



Khalsa
VA Primary School

Health & Safety Policy

Committee with oversight for this policy – Resources	
Policy to be approved by the Headteacher	
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Khalsa Primary School – Southall Health & Safety Policy

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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 Safety Policy of the London Borough of Ealing and the Education Service Policy Statement.

It will be reviewed, added to, and 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 school employees.

Definition of employee

The term employee includes all paid staff whatever their function in the school. Employee does not include contractors' staff, for whom the contractor is the employer for purposes of health and safety. For practical purposes volunteers, parents, governors and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the school, such as assisting teachers, accompanying children on school trips, or carrying out any maintenance or decoration, or DIY work etc.

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

Duty of Employees

Employees have under law the following duties:

- To cooperate with management on matters of health and safety
- To have regard for the safety of self and others
- Not to interfere with equipment etc. and thereby cause it to become unsafe
- To use all equipment in accordance with instructions and training for it
- To warn of imminent dangers or shortcomings in health and safety arrangements that come to their attention
- To report immediately to their manager any concerns about their own personal health and safety
- To advise their manager of any personal health condition that would affect their ability to work safely on any equipment or activity

Duty of Employer

Employers have under law a duty to care, which managers exercise on behalf of the employer. The courts will always look for evidence that this duty of care has been carried out. Failure to produce such evidence may lead to a finding that the employer/manager has been negligent.

The courts look for evidence that:

- Management procedures for health and safety are in place
- All employees (including temporary) are properly briefed and trained
- Risk assessments have been carried out as appropriate
- Adequate warnings and reminders of any hazards to health are given
- There is an ongoing process of health and safety education

Evidence in writing carries most weight. Therefore records of relevant meetings, briefings, training which include people present and content of briefing etc., should be maintained.

Policy Statement

The Headteacher will be responsible as site manager to the Director of Education for the implementation, management and monitoring of the Policies and Procedures of the London Borough of Ealing, of the Ealing Education Service and of the school.

The Headteacher recognises and accepts responsibility as site manager, as far as is reasonably practicable, to 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.

In discharging these responsibilities the Headteacher will pay due regard to relevant regulations, codes of practise, site permits to work for contractors, guidance notes and professional advice agreed by the London Borough of Ealing Principle Safety Officer and the Director of Education.

The Headteacher similarly requires all employees of the school and of the London Borough of Ealing to recognise their responsibilities to take care for the safety of themselves, of their workers, pupils, visitors and of others who may be affected by the work of the school and to cooperate fully with the Headteacher and the London Borough of Ealing in implementing and fulfilling this policy.

The Headteacher as site manager 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 Headteacher 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 Headteacher 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.

The general responsibilities for carrying out this policy are detailed below.

Organisation, arrangements and procedures follow after General Responsibilities.

General Responsibilities

The Headteacher will be responsible to the Director of Education for the implementation, arrangement and monitoring of the relevant policies and procedures. The Headteacher will cooperate with and maintain appropriate levels of communication with the Governing Body.

The Headteacher will liaise with the school's governing body in matters where its responsibilities relate to the Health and Safety at Work Act 1974.

The Headteacher will approve and monitor any arrangements made by school line managers to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.

Those with management responsibilities over other staff (i.e. line managers) will take all reasonable measures to assist the Headteacher in implementing the school's health and safety policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility, fulfil their responsibilities and that the areas in which they work are safe.

Employees have the duty to take reasonable care for their own health and safety and that of others who may be affected by their actions and or omissions. Employees are to cooperate with the London Borough of Ealing, the Headteacher 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.

Governors' Statement

The Governing Body of the 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 Act 1974, relevant regulations, approved codes of practice, guidance notes, the Safety Policy of the London Borough of Ealing and the Education Service and paying due regard to advice and information provided by the advisers of the same.

The Governing Body will ensure, as far as is reasonably practicable, that all means of entering or leaving the premises are available for use are safe, and without risk to health and that any plant, equipment or substances in the premises or provided for use there are similarly safe and without risk to health. In this respect, the governing body will comply with arrangements and procedures made by the London Borough of Ealing as part of its responsibilities as employer. The Governing Body will ensure that appropriate health and safety arrangements are in place for any letting for which it is responsible.

The Governing Body recognises that failure to comply with the policy of the London Borough of Ealing and Ealing Education Service on health and safety matters will result in the Education Service arranging for remedial work to be carried out and the costs being

deducted from the schools budget in accordance with section 11 (H) of the LMS scheme.

The Governing Body will review this statement regularly and when circumstances change. The Governing Body 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 from the Headteacher copies of all health and safety reports sent to the Ealing Education Service or the London Borough of Ealing.

Advice and Training

The Headteacher notes that the London Borough of Ealing provides 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 employees.

The Headteacher undertakes to make such advice and information available to all employees. The Headteacher will also ensure that all employees receive appropriate Health and Safety training.

Rationale/Philosophy

All staff, pupils and visitors to Khalsa Primary School are entitled to a safe and healthy working environment.

Aims and Objectives

- To ensure health, safety and welfare of all those who attend, work in, or visit Khalsa Primary School.
- To provide a healthy working environment with adequate welfare facilities.
- To ensure that all staff are aware of policy procedures, roles and responsibilities.
- To ensure compliance with all legislation (including Health and Safety at Work Act).
- To ensure that Health and Safety issues are identified, reported and dealt with according to laid down procedure, and improvements made whenever possible.
- To ensure that sufficient information, instruction, training and supervision is provided to enable all those at Khalsa Primary to avoid hazards and contribute positively to their own safety and health at work.

Implementation

Through the following procedures:

Reporting Procedure

- Ongoing concerns/Health and Safety issues to be identified by staff, site supervisor/bursar, parents, Governors and pupils and recorded in the Action File in

the Bursar's office. Site supervisor to transfer concerns on to a report form, identify necessary action and inform person who needs to carry out the action. Headteacher consulted where necessary.

- Site supervisor/bursar to look at report forms and Site Supervisor folder regularly (at least twice per week) to identify required personal action. Site supervisor, Bursar and Headteacher to meet weekly.
- Site supervisor to undertake site survey x 2 per month with Headteacher. Findings recorded in Site Supervisor "1 to 1" notes with action recommended.
- Governors on Resources Committee to undertake survey/check x 1 per term. Findings to be communicated to the Headteacher to enable issues to be dealt with.
- LEA Health and Safety Inspector to be invited on an Annual basis to complete site inspection in a monitoring role.
- LEA Contractors asked to follow up on this Inspection.

Site Definition:

Khalsa Primary School site is that area enclosed by the brick wall/walled garden.

Site manager:

Headteacher

Organisational Structure:

Site manager (Headteacher)

Site supervisor

Welfare Staff (first aid)

All staff/visitors to site

HLTA (supervisory for TAs)

Accident Reports Procedure:

Minor Incidents

Children should be sent to a member of staff with first aid training for any necessary treatment.

First Aider to record minor incident in *Minor Incident Book* (kept in Medical Room and must be locked away at the end of the day).

Major Incidents

Major incidents must be reported using Ealing Council's online accident/incident system. It is important that **as much information is captured to help with the investigation** by both the school and corporate health and safety. Requests for information from third parties (union, insurance, legal) about an accident/incident could be received quite sometime after the event, therefore it is essential the information submitted is clear and detailed.

In the incident details section of the form, under 'Describe the events leading up to the incident and the incident itself' please ensure that you include:

1. What happened: A fall resulting in injury, slip on leaves, collision with person/object, etc.
2. Who/what was involved: Such as a pupil, teacher, SMSA, playing football or doing gymnastics, etc. Include whether the pupil/member of staff returned to class/work respectively.
3. Where did it happen: Inside, outside, communal area, teaching space, entrance, etc.
4. How: Weather conditions, challenging behaviour, normal play activity, defective/ damaged equipment/surface, lack of supervision, etc.

Online system categorises accidents/incidents in four areas

- **Minor- no treatment:** These are accidents where there has been an accident but no first aid or similar was given. Child is checked by a First Aider as soon as possible. A call home is made if it is felt appropriate to inform parents/carers of the incident. This would include any incident involving the head, eyes or ears. The Headteacher must be informed.
- **Minor- first aid:** These are accidents where some form of first aid was administered. For example, a pupil may have been playing on a climbing frame, fell after losing her grip and grazed her knee on the ground. Child must be treated by a first aider as soon as possible. A call home is made if it is felt appropriate to inform parents/carers of the incident. This would include any incident involving the head, eyes or ears. The Headteacher must be informed.
- **Major-hospital/time lost:** These are more serious accidents where hospital treatment or similar is given. For example, a child may have been playing on a climbing frame, fell after losing her grip and fractured her ankle as a result.
 - Ring ambulance immediately
 - Time ambulance called and time of arrival MUST be recorded
 - Person should stand at entrance to the school site to guide the ambulance to the correct location.
 - The parent/carer must be called as soon as it is possible to do so.
 - If parent/carer is not available, child should be accompanied to hospital by a member of staff
 - Treatment of a child in hospital when parent/guardian is not present is at the discretion of the hospital
- **Fatality:** These need to be reported to the Health and safety Executive. Ealing Council will do this for schools who use the online accident reporting system.

Details of major incidents must be recorded in the Accident Book kept in Welfare room.

Examples of EGFL Incident/Accident forms are attached

Animals Procedure

Unsuitable Animals

Some animals should not be kept in school, e.g. wild animals or animals that are large and uncontrolled.

Any of these animals brought into school should be returned to their owner/natural environment immediately.

All dogs are banned from the premises on Health and Safety grounds, with the exception of Guide dogs.

Suitable Animals

Small pets such as guinea pigs, rabbits, hamsters, or other controlled animals (such as a visiting city farm) are suitable but the Safety Code for keeping animals should be followed at all times. Permission for bringing animals into school must be requested from the Headteacher.

Dead Animals

Children sometimes bring dead birds etc. to school. These should be disposed of straight away.

Environmental Area Procedure

Children must always be effectively supervised by an adult when working in the environmental area. The area is secured with a gate.

Building Maintenance Procedures:

Minor Maintenance

- All members of staff should report any part of the building needing minor maintenance to the Site Supervisor. (Record name, date and concerns in the Action file. It is essential that repairs are made, safe as soon as possible, by the Site supervisor. Site supervisor then to check, with Headteacher about costs/budget codes for any necessary repairs.
- Resources Committee (Governing Body) to undertake surveys (x 1 per term) to establish maintenance and Health and Safety issues and report to next Governing Body meeting. (Therefore should meet before the termly meeting).
- Bursar/Headteacher/Site supervisor liaise about minor maintenance.
- Headteacher/Borough/Governing Body liaise about major issues.

Cleaning

- All areas of the school should be maintained to a high standard of cleanliness. No dirt or refuse should be allowed to accumulate.
- All staff to monitor/evaluate work of cleaning employees and report any concerns/issues to the Caretaker or Headteacher.
- Site supervisor monitors cleaners work and reports concerns to Headteacher.
- All cleaning fluids/equipment to be kept in a safe/locked place - inaccessible to children.
- COSHH assessments must available for all chemicals being used. (See hazard chemicals procedures). These assessments are available from the Health and Safety Coordinator (Headteacher) or Caretaker. and managed by Interactive, an Ealing approved agency.

Asthma

All staff to have an updated list of those children in their class who are suffering from asthma. (List to be supplied to teachers by Welfare Staff and updated as and when necessary). Teachers to include this information in supply teachers' information file. Children needing medication should be sent to Welfare Staff at the appropriate time. Welfare Staff are to administer medication from labelled containers that have been prescribed by a doctor. A record of medicines administered must be kept. Parent/Carer must complete the consent form held in the school office.

Other Medical Conditions

All staff are to be made aware of other medical conditions of all children and their needs. Welfare Staff to compile appropriate lists to circulate to all staff. E.g. Muscular Dystrophy, Diabetes, Epilepsy.

Communicable Disease Procedure

- **Childhood Diseases e.g. Measles/Chicken Pox**
 - Staff to contact Welfare Staff for further information if pupil is suspected of having childhood disease (Welfare Staff have information regarding incubation/exclusion periods). Information is also available from Bursar and Headteacher.
 - Welfare staff to record incidence of childhood disease amongst pupils in record book.
 - Staff suffering from communicable disease to inform Headteacher (if appropriate confidentiality being maintained if requested).
- **AIDS**

London Borough of Ealing AIDS Policy is available from Ealing Council (further

information and leaflets are also available).

Contractors

- It is the responsibility of the Council's Supervising Officer to ensure that all contractors/subcontractors, whilst employed in Council premises comply with relevant Health and Safety regulations and that their activities do not put persons at safety risk.
- It is the duty of the contractors not to expose LBE employees and other persons to Health and Safety risks.
- It is the duty of the Council to take reasonable care, to see that the contractor it employs is competent.
- Contractors must have a completed permit to work, which is signed by the contractor and the relevant supervising officer.
 - Contractors arriving on site without a permit MUST be sent away and told to return with a permit.
- **Contractors will provide:**
 - Indemnity Insurance Certificates
 - A copy of their Health and Safety policy
 - COSHH assessment for all chemicals to be used on site
 - Site permit to work for contractors
- **Contractor on site Procedures**
- All contractors to report to administrator when arriving on site, to be issued with a pass/badge so that they are obviously identifiable. Contractors must sign the visitors' book when arriving on site.
- Long-term contractors should be aware of LEA guidelines for responsibilities and the law. Contractors working on site to meet regularly with the Headteacher / Governors / Site supervisor and liaise re. Health and Safety issues/concerns.
- **COSHH Assessment**
These should be available on the first day of work. No chemicals are to be accessible to children and must be stored appropriately.
- **Tools**
All tools to be stored appropriately, so that children do not have any access.
- **Disposal of waste material**
To be done effectively/safely so that children do not have any access.
- **Fencing Off**
Work areas to be fenced off at all times so that children do not have any access.
- **Clear Access**

Access from buildings to be kept clear at all times (fire safety) fire drills to be undertaken regularly to ensure familiarity of exits during major building works.

- **Toilets**
Contractors must not use the children's toilets. Long term contractors to provide own toilet facilities. Short-term contractors may use the staff toilets only.
- **Smoking**
Contractors to follow the school's NO SMOKING policy.
- **Contact Name**
School to be provided by the contractor with a contact name for enquiries/Health and Safety concerns etc.
- **Monitoring**
Work undertaken by contractors to be monitored / evaluated by all staff. Site supervisor / Headteacher to be informed of any concerns / issues.

Electrical Safety Designated person – Office manager / bursar

Portable Equipment

- All staff should report electrical problems to the Bursar / Headteacher via the Site supervisor file. Faulty equipment must not be used until made safe and should be labeled as unsafe by the Site supervisor.
- Site supervisor to assess repair/needs and fulfill if possible.
- All electrical equipment to be tested/checked annually by qualified/designated person. Site supervisor has attended necessary course and is qualified person.
- An inventory is to be made and each piece of equipment to be tested and labeled as safe.
- Only a competent person is to wire plugs and change fuses.
- Any equipment given to school for use in school, must be checked before use, by the designated person. Equipment brought onto school premises by others, should be checked by Headteacher first and deemed to be safe, before using.

Fixed Electrical Installations

Records for fixed electrical installations are kept by the LBE Technical Services Department. Testing is usually completed every five years.

Display Screen Equipment

A DSE defined user in school, is the person who uses the DSE more or less continuously on most days, i.e. the School Administrator. The School Administrator should follow the code of practice set down by the LBE (available from the Health and Safety Coordinator). Free eye tests are available for users of DSE equipment.

Drugs Awareness

Education on drugs awareness and substance abuse should be provided for the children, along the guidelines to be set out in the school's Health Education Policy.

Any member of staff concerned that a child or adult is undertaking substance abuse (e.g. alcohol, solvent, drugs) should report it immediately to the Headteacher.

No medicines are to be brought into school unless prior permission has been obtained from the Headteacher. A permission form for administering any medicines should be signed. (Available in the School Office). All medicines must have been prescribed by a doctor.

Emergency Procedures / Evacuation

- In the event of fire/bomb alert - all adults, pupils and visitors must leave the building by the nearest exit, as quickly as possible and gather in Norwood Hall Driveway.
 - Administrator to bring registers and give to teachers for registration.
- If the whole school site has to be evacuated - pupils should be taken to the Norwood Hall Driveway.
- Emergency procedures/evacuation notices must be visible in classrooms and staffroom. All staff/visitors should be familiar with procedures.
- Plans of the buildings are available in Head's office.
- Inventory of equipment in school, available from Administrator.

Equipment Maintenance

- All staff to monitor school equipment for safe usage.
- Unsafe equipment should be labeled as unsafe immediately and removed from normal usage.
- Staff to report concerns to Bursar and Headteacher. (Using Site Supervisor Action file) for appropriate action.

Extra-Curricular Activities

- All children involved in extra-curricular activities must be given written permission from parents/carers.
- All children must give their home phone number/address/and emergency telephone number to person organising activities.
- Organiser must ensure that they are covered / insured to be responsible for children. (See form - Administrator).
- Organiser should make themselves aware of:
 - Position of first aid box/fire extinguishers
 - Accident policy
 - Evacuation procedures
 - First aid procedures

Fire Safety

Fire drills:

- Fire drills must take place at least x 1 per term (including one soon after the beginning of the new academic year). Our practice is to have one per half-term (one AM and one PM) to ensure children in Nursery are all included.
- All premises users must be aware of designated escape routes and evacuation procedures:
- Staff will be aware of the drill beforehand.
- A record of the drill (date/time/comments) to be kept in the Health and Safety in the Headteacher's Office.
- Office staff should call the fire brigade in the event of a fire and take registers to each class teacher.
- The designated Fire Marshall is Mrs. J. Pooni.
- Class teacher to check that all are present.
- Headteacher and Site Supervisor check that everyone has evacuated the building.

Individual Evacuation Plan:

- Not applicable at date of policy.
- Policy will be revised if an individual Evacuation Plan is needed for a child or member of staff.

Fire Warning System

- The fire warning system is to be tested x 1 per week by the Site supervisor/Fire Marshall.
- Site supervisor to record results of testing procedures on form provided (in Health and Safety file – Headteacher's office).
- One activation point needs to be tested on a weekly basis but this should not be the same one each time - a progress being arranged so that every point is tested at least once per term. A complete check should be undertaken each term so that all sounders are checked.
- Defects to the system must be reported to the Headteacher promptly so that repairs can be carried out.

Fire Extinguishers

- Staff to make themselves aware of position of nearest extinguisher.
- The use of extinguishers is voluntary. If staff do not feel safe to fight a fire, they should leave it alone, raise the alarm and get out of the building.
- Water extinguishers to be used on paper, wood, cloth, rubbish. CO2 extinguishers to be used on fires involving electrical equipment.
- Site supervisor to make checks of fire extinguishers and inform service engineers of

any concerns.

- Annual check to be made of all fire extinguishers.

Stairways and Doors

Stairways and doors must never be obstructed and all designated fire doors must be capable of easy opening.

Nothing should be stored in corridors, which would impede the free flow of people.

Fire doors must be marked with standard signs.

Staff with concerns of any of these issues must report to Health and Safety rep and record concerns in Health and Safety file.

Fire Instructions

On hearing the alarm, or being aware of a fire, classes leave the premises in single file, moving **quietly and sensibly** to the playground by the listed route, and line up on the far side of the playground by the sheds.

Notes

- Staff to decide on appropriate exit depending on position of fire.
- Administrator to provide teachers with register - teacher to take register and account for all pupils. Headteacher to look for unaccounted children.

In Case Of Total Evacuation

All children to be taken to the Norwood Hall Driveway.

Fire Doors

Fire doors must **NOT** be wedged open.

Exit doors must **ALWAYS** be kept clear and openable.

Lettings and volunteer users of site

See Lettings policy

Fire Extinguishers

Water Extinguisher for use on paper, wood, cloth, rubbish fires

CO2 Extinguisher for use on electrical fires.

STAFF MUST ENSURE SURE THAT THEY KNOW WHERE THE NEAREST EXTINGUISHERS ARE.

The use of extinguishers is voluntary. If staff do not feel safe to fight a fire, leave alone and get out of the building.

Bomb Alert

- Any member of staff receiving a bomb threat should immediately inform Headteacher or most senior member of staff.
- Headteacher to make decision as to whether the threat is considered to be genuine.
- If the threat is thought to be genuine, Headteacher to inform police.
- School should be evacuated, depending on position of threatened bomb. Headteacher and Administrator to inform staff of evacuation (to lawn in front of Norwood Hall) as and when appropriate.

Evacuation should be made in a quiet, controlled manner.

First Aid

List of current Welfare Staff available as appendix to policy (see named staff).

- During the school day, Welfare Staff should be contacted if first aid advice/treatment is required.
- For more details in the event of major incidents see: Accident Procedure and Accident Report Procedure.
- Senior SMSA to deal with minor incidents during the lunch break and Welfare Staff whilst SMSAs not appointed. Major incidents to be reported to Head/Deputy.
- First Aid boxes are situated in the Welfare Boxes. They are green and have white crosses on the front.
- Welfare Staff to order and maintain first aid boxes (discuss finance/budget restraints with Headteacher).
- Groups travelling outside school must take a first aid kit with them. They can be obtained from the Welfare Staff.
- A list of employee's next of kin, who should be contacted in case of emergency, is available from Headteacher/Administrator.
- Storage of medication (e.g. for asthmatics) to be monitored by Welfare Staff. Medication must be kept away from children at all times. Welfare Staff to keep a detailed and up to date record of all medication administered.
- It is recommended that a person trained as first aider should be present when pupils are involved in high risk activities, e.g. School trips/visits to swimming pool etc.

FOOD HYGIENE

School Meals

School meals are provided by ISS. Information can be found on their website. <https://www.feedinghungryminds.co.uk/primary-schools/>

Lunch Boxes

Lunch boxes should be stored safely in a cool place, particularly in hot weather. Storage

areas should be well away from radiators and hot pipes.

Curriculum

Staff are responsible for ensuring that food used for cookery activities is fresh and safe, stored appropriately, and eaten within a reasonable time limit.

Hazardous Substances

Hazardous substances are those which are toxic, corrosive and irritant. Consideration has to be given to their storage and use and appropriate precautions taken. Regulations come under the Control of Substances Hazardous to Health (COSHH 1989)

Each substance used in school must be carefully considered for the chance of it causing harm if and when used.

- Site supervisor/Bursar to make annual audit of hazardous substances held in school and to notify the local authority (see form).
- Any substance held in school that does not have a risk assessment (i.e. information sheet giving details about product) means that the school is breaching the 1989 COSHH regulations.
- All staff are responsible for ensuring that hazardous substances are stored/used appropriately and kept out of children's reach.
- Staff should not bring hazardous substances into school without ensuring that a COSHH assessment is available.
- It is the responsibility of the Contractors working on site to ensure that they have COSHH assessments for all substances that they are using.

Housekeeping

- All staff responsible for ensuring that the school is kept to a high standard of tidiness.
- Children must be made aware of the importance of keeping the school clean and tidy.

Rubbish and Combustible Waste

Rubbish and combustible waste present a hazard and therefore must be removed from the building as soon as practicable.

Intruders on Site

- All visitors to school must report to the Administrator's office and sign in visitors' book.
- Administrator to provide visitors with a visitor's badge.
- Any person seen in school without a visitors badge must be challenged by any member of staff who sees them. Then be accompanied to Administrator's office and must sign into the visitors book.

- The Headteacher has the right to exclude people from the premises in certain circumstances (Local Government Act 1982).
- Staff working alone, after dark, should notify the Site supervisor of their presence in the building.

Lettings

See Lettings policy.

Manual Handling Procedures

Manual handling, (i.e. Lifting of heavy objects, moving of furniture/equipment) must take into consideration the following guidelines:

- Equipment should, wherever possible, be stored at the optimum waist height.
- The body should be used efficiently - i.e. holding the load close to the body and using the leg rather than back muscles.
- Make the load lighter, smaller, or easier to grasp.
- Remove space constraints to allow room to manoeuvre.
- All staff are responsible for ensuring that they are aware of and follow these guidelines.
- Large loads should never be attempted single handedly.
- Staff to request help from colleague or Caretaker.
- Site supervisor is provided with a wheeled trolley for assisting in the moving of large/heavy load.
- Children must not be asked to move heavy loads.

Manual handling training is available from the local authority on request.

Playground Safety

- All staff to make children fully aware of the importance of playground safety. Children to be involved in the establishment of playground rules as part of the Code of Conduct (see Discipline Policy).
- Accidents in playground to be dealt with and recorded according to Accident Procedure and First Aid procedure.
- Staff to ensure that children are never left unaccompanied in the playground area. Teachers must accompany class into playground and stay with them if the duty teacher has been delayed.
- Headteacher and Site supervisor to review playground safety x 1 per month as part of the regular site surveys. Issues to be recorded/reported in the Site Supervisor "1 to 1" file and necessary action taken.
- Site supervisor to perform daily routine checks of the playground for safety (e.g. glass, potholes etc).
- Parents to be reminded by the Headteacher in newsletters about not using the

playground equipment before and after school day.

- Lunchtime supervision is the responsibility of SMSAs (and in their absence the Deputy Headteacher). SMSAs to receive induction/training on a regular basis.

Staff Involvement

- Headteacher is responsible for ensuring that all staff in school are aware of his/her role/responsibilities, Health and Safety Policy and procedures. (Health and Safety rep is responsible for union member's safety only and is not the Health and Safety Coordinator).
- Headteacher to ensure that new staff are given instruction into procedures/policy.
- Staff to make themselves aware of and to follow the Health and Safety Policy and procedure.
- Headteacher to arrange staff training when necessary.
- Headteacher to monitor/evaluate procedures and policies.

Risk Assessments

The Headteacher, Bursar and Site Supervisor must make assessments of significant risks. These assessments are then recorded in writing and kept by the Headteacher. Staff are to be regularly updated with these assessments.

It is the responsibility of the employee to advise of any personal health circumstances which would alter the risk.

Road Safety Education

Road Safety Education to be planned for by teachers delivering the school curriculum.

Teachers to make full use of the resources available.

<http://londonroadsafetycouncil.org.uk/resources/>

School Trips

School based guidelines for School Trips and Visits.

- Staff to inform Headteacher of proposed trip. Headteacher to confirm that trip is appropriate.
- Staff to send letter to parents, providing them with details of visit, transport, times, food, cost etc. Headteacher to be provided with a copy of this letter. The letter should include a tear off slip for parents to sign, giving permission for their child to participate in the trip/visit. Only children whose parents return this permission slip can be allowed to go on the trip.
- Staff must inform administrator at least three weeks before hand of trip details.
- Administrator to fill in appropriate forms informing LBE of the visit.
- Staff must ensure that the pupil/teacher ratio on trips and visits should be in line with

Ealing's guidelines and should be checked for each visit. Teaching staff should arrange for a welfare assistant, qualified in first aid, to be one of the adults on any trip.

- Trip organizer to fill in *Out of School Events Form*, copying to all adults on the trip and to the Administrator.

School Journeys

When an overnight stay is included:

- A mixed primary school party should always be accompanied by at least one female and one male member of staff wherever possible.
- Parental permission must be obtained (as above). Parents must provide the relevant medical/dietary information.
- All school journeys in the UK require approval of the Governing Body, which must be obtained before application to the local authority is submitted, at least one month in advance. Administrator to use forms EMA.
- For more details, staff should consult the LBE Extra Mural Activities for School Pupils Regulations, available from the Headteacher or Health and Safety Coordinator.
- Staff on visits/journeys should contact school or Headteacher as and when necessary. School/Headteacher to relay any messages to parents.
- Parents providing transport for children other than their own must ensure that their insurance policy covers such passengers.

Safety in Outdoor Activity Centers

Strict guidelines for planning trips to Outdoor Activity Centers must be followed (Ref: Circular 22/94).

Staff to discuss such trips with Health and Safety Coordinator and Headteacher.

Named Staff: (School based)

- | | |
|---|--|
| • Headteacher | Ms P K Sehmi |
| • Health and Safety Rep: | Ms J. Butler |
| • Designated person for Electrical Safety | Mrs. P. Sheikh-Warak |
| • Governors on Resources Committee: | Mr P. Driscoll
Dr. I S Dhandee
Mr. S S Purewal
Mr. A. Singh
Ms P K Sehmi |
| • Qualified Welfare Staff: | <i>See appendix</i> |

Smoking Policy

Khalsa Primary School follows a no smoking policy, which restricts smoking in the workplace. (This follows the LBE Council wide non smoking policy)

Vehicle Movement

Please see current Travel Plan as approved by Ealing's Health and Safety Officer, Raj Chowdhury.

Essential deliveries (e.g. School lunch) to be made at an agreed safe time i.e. when children are in class and not in the playground.

Deliveries for contractors working on site must be made at a time agreed by Site supervisor/Headteacher, and only in school hours if essential.

Violence

To staff (from pupils)

Staff to report any violence encountered, to Headteacher immediately.

Headteacher then deals with matter according to school Code of Conduct policy.

Injuries to be recorded in Accident Book (see ACCIDENT Form procedure).

To Staff (from parents)

Staff needing support during a violent event, to send a child to parallel class teacher requesting assistance immediately.

Staff to report any violence (verbal or physical) to Headteacher immediately.

Police to be called when necessary.

Staff training in dealing with violence is provided by London Borough of Ealing.

For more information, see Health and Safety Co-coordinator.

Students/Trainees

- PGCE and B.Ed students/trainees can be left to manage a class, but should be informed of class teacher's whereabouts. However, they must be accompanied during PE sessions.
- Work placement, social care and student tutors are not allowed to be left alone with whole class, but should be used to support a small group activity.
- It is the responsibility of the teaching staff to inform students/trainees of the existence of the Health and Safety Policy and procedures, including fire drills, exits, extinguishers and first aid.
- Induction booklets are available from the Office.

Hazardous Waste

- **Biological waste (i.e. Body fluids):**
Biological waste should be disposed of according to the guidelines/precautions laid down in Communicable Disease procedure.

A collection service for biological waste, using yellow bags, is available from LBE if required. A more than normal quantity of waste needs to be generated before this service would be requested. Yellow bags would then be collected and disposed of by the borough. (Contact telephone number - Clinical Waste - Technical Services 758 5508).

- **Sanitary Towels** and such wastage will be disposed of by a specialist contractor.
- **Physical waste** i.e. Hazardous physical waste and broken glass, these must be wrapped and placed safely in the bins provided.

Staff should advise cleaning staff of large breakages before they empty the bins at the end of the school day.

Stress at Work

Council guidelines are available. Staff should request information from Headteacher or Health and Safety Coordinator.

Sun Care

Children and staff are at risk of exposure to the sun during playtimes, lunch breaks and other outdoor activities (e.g. PE, athletics etc).

During summer months, staff and children should be encouraged to wear sun hats during peak hours - i.e. 11.00am - 3.00pm and at other times.

Parents wishing their child to use sun protection products should discuss this with their child's class teacher.

Swimming

- Staff taking pupils for swimming must ensure that they have an adult to pupil checked with Ealing's Health and Safety Officer, at the time of travel, to travel to and from the swimming pool.
- Qualified staff, employed by the London Borough of Ealing, to be responsible for teaching children while in the swimming pool.
- Staff must ensure that they have permission slips from parents/carers of all children participating in swimming lessons.

Monitoring and Evaluation

All staff are responsible for monitoring/evaluating the implementation of the Health and Safety procedures/policy.

Ongoing issues/concerns should be reported to Health and Safety Coordinator or Headteacher and they should modify/adapt procedures/policy.

Health and Safety Coordinator to complete annual review of policy/procedures.

Annual Health and Safety Plan

- Site Survey/Site supervisor, Bursar and Health and Safety Coordinator
- Electricity Inventory and Testing
- Fire Drill
- Chemical Audit for COSHH Assessment
- Governors Site Visit

ROLE OF HEALTH AND SAFETY COORDINATOR (HEADTEACHER)

- To investigate potential hazards and dangerous occurrences at the workplace, and to examine the causes of accidents at the workplace.
- To investigate complaints relating to health, safety or welfare at work.
- To make representations to the local authority where appropriate on matters arising out the first two bullet points above.
- To carry out inspections.
- To liaise with outside agencies over Health and Safety issues.
- To keep up to date with current legal standards and requirements relating particularly to Health and Safety in schools.
- To be aware of local authority advice, information and circulars on all Health and Safety matters, including the authorities policy and measures and procedures to be followed for fulfilling and revising the policy and providing this information for staff.
- To be aware of the hazards which are likely to occur within the workplace and the measures, which may be necessary to keep them in check?
- To check that all action proposed by the authority to resolve hazards has been taken and is reviewed and evaluated.

Appendix 1 – List of First Aid-qualified staff

First Aiders at Khalsa Primary School

Training:	Names: Main First Aiders
<u>Paediatric First Aiders</u>	Mrs Ranjot Gandhi Mrs Suman Sehdev Mrs Kawaljeet Sungoo
<u>Insulin</u>	Mrs Ranjot Gandhi Mrs Lakhbir Dhatt Mrs Angira Shah Mrs Neetu Lola Mrs Mandip Singh Miss Simran Sidhu Mrs Kawaljeet Sungoo
<u>Epipen + Asthma</u>	Mrs Ranjot Gandhi Mrs Suman Sehdev Mrs Jasvir Kaur Mrs Savita Patel Mrs Kamla Bangar Mrs Neetu Lola Mrs Mandeep Gata-Aura Mrs Bhupinder Thind Mrs Gurmeet Ruprah

First Aid qualification dates

Surname	Forename	Course	Date certified	Date to be renewed
Gandhi	Ranjot	Paediatric First Aid	25 th June 2021	25 th June 2024
Sehdev	Suman	Paediatric First Aid	25 th June 2021	25 th June 2024
Sungoo	Kawaljeet	Paediatric First Aid	25 th June 2021	25 th June 2024
Bassi	Navneet	First aid at work	4 th March 2021	4 th March 2024
Sidhu	Simran	First aid at work	4 th March 2021	4 th March 2024
Dhatt	Lakhvir	First aid at work	4 th March 2021	4 th March 2024

Appendix 2 – Local Authority contact information

Property services delivery unit

Steve Dunham

Team leader safety, security and fire prevention.

Children's services, school property

Address: Perceval House, 3rd floor SE (plum), 14/16 Uxbridge Road, Ealing, W5 2HL

Tel: 020 8825 7418

Mobile: 07940 546 263

Email: dunhams@ealing.gov.uk(link sends e-mail)

Corporate health and safety team

Raj Chowdhury

School health and safety adviser

Address: Perceval House, 3rd floor SE (plum), 14/16 Uxbridge Road, Ealing, W5 2HL

Tel: 020 8825 7287

Mobile: 07568 130 165

Email: chowdhuryr@ealing.gov.uk