiveness.
- Ensure that an annual audit and inspection is carried out by a qualified person.
- Ensure that a governor attends any health and safety briefings held by the LEA.
- Have health and safety on the agenda at Governing Body meetings.
- Ensure that adequate resources are made available for health and safety. This includes time as well as financial resources.
- Ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities.

2.2 Headteacher

The Headteacher as Key Manager, is responsible for the day to day running of the school and putting the health and safety policy into effect. The Headteacher will assist in the development and maintenance of safe conditions for staff. Pupils, visitors and anyone using the premises. The Headteacher will in particular:

- Be satisfied that effective arrangements are in place to ensure that health, safety and welfare of all users of the premises.
- Ensure that termly health and safety inspections are carried out.

Ensure that the emergency evacuation procedure is practised, at least once a term and that results are documented.

- Arrange for risk assessments to be carried out by a competent person.
- Put into effect any remedial measures or refer as necessary to the Governors or the LEA.
- Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- Appoint an Educational Visits Coordinator, from school staff, to advise and coordinate external school visits.
- Attend health and safety briefings and training arranged by the LEA.
- Report regularly on health and safety matters to the Governing Body.
- Ensure that competent contractors are appointed and to monitor their on site safe working practices.

2.3 Heads of Departments

Heads of departments will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day to day responsibility they will ensure that:

- Risk assessments are in place for all activities.
- Safe working methods are in place.
- Supervision is adequate and training needs met.
- Termly health and safety inspections are carried out.
- Safety requirements for plant, machinery and equipment are in place and are adequate.
- Suitable Personal Protective Equipment is available, in good condition and is used and stored correctly.
- Standards of health and safety are monitored and appropriate remedial action is taken when required

2.4 Educational Visits coordinator

The Educational Visits Coordinator for the school is Gregory Doey. They are responsible for:

- Liaising with the employer, through the Education Health and Safety Manager, to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertakes the functions outlined in the DfES publication "Health and Safety of Pupils on Educational Visits"

2.5 Premises Officer

The Premises Officer has particular responsibility for security and premises related issues and will:

- Co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises.
- Report defects and monitor that appropriate remedial action is taken.
- Test the fire alarm system weekly and record the findings.

2.6 All Staff

Member of staff also have health and safety responsibilities. Staff will therefore be required to:

- Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- Cooperate with all health and safety arrangements.
- Report any defects or other health and safety matter that they are aware of.
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment

Part 3 Arrangements for managing Health and Safety

3.1 Risk Assessment

3.2 Fire Procedures

The fire alarm will sound throughout the school if the school needs to be evacuated for fire or other emergencies. When you hear the alarm you must follow the following procedure:

1. Line your class up immediately
2. Leave the building with your class, go to the pen and line your class up
3. Call your register as soon as you receive it and inform the headteacher / deputy headteacher of anyone missing
4. When given the all clear, return to class

If you are working with a child or a group away from the rest of their class, you should leave the building using the most accessible exit with the children, go to the pen and line up with that child's class.

All other adults should go directly to the pen.

People using the children's centre should line up by the car park gate and account for all people accordingly.

3.3 Accidents, incidents and Dangerous Occurrences

In any emergency or critical incident, the safety of pupils, staff and others is the paramount responsibility of the school and this requires suitable contingency planning. This will be consistent with Southwark's corporate Emergency Response Plan and the Southwark Education Departmental Emergency Plan.

Types of incident

The following will be the main scenarios to be considered:

- Personal Injury to Staff or Pupils on Site
- Incidents on School Visits and Journeys
- Assault/Daytime Intruders on or around the School Site
- Missing Children/Suspected Abduction
- Serious Property Damage to School (e.g. Fire, Theft, Vandalism)
- Major civil emergencies.
- Incidents close to the school that may involve the school
- Flu pandemics

Prevention

It is vital as part of our safeguarding procedures that we outline clearly what should be done to prevent these risks from happening or to reduce their impact. This would

include measures such as careful planning of school journeys, controlled access of visitors, effective supervision of pupils at the start and end of the day.

Preparation

Emergency planning is geared to enabling an organisation to use the resources available to respond in as smooth, planned and controlled a way as is possible in the circumstances. Emergencies occur with little or no warning and, by their nature will develop unpredictably. In such circumstances, individuals will be placed under pressure and will be required to make decisions confidently and quickly in situations where there may be high levels of stress and confusion and where normal communication systems may be difficult or interrupted. As far as possible there should be no surprises, complications or drastically different practices in the emergency response.

The assembly area for fire, gas, flood is in the Pen which is behind the playground.

See Pilgrims' Way Incident Policy for more details.

3.4 First Aid

Any injuries to pupils should be dealt with by one of the trained first aiders. Names of current trained first aiders are displayed outside the general office. All teaching assistants and nursery nurses are trained first aiders. Any serious injuries must be reported immediately to the headteacher or deputy headteacher. Immediate assistance will be provided and appropriate action taken.

When classes go out on a visit, one of the first aid kits should be taken.

Any individual medical needs such as asthma will be planned for as part of the risk assessment process. Any children suffering a minor injury eg cuts and grazes should be dealt with accordingly. If a serious injury occurs the school must be contacted at once.

The accident book is kept in the general office – when pupils have accidents, this needs to be filled in. If pupils hurt their head, a head letter must be filled out and sent home to parents.

3.5 Communication

A weekly meeting is held in the staffroom on a Monday morning at 8.20 for teachers where the information for the forthcoming week is shared with staff. There is a hard copy of this information displayed on the board. A whiteboard in the staffroom is also used to keep staff up to date with any changes to the weekly diary which will be displayed near the whiteboard. Staff are asked to update the whiteboard accordingly. If staff are using iPads with their class, they need to write up the date and the time on the staff whiteboard.

A school diary is kept in the general office, staff are asked to update the diary with any details about days staff are out / class visits or visitors coming into school as well as other special events/activities.

All staff have a pigeon hole in staffroom where any mail/information will be placed for their attention. Please ensure this is checked on a regular basis.

3.6 Health and Safety

If staff have any serious concerns regarding health and safety, they should report these to the headteacher or deputy headteacher. These concerns will be addressed as soon as possible. The Health and Safety Policy details the procedures and practices employed at Pilgrims' Way. This includes details of when accidents have to be reported to Southwark.

Security

All staff have an entry card which should be swiped on the key pad near the main entrance or staffroom before going into or leaving the school. This system provides a record of staff on site in an emergency as well as a record of attendance.

Entry into the staff car park can be made using a key fob or the key pad. Codes are changed from time to time; please see Zoe for the current codes.

Every member of staff should have access to a locker or other lockable facility where any personal valuables should be secured. Please note large amounts of cash or other valuable items should not be brought into school.

Pupils should not bring cash or other valuables into school. Mobile phones should also not be brought into school unless special arrangements are made in which case they should be handed into the class teacher for safekeeping.

School laptops are lent to staff on the premise that every effort should be made to ensure they are kept as secure as is possible. If staff leave their laptop at school, they should ensure they are locked away before going home.

PLAY

Playground equipment is assessed on a regular basis to ensure that it is safe and fit for purpose.

Play leaders supervise the children whilst they are on the play ground; they are zoned in certain areas so as to maximise area of sight.

Every morning, before the children go out, the playleaders assess the equipment to see if it is safe.

Class teachers will be informed when there is wet play. Class teachers should make it clear to the children what they can and cannot do during wet playtime. All classes have games and other activities for children to do. Class teachers must wait for a playleader or other member of staff to come in before they leave their class. Staff should ensure they return on time for a prompt start to the subsequent session.

At lunch children go to lunch as normal before returning to the classroom.

After rain, all playground equipment is wiped down by play leaders who then carry out a RA regarding the playground environment and the equipment.

3.7 Educational Visits

Whilst it is not always possible, a planning visit by the lead teacher should have taken place prior to the visit so that risks can be minimised

For all trips and class visits a risk assessment must be filled in. This document should be written by the lead teacher on the trip and it should provide:

- Number and age of children
- Number and names of staff
- Risks identified on the journey and how to minimise them
- Risks identified at the venue and how to minimise them
- Children with health issues identified so that teachers can carry medication and care plans.

A member of SLT should sign and date the RA.

3.8 Staff Training

Statutory staff training:

Fire safety

How to administer EpiPens

Health training

Safeguarding update training

First aid update training

Further staff training needs will be generated through performance management interviews and from the School Development Plan.

3.9 Premises Hire

4.0 Stress – please see Southwark stress policy

The head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure. The school's child protection policy and procedures must be consulted and followed when dealing with external organisations that work with children or young people

Where school premises are let to other organisations, the Governing Body should seek assurance that the hirer has appropriate safeguarding and child protection policies and procedures in place and that there are arrangements for the hirer to liaise with the school on these matters where appropriate.

4.1 Pupils' medical needs

All pupils with medical needs have a health care plan. Copies of these are in the office and also in classrooms. Please refer to these for any pupils in your class. In the staffroom, there is also a list of pupils who have medical conditions and their photo for further reference.

At the front of the register, there is also information regarding pupils' medical needs and their dietary requirements. Please familiarise yourself with this information and also use it when completing risk assessments for trips.

Pupils who have asthma keep their asthma inhalers in the office. If they need their pumps during a school day, they are to go to the office. Office staff will

ask them to sign the asthma book stating time, date and number of puffs taken.

4.1 SAFEGUARDING

One of our key aims is to provide a safe environment for pupils, parents, staff and visitors to the school. There are clearly defined procedures for the management of health and safety and child protection.

The designated person for child protection is Alex Turnbull

The deputy designated persons are Julie Ireland (deputy headteacher); Jack Taylor (Assistant headteacher); Heken Jones (Assistant headteacher) Mikael Cohen (playleader manager) and Julie Ralph (manager of the children's centre.)

Any concerns about a child must be recorded on the proformas kept in the staffroom. These proformas are also available on the school shared area and can be emailed to the headteacher or other designated persons in his absence. This will be dealt with in confidence. Full procedures for child protection are outlined in the school's Safeguarding Policy.

All staff receive regular training on safeguarding.

The designated safeguarding team meet for regular meetings which are written up on the staff information board. If you have any concerns you would like raised at these meetings, please inform a member of the designated team.

This policy is be reviewed annually

Signed: **Date:**

Juliette Young – Chair of Governors