



HEALTH AND SAFETY POLICY STATEMENT

FEBRUARY 2018

AGATE MOMENTUM TRUST

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 Executive Head Teacher will be responsible for the implementation, management and monitoring of the Policies and Procedures of the Agate Momentum Trust.

As the Executive Head Teacher 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 and school meals service.

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

The Head Teacher 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 Executive Head Teacher and the employer in achieving this policy.

The Executive Head Teacher 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 Executive Head Teacher 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 Executive Head Teacher will cooperate 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 Executive Head Teacher will be responsible to the Trust for the implementation, management and monitoring of the relevant policies and procedures. The Executive Head Teacher will approve and monitor any arrangements made by the school management team to discharge their responsibilities, as well as monitoring the outcome of any arrangements she may make. Line managers will take all reasonable measures to assist the Executive Head Teacher 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 Agate Momentum Trustees, the Executive Head Teacher 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 Executive Head Teacher will liaise with the trustees in matters where its responsibilities relate to the Health and Safety at Work Act. The Agate Trustees must comply so far as it is within their power to do so with the Agate Trusts safety policies. Should the Local Governing Body fail to discharge any responsibilities related to the Act, the Agate Momentum Trust trustees will take necessary action and, if appropriate, charge the school's delegated budget accordingly.

ADVICE AND TRAINING

The Executive Head Teacher notes that the Agate Trust sources 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.

Agate Momentum Trust Statement

The Local Governing Body 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 Agate Momentum Trust and paying due regard to advice and information provided by the advisers and trustees.

The Local 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 Local Governing Body will comply with arrangements and procedures made by the Agate Momentum Trust, it will ensure that appropriate health and safety arrangements are in place.

The Local 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 Local Governing Body will receive copies of all Health and Safety reports made to the Agate Momentum Trust by the Head Teacher.

Agate Momentum Trust

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 Executive Head Teacher will be responsible 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 Executive Head Teacher. In particular they 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 Trustees of the Agate Momentum Trust

- 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 Chair of the Agate Momentum Trust 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 Agate Momentum Trust trustees
- that the Health and Safety Policy statement is reviewed annually or as and when appropriate and that members of staff are notified of any changes to it during the year and are issued with an updated copy when necessary
- staff are given appropriate training and guidance

In general, the Executive Head Teacher 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 and the Department for Education.

2. The Head of School has the responsibility of carrying out all the delegated functions identified and following the Executive Head Teacher's instructions while the Executive Head Teacher is absent. Whatever decisions the HOS makes which are outside this remit are ultimately the responsibility of the Executive Head Teacher and HOS together. 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 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 being 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 Site Manager;
- 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.

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 teacher, Head and Deputy, Cleaning staff, Site Manager
First Aid	- designated 3-day trained and certificated First Aiders
Buildings and Grounds	Site Manager
Kitchens	Kitchen staff or staff using cooking appliances

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 visually 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 manufacturer's 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 a number of members of staff (See points of contact). All accidents to, or serious illnesses of pupils, must be reported to them, and it will be their responsibility: -

- a) to inform the Executive Head Teacher, HOS or other senior member of staff at once, if necessary;
- b) to deal with the accident or illness in accordance with the 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

6. The School Administration Officer will be responsible for the following:-

- a) the safe use and storage of equipment in the office 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 Manager will be responsible to the HOS for the following:-

- a) The cleanliness of the site. In the event of a breakage, the Site Manager 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 Manager immediately. Anything dangerously hazardous that occurs, the Site Manager can be telephoned 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) The Health and Safety files.
- i) The maintenance of an up to date inventory of assets over £200. This must be available when required for inspection.
- j) Ensure all contractors on site are safeguarded and wherever possible work when children are not on site. If in an emergency the Site Manager is to ensure they are supervised at all times when they are working in vulnerable places such as children's toilets.

8. ICT Technician/ Learning Resource Manager

- a) The maintenance of an up to date inventory of ICT equipment. This must be available when required for inspection.
- b) The removal of all digital photographs at the end of the year.
- c) The safe disposal of old ICT equipment.

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

- (a) the classroom
- (b) the dining areas throughout lunchtime.
- (c) 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 Teacher who will sign it and send it to the Executive Head Teacher.

- (b) Advising the Site Manager 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 Agate Momentum Trust.
- (f) Ensuring 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 cooperate 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.”

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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 to pupils, however, must be recorded in accordance with the guidance given from the Agate Momentum Trust.

- ◆ 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 Executive Head Teacher. Accident report forms must be verified by the Head of Teacher (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 Executive Head Teacher. 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, badge or lanyard to identify themselves; they should also be given a school Health and Safety leaflet. Strangers should be challenged (politely).

4. Vehicles

Any vehicle coming on to the site during the school day may only do so with the knowledge of the Executive Head Teacher or Head of School and with the Site Manager 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 11:00 – 13:30 hours.

5. 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.

Teachers must tick that they have read the appropriate risks for their educational visit.

6. Critical Incident Procedures

The school must follow the Agate Momentum Trust guidelines on dealing with specific critical incidents, which include the evacuation process, educational visit incidents, dealing with intruders and other incidents which although seldom occur, must be prepared for.

A copy of the procedures can be found on display in the school office and stored by the Trust Business Manager. The plan is also available in the cloud and can be accessed by SLT.

The school has a Critical Incident Team and in the event of a critical incident, information will be cascaded down this list. All phase leaders are asked to keep contact names and numbers for their teams to hand for ease of passing on information in the event of a critical incident. The website will be updated accordingly by the Trust Business Manager / Head of School in the event of a critical incident, in the same way as it is in the event of bad weather.

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 Trust has public liability insurance through the Risk Protection Arrangement (RPA). This means that the Trust 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 Trust,

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 Trust 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 where there is no negligence by the Trust'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. Extended School

- A timetable of all clubs must be displayed in the main office.
- A list of the children attending the clubs with the named adult must be handed to the class teachers.
- Registers of pupils who attend clubs must be kept and returned to the main office at the start of the club.
- Registers must be placed in the appropriate tray labelled with the day of the week the club is on.
- Children are not allowed to change clubs.
- A headcount needs to be recorded for Fire Procedures.
- Staff responsible for their clubs must ensure all their children are picked up safely by their parents.

8. 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 Manager 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.

9. Maintenance of Equipment, Machinery and Buildings

The Trust and the 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 Manager and the contractors for the equipment. Personal items must not be brought into school by employees without the express permission of the Head Teacher.

10a. Managing Security in School

The school is protected with a perimeter fence. School gates are opened at 07:00 a.m. and locked at 09:00 a.m. and re-opened at 3.15 p.m. for the afternoon home time. It is closed at 3:45 pm.

10b. After School Clubs.

All clubs are released through the main entrance to the school at Hallsville. Clubs are released through KS2 classrooms, the car park entrance and the nursery gate at Scott Wilkie.

10c. Nursery Gates

The nursery gates are supervised every time they are opened.

10d. Visitors.

Visitors to the school are requested to sign in using the InVentry system and are provided with a sticker/ lanyard and given a Health & Safety leaflet.

11. Contractors

The Site Manager / Trust Business Manager must ensure that an SP12 has been completed and sent to the relevant Health and Safety department before a contractor starts work on the school site.

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 them by the Site Manager or the Business Manager.

Building projects will be overseen by the Site Manager and the School Business Manager. They will need notification of the following:

- Details of any planned work including availability of the school site.
- Name and address of contractor with name and telephone number of contact person.
- Dates of proposed work.
- Number of operatives planned to be on site on the days of the contract.

The Asbestos Management Plan must be signed by a member of every company of contractors carrying out building work **of any type** at the school whether or not they are working in an area of the school where asbestos has been identified as being present. Work must not commence until the plan has been signed by all parties involved in any work taking place.

12. 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 Manager 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.
- 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.
- Polystyrene. Some kinds of polystyrene fragments 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.

13. Receiving A Bomb Warning

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

During Lunch Times

Head of School or Deputy Head will inform SLT to evacuate the pupils with their coats into the playground. Teachers are to check all pupils are accounted for.

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 whistle 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 teaching assistants with each class. No-one is to go home. The whole school should leave quietly as directed by the emergency services or Newham Security and make their way to:

Hallsville: St Luke's
Scott Wilkie: Royal Docks

During school time

Visit each class and tell the teacher to take the pupils and their coats and the teacher's 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.

14. Electrical Equipment

- The Site Manager will carry out an annual visual check on all electrical equipment and will arrange an annual PAT test using the SLA that is held with the Local Authority to conform with Health and Safety regulations. Once the PAT Test report is received, it should be filed in the Schools Premises Management Folder (SP21).
- Only the Site Manager is authorised 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 Site Manager immediately which should be actioned with outcomes reported to the Head of School. Faulty equipment must not be used until it is repaired or replaced as necessary.
- Care should be taken that wires are not left trailing in dangerous positions.
- Pupils are not permitted to insert plugs into sockets.

15. Reducing Crime and Improving Security

- All strangers should always be challenged.
- At 3:45 p.m. all gates will be locked please enter or exit via the automatic gates.

16. Furniture and Furnishings

- All passageways, corridors and steps must be kept reasonably free of obstructions.
- Staff should look out for sharp edges which could cause injury and should report any dangerous equipment to the Site Manager.
- 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.

17. Health

- At the commencement of attendance at the school, parents are asked to complete a 'child information form' for their child including comments upon medical conditions. Each subsequent year a data check form 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 up to date tetanus injections. 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 member of staff should inform the first aider and the class teacher. A First Aider should check all head bumps. Parents to be informed that a child has bumped his/her head and given either a letter and advice or the child to wear a sticker.
- 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. If the first aider assesses that the child can be moved then a cab can be called to transport the child to hospital.
- 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.
- Head lice – 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.
- 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 only be administered by the first aiders or office staff.

- 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.
- Epipen, see 'Supporting pupils at school with medical conditions'

18. 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.
- **Rechargeable batteries are not to be used.**
- **Cleaning** All equipment and materials must be stored and locked away after use.

19. 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.
- **Extractor fans MUST be 'on' in the cookery room when the cookers are in use.**

20. 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".

21. Supervision

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

22. 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.

23. Risk Assessments

Risk Assessments must be carried out by school or staff involved in potentially hazardous activities for 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)
- prior to a visit by farm animals.
- cooking

Copies to Head of School and Site Manager for archiving etc.,

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

POINTS OF CONTACT

Executive Head Teacher

Oversees the management of Health and Safety across the Trust.

Head of School -

Management of Health and Safety at the school. Needs notification of accidents or injuries, particularly injuries to the head

Deputy Head -

Deputise for the above.

School Business Manager –

Maintenance of the Health and Safety Policy. Can be notified of any potential hazard/problem

Office Staff –

Informing parents when a child has bumped their head or needs to be taken for further medical care.

Site Manager -

Site Maintenance and repairs, upkeep and cleanliness of the building. Removal of hazardous waste and breakages. Management of records regarding Health and Safety. Management of Legionella (Recording of water temperatures etc.) Controlling Asbestos register /actions.

First Aiders -

All staff (Teaching and non-teaching) - Need a common sense approach to school first aid procedures. Qualified first aiders are listed around the school and in the staff rooms.

The following members of staff are qualified to give first aid.

Hallsville:

Carol Gay: Admin

Kyle Anderson-Brooks: Admin

Roheema Khanom: TA

Jo Gray: TA

Lyn Henning: TA

Bimpe Adekoya: TA

Kenielle Roach: Sports Coach

Peju Akinyimika: TA

Chris Cumming: Sports Coach (1 day)

Scott Wilkie:

Katie Martinson: TA

Lynn Mwaka: Admin

Melonie Webb: TA
Sarah Stuart: TA
Amanda Tranter: TA
Kelly Clark: TA
Emma Hatcher: TA

Asthma

Introduction

The Agate Momentum Trust 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 PREVENTERS and RELIEVERS.

Preventer 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 preventer four times a day (lunchtime) then it will need to be brought to school.

New Legislation:- From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol (Relievers) inhalers, without a prescription, for use in emergencies

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 schools have 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.

Two example letters now follow:-

1. Consent form re Salbutamol (reliever) Asthma inhalers.
2. Advice to parent of emergency Salbutamol inhaler use.



Executive Head Teacher Ms Keri Edge
Hallsville Primary School
Radland Road,
Canning Town
London, E16 1LN
Tel: 020 7476 2355
Fax: 020 7055 0183
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CONSENT FORM: USE OF EMERGENCY SALBUTAMOL INHALER

Child showing symptoms of asthma / having asthma attack

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:

Date:

Name
(print).....

Child's name:

Class.....

Parent's address and contact details:

.....
.....

Telephone:

E-mail:



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LETTER TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Child's name:
Class:
Date:

Dear.....,
This letter is to formally notify you that.....has had
problems with his / her breathing today.

This happened when.....

A member of staff helped them to use their asthma inhaler.
They did not have their own asthma inhaler with them, so a member of staff
helped them to use the emergency asthma inhaler containing salbutamol.
They were given puffs.

Their own asthma inhaler was not working, so a member of staff helped them
to use the emergency asthma inhaler containing salbutamol. They were given
..... puffs. .

[Delete as appropriate]

Although they soon felt better, we would strongly advise that you have your
seen by your own doctor as soon as possible.

Yours sincerely,

Keri Edge
Executive Head Teacher

The Asthma Card

Parents of pupils with asthma should inform the school and this information must be held by the SENCO. She will notify staff as necessary of pupils who need treatment with an updated list being circulated once a term. Parents are responsible for notifying the office when their child is admitted.

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 PE 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.

Educational Visits

Children with asthma must be named on the Risk Assessment and the inhaler must be carried by the child.

What to do if a child has an attack

=====

A. Ensure that the reliever medicine is taken. (If the child has not got their reliever medicine then use the emergency inhaler held by the school available in the SENCO office, please inform SENCO that the emergency inhaler has been used, so a letter can be sent home.)

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

=====

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:-

=====

- the reliever has no effect after 5 to 10 minutes
- the child is either distressed or unable to talk
- the child is getting exhausted

For further information please visit

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

or please request a copy from the SENCO.

APPENDIX A - Emergency Procedures for Hallsville

The **Head of School** is responsible for:

- ensuring the Fire Procedures are carried out;
- establishing the location of the Fire;
- verifying that all pupils are accounted for by hand signals from **DHT KS2** (Y3,4 and 6) and **AHT KS1** (Rec,Y1 and 2) and **Nursery teacher** and **Y5 teachers**.
- advising the Fire officer as required.

If the Head of School is absent the DHT is responsible. If both the Head of School and the DHT are absent then the AHT in KS1 or SENCO AHT would be responsible.

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:

Nursery and KS1 children are registered in their base classes.

KS2 children are registered in their morning class. Teaching Assistants will transfer this onto SIMs register.

Admin staff will update and finalise the register including late children.

When the alarm sounds am KS2 children will line up in their morning class.

When the alarm sounds pm KS2 children will line up in afternoon class.

Office staff will record absent children on the board in the main office.

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 admin officer:

To dial 999 on hearing the fire alarm

To take out the class registers and the signing in book

To take out after school club registers

FIRE DRILL

KEY STAGE 1, Nursery, Year 5 mobiles and Music / Cooking cabins

Designated place of safety:-

THE FRONT GRASS AREA FACING THE GREEN PERIMETER FENCE ON RADLAND ROAD.

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

KEY STAGE 2 FIRE DRILL

Designated place of safety:-

THE MAIN PLAYGROUND FACING RED BRICK WALL NEAR PARAGON ESTATE ROAD.

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.
- ❖ Fire Wardens will 'sweep' their zones.
 - Zone 1**-EYFS AHT – Reception classrooms, soft play room, all of the spare classrooms KS1 staffroom and the children's toilets.
 - Zone 2**-Admin staff -Year 1 and 2 classrooms, stage, small RWI room, hall, stage and classroom behind the stage
 - Zone 3** Y3/4 AHT- Year 3 and 4 classrooms, dinner hall, Year 3 and 4 children's toilets, disabled toilet, adult loos and the INSET room.
 - Zone 4** SLT Y5/6 Learning mentor/Year 6 support staff - Year 6 classrooms, KS2 hall, room behind the stage, ICT trolley room, ICT suite, Year 5 and 6 children's toilets and the staff room
 - Zone 5** Music teacher - music room, kitchen mobile, Year 5 classrooms and the Nursery.

(In case of an absence, Fire Wardens will nominate a person to cover)
- ❖ 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 HOS, /fire officer/ or most senior staff member in that wing 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 NON- TEACHING STAFF, AND PARENTS.**

WHEN IT IS SAFE TO RETURN

- ❖ ALL CHILDREN MUST STAY IN LINE UNTIL PERMISSION HAS BEEN GIVEN BY THE HEAD TEACHER IN CHARGE OF THE WING TO RETURN TO THE BUILDING.
- ❖ In the event of a fire this permission must be first sought from the Fireman in charge.

KS1 Hall 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

Key stage 1 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

Lunchtime

Available Staff including lunch time assistants are to guide children to the designated place of safety for the wing their class is in.
WITHOUT ENTERING ANY BUILDING and IF IT IS SAFE TO DO SO.

Children in the hall dining room to be led out of the building by the safest route to the designated place of safety for the head count/register check.

Remembering that some children will have taken a home dinner. Please contact office staff for Dinner numbers from the dinner registers.

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.
- ❖ The admin officer will count the children and inform the HOS/ fire officer if there are any discrepancies.

Key Stage 1 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 KS1 assembly point.
- ❖ The adult in charge will do a head count and if there are any discrepancies will register the children.
- ❖ The admin officer will bring out the club registers.

KS2 Hall 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

East Wing 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.

It is the responsibility of the cook to ensure that all of their staff are present at the roll call.

Lunchtime

Available Staff including lunch time assistants are to guide children to the designated place of safety for the wing their class is in. WITHOUT ENTERING ANY BUILDING and IF IT IS SAFE TO DO SO.

Children in the hall dining room to be led out of the building by the safest route to the designated place of safety for the head count/register check.

Remembering that some children will have taken a home dinner. Please contact office staff for Dinner numbers from the dinner registers.

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

Breakfast Club

Children who are in the Breakfast club will be lead out of the building and assemble by the small gate near the nursery. Children will be head counted. If all present then the adult in charge will raise their hand. Children will be registered 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 admin officer will bring out the club registers.

PROCEDURE IN THE EVENT OF A FLOOD (if applicable)

The school 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 whom parents cannot collect will be evacuated to St Lukes School.
- All parents will be notified of these arrangements.
- Emergency food stocks will be made available through the DSO Catering contractor.
- The Site Manager 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.

APPENDIX B - Emergency Procedures for Scott Wilkie

The **Head of School** is responsible for:

- ensuring the Fire Procedures are carried out;
- establishing the location of the Fire;
- verifying that all pupils are accounted for by giving the hand signal herself from **KS2** (Y3,4,5 and 6) and **AHT KS1** (Rec,Y1 and 2) and **Nursery teacher**.
- advising the fire officer as required.

If the Head of School is absent the DHT is responsible. If both the Head of School and the DHT are absent then the AHT in KS1 or SENCO would be responsible.

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:

All children are registered in their base classes both a.m. and p.m. by teachers/TAs using Bromcom.

Admin staff will update and finalise the register including late children.

When the alarm sounds all children will make their way to their class line.

Office staff will record absent children on the board in the main office.

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 admin officer:

To dial 999 on hearing the fire alarm

To take out after school club registers

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.

Out of Class Fire Drill

Children to be directed as appropriate, by the teacher in charge, out of the building by the safest route, then 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 headcount / 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.

- When the fire drill is sounded children 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 headcount and if there are any discrepancies will register the children.

- The Extended Services Officer (or SBM in her absence) 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.