

SCOTT WILKIE PRIMARY SCHOOL

SCHOOL HEALTH AND SAFETY POLICY STATEMENT

INTRODUCTION

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It is to be read in conjunction with the Health and Safety Management System of the London Borough of Newham, Learning and Schools (three files).

It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all staff whatever their management function.

The success of this policy depends on the active support of all employees to achieve its objectives.

THE POLICY STATEMENT

The Head of School will be responsible to the Head of Learning and Schools for the implementation, management and monitoring of the Policies and Procedures of the London Borough of Newham, the Local Authority and the School.

The Head of School recognises and accepts her responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school, i.e. parents, volunteer helpers, school meals service.

In discharging responsibilities, the Head of School will pay due regard to relevant Regulations, Codes of Practice, Guidance Notes and professional advice.

The Head of School similarly requires all employees to recognise their responsibilities to take care for the safety of themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to co-operate fully with the Head of School and the employer in achieving this policy.

The Head of School accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Head of School similarly requires contractors and others, when working on school premises, to take all reasonable care for the protection of their own

employees, school staff, pupils, visitors and others who may be affected by their work.

The Head of School will co-operate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978, within the current staff.

GENERAL RESPONSIBILITIES

The Head of School will be responsible to the Head of Learning and Schools for the implementation, management and monitoring of the relevant policies and procedures. The Head of School will approve and monitor any arrangements made by school management team to discharge their responsibilities, as well as monitoring the outcome of any arrangements he may make. Line managers will take all reasonable measures to assist the Head of School in carrying out this health and safety policy. So far as is reasonably practicable, they will ensure that those under their control and the areas in which they work are safe and that those employees under their control fulfil their responsibilities.

Employees have the duty to take reasonable care for their own health and safety and of others who may be affected by their actions and/or omissions; they are to co-operate with the London Borough of Newham, the Head of School and line managers to enable them to maintain a safe and healthy workplace. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly. The Head of School will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. The Governing Body must comply so far as it is within their power to do so with the LAs safety policies. Should the Governing Body fail to discharge any responsibilities related to the Act, the LA will take necessary action and, if appropriate, charge the school's delegated budget accordingly.

ADVICE AND TRAINING

The Head of School notes that the LA provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

GOVERNING BODY STATEMENT

The Governing Body of Scott Wilkie Primary School will, so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant regulations, approved codes of practice, guidance notes, the Safety Policy of the Borough and the Local Authority and paying due regard to advice and information provided by the LAs advisers.

The Governing Body will ensure, so far as is reasonably practicable, that all means of entering or leaving the premises available for use are safe and without risks to health and, that any plant or substances in the premises or provided for use there are similarly safe and without risks to health. In this respect, the Governing Body will comply with arrangements and procedures made by the Authority, it will ensure that appropriate health and safety arrangements are in place.

The Governing Body will review this statement annually or if circumstances change in the interim. It will ensure that the school maintains, monitors and reviews its Health and Safety policy including the necessary items of organisation, arrangements and procedures.

In order to assist in the discharge of its responsibilities, the Governing Body will receive copies of all Health and Safety reports made to the Local Authority by the Head of School.

SCOTT WILKIE PRIMARY SCHOOL

ORGANISATION AND RESPONSIBILITIES

HEALTH, SAFETY AND WELFARE AT WORK - STAFF TRAINING

INDUCTION

Training and guidance will be given to all new staff. Revision and updating of information will be given to existing staff as and when necessary.

Risk assessments will be carried out regularly for those activities which attach a degree of risk and where there are hazards identified. Health and Safety audits are carried out by the school regularly.

RESPONSIBILITIES

1. The Head of School will be responsible to the Head of Learning and Schools for all aspects of Health and Safety in the school and will delegate to particular individuals specific functions for which they will be responsible to the Head of School. In particular she will ensure the following:

- there are arrangements for playground supervision, before and after sessions, break times and lunchtimes.
- there are procedures for Educational Visits.
- there are arrangements for personal safety and security
- that regular fire drills are arranged.
- that all accidents and assaults to pupils, staff and any other individuals are reported as per the procedure.

- that dangerous incidents are reported to the Head of Learning and Schools.
- that, in the event of a bomb warning the building is evacuated and the emergency services are called, that the police are met and informed of the situation and that the Head of Learning and Schools is informed of the incident.
- that repairs needed to the building and equipment are reported and acted upon.
- that major aspects of school policy relating to Health and Safety at Work are reported to the Governing Body.
- that the School Safety Policy statement is reviewed annually or as and when appropriate, that members of staff are notified of any changes to it during the year and that they are issued with an updated copy when necessary. Staff are given appropriate training and guidance.

In general the Head of School will be finally responsible for the maintenance of a safe working environment and safe practice within the school in accordance with guidance received from the Health and Safety Executive, Department for Children, Schools and Families and the London Borough of Newham.

2. The School Business Manager or an Assistant Head of School has the responsibility of carrying out all the delegated functions identified and following the Head of School's instructions while the Head of School is absent. Whatever decisions the SBM/Assistant Head makes which are outside this remit are ultimately the responsibility of the Head of School and the SMT. The specific duties will be to assist in the conducting of a safety audit once a term and ensure that new members of staff, including students on teaching practice and work experience students, are inducted into the Health and Safety Policy of the Authority and the school, and that volunteers who frequently visit the school are appraised of the relevant parts of the School's Health and Safety Policy. They will keep a record of all such training.

3. Every Teacher will be responsible for:

- a) the general safety of furniture and equipment in use in their own classroom;
- b) deficiencies must be reported to the member of staff with responsibility for the defective item.
- c) the safe storage of equipment in their room when not in use; deficiencies should be reported to the caretaker.
- d) the safe use of equipment and furniture in whichever area they may be working; this includes checking P.E. equipment before the large apparatus lesson.
- e) ensuring equipment is stored away safely as appropriate in whichever area s/he may be working.
- f) ensuring that any materials etc. that have been used during a lesson are cleared away.
- g) training pupils in the safe use, movement and storage of equipment where appropriate.

- h) ensuring that work is displayed safely.
- i) ensuring that pupils in their class know and understand the sections of this policy statement and any other instructions that are relevant to them.
- j) know the procedures in an emergency, evacuation or accident, etc. see Staff Handbook, etc.

4. Designated Staff will have responsibility as follows:

P.E. equipment	- all staff, subject co-ordinator
Art equipment	- all staff, subject co-ordinator
Audio-visual equipment	- all staff, subject co-ordinator
Furniture	- class teachers, Head and deputies, SBM Site Supervisor and cleaners
First Aid	- designated 3-day trained and certificated First Aiders
Buildings and Grounds	- Site Supervisor
Kitchens	- Kitchen staff or staff using cooking appliances across the school

It will be their responsibility to ensure that: -

- a) by regular inspection equipment has no obvious faults
- b) if faults are found, equipment is withdrawn and repaired in accordance with procedures.
- c) new equipment is inspected on receipt to confirm that it is in working order.
- d) all staff are aware of safe practices concerned with such equipment and follow manufacturers' instructions where appropriate.
- e) where equipment is checked regularly by a contractor (as distinct from a day to day usage basis), this is done and a record kept of such checks - this record will involve noting the date of the inspection in the health and Safety file and keeping details of the inspection.

5. First Aiders Current First Aid **qualifications** are held by designated members of staff. All accidents to, or serious illnesses of pupils must be reported to them, and it will be their responsibility: -

- a) to inform the Head of School or other senior member of staff at once, if necessary.
- b) to deal with the accident or illness in accordance with any appropriate London Borough of Newham Standard Procedure number 22 "First Aid in Schools".
- c) to log all accidents or assaults to, or serious illnesses of pupils and staff in the appropriate book as set out in the Standard Procedures numbers 43 and 45.
- d) to report the accident as per the London Borough of Newham Standard Procedures numbers 43 and 45.

6. The School Business Manager will be responsible for the following:-

- a) the safe use and storage of equipment in the offices and all the office store rooms.
- b) ordering replacement items for first aid boxes as requested by the persons with current first aid qualifications.

7. The Site Supervisor will be responsible to the Head of School for the following:-

- a) the cleanliness of the site. In the event of a breakage, the site supervisor will come and remove it as soon as possible. It will be cleared, wrapped up and disposed of. This also applies to the spillage of body fluids.
- b) any maintenance needs must be reported to the site supervisor immediately. Anything dangerously hazardous that occurs, the site supervisor can be paged through the office. Any broken furniture is dismantled and taken away. During a substantial cleaning period, furniture is checked by the cleaning staff for safety.
- c) main services, fire equipment, frost danger, clearing snow from paths.
- d) knowing the location of first aid equipment in the school and ensuring that staff and contractors are aware of its availability and who the first aiders are.
- e) ensuring that all points of access and exits are clear at all times throughout the site when on duty
- f) maintaining an up to date inventory of plant, including all forms of heating and ventilation and of electrical and caretaking equipment - this to be available when required for inspection
- g) preparing and making available plans showing the location of all fire appliances in the school.
- h) train staff in relevant safety precautions i.e. handling materials, equipment etc.
- i) the Health and Safety files.
- j) the maintenance of an up to date inventory of assets over £200. This must be available when required for inspection.

8. ICT Learning Resource Manager

- k) the maintenance of an up to date inventory of ICT equipment. This must be available when required for inspection.

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9. Teaching Assistants will be responsible for the general safety of pupils in:

- (a) the dining areas throughout lunchtime.
- (b) the playground during lunchtime, or classroom in the event of wet dinner times.

10. All employees are responsible for the following:

- (a) completing the appropriate accident/assault form if they sustain an accident / assault in the course of their employment and handing it to the Head of School who will sign it and send it to Learning and Schools Health and Safety Co-ordinator.
- (b) entering into the school inventory details of any dangerous substance they may order.
- (c) exercising their own judgement in determining what is safe whenever there are no relevant regulations or advice.
- (d) making themselves aware of Health and Safety at Work Act and other legislation, regulations, advice and safety principles relevant to their work, and observing recognised codes or practice etc.
- (e) making themselves familiar with the safety policies of the London Borough of Newham, the Local Authority and the School.
- (f) Ensure a safe working environment is maintained in the classroom.

Finally all employees must have regard to Section 7 and 8 of the health and Safety at Work etc. Act 1974, viz. -

Section 7

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

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

Section 8

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any statutory provision.”

SCOTT WILKIE PRIMARY SCHOOL

PROCEDURES

1. Accidents and the reporting of injuries

- ◆ In a school there will be many accidents during the course of a school year. Happily most of these will be relatively minor, involving nothing more serious than cuts and grazes sustained through play. All accidents involving pupils, however, must be recorded in accordance with the guidance given from the London Borough of Newham.
- ◆ The First Aiders have a basic first aid kit which should be kept locked away. Teachers should send the child to a first aider to treat the child. Please note grazes should be bathed in sterile/drinking water. When administering first aid always wear plastic gloves. Dispose of these at the end of the session.
- ◆ For more serious accidents (RIDDOR) an accident report form must be completed and sent to the Local Authority as soon as possible. Accident report forms must be verified by the Head of School (see Standard Procedure 43 and 45).

Animals and Plants

- ◆ Animals can carry disease. All cages etc., must be cleaned regularly. Whenever they have handled animals or worked with them, pupils should wash their hands thoroughly, immediately afterwards.
- ◆ **Bites** If a child receives a puncture wound or a bite from an animal the affected part should be cleansed thoroughly and the parent must be informed for possible referral to a medical practitioner.
- ◆ **Plants** After working with plants pupils should wash their hands thoroughly. Occasionally pupils may study poisonous plants e.g. toadstools. It is best to err on the side of caution. Such plants should not be handled by pupils and they should be locked in stock cupboards when not being used. A complete list of common poisonous plants is available in 'The Heads legal Guide'.

2. Reporting of Dangerous Incidents and potential dangers

All potential dangers must be reported to the Head of School. Risk Assessments are a necessary requirement and need to be completed in such circumstances

3. Visitors to School

Visitors must sign in and out of school and should wear a school sticker to identify themselves. Strangers should be challenged (politely), they should also be given a school Health and Safety leaflet.

4. Emergency Procedures : The Scott Wilkie Fire Drill

The **Head of School** (or in her absence the School Business Manager) is responsible for:

- ensuring the Fire Procedures are carried out;
- establishing the location of the Fire;
- verifying all pupils are accounted for by hand signals from **AHT** (Lorraine Thompson) Nursery, Reception and KS1 and **HoS** (Farhathafza Quayum) **KS2**;
- advising the Fire officer as required.

If the Head of School is absent the SBM / Assistant Head is responsible. If both the Head of School and the SBM are absent then the AHT in KS1 would be responsible (Samuel Rahman).

The **Senior Leaders** are responsible for ensuring all rooms in their phase are vacated.

The **class teacher** or person in charge of the class (cover supervisory, teaching assistant) is responsible for ensuring:

- a head count is carried out both morning and afternoon.
- the head count number is recorded on their boards.

Registers:

Children are registered for attendance both in the mornings and in the afternoons by the class teacher.

The Attendance Officer will update and finalise the register including late children. She will also contact parents of absent children each day by text.

Fire Wardens and Allocated Fire Zones

Zone 1 – Nursery and Early Years (including Extended Provision up till 6pm)

Fire Warden – Katie Martinson (or Hannah Cleland in her absence after school)

Zone 2 – KS1 Classrooms and Hall

Fire Warden – Farhathafza Quayum

Zone 3 – KS2 Classrooms and Hall

Fire Warden – Steven Thompson

Zone 4 – Mobile Classrooms

Fire Warden – Lorraine Thompson

If you discover a fire:-

- Activate the fire alarm at the nearest 'break glass' point. These are situated near all fire exits and close to all fire extinguisher sites.
- Leave the building by your nearest safe route.
- **You may attempt to fight the fire ONLY if you have been trained in extinguisher use, and it is safe to do so.**

Responsibilities of the Attendance Officer (Debbie Parkes):

To dial 999 on hearing the fire alarm

To take out the signing in book

To wait for the Fire Brigade

Responsibilities of the Business Manager (Hannah Cleland):

To take out after school club registers (if after 3.30pm) to ensure Kitchen Staff evacuate

To coordinate 'hands up' for whole school

KEY STAGE 2 FIRE DRILL and Pupils in the Mobile Classrooms

Designated place of safety:-

THE KEY STAGE 2 PLAYGROUND LINING UP IN DESCENDING YEAR ORDER FROM THE MOBILE TO THE PAGODA FACING THE SCHOOL.

Please see School Fire map for your class/office for your primary and secondary escape routes marked in red.

KEY STAGE 1 FIRE DRILL

Designated place of safety:-

THE KEY STAGE 1 PLAYGROUND IN THE CORNER NEAREST TO THE GRASS AT THE FRONT OF THE SCHOOL.

Children will line up in class order beginning with Year 1 closest to the grass and they should face the nursery building. Teachers will raise their hands when they have counted their class.

RECEPTION AND NURSERY FIRE DRILL

Designated place of safety:-

THE PATH LEADING INTO THE SCHOOL FROM THE FRONT ENTRANCE ALONGSIDE THE PARK.

When the fire bell rings:

- ❖ In an orderly fashion make your way to your designated place of safety
- ❖ Teachers will leave classrooms last (with any mobility children) and ensure all doors are closed.
- ❖ Designated teaching assistants will 'sweep' the extra rooms.
- ❖ On reaching the designated place of safety the class teacher must count the children and **indicate all present by raising one arm**
- ❖ Any discrepancy in numbers must be relayed to the Head of School / Fire officer or most senior staff member in that Key Stage and registers will then be sought.
- ❖ If the register is in the classroom when the fire bell rings then the teacher for that classroom must bring the register with them to the place of safety.
- ❖ All people in the building must be evacuated including maintenance staff, kitchen staff, all teaching and support staff and parents.

When it is safe to return:

- ❖ All children MUST stay in line until permission has been given by the member of senior management in charge of the designated place of safety.
- ❖ In the event of an actual fire this permission must be sought from the Fireman in Charge.

APPENDIX – Out of Class Fire Drill

Children to be directed as appropriate, by the teacher in charge, out of the building by the safest route, there to make their way to the designated place of safety.

Playtime

All children on the field or in the playground when the fire bell rings, join their class **AT THE DESIGNATED PLACE OF SAFETY WITHOUT ENTERING ANY BUILDING.**

Assembly Points

Key Stage 1 assemble in their playground; Key Stage 2 assemble in their playground and the children in Reception and Nursery line up along the front path to the school.

Lunchtime

Available Staff including lunch time assistants are to guide children to the designated place of safety for their class without entering any building and if it is safe to do so. Children in either of the dining halls to be led out of the building **by the safest route** to the designated place of safety for the head count/register check appropriate to their Key Stage and class.

Remembering that some children will have taken a home dinner, the Attendance Officer will bring the 'Children Leaving School' register with her to confirm this information.

All teachers on site will meet their classes at the designated place of safety and assist with the head count / register check.

Before School

Children of staff who are on site before school are the responsibility of their parents. Normal fire procedures are to be followed.

- Children who support the office staff in the morning will sign in.
- When the fire drill is sounded they will exit by the nearest fire door and assemble at the KS2 Fire Point (Key Stage 2 Playground).
- The Extended Services Officer will count the children and inform the Head of School / fire officer if there are any discrepancies.

After School Clubs

- Registers are taken at after school club and sent to the main office.
- On the sounding of a fire drill, staff in charge of the club will lead the children out by the nearest exit and assemble at the KS2 assembly point.
- The adult in charge will do a head count and if there are any discrepancies will register the children.
- The Extended Services Officer will bring out the club registers.

Procedure in the Event of a Flood

Scott Wilkie is within the flood risk area. As a precaution against the possible effect of flooding in the Newham area, the following precautions have been made for the school.

- Those pupils remaining at the school after the flood warning is announced who cannot be collected by their parents will be evacuated to the Royal Docks Community School.
- All parents will be notified of these arrangements.
- Emergency food stocks will be made available through the DSO Catering contractor.
- The Site Supervisor will be given the necessary instruction on the procedures to be taken in the event of flooding, including the need to ensure that services are turned off and boilers are damped down in those cases where schools are evacuated or affected by flooding.

5. Vehicles

Any vehicle coming on to the site may only do so with the knowledge of the Head of School or School Business Manager and with the Site Supervisor overseeing the movement of the vehicle. Drivers are to be made aware of this when reporting to the office or Reception. Vehicles are not allowed to move around the site between 8.45am and 4.30pm.

6. Educational Visits

Parents will be advised well in advance by letter and their permission obtained. Pupils will be accompanied by adults in ratios set out in the London Borough of Newham Learning and Schools guidelines set out in Standard Procedure 54, "Educational Visits". Teachers will plan their visits in conjunction with the office staff to ensure close liaison and advanced planning research. A risk assessment must be made of all such journeys identifying any potential hazard. Parents will be informed of the insurance when they sign the educational visits permission at admissions.

INSURANCE OF YOUNG PEOPLE ON EDUCATIONAL VISITS

STATEMENT FOR PARENTS/CARERS

This note sets out for parents/carers the position regarding the insurance of young people in relation to activities within the school and on educational visits, whilst under the care of school staff.

The council has public liability insurance. This means that the council is covered for any actions of negligence by its' staff, which result in injury to young people or loss of, or damage to, their property. In such circumstances of negligence by the council, the parents/carers of young people may claim compensation for the injury that has been suffered. This insurance covers all activities whilst in the care of school staff.

The council has arranged school journey insurance that may compensate for injuries or other loss which may occur in the course of an educational visit in the UK or abroad where there is no negligence by the council's staff. This insurance also covers medical expenses and cancellation where valid. Parents/carers who wish to have additional insurance must make their own arrangements.

Teacher must sign to say they have read generic risk assessments for the following activities:

1. General considerations
2. Accommodation
3. Activities
4. Camping
5. Canoeing / Kayaking
6. Castles and other historic monuments
7. Coastal Visits including paddling in open waters
8. Cycling/Mountain biking
9. Farm visits
10. Pond dipping
11. Supervision within a controlled environment
12. River studies
13. Swimming – Open water
14. Swimming – Pools
15. Travel - Air
16. Travel – Ferry
17. Travel - Road
18. Travel - Tube/Train/Docklands Light Railway
19. Travel – On foot, near roads
20. Visits to the Beach

7. Good Housekeeping

Instructions will be issued to members of staff from time to time on the storage of clothing, tools, equipment and waste. In general the Site Supervisor will ensure the maintenance of clean classrooms, social areas, toilets, washing facilities, corridors and other areas in accordance with standards approved by the Head of School.

8. Maintenance of Equipment, Machinery and Buildings

The LA and school have arranged for a regular inspection of certain areas in accordance with relevant regulations. It will be the duty of the member of staff responsible for each item of equipment to ensure that the item has been checked and that this has been entered into the school log. Fire alarms, fire extinguishers will be checked regularly by the site supervisor and the contractors for the equipment. Personal items must not be brought into school by employees without the express permission of the Head of School.

9. Managing Security in School

The school is protected with a perimeter fence. School gates are opened at 07:45a.m. and are locked at 09:15 a.m., and re-opened at 3.00 p.m. Visitors to the school are requested to sign the visitors' book and are provided with a badge and a Health and Safety notice.

10. Contractors

Contractors working on site should report to the school office. They should not only follow Health and Safety regulations set by their company but also adhere to basic principles of safe practice notified to by the School Business Manager. Building projects will be overseen by the School Business Manager and the Site Supervisor. They will need notification of the following:

- Details of any planned work
- Name and address of contractor with name and telephone number of contact person
- The Asbestos Management Plan
- Dates of proposed work
- Number of operatives planned to be on site on the days of the contract

11. Hazardous Substances

Introduction

The Control of Substances Hazardous to Health regulations make the following requirements of schools:

- An inventory of hazardous substances should be maintained.

- Regulations should be produced on the storage and use of these substances.
- Appropriate training should be given to all members of staff in the use of these substances; this training comprises staff reading this Code of Practice. The Site Supervisor is responsible for enforcing the Code of Practice with regards to cleaning materials.

Substances used for educational purposes

- Tipp-Ex. Pupils are not permitted to use Tipp-Ex. Staff who wish to use Tipp-Ex must store it in a safe place out of pupils' reach.
- Fixative. This must be used in a well-ventilated room when pupils are not present.
- Photography. Staff should read careful manufacturers' instructions when using photographic resources. The dark room is kept locked and clearly should only be used by pupils under the direct supervision of an adult.
- Glues. Manufacturers' instructions should be read and followed carefully.
- Gold and Silver Sprays and Pens. Sprays are to be used only by adults in a well-ventilated room when pupils are not present. Pens may be used by pupils but should always be returned immediately to the teacher.
- Carbon Toner. When replacing the carbon toner in the photocopier care should be taken not to touch it or breathe in the fumes. Plastic gloves are provided for use when changing the toner.
- Polystyrene. Some kinds of polystyrene fragment when cut are dangerous if inhaled.

Substances used for cleaning

These substances, the use of which has been approved by the Authority, are kept locked away out of the reach of pupils in ventilated cabinets if necessary. Staff should read and follow manufacturers' instructions.

12. Receiving a Bomb Warning

- Be calm.
- Receive bomb warning.
- Find Head of School or Deputy Head of School. If they cannot be found, a senior teacher will be responsible for actions. He or she will then -
 - Contact Police.
 - Newham Security

During Lunch Times

Head of School or Assistant Head of School will inform SMT to evacuate the pupils with their coats into the playground. Teaching Assistants should get their belongings and accompany the pupils. Teachers to check all pupils are accounted for in the same way as we would for a fire drill.

There should be no need to put a notice on the door to say the school has been evacuated as there should be a police presence. Make sure the gates are locked after we have gone so no-one has access.

Do not use fire alarm as it may cause panic. Use bell to summon pupils already in playground into lines. Just speak to the people in the building.

Tell the neighbours if appropriate.

The school will evacuate all together - not a class at a time - teachers and dinner ladies with each class. No-one is to go home. The whole school should leave quietly and go to The Royal Docks Community School or as directed by the emergency services or Newham Security.

During school time

Visit each class and tell the teacher to take the pupils and their coats and the teachers' own belongings into the playground away from the building.

Staff to check all rooms are empty as normal for fire procedures and take registers and gate key into the playground.

When satisfied that everyone is present, the whole school evacuates together.

13. Electrical Equipment

- The Site Supervisor will carry out an annual visual check on all electrical equipment to conform with Health and Safety regulations and an inventory kept. (PAT Test)
- Only the Site Supervisor is authorised to wire up plugs and to carry out electrical repairs within his competency. Other members of staff must never carry out this task.
- All members of staff have a responsibility to report any electrical defects (e.g. equipment not working, loose plugs, frayed wires) to the School Business Manager immediately. Action taken and outcomes will be reported to the Head of School. The piece of equipment must not be used until it is repaired.
- Care should be taken to ensure that wires are not left trailing in dangerous positions.
- Pupils are not permitted to insert plugs into sockets.

14. Reducing Crime and Improving Security

- All strangers should always be challenged.

- At 4 p.m. all external doors will be locked and the only means of exit will be by car park exit.

15. Furniture and Furnishings

- All passageways and corridors must be kept reasonably free of obstructions.
- Staff should look out for sharp edges which could cause injury and should report any dangerous equipment.
- All spillages should be immediately cleaned up.
- Ordinary use of furniture should present no danger but furniture can be put under strain by misuse e.g. pupils rocking back on chairs. Such practices should be discouraged. Any defective furniture should be discarded.
- When mounting or taking down displays teachers should climb on stepladders. Under no circumstances should either pupils or adults climb on furniture for this purpose. Pupils are permitted to mount stepladders when directly supervised by an adult. Pupils are not permitted to remove staples from displays.

16. Health

- At the commencement of attendance at the school, parents are asked to complete a 'child information form' for their child including comments on medical conditions. Each subsequent year, a data check is sent for parents to update. This information will be stored in the pupils file but teachers should make themselves aware of any special medical factors of pupils in their class.
- If a child's skin is broken by an implement, the parent must be informed and warned of the need for an up-to-date tetanus injection. The implement that broke the skin should be examined to check that it is intact. If not, the point of entry should be circled and the parents contacted to take the child to hospital.
- If a child bumps their head the parent is informed. The teacher or other appropriate adult should monitor that child throughout the day. If the child feels sick and their pallor changes drastically this indicates possible problems and immediate contact with the parents is essential. If a child bangs their head at lunchtime a midday supervisor should inform the first aider and the class teacher. Senior staff or the First Aider should check all head bumps.

- If a child is suspected of having broken a limb they should not be moved and the emergency services should be called immediately, and then the parents should be contacted.
- HIV and AIDS. Contact with bodily fluids should always be avoided. Plastic gloves should be worn when dealing with cuts and spillages. These should be disposed of in a separate bag which is tied up, along with used plasters etc.
- Headlice – Procedures should be followed in accordance with Standard Procedure 105.
- Communicable Diseases. Differing exclusion periods operate. A complete list is available in set out in Standard Procedure 50. If rubella (German Measles) is diagnosed then the Head of School should be informed, who will then inform parents.
- First aid boxes are the responsibility of the first aiders who should regularly check that they are well stocked see Standard Procedure 22.
- Staff should not administer medicines to pupils. Very occasionally, an exception can be made, but a parent will be asked to sign a form absolving staff from any responsibility should they forget to administer the medicine. Medicines should be administered by the teaching assistant who has signed the form and where possible, by a first aider (see Standard Procedure 98).
- Pupils should be encouraged to practise high standards of hygiene. Hands should be thoroughly washed after using the toilet and before going to lunch.
- Asthma - See Appendix 1 at the back of this document.

17. Art

Art and craft equipment Occasionally equipment which is potentially dangerous may be used in Art work. Pupils must be instructed in their safe use and particularly close supervision on the part of the teacher is necessary. Dangerous equipment such as Stanley knives, staple guns, fixatives etc. must be locked away. Teachers must use their common sense about what constitutes 'dangerous' in the context of their class.

- **Cleaning** All equipment and materials must be stored and locked away after use.

18. Cookery

- When working with food high standards of hygiene are vital. Pupils must wash their hands thoroughly and wear cookery aprons. All utensils and the cooker must be carefully cleaned after use.
- Particularly close supervision is needed when pupils are using utensils such as sharp knives, and appropriate instructions should be given.
- Pupils may not use the cooker without the continuous presence of an adult such as a parent helper.

19. Physical Education

- ◆ Gymnastics apparatus is inspected annually.
- ◆ When pupils have erected apparatus in gymnastics lessons the teacher should check that it is safe before the pupils use it.
- ◆ Pupils and staff must always be dressed appropriately for physical activities according to school policies.
- ◆ All jewellery (except ear studs) must be removed before commencing any physical activities.
- ◆ New members of staff will be instructed in the correct methods of carrying apparatus and with regard to other particularly dangerous activities in P.E.
- ◆ Occasionally, teachers 'join in' physical activities with pupils. There is nothing wrong with this but the teacher should take particular care to avoid situations where their greater weight could pose a danger.
- ◆ Swimming. Particularly close supervision is essential. Staff at the pool are well versed with regard to issues of safety and established procedures should always be rigorously followed. Staff should not go in the pool see Standard Procedure 54 "Educational Visits Guidance".

20. Supervision

- ◆ When teaching a class the teacher should never leave the pupils unsupervised, except in emergencies.
- ◆ The school is committed to developing pupils' independence and as part of this pupils will be asked to work outside direct supervision e.g. going to the library to retrieve a book, carrying out measuring activities in the playground. Such activities should be presented to pupils as a privilege which will be removed if abused.

21. Design and Technology

- ◆ New members of staff will be instructed in the correct use of equipment.
- ◆ Close supervision of pupils is essential when they are using equipment.
- ◆ The Design and Technology Co-ordinator will inspect equipment at regular intervals.

22. Risk Assessments

Risk Assessments must be carried out by the school or staff involved in potentially hazardous activities. Potential risks occur during:

- class visits out of school;
- some Science activities;
- using the pond;
- using some DT equipment;
- some PE activities;
- new building works;
- moving furniture;
- working from heights;
- food tasting (medical lists should be checked and letters sent home to check for recent allergies)

This is not an exhaustive list so a common sense approach is necessary.

Points of Contact

Head of School -

Management of Health and Safety at the school. Should be notified of accidents or injuries, particularly injuries to the head.

School Business Manager –

Deputise for the above and ensure maintenance of Health and Safety Policy. Should be notified of any potential hazard/problem and will complete School Incident Forms where appropriate.

Site Supervisor -

Site Maintenance and repairs, upkeep and cleanliness of the building, removal of hazardous waste and breakages.

First Aiders -

All staff (Teaching and Support) need a common sense approach to school Health and Safety procedures and need to know them thoroughly.

NAMES AND LOCATION OF QUALIFIED FIRST AIDERS (3 DAY)

Nursery

Amanda Tranter – Teaching Assistant

Reception

Katie Martinson – Teaching Assistant

Key Stage 1

Emma Hatcher – Year 1 Teaching Assistant

Key Stage 2

Melonie Webb - Floating Teaching Assistant (P/T)

Sarah Stuart – Year 4 Teaching Assistant / Extended Services Co-ordinator

Kelly Clark – Year 6 Teaching Assistant

General

Hannah Cleland – School Business Manager

ASTHMA

Introduction

Scott Wilkie Primary School wishes to encourage and help all pupils with asthma to participate fully in all aspects of school life. The purpose of this policy is to assist in the achievement of this aim.

Inhalers

There are two types of inhalers called PREVENTORS and RELIEVERS.

Preventor inhalers are usually brown but sometimes white. As a rule they only have to be used two or three times a day and if three (in the morning, after school, at bedtime) so can be administered at home. If a child needs to use a preventor four times a day (lunchtime) then it will need to be brought to school.

Reliever inhalers are blue and need to be kept as near to the child as possible so that they can be administered with the minimum possible delay. Our school has chosen to obtain, without prescription, a salbutamol inhaler. This inhaler can be used if the pupil's prescribed inhaler is not available, for example, if it is broken or empty.

The Asthma Card

Parents of pupils of asthma should inform the school and this information must be held by the Attendance Officer and the SENCO. Staff will be notified as necessary of pupils who need treatment with an updated list being circulated once a term. Parents are responsible for notifying the Attendance Officer or any member of the office staff team.

Administration

All inhalers should be clearly marked with the child's name

All inhalers are kept with the children at all times.

Parents are asked to ensure that the school has a spare reliever inhaler in case a child forgets to bring theirs to school.

Physical Education (including swimming)

Pupils with asthma are perfectly able to participate in P.E. lessons. Pupils who have exercise-induced asthma will need to take a puff of their inhaler at

the start of the lesson. If pupils become wheezy they should take their reliever inhaler and rest.

What to do if a child has an attack

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- A.** Ensure that the reliever medicine is taken.
A reliever inhaler, usually blue, should quickly open up the narrowed air passages.

- B.** Stay calm and reassure the child.
Attacks can be frightening, so stay calm. The child has probably been through this before.
Listen carefully to what the child is saying.
It is very comforting to have a hand to hold but do not put your arm around the child's shoulder as this is very restrictive.

- C.** Help the child to breathe.
Encourage the child to breathe slowly and deeply.
Most pupils find it easier to sit upright or leaning forward slightly.
Lying flat on the back is not recommended.
Loosen tight clothing around the neck and offer the child a drink of water.

After the attack

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Minor attacks should not interrupt the child's involvement in school. As soon as they feel better they can return to school activities.

CALL AN AMBULANCE IF:-

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- the reliever has no effect after 5 to 10 minutes
- the child is either distressed or unable to talk
- the child is getting exhausted
- you have any doubts at all about the child's condition