

Health and Safety Policy

| Date | Review Date | Health & Safety Coordinator |
|-----------|-------------|-----------------------------|
| July 2019 | July 2020 | Zahina Faruque |

Section 1 - Health and Safety Policy Statement

Health and Safety at Work Act 1974

This is the Health and Safety Policy Statement of:-

Buttercup Primary School

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
- to ensure safe handling, use, storage and transport of articles and substances;
- to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
- to ensure all employees are competent to do their tasks;
- to prevent accidents and cases of work-related ill health;
- to make arrangements within the school for the reporting of all accident/violent incidents to the Directorate;
- to make positive arrangements for fire evacuation, first-aid and other emergency situations;
- to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
- to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
- to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

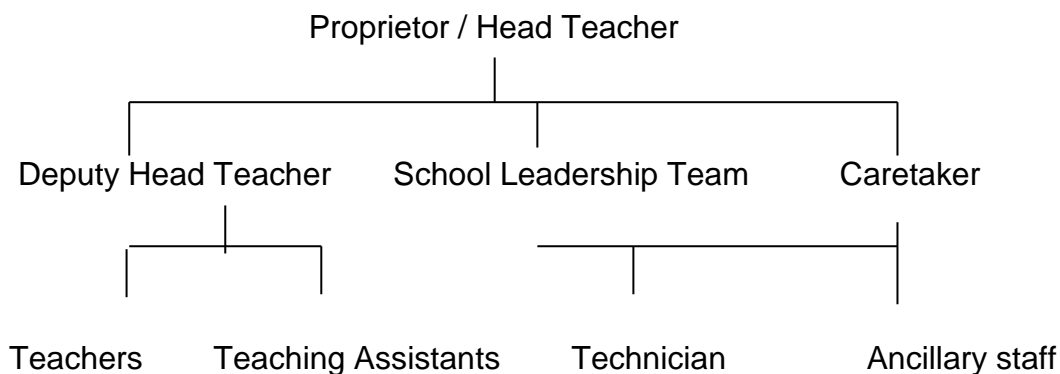
Section 2 – Responsibilities

Organisation –Buttercup Primary School (Community School)

Overall and ultimate responsibility for health and safety in schools is that of the employer i.e. Buttercup Primary Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Head Teacher.

Employee Responsibilities

THE EMPLOYER



To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

- overall and ultimate responsibility for health and safety is the Proprietor
- day-to-day responsibility for ensuring this policy is put into practice is delegated to school head teachers he/she:
- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other support staff;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools, and volunteers involved in any school activity;
- shall guide and monitor the SLT to ensure that they keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoint one of SLT for health and safety;(miss Zahina)
- shall consider the health and safety implications of policies and guidance issued by Tower hamlets.
- shall draw up and issue it's own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable, health and safety issues at meetings of the governing body; and

- shall carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.

Head Teacher

The Head Teacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:

- ensure the Health and Safety Policies are implemented and adhered to at all times;
- ensure all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure the Proprietor is advised of health and safety implications when undertaking the management of the school budget;
- ensure all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;
- ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure adequate first aid treatment is available by the provision of a first-aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Health and Safety Team (CYPF) as soon as possible and also reported to the Proprietor in the head teacher's report.
- disease that is contracted, and all acts of violence and bullying, and that this is reported to the Proprietor as appropriate;
- ensure fire procedures are planned and rehearsed at least twice per term;
- ensure fire equipment, fixtures and exits are checked periodically and maintained to ensure they are in working order;
- ensure adequate welfare facilities are provided and maintained for staff and pupils;
- ensure periodic safety inspections of the school are carried out;
- ensure that there is consultation with the staff safety representative on matters of health, safety and welfare;
- ensure contractors working in the school, report to him/her before work commences in order to ascertain work details and agree safety procedures;
- ensure in his/her absence, health and safety duties are delegated as appropriate;
- ensure there is an annual appraisal of the school's health and safety performance;
- ensure risk assessments are undertaken and reviewed as appropriate; and
- review and up-date the policy as appropriate.

Teaching and Non-Teaching Staff

All teaching and non-teaching Staff shall, where appropriate and so far as is reasonable practicable:

- ensure the school's policies are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Head Teacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure all pupils know the fire procedures and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure all classroom-based activities are carried out in a safe and healthy manner;
- ensure playground activities are supervised as appropriate and any violent behaviour is stopped;
- ensure pupils are adequately supervised at lunchtimes;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting pupils by car, appropriate restraints are worn and guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in Health and Safety Manual;
- ensure that pupils do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the head teacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure any agreed security provisions are carried out;
- co-operate with the head teacher on all aspects of health, safety and welfare; and
- co-operate with the head teacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.

Pupils

All pupils must:

- co-operate with teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a teacher.

Section 3 – Arrangements

Health and safety risks arising from our work activity

Risk assessments will be undertaken by all staff as follows:

- All teachers and teaching assistants in respect of individual and key stage learning areas as part of key stage team activity with support of SLT team leader and shared, signed and submitted to the head teacher/school business manager for checking
- All teachers, teaching assistants and relevant support staff will be responsible for undertaking appropriate risk assessment for any off-site activity in with the schools educational visit policy and procedure – they shall be responsible for submitting the

risk assessment using templates provided and sharing this with all adult members of the team – the school's EVC coordinator will oversee the use, submission and training in terms of risk assessing and 1st visits and the head teacher shall be responsible for the monitoring and authorisation of all off-site pupil activity.

- Risk assessment of whole school issues shall be undertaken by HT /SLT and shall be filed for sharing with all staff
- The head teacher, school business manager, SLT and the Proprietor shall be responsible for evaluating the effectiveness of risk assessments and feeding back findings as appropriate for action to be taken

The findings of the risk assessments will be reported to: School Leadership and Management Team, Proprietor, in some cases Local Authority

Action required to remove / control risks will be approved by the Head Teacher, and, in some cases, the Proprietor.

The Head Teacher/Proprietor will be responsible for ensuring the action required is implemented.

The Head Teacher will check that the implemented actions have removed/ reduced the risks.

Risk assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with Employees

Employee representative: Zahina Faruque

Designated Health and Safety Officer Ms Zahina Faruque

Consultation with employee is provided by: Regular staff meetings to remind regular health and safety related issues or updates.

Safe Plant and Equipment

The Head Teacher, the School Business Manager and the Caretaker will be responsible for identifying all equipment / plant needing maintenance.

The Head Teacher will be responsible for ensuring effective maintenance procedures are drawn up.

The School Business Manager and the Caretaker will be responsible for ensuring that all identified maintenance is carried out.

Any problems found with plant / equipment should be reported in writing on the building maintenance section Book and in cases of emergency **ALSO** to the School business manager and/or the Caretaker verbally immediately upon discovery of fault/problem by that member of staff

The Head Teacher) and /or the School Business Manager will check that new plant and equipment meets health and safety standards before it is purchased.

No unauthorised electrical equipment is to be used on school/library premises and where appropriate, residual current devices should be used with all electrical equipment. PAT testing will be carried out annually.

Safe Handling and Use of Substances

The School Business Manager and the Caretaker will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.

The School Business Manager and the Caretaker will be responsible for undertaking COSHH assessments.

The Head Teacher will be responsible for ensuring that all actions identified in the assessments are implemented.

Use of chemicals for teaching as set out in the national curriculum will be done so in accordance with guidance and hazard cards produced by CLEAPS Schools Science Service.

The Head Teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Head Teacher will check that new substances can be used safely before they are purchased.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the passageway.

Health and safety advice is available from

The Health and Safety Team
Tower hamlets council
Tel 0207 364 5000

Supervision of young workers / trainees will be arranged / undertaken / monitored by each member of staff they are working with and the Induction Tutor/Mentor.

Competency for Tasks and Training

Induction training will be arranged for all employees by the School Business Manager.

Job specific training will be arranged by the School Business Manager.

Training records are kept centrally by the Deputy Head Teacher / School Business Manager and individual staff members in CPD records.

Training records are located in Head Teacher's office.

Training will be identified, arranged and monitored by the Head Teacher, the School Business Manager and the School Leadership Team.

Accident, First Aid and Work Related Ill Health

The first aiders and/or appointed persons are:

Ms Zahina Faruque (FAW)
Ms Rena Begum
Ms Shaheda Khanom
Ms Nazma Khanam
Ms Khaleda Khatun
Enamul Hassan
Ifraax Samatar
Amtullah Malik
Sultana Begum
Shazia Iqbal
Israt Farhana

The first aid box (es) is/are kept at: Nursery – in the medical room
Key Stage 1 – classroom cabinet
Key Stage 2 – year 3/4 class & Year 5/6 class on shelf

A list of the names of pupils who have specific medical requirements e.g. asthmatics, epileptics, will be kept in the school's office and also confidentially in teachers' own files. Children, who are asthmatic, are required to keep a spare inhaler at the school.

The school must have written parental consent before any form of medication can be administered. Medication may only be administered if it is in an emergency situation, it is critical to life and the Head has prior knowledge about the child's medical condition. Staff administering medication in an emergency **must** be fully trained to do so and must be under the direct supervision of the Head Teacher or in her absence the Deputy Head Teacher.

Minor accidents requiring first aid support must be recorded using the school accident system

All accidents and cases of work-related ill health are to be recorded on an accident form (AIRS 1), which is located in school office. Completed report forms will be sent to: Health and Safety Team, within three working days.

Violent incidents will be recorded on the School's violence at work forms, which are located in the Head Teacher's office. Completed report forms will be sent to the proprietor:

Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

- conduct general workplace inspections at a frequency of once a month
- ensure Service Managers submit health and safety reports (schools only) at a frequency of once a month
- conduct health and safety audits at a frequency of once a year

The Head Teacher is responsible for investigating accidents.

The Head Teacher is responsible for investigating work-related causes of sickness absences.

The Head Teacher is responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation

The Head Teacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

All staff have been appointed as fire wardens. See fire Marshall certificate*

Ms Shaheda .K
Ms Zahina .F
Miss Salma B
Miss Ifraax Samatar
Miss Nazma .K
Miss Seema Begum

Escape routes and exits are checked by the Health and safety officer on a daily basis.

Fire extinguishers are maintained and checked by 1st Fire attendance at a frequency of once per year.

Alarms are tested by the Caretaker and the School Business Manager on a weekly rota basis and once every six months by contractual arrangement with 1st Fire attendants.

Emergency evacuation / fire drills will be carried out at a frequency of once per term. Records will be kept in the Head Teacher's office.

Visitors

Any person visiting the premises is requested to make an appointment prior to the visit. On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book and sign visitor declaration form if coming into class/assembly. All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit. On departure, visitors must sign-out the visitor's book.

Contractors and Safety

Contractors are selected on the following basis: -

| | YES | NO |
|---|-------------------------------|-----------|
| Cost | Best value | |
| Production of company safety policy | yes | |
| Proof of Competence (eg production of qualification certificates) | yes | |
| References | Yes but usually through sO.NU | |
| Any other criteria | | |

All contractors are required to attend a pre-start meeting with the Head Teacher and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules / information etc. to be communicated.

All contractors are required to sign in and wear an identity/visitor's badge.

Contractors' equipment must not be left unattended.

Contractors' activities must not present a hazard to others in the vicinity of the work. The Caretaker is responsible for monitoring contractor's activities whilst on site.

Educational Visits / Extra Curricular Activities

All educational visits must be authorised by the Head Teacher in advance and all details MUST be submitted to EVC officer.

All Category C visits must receive Proprietor approval.

The Head Teacher will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children.

Adult supervision will be in exact accordance with the ratios specified in the DFE guidance. (See manual) in office.

Refer to section 21 in the Health and Safety manual for detailed procedures and guidelines.

Parental consent is to be sought and given in writing, where parental helpers are used.

Non-employed helpers are to be vetted and approved by the school.

The Head Teacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations contain appropriate seat belts, are properly taxed, insured and have valid M.O.T. certificates.

Children entering or leaving school. Doors open 8:30am will be closed at 9:00 a.m. home time – 3:25(EY) -3:45(P)

School Security

Refer also to arrangements for 'Visitors' .

Security of the school is maintained by:-

| | Yes | No |
|---|----------------------|-----------|
| Duty Officers stationed in office | Yes | |
| External Doors being locked during school hours | Yes | |
| CCTV | Yes | |
| Signposting | Yes | |
| Security lighting | Yes | |
| Other security measures (please give details) | Video intercom front | |

Occupational Health Services and Stress

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy – see Health and Safety Manual.

If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

External Groups / Activities

Particulars of the school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives.

All extra curricular groups using school premises must abide by school health and safety rules.

Groups that use school premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

Violence, Behaviour, Bullying and Harassment

Efforts will be made to train all staff in how to handle violent and aggressive situations.

If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.

The school will address bad behaviour, bullying and harassment involving pupils as set out in the school behaviour policy.

The school will address good pupil behaviour as set out in the school behaviour policy.

The school will address bullying and harassment involving staff by use of the policy and guidelines.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Head teacher and the proprietor.

Linked Policies

| | | | |
|-----------------------------|--------------------------------|-----------------|--|
| ▪ Educational Visits Policy | ▪ Medical and First Aid Policy | ▪ Stress Policy | |
|-----------------------------|--------------------------------|-----------------|--|

| | | | |
|---------------------|---------------|--------------|-----------|
| Headteacher: | Rena Begum | Date: | July 2019 |
| Proprietor: | Nadeem Rehman | Date: | July 2019 |

Health and Safety Policy - Initial Equality Impact Assessment

| Policy Title | The aim(s) of this policy | Existing policy (✓) | New/Proposed Policy (✓) | Updated Policy (✓) | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------------|-------------------------|--------------------|-------------------|------------------------------------|------------------------|-----------------|----|---|------------------------|-------------|---|------|----|------------|--------------------|----|---|--------------------|----|---|---|----|-----|----|
| Health & Safety | To share the school's Health & Safety position statement and clarify the responsibilities and arrangements for Health & Safety within school | | | ✓ | | | | | | | | | | | | | | | | | | | | | | |
| This policy affects or is likely to affect the following members of the school community (✓) | Pupils | School Personnel | Parents/carers | Proprietor | School Volunteers | School Visitors | Wider School Community | | | | | | | | | | | | | | | | | | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | | | | | | | | | | |
| Question | Equality Groups | | | | | | | | | | | | | | | Conclusion | | | | | | | | | | |
| Does or could this policy have a negative impact on any of the following? | Age | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'yes' or 'not sure' | | | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Yes | No |
| | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | |
| Does or could this policy help promote equality for any of the following? | Age | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'no' or 'not sure' | | | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Yes | No |
| | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | |
| Does data collected from the equality groups have a positive impact on this policy? | Age | Disability | | | Gender | | | Gender identity | | | Pregnancy or maternity | | | Race | | | Religion or belief | | | Sexual orientation | | | Undertake a full EIA if the answer is 'no' or 'not sure' | | | |
| | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Y | N | NS | Yes | No |
| | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | | | ✓ | |
| Conclusion | We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preliminary EIA completed by | | | Date | | | Preliminary EIA approved by | | | | | | Date | | | | | | | | | | | | | | |
| Zahina Faruque | | | July 2019 | | | Rena Begum | | | | | | July 2019 | | | | | | | | | | | | | | |