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# Health and Safety Policy

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Kindness



Focus



Creativity



Responsibility



Collaboration

# 1. Introduction

- 1.1. This document is provided by the New Wave Federation Governing Body in pursuance of The Hackney Learning Trust Policy and the Health and Safety at Work etc. Act 1974 and subordinate legislation.
- 1.2. The document acknowledges the Federation's legal responsibilities and outlines the objectives of the Federation for the health and safety of its staff, pupils and visitors.
- 1.3. The document is issued to all school staff who are to read, understand and comply with its requirements.

# 2. Statement of Intent

- 2.1. The New Wave Federation Governing Body accepts responsibility for all safety and environmental matters within the Federation including health and safety at work, environmental protection and fire safety. The New Wave Federation Governing Body is aware of the requirements of relevant legislation. In keeping with requirements of legislation, the organisation, responsibilities, and arrangements to manage Safety Environmental issues within the school are detailed in paragraphs 3 & 4.
- 2.2. The New Wave Federation Governing Body is committed to achieving the highest standards in all aspects of safety and environmental protection within the Federation. To achieve these high standards Codes of Safe Working Practice have been produced to provide a practical guide for staff on current legislation.
- 2.3. All employees have a duty to themselves, to their colleagues and to visitors and contractors to work safely and in a manner which prevents pollution and minimises the use of resources. All staff should read and co-operate with the requirements contained within this document.
- 2.4. Line Managers will make regular review within their areas of responsibility to ensure compliance with all the standards as laid down.
- 2.5. Contractor and sub-contract staff and visitors have a similar duty of care and a right to a safe working environment. Like School staff, they must ensure that they comply with the requirements of this statement and the School Codes of Safe Working Practice.

## 3. Organisation

### 3.1 New Wave Federation Governors

#### 3.1.1 Governors are responsible for:

- ensuring that a health and safety policy is in place;
- monitoring the application of the health and safety policy including consideration of inspection reports;
- ensuring suitable resources are provided to manage Health & Safety, time as well as finance;
- prioritising actions where resources are required;
- ensuring actions are taken;
- including health and safety on governor's meeting agenda;
- producing an annual report on health and safety;
- ratifying the local health and safety policy.

### 3.2 The Executive Headteacher

3.2.1 The Executive Headteacher will ensure compliance with the policy statement and that all staff endeavour to ensure the safety of mothers; be they staff, pupils, parents, visitors or contractors. Specifically he/she will be responsible for:

- ensuring that the Health and Safety Policy is prepared signed and dated and, together with the New Wave Federation Governing Body, is regularly reviewed;
- ensuring that all activities, including educational visits, are risk assessed and staff informed of the control measures necessary to work safely
- ensuring that processes are in place for the maintenance of the building and equipment, including statutory inspections
- ensuring that an emergency evacuation procedure is in place and is regularly tested;
- day-to-day management of all health and safety matters in the Federation in accordance with the health and safety policy;
- appointing suitable competent staff to assist in carrying out duties necessary under this policy
- passing on information received on health and safety matters to appropriate people;
- chairing the health and safety committee
- liaising with federation governors and The Hackney Learning Trust on policy issues and any problems in implementing the health and safety policy;
- co-operating with and providing necessary facilities for trades union safety representatives.

### 3.3 Headteacher

#### 3.3.1 The Headteacher is responsible for:

- carrying out accident and other health and safety investigations and ensuring that accidents are reported under arrangements established by The Hackney Educational Health and Safety
- ensuring regular inspections are carried out
- submitting inspection reports to the New Wave Federation Governing Body and The Hackney Learning Trust Health and Safety Manager;
- ensuring remedial action is taken where appropriate;
- arranging for any unsafe item of furniture, fitting or equipment to be withdrawn, repaired or replaced;
- identifying staff safety training needs;

### 3.4 Senior Leadership Team

#### 3.4.1 The Senior Leadership Team is responsible for:

- day-to-day management of health and safety in accordance with the health and safety policy and the direction of the Executive Headteacher/ Headteacher;
- exercising effective supervision over those for whom they are responsible;
- being aware of safe working practices and setting a good example personally
- carrying out regular inspections and making reports to the Executive Headteacher/Headteacher;
- ensuring remedial action is taken where appropriate;
- passing on information received on health and safety matters to appropriate people;
- acting on reports from the Executive Headteacher/ Headteacher or subordinate staff

### 3.5 Employees

#### 3.5.1 All staff are responsible for:

- taking care of themselves and others who may be affected by their acts or omissions;
- co-operating with the Executive Headteacher/Headteacher to ensure that statutory requirements are met;
- not interfering with or misusing anything provided in the interest of health, safety or welfare;
- checking classrooms and work areas are safe
- checking equipment is safe before use;
- ensuring they are aware of safe procedures and that these are followed;

- ensuring protective equipment is used when needed;
- participating in inspections and the health and safety committee as appropriate;
- bringing problems to the attention of the relevant manager.

## 4. Arrangements

### 4.1 Risk assessments

4.1.1 The Executive Headteacher/Headteacher will ensure that suitable and sufficient risk assessments are carried out where appropriate. Risk assessment will follow the following steps:

- Identify hazards;
- Identify who may be harmed and how
- Evaluate the risk that these hazards present;
- Identify suitable measures to reduce and control the risks;
- Monitor the effectiveness of the control measures;
- Review the risk assessment on an annually or if there is a change in the activity

Full information, including the agreed proforma, is contained within Hackney TLT Health and Safety Manual, Chapter 2.

### 4.2 First Aid

4.2.1 The Executive Headteacher/Headteacher will ensure that at least 2.5% of staff are qualified to administer first aid in an emergency. Whilst a first aider is a voluntary position staff must undertake relevant training.

4.2.2 First aid boxes are situated throughout the school and are clearly identified. The contents will be checked on no less than a monthly basis by a nominated first aider and all deficiencies made good.

4.2.3 A record will be kept of every occasion when any member of staff, pupil or other person receives first aid treatment whether on school premises or as part of a school-related activity.

### 4.3 Accident reporting

4.3.1 The Procedures in Chapter 3 of The Hackney Learning Trust Health and Safety Manual are to be followed. In summary these are:

4.3.2 All accidents, no matter how minor, that occur to members of staff, are to be reported using The Hackney Learning Trust accident reporting pro-forma. These are kept in the school office. A copy of the completed form is to be sent to The Health and Safety Advisor (Education) via the school office and a copy to be shared with the Headteacher/Business Manager/Premises Managers. A formal Risk Assessment will

be carried out in the area of the accident where remedial/removal of the cause of the accident will be ascertained.

**4.3.3** Accidents to pupils and visitors must be reported using the form in chapter 3 and a copy sent to the Health and Safety Advisor (Education) however trivial accidents (resulting in no injury or minor injury such as bruises and grazes ) to pupils will be recorded locally following the school Accident Reporting Procedures. **(Appendix A)**

**4.3.4** Serious Accidents, ie any fatality, major injury, accident where pupils are taken directly to hospital reportable disease or dangerous occurrence must be reported immediately to the Health and Safety Advisor (Education). These should also be reported using the appropriate method outlined above.

## **4.4 Hirers, contractors and others**

**4.4.1** When the premises are used for purposes not under the direction of the Executive Headteacher/Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy.

**4.4.2** When the premises are hired to persons outside the employ of the New Wave Federation Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the New Wave Federation Governing Body and will not, without the prior consent of the New Wave Federation Governing Body:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

**4.4.3** Immediately prior to use the Site Manager should meet and greet the user, ensure welfare facilities and emergency procedures are understood. The user must be clear that the area used must be returned in a similar condition as when the hire started. As proof of due diligence the arrangements should be signed off by the user.

**4.4.4** The Executive Headteacher /The Headteacher must ensure that any contractors working on the site must be competent to undertake the work they are doing.

**4.4.5** All, contractors working on site must be told of any hazards that they may encounter in undertaking their work, especially the location of any Asbestos, and what to do in the event of any emergencies such as fire.

**4.4.6** All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of The Executive Headteacher/Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

## **4.5 Emergency Planning**

**4.5.1** The Executive Headteacher will ensure that a suitable and satisfactory emergency plan is prepared to cover all foreseeable situations which may place staff or pupils at risk. The Plan will be agreed by the Federation Governing Body and reviewed annually.

## **4.6 Codes of safe working practice**

**4.6.1** This Policy will be supplemented by codes of safe working practice. These codes must be followed by all staff and will assist in the application of this Policy.

# **5. Codes of safe working practice**

## **5.1 Aims**

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the school.

## **5.2 Classroom safety**

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Head of School.

### **5.2.2 Examples of items to be checked include:**

- doors unlocked and free from obstruction
- floors and floor coverings are undamaged and kept clear of obstructions
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use
- any damaged electrical equipment including frayed or damaged flex or if there is evidence of burning, is removed from use and reported
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use

- orderly sensible movement within the teaching area should be maintained
- always ensure children are not left unsupervised

### 5.3 Playground safety (including lunch and breaks)

**5.3.1** Duty staff and lunch time controllers should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

**5.3.2** Examples of items to check include:

- climbing equipment should not become overcrowded and children should be wearing suitable clothing, in particular footwear
- no child should leave the play areas without the permission of the staff on duty (teacher or controller)
- the playground should only be used if the conditions are suitable (e.g. free from ice and snow)
- at the end of the lunch break controllers should ensure an orderly return into the school and teaching staff should be ready to receive their pupils

### 5.4 Large playground equipment

**5.4.1** Duty staff should check that playground equipment and climbing apparatus is safe for use and that in general the play areas are free from any obstruction likely to cause injury.

**5.4.2** The following rules relate to all play equipment:

- Equipment must only be used under the direct supervision of a member of staff
- Children must only be allowed to use equipment suitable for their age
- Numbers of pupils at any time must be limited such that overcrowding is avoided

### 5.5 Staff and pupil safety

**5.5.1** Teaching and support staff should exercise effective supervision of the pupils and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

**5.5.2** Aspects to be considered include:

- children should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the pupils, examples include:

- suitable footwear for PE;
- wearing of ear-rings not permitted for PE;
- knives and other dangerous items should be removed from pupils and held by the Head of School
- children should be taught to exercise personal responsibility for safety of self and classmates
- children should be taught to observe all school safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency

**5.5.3** Specific guidance, which is to be followed by all staff, is given in DCSF documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- Swimming
- work at height

## 5.6 Manual handling

**5.6.1** Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. Procedures should be developed and recorded for the movement of items that frequently require such movement:

- PE equipment - erection and dismantling of such apparatus must only be undertaken by children under the close supervision of staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two children to transport each part. Staff should check that apparatus has been correctly assembled before use.
- Piano - this must only be moved by staff and preferably by the Site Manager.

### 5.6.2 Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The mounting of displays and reaching for items from a high shelf are thus covered. Staff must ensure that:

- Only the correct equipment is used to work at height, e.g. step ladders. The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.

- Step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route work must not be carried out if pupils are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the Site Manager on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.
- Work on roofs, however short in duration must have suitable means of fall protection in place and staff using them will be trained in their use and rescue procedures if needed

## 5.7 Staff training and information

**5.7.1** It is expected that the Executive Headteacher will act in a focal point role and as such obtain such information as is required to successfully discharge the requirements of this policy. Information and training should be available to all staff, in particular those with specific duties which involve a higher than normal risk e.g. the Site Manager.

**5.7.2** Where information and/or advice is not locally available the Executive Headteacher should seek such information from The Health and Safety Advisor(Education).

## 5.8 Staff and workplace safety

**5.8.1** In order that the school can be maintained in a safe condition it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- staff must know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.
- staff must observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff must exercise good standards of hygiene and housekeeping
- staff must know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment

- staff must co-operate with each other, teaching, non-teaching and support as well as contractors (cleaners, school meals service, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to the Headteacher immediately such defect is discovered

## 5.9 Asbestos Register

**5.9.1** The school has a local Asbestos Management Policy and plan which sets out the actions taken by the premises manager to manage Asbestos Containing Materials in accordance with The Control of Asbestos Regulations, best practice guidance, and the London Borough of Hackney's policy. A copy of this plan and the premises asbestos survey and register, in addition to any other relevant information will be held in a central folder which can be found in the premises managers' office.



Signs as outlined above may be seen around the school and staff members will be informed as to the controls of Asbestos ie not to disturb those areas and to report concerns to the Responsible Officer.

## 5.10 Fire Evacuation Procedures

**5.10.1** The main alarm indicator panel is situated in the reception areas of all schools. Fire drills are executed by the premises managers.

- Evacuation drills should be carried out termly or more frequent if needed
- Different times and days of the week are used, some drills are spontaneous and unplanned whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.
- All staff must follow the Fire Evacuation Signs in the rooms and follow the fire signs to the muster points
- Follow up to evacuation drills - Drills must be recorded in the Fire Safety Log Book located in the office. Timing of each evacuation must be recorded accurately. All persons will receive immediate feedback on the success of the evacuation at their assembly point.
- As part of Health and Safety monitoring premises managers will periodically check the Fire Safety Log Book and the evacuation schedule.

**All staff have roles and responsibility in the event of an evacuation alarm**

Action	Person responsible	In case of absence
Evacuation of all staff children and visitors	Teacher/ year group leader	Most senior person in year group
Collection of registers and staff/ visitor signing in book/ sheets	Office Staff	Office Staff
Collection of school cordless phone	Office Staff	Office Staff
Checking of toilets (all areas)	Nominated fire Wardens	Deputy fire warden
Checking rooms	Nominated fire Wardens	Deputy fire warden
Calling the fire brigade	Headteacher	Deputy Headteacher
Meeting the fire brigade	Headteacher/ SLT /Premises Managers	Headteacher/ SLT /Premises Managers

- In general all staff will assemble at the assembly point, unless the source of the fire makes this impossible.
- Teachers will immediately do a head count and if appropriate call the register
- Absentees will immediately be reported to the Headteacher.
- All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage.
- All fire exit routes are signed clearly with directional arrows.
- All false alarms must be recorded with location and reasons for false alarms



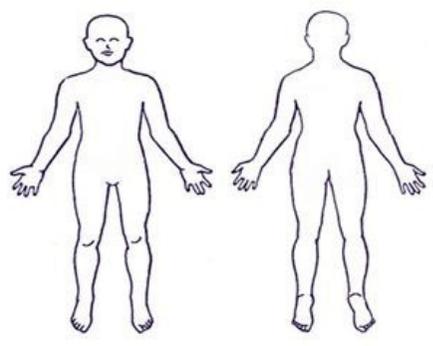
**Accident / Illness / First Aid form**

Dear Parent/ Carer,  
 Your child had an accident at school today. The nature of the accident/illness is described below.

Pup's full name:		Class:	Date:	Time:
Location:				
Details of the accident/illness:				
Head injury		Asthma		<b>IMPORTANT</b> Please consult your doctor if your child suffers any drowsiness, vomiting, impaired vision or excessive pain after returning home.
Vomiting/nausea/diarrhoea		Nosebleed		
Headache		Cut / Graze		
High temperature		Bump / Bruise		
Other (please describe)				
Parent/ Carer contacted/ time		Well enough to remain in school after first aid given		Collected from school
Details of any treatment given to your child:				
Authorised first aider signature:		Pup's name:		



The location of your child's injury is shown below



# Accident Reporting Systems & Procedures

## Break-times (AM) and Nursery/Reception outdoor provision

- All head bump and accident forms to be completed by the first aid person on duty on the Accident/ Injury/Illness report slip located in Nursery and Reception. Slips are to be handed to the parents via the class teacher.
- With **ALL** head bump incidents parents will be phoned at the time of the accident.
- The parents must be phoned by the first aid person or a member of Admin staff at the front desk.  
*(Telephone calls must never alarm parents or worry them; we approach such incidents with care and tact).*
- For other serious injuries parents will also be phoned at the time. If the person dealing with the incident is unsure as to the severity of an accident or injury, they will consult with the relevant first aiders.
- In **ALL** cases, SLT will be informed that parents have been contacted (**SLT STAFF**)
- The first aid person who dealt with the incident always informs the class teacher.
- All slips must be handed to the receptionist in the office at the end of each day.

## Lunchtime YR-Y6

- Minor incidents should be dealt with by staff on duty.
- For other, more serious injuries a Senior Leader or Age Phase leader will investigate the incident and take appropriate action.
- First Aider fills in an Accident/Injury/Illness report slip located in the main school office or head bump form and informs Senior MMS or a member of SLT.
- Midday first aider will inform class teacher of any events leading up to the accident and the resolution.
- In **ALL** head bump incidents parents will be phoned by a member of the Admin team.
- An Accident/Injury/Illness report slip is given to the pupil to take home and a copy is handed to the receptionist.
- For other serious injuries parents will also be phoned at the time. If the first aider is unsure as to the severity of an accident or injury they will consult with SLT

## After School Reporting

- The class teacher informs parents after school of the incident and hands over an Accident/Injury/Illness report slip to parents
- For an injury other than a head bump if the class teacher does not see the parent (e.g child is attending a club) they must phone the parents to ensure parents are aware that the teacher knows of the incident and can answer any questions about it (**head bumps will already have been phoned at the time**)
- An Accident/Injury/Illness report slip is given to the pupil to take home and a copy is handed to the school receptionist.

## After School Clubs

- All accidents to be reported to office staff/ASC coordinator or a member of SLT
- Staff dealing with the accident are to complete an Accident/Injury/Illness slip and discuss with office staff/ASC coordinator or a member of SLT.
- **ALL** head injuries or serious injuries will be reported to SLT and the parents telephoned immediately.
- Office staff/ASC coordinator will inform parents when the child is collected of any accident and will supply the parent with the appropriately completed Accident/Injury/Illness report slip. A copy is handed to the school receptionist.

## Breakfast Club

- An Accident/Injury/Illness report slip and head bump forms to be completed in the main school office by the Breakfast Club Coordinator. They will inform parents if it is a head bump or serious injury Headteacher & BC Coordinators
- All Accident/Injury/Illness report slips to be given to the class teacher and they are to be made aware of the incident.
- The class teacher **MUST** ensure the letter is handed to the parent at the end of the school day. A copy must be handed to the office receptionist

**N.B** | An ambulance is **NEVER** called unless a member of the SLT has directed this to happen.

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