

POLICY FOR WELFARE, HEALTH & SAFETY (including supervision)

ISI - Paragraphs 7, 11, 14, 15 and 1s: The Proprietor ensures that:

- arrangements are made to safeguard and promote the welfare of pupils at the school; and
- such arrangements have regard to any guidance issued by the Secretary of State.
- that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.
- school staff are deployed to ensure the proper supervision of pupils.
- an admission and attendance register is maintained in accordance with the Education (Pupil registration (England) Regulations 2006
- the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessments policy and appropriate action is taken to reduce risks that are identified (see separate Risk Assessment Policy (Policy Handbook Section 6)

Introduction

The Welfare, Health and Safety of all employees and all others (**for all classes including the EYFS; Reception Class**) who use the School premises is a major concern for the School. The Principal and Headmistress recognise that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School. This policy is reviewed every two years to ensure it complies with the DfE guidance Safeguarding Children and Safer Recruitment in Education. This policy has due regard to Safeguarding Children and Safer Recruitment in Education (2007) (SCSRE); and Associated guidance to replace chapter 5 of SCSRE: Dealing with Allegations of Abuse against Teachers and Other Staff. In addition the school also has due regard to Every Child Matters; Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution, Achieve Economic Wellbeing and to the terms of the Equality Act 2010 and guidance provided by the Equality and Human Rights Commission as to its implementation in school and Fire Safety (Regulatory Reform (Fire Safety) Order 2005.

The DfE advice suggests that a policy covers the following areas:

- a general statement of policy;
- who is responsible to do what (delegation of tasks);
- arrangements to monitor, establish and review measures needed to meet satisfactory health and safety standards.

Other Policies to refer to:

- Safeguarding (Policy Handbook Section 3)
- Risk Assessments (Policy Handbook Section 6)
- School Visits (Policy Handbook Section 6)
- Admissions (Policy Handbook Section 4)
- Attendance (Policy Handbook Section 4)
- Maintenance Log (Policy Handbook Section 6)

Aims - The School will:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements
- maintain the cleanliness and state of repair of the building
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils
- provide safe equipment
- manage and maintain the use of personal protective equipment where applicable
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures
- provide safe storage for dangerous materials and substances.
- provide adequate statutory first aid facilities, regularly checked and replenished 1st aid kits and safe storage of medicines. Children must not be able to reach or touch any medication.
- establish, practice and maintain effective emergency evacuation procedures. A sign for the position of the nearest working phone should be prominent. The fire warning signal is a continuous ringing of the bell. (See appendix 1 for Fire Arrangements)
- provide consultative measures to monitor and review the effectiveness of Health and Safety measures

- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence
- liaise as necessary with RBKC's Health and Safety officer and other official bodies with the aim of improving all aspects of health and safety at work
- ensure visitors to the school sign in and out and are provided with a visitors pass.
- ensure fresh drinking water is available at all times

Responsibilities

The Headmistress is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a regular basis to the Principal. **The Headmistress still retains an overall responsibility for the implementation of the School's health and safety policy but has appointed the Finance Coordinator, James McDonald as the School's Health and Safety Coordinator.** The Headmistress will arrange for staff to receive information and training through in service training and regular updates in the weekly staff meeting. The Health and Safety Co-ordinator is responsible for the day-to-day co-ordination of the School's Health and Safety Policy to include:

- regular inspections and risk assessments of the school building
- initiating action on reported hazards and accidents
- fire and emergency procedures
- maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff are informed of their responsibilities and the school's agreed policy

The School's First Aid is overseen by the Class 1 Assistant (Dianne Redbond) who has attended the 2 Day Paediatric first aid course and acts as the school's First Aid coordinator in partnership with the Health and Safety Officer (Finance Coordinator). Staff complete the 'Emergency First Aid' course at least every 3 years. For the Early Year's pupils, the Reception Teacher and Teaching Assistant also complete the 2 day paediatric First Aid Course (refer to CPD record Policy handbook Section 5 for dates and details). Serious Accidents may need to be reported to the HSE (Health and Safety Executive – additional information can be found on this website: <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm>)

Staff having curriculum responsibilities and those representing non-teaching staff will manage safety in those areas on a day-to-day basis. See Health and Safety in each subject policy. All staff have a responsibility to:

- check that areas and equipment are safe before commencing activity
- ensure safe procedures are followed and use protective equipment as required
- children must not be able to reach or touch any medication.
- report hazards to the Health and Safety Rep as described above.
- encourage pupils and visitors to comply with the Health and Safety policy

Risk Assessment (see Risk Assessment Policy for further detail) –

There are several aspects to risk assessment (including EYFS):

- annual Health and Safety Audit to be undertaken by the Head teacher and Health and Safety Officer
- termly Health and Safety Inspection of school premises to be undertaken by the Health and Safety Officer
- continuous identification of hazards and risks on a daily basis
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations (control of substances hazardous to health)
- assessment of any new activity or procedure introduced into the School. Testing of electrical equipment is undertaken on an annual basis by a qualified body
- risk assessments consider any specific risks posed in relation to staff members or pupils with disabilities

Pupil Supervision (please also see the EYFS Supervision (appendix) in the EYFS Policy Handbook Section 2)

a) Duty Supervision

- one member of staff will be on duty after-school from 3.40pm
- at break times a member of staff will be on duty in the playground and other members of staff are available as necessary
- lunchtime supervision is managed by the two lunchtime assistants.
- EYFS Supervision – Manager: Lucie Moore, Deputy Manager: Annie Worlledge. EYFS staff can meet with the Manager and/or Deputy Manager at any time to discuss concerns about Supervision, Welfare, Health and Safety. Weekly staff meetings also provide an opportunity to raise and discuss any concerns.
- For security and safety, the school has 4 CCTV cameras at the main entry points. These record and display on 8 TV screens (in the 3 school offices and in the Reception Classroom).

b) Pupils taking medicines (please also see Medical and First Aid Policy)

We will supervise the final doses of a course of antibiotics with written permission from parents. Asthmatic children are encouraged to administer their own medication and spare inhalers are kept with the Class Teacher or in the Sports First Aid kit in case of emergency. Any regular medication needed (e.g. Piriton) is self-administered by the child and supervised by the First Aid Officer or other member of staff and is kept in a locked cupboard (or out of pupils' reach) in the classroom or school office. Allergy medication is kept by Class Teacher as necessary. A log of all medication taken is kept in each classroom. Parents must complete the medication form prior to any medication being administered.

c) Areas of Special Risk

The School will follow any guidance issued by the LEA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. Certain curriculum areas - Science, Art and Design Technology and PE - have been identified as potentially requiring additional attention in relation to management of health and safety all have their own safety codes which can be found in the relevant policy documents.

d) Illness

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, allergies, asthma, epilepsy, nut allergy etc. This confidential record is kept centrally in the office, although all staff are advised of any known allergies. In the event of serious illness or accident an ambulance will be called, parents contacted and asked to meet their child at the Hospital if they cannot get to the school in time.

e) School visits and 'off site' activities

- The Principal will comply with the guidance the LEA has issued on:
- Conduct of Outdoor Pursuits
- The use of mini-buses and coaches
- Residential and visits abroad

Risk assessments off premises will be undertaken by the member of staff making the preliminary visit prior to the class visit to the venue. Risk assessment is usually available in advance from the venue. The Headmistress will ensure the management of health and safety and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- the transport arrangements
- the arrangements for supervision of pupils (including the staff/adult : pupil ratio)
- the arrangement for first aid cover
- the level of qualified instruction and supervision available for activities of special risk

Reporting, Monitoring and Reviewing Safety

The Proprietor and Head Teacher will meet each term. Any person on these premises has a duty to report, in the agreed manner, to the Head Teacher or the appointed representative any item of concern relating to Health and Safety. This policy will be reviewed on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LEA.

Training

We are currently following advice from the RBKC Health and Safety Officer regarding Health training for all members of staff and will continue to implement a training programme possibly in conjunction with other local schools in the near future.

Other Information:

- PAT testing is carried out regularly – a record is kept and can be found in the Maintenance Log Policy Handbook Section 6
- Workshops should be obviously safe: for example, with adequate ventilation and dust extraction, a clearly labelled main switch lockable in the 'off' position, a general emergency switching system with push buttons (preferably red or yellow) and a well-positioned emergency cut-out for each fixed machine (could be the normal 'off' switch, but foot operation is sometimes recommended). Helpful advice on safety in design and technology is contained in British Standard 4163: 2007, available from the [British Standards Institute](#)
- Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Schools should ensure that their health and safety policy and arrangements include suitable provision for the EYFS, which comply with the requirements of health and safety legislation (including fire safety and hygiene requirements).
- The requirement for a no smoking policy has been removed, but providers must not allow smoking in or on the premises when children are present or are about to be present. (See Smoke Free Policy - Policy Handbook Section 6)

Approved by: *Josie Cameron Ashcroft*
(Josie Cameron Ashcroft)

Date: September 2015

Next Review: September 2016

Appendix:

ACTION TO BE TAKEN IN THE EVENT OF FIRE

The fire alarm is a continuous sounding electric bell.

STAFF

- If you discover a fire, activate the alarm by breaking the glass at the nearest alarm point (this can also be done using the key in the alarm point on the ground floor).
- Stop whatever you and the children are doing and take the quickest route to the fire assembly point which is **outside the front door on the pavement:**
 - a. **Reception, Years 1 and 2 on the right hand railings**
 - b. **Years 3, 4, 5 and 6 on the left hand railings**
- Remind the children of the need for silence, speed and single file. Children and adults exiting from Reception classroom should go down on the wall side allowing others coming from floors above to pass.
- If safe to do so, unplug any electrical appliance you may be using and make sure the lead will not cause a hazard across the floor or doorway.
- See all the children out of the room and close the door after you. Move rapidly to the front of the line and lead the children out of the building. If necessary, issue alternative instructions should the escape route be blocked. Take children to the Assembly Point where they line up.
 - a. Alternative route to the assembly point is up the stairs to the top of the building, break lock on emergency door, through 6 The Vale to 8 The Vale, down the stairs and out into the pavement.
- If the register is in the room, take it with you otherwise the School Secretary will bring it from the school office.
- Your own safety and that of your colleagues and the children is of overriding importance. No action is to be taken which might prejudice your own or anyone else's safety.
- Do not stop to collect any personal belongings. The designated Fire Marshall is the Head Teacher, Lucie Moore, in her absence this role will be assumed by Suzanne Haigh or Mary-Anne Malloy (Deputy Heads for Lower and Upper School)
- Once the building has been evacuated, no-one is to re-enter until the 'all clear' has been given by the Fire Marshall or the Fire Officer attending.

N.B. Any child not in the classroom at the time of the fire bell (i.e. in the toilet) should join the first available line of children out of the building and then join the correct class once outside.

PUPILS

If the fire bell rings:

- Immediately stop whatever you are doing and remain silent and calm.
- Listen carefully to the instructions given by the teacher.
- When you are asked to do so lead out of the classroom **SILENTLY** in single file to the Assembly Point (**outside the front door on the pavement**)
- At the Assembly Point line up in silence and respond to your name when the register is called.
- Your own safety and that of other people is extremely important. You must do exactly as you are asked and follow instructions when they are given. Do not stop to collect anything. The designated Fire Marshall is Lucie Moore, in her absence this role will be assumed by Suzanne Haigh or Mary-Anne Malloy (Deputy Heads for Lower and Upper School)
- Once outside the building, no-one is to re-enter until asked to do so by the teacher in charge of the class.
- Any child not in the classroom at the time of the fire bell (i.e. in the toilet) should join the first available line of children out of the building and then join the correct class once outside.

Reviewed by: Lucie Moore Date Reviewed: September 2015

Approved by: *Lucie Moore*
(Lucie Moore, Headmistress)

Date: September 2016