



Hasmonean Primary School

HEALTH AND SAFETY POLICY

Updated December 2014

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SECTION A

1. General Statement of Intent

- This policy expresses the intention of the Governing Body to meet its obligations under the Health and Safety at Work etc. Act 1974 (HSW Act) in relation to conditions and activities which fall within the Governing Body's control and as defined in the London Borough of Barnet's Scheme for Local Management of Schools.
- The HSW Act section of particular relevance is 4(3) which requires the Governing Body to take all reasonable measures to ensure:
 - a. The buildings, exits and entrances are properly maintained and are in a safe condition for use by staff, other occupants and visitors; and
 - b. Machines, appliances, articles and substances are kept and used safely, and maintained properly with records kept.
- The Governing Body accepts a statutory obligation to co-operate and consult with the LA so far as is necessary to enable the LA to meet its statutory duties under the HSW Act.
- The Governing Body is committed to provide and maintain safe and healthy working conditions, equipment and systems of working for school staff and to provide or arrange for such information, training and supervision as they need for the purpose.
- The Governors also accept a similar level of responsibility for health and safety of pupils and other visitors including contractors on site. They will do all that is reasonably practicable to discharge this responsibility.
- The Governors will monitor and assist the Headteacher/Health and Safety Co-ordinator by taking an active interest in health and safety matters and providing the resources and facilities necessary for them to effect this policy.
- The policy will be kept up to date and revised to accommodate changes to the premises, new equipment, the way they are used and developments in the curriculum as they arise.
- The Governing Body will review the policy and the way it is operated every three years; and minute their comments at the first meeting of the Governors thereafter.
- The Governing Body holds the health and safety of their staff, pupils and other persons as one of their primary concerns and as with all other primary concerns, an essential element in the success of the school.
- Priority will always be given to securing the safety and freedom from risk to the health of people engaging in activities within the control of the Governing Body.
- The allocation of duties for safety matters and any particular arrangements are set out in sections B & C of the school policy for Health & Safety.

2. Specific Aims

- Providing a healthy and safe environment.
- Helping children develop an increasing responsibility for their own and others' safety.
- Minimising the potential for injuries.
- Developing safety rules.
- Dealing with injuries should they occur.
- Addressing children's specific needs.

SECTION B

COMMUNICATION AND LINES OF RESPONSIBILITY

1. Responsibilities of the London Borough of Barnet (LBB)

Chief Executive

The overall responsibility of the London Borough of Barnet's Health and Safety Policy and its contents shall rest with the Chief Executive.

Director of Educational Services

The Director has overall responsibility for Health, Safety and Welfare items within the Department of Educational Services which includes schools. He will ensure that:

- the Department complies with the Borough's Health & Safety Policy
- the Department's Safety Policy is monitored
- access to the Borough's professional Health & Safety advice is available
- the Borough's professional Health and Safety legislation codes of practice, guidance and advances in technology are kept updated
- Health and Safety matters are considered when assessing budgetary requirements
- agreed Health and Safety Policies and initiatives are actively supported
- training in Health and Safety policy and initiative is established
- terms of reference for those members of the organisation with responsibility is established

2. Governing Body

- The Governors will ensure that the school complies with Educational Service Policy
- The Governing Body is ultimately responsible for Hasmore Primary School Safety Policy being produced, implemented and reviewed but may delegate day-to-day responsibilities to the Headteacher.
- The Governors will review the Schools' Safety Policy every three years and make revisions and additions as they consider appropriate.
- Governors will assist the Headteacher in implementing and maintaining this Policy and the arrangements which give practical effect to the General Statement of Intent.
- The Governing Body is responsible for fixtures, fittings, servicing of equipment and most internal maintenance. It will ensure, so far as is reasonably practicable, that these items remain safe, without risk to health.
- The Governors will ensure that staff with delegated Health and Safety responsibilities are given sufficient instruction, training and facilities needed to meet these responsibilities.
- A 'Health and Safety Governor' will be appointed from amongst the non-staff Governors and will participate in the annual Health and Safety audit, together with the Headteacher, Deputy Headteacher and Caretaker.
- Governors will report to the Education Department those health, safety and welfare matters which are outside the Governors' executive authority. However, they will ensure that the Headteacher has taken all necessary short-term action to avoid danger pending rectification.
- The Governors will ensure that health and safety matters are considered when assessing budgetary requirements which they control.

3. Headteacher (and in his absence the Deputy Head)

- The Headteacher has been delegated responsibility for implementing the policy and maintaining arrangements as outlined in this policy for Health and Safety within the school.
- The Headteacher will pursue the objectives of both the Educational Services Department's Health and Safety Policy and the school's Safety Policy, monitor their effectiveness and advise the Governors accordingly.
- The Headteacher will ensure that all serious accidents and dangerous occurrences are reported to the LA. He will investigate the causes of every accident, dangerous occurrence and near miss and take all reasonable steps to prevent a recurrence.
- The Headteacher, in conjunction with the Administrator and Bursar, will inform the appropriate body when servicing/maintenance of machinery, plant and equipment has not been carried out and will take all reasonable steps to prevent any danger to staff, pupils and others.
- The Headteacher will ensure there is a regular safety audit and ensure that risk assessments are conducted in accordance with Health and Safety legislation. Between audits, general inspection (monitoring) is carried out in the course of his work.
- The Headteacher will obtain expert advice from the Corporate Training Unit, when necessary.
- The Headteacher will ensure that all new staff receive training in Health and Safety and that all staff receive sufficient Health and Safety information, instruction and training.
- The Headteacher will respond to and liaise with recognised Safety Representatives.
- The Headteacher will delegate specific health and safety duties and responsibilities to staff as appropriate.

4. All Staff Have a Duty to:

- Take care of themselves and others and not to misuse or interfere with anything provided in the interest of health and safety.
- Report defects and shortfall promptly to the Administrator or Headteacher.
- Attend briefings and courses as appropriate.
- Be aware of Fire Safety, Fire Drill, Bomb Alert Drill and Intruder Drill procedures.
- Ensure safe use of tools and equipment paying particular attention to correct use of electrical equipment including switching off and unplugging after use.
- Be aware of dangers inherent in some substances and the location and contents of risk assessments.
- Ensure accidents to both children and staff are recorded in the Accident Book.
- Refer injured children and staff to a Qualified First Aider.
- To challenge any person who has entered any part of the site beyond the areas permitted by the security officer.
- Students on work experience should be made aware of all agreed procedures through the staff handbook.

5. Caretaker

- In addition to the duties of all staff the Caretaker has a duty to:
 - Liaise with engineers who check fire bells etc.
 - Ensure safe use and storage of tools and equipment.
 - Monitor workmen on site, including arrival and departure and keep records.
 - Assist with regular safety audit.

6. Visitors / Contractors on Site (including parents)

- When collecting and delivering children other than at the beginning and the end of the school day, parents should report to the Security Guard on arrival at the site and follow any instructions given.
- Other than at the beginning and end of the school day, children should be signed in and out as appropriate, in the book provided.
- Visitors should report to the Security Guard and office upon arrival, sign the Visitors' Book and be issued with a visitors' badge or dated sticker if going on further on site. They should also sign out on departure.
- The staff should inform the Security Guard of visitors expected during the day (if not included on the written weekly briefing).
- The Corporate Safety Unit will provide the LA and school with expert Health and Safety advice. Contact will be via the Headteacher.

SECTION C

CODES OF PRACTICE, RULES AND PROCEDURES

1. Hazardous Substances

- Arrangements are in accordance with Barnet Education Authority
- Data sheets for hazardous substances are obtained from the manufacturers or suppliers and kept in the Administrator's office.
- Chemicals such as cleaning materials are kept in locked cupboards. Keys are available for the caretaker and the cleaners and a spare copy is kept in the Administrator's office.
- Gloves are provided for cleaning staff.
- Staff are made aware of procedures necessary in handling hazardous substances.
- Cleaning staff are aware of the location of the First Aid box.
- A written instruction sheet is provided for staff handling chemicals detailing control measures to minimise risk from hazardous substances, how to use personal protective equipment and clothing provided and relevant emergency procedures.

2. Child Protection

- The designated member of staff for Child Protection issues is Mr A Shaw, the Headteacher. The Deputy Head, Mr SD Gastwirth is the Deputy DSP.
Please refer to the School Child Protection Policy.

3. Special Educational Needs

- The school should make suitable provisions where possible for all pupils with special educational needs, whether temporary or permanent. The SENCO is Mr A Gastwirth, Deputy Head.
Please refer to the School's Special Educational Needs Policy.

4. Electrical Safety

- There is an annual inspection of portable electrical equipment which is arranged through the London Borough of Barnet.
- There is a requirement that all staff use electrical equipment in a manner which will ensure their safety and that of the pupils and all other persons on site.
- Staff and visitors are prohibited from bringing onto the premises and electrical equipment without first seeking the permission of the Headteacher.
- Other than electrical appliances in regular classroom use (e.g. radios, computers) all electrical equipment will be inaccessible to the children. This includes:
 - items intended for adult use only
 - items awaiting repair
 - surplus items
 - items awaiting installation
- Children using electrical equipment must be adequately supervised and must be made aware of the dangers associated with electricity.

5. Boiler Room

- The Administrator will arrange for the boiler to be serviced annually.
- The boiler room shall be kept locked at all times.
- Keys will be held by the Caretaker and in the Administrator's office.

6. First Aid

- There are several qualified First Aiders in the school. Their training records are held in the office and First Aid qualifications are updated as appropriate.
- The First Aid box is located in the school office, along with a list of all pupils who require medication to be kept in school.
- In addition, each classroom has a special area where photos of these children are clearly displayed.
- The Office Administrator is responsible for ensuring that the First Aid supplies and the two portable First Aid kits (used on trips) are kept fully-stocked.
- The First Aiders' names are listed on a rota which is pinned to the wall of the office and the staff room and copies are provided for every member of teaching and non-teaching staff.

7. Administration of Medicines

- As a general rule, parents are responsible for the administration of medicines to their children and are expected to attend, or send a representative, to administer medication such as antibiotics to their children at break or lunchtime.
- With the Headteacher's authorisation, the school may agree to administer long-term medication to children in which case the parent is responsible for supplying the medication clearly labelled in a sealed container clearly labelled with the child's name, the name of the medicine, the dosage and dosage frequency, the date of dispensing, the expiry date, storage requirements and any caution advice (e.g. may cause drowsiness). In such cases, the office staff log the child's name, the name of the medicine, the dosage given, the date and time and whether or not any reaction was noted, on the child's personal medication administered form, which is held in the office along with the child's medication.
- Pupils will not usually be permitted to self-administer medication unless this has been agreed in advance with the headteacher and only then under supervision by staff. Pupils are not permitted to bring medication to school themselves or keep any medication in their bags– parents must bring any medication to the school office. The exception is with inhalers as pupils from Y4 and above may keep a spare inhaler with them.
- For all pupils who have medication in school, a LA Health Care Plan should be completed by the parent and signed by both parent and school. A consent form must also be signed by parents who wish staff to administer medication to their children on residential trips.
- Pupils with serious conditions (e.g. severe allergies, epilepsy) will have a copy of their medical notes taken on school trips – a mobile phone is taken with on all outings.
- If pupils refuse to take medication, staff should not attempt to force them but should contact the parents immediately and, if necessary, the emergency services.
- The Administrator completes a bi-annual inventory of all medications held in school and contacts the parents when medicines are out of date.
- Pupils' medicines are kept either in the office fridge or the Medical Room, where each child's medications are kept in a clearly labelled plastic box with the child's photos clearly visible and their own care plan inside each box. The only exceptions to this are the following:
 - basic medicines are kept in the office first aid drawer – eg medinol, calpol, plasters
 - if a child requires an epipen then there is always a second epipen which is kept in a labelled plastic box in the classroom – staff undergo epipen training
 - some of the younger asthmatic children have a spare inhaler and spacer in the classroom
 - other medication should not be kept in classrooms without the specific agreement of the headteacher in exceptional circumstances
 - Controlled substances such as Ritalin must be kept in a locked cupboard with only named persons having access
- If the First Aiders decide that a child needs medicine (e.g. Medinol if running a high temperature) before a parent is able to come to school, the parent is first contacted by telephone and must give verbal authorisation before the medicine is administered – details of this authorisation must be logged. A note of the child's name, the name of the medicine, the dosage, the date and time administered and whether or not any reaction was noted is logged on the 'medication administered in school' form – held in the office. This form is used to record all medication administered in school.
- Staff who are required (with their agreement) to administer medication will receive training and will be indemnified by the governing body for any expenses, liability, loss, claim or proceedings provided that school policies and procedures have been followed.
- A copy of the LA guidance document "Health Care Plans and the Administration of Medicines at School" is kept in the school office for reference.

8. Accident Reporting Procedures

- If an employee or pupil has a minor accident then it is noted in the Accident book by the staff member who witnessed it. The Head then signs it and the Administrator files it. All incidents are reported to the office, where the accident forms are located.
- The same applies to serious incidents but in this case the SENCO or First Aider calls the parent immediately to inform them that their child has been hurt. (Children may be excluded if their behaviour is deemed to have threatened the safety of other children or staff. The LEA has provided Model 1 and Model 2 Exclusion letters which must be sent home with an excluded child – see Discipline and anti-Bullying Policy)
- The office staff or a First Aider must report a serious accident to the Health and Safety Executive if a staff member or pupil has to leave the premises in an ambulance.
- If a child has a bump to the head, the First Aider on duty assesses the bump after application of an ice pack. A Head Injury Advice Leaflet is sent home with the child and a large sticker is placed on the child's clothing in a prominent place to alert the parent of the HIAL.
- The parent is called by the office staff or First Aider where it is deemed that the parent needs to know to watch the child carefully (e.g. with bumps to the head) or if the parent is needed to see his or her own child to decide whether or not they need to seek further medical advice.

9. Drinking Water

- Fresh drinking water is available to children and staff at all times

10. Health and Safety Regulations for Contractors on Site

- All contractors are required to report to the security guard and the Administrator. Contractors are given a basic checklist of information regarding the school timetable, fire procedures, welfare facilities and safety requirements (see Appendix C)
- They will be taken to sign the contractors' sheet in the school office and the Headteacher will be informed that they are on site. Before leaving the premises each day they must sign out.
- A site meeting with the Headteacher must precede any major works so that safety considerations can be discussed
- Tools should not be left unattended where children can reach them.
- All materials must be safely stored during the period of work, in locked cupboards where Health and Safety regulations apply.
- The contractor must cordon off any area in which work is taking place if there is any danger to personnel, children or the public. If the work is to take less than a day, temporary barriers should be provided. If the work is to take more than a day then contractors should provide fencing to the height of 1.8 metres in any occupied area of 2 metres in an unoccupied area. Scaffolding should comply with the British Safety Standard.
- A COSHH assessment for all substances used and created in the course of the work must be available on site.
- The contractor must have appropriate Liability Insurance.
- The Administrator must be shown a copy of the contractor's Health and Safety policy before work commences.
- All persons working on the site must work in a safe manner and take every possible precaution against accident or injury both to themselves and others.
- All work carried out should comply with Health and Safety legislation and certificates should be given where appropriate (e.g. electrical completion certificate).
- Contractors on site should familiarise themselves with the fire exit route for the part of the building in which they are working. All rooms have fire exit routes displayed on the wall. Where there is any doubt, all Personnel should leave immediately through the nearest exit and assemble at the far side of the playground onto which the exit opens. This applies to bomb scares and all emergency evacuations of the building.
- In the event of any problems occurring during the course of their work contractors should consult the caretaker who will, in turn, consult the Headteacher where appropriate.

11. Registration and Absences

- Registers will be taken at the beginning of the morning and afternoon sessions. Teachers must make a note of children arriving or leaving the classroom for any reason. Class registers are legal documents and must be coded as per DfE and Hasmorean Primary School directions.
- The school has a first day response for absences.
- Any child arriving after registration will be marked as 'Late' in the register, using the symbol 'L'.
- Any parent or carer wishing to take a child out of school during the day must report to the school office and remain in the entrance area. The Administrator will arrange for the child to be collected and brought to the office. The child is then signed out in the appropriate book outside the office and signed in again, as appropriate.

12. Fire Drill

(please see separate document –Fire, Intruder and Bomb Threat Procedures.)

13. Bomb Drill

(please see separate document –Fire, Intruder and Bomb Threat Procedures.)

14. Intruder Drill

(please see separate document) –Fire, Intruder and Bomb Threat Procedures.)

15. Other Emergencies and Inclement Weather

- This includes snow, flooding, fog, internal temperatures below 17 degrees. A texting system is in place whereby parents can be informed by text message if the school has to be closed, or if children have to be sent home early. A message is also placed on the school website. Supervision will be provided for those children whose parents cannot be contacted.

16. Offsite Activities and Visits

- For offsite visits (outings), the teacher in charge of the outing is responsible for submitting a completed School Excursion Form, Educational Visit Checklist and Risk Assessment form for the Headteacher's approval. The Headteacher is trained as an Educational Visits Coordinator.
- When approved, the Administrator completes the required form online on the Evolve system and a letter is sent to parents explaining the activity and requesting their permission.
- For all overseas and residential trips or those which involve an adventurous activity, an additional form (EV2) must be completed by the organiser and any external providers. Permission must also be sought from the LA
- All parent drivers complete the Form EV6.
- The parental consent forms are photocopied alphabetically and given to the teacher in charge of a visit along with all medications belonging to children and an emergency travel medical kit. A duplicate set of the consent forms which contain emergency contact numbers are kept in the office until the day following the trip.
- All staff are made aware of Plan B – procedures in case of emergencies / illness whilst on a trip.
- The school does not own a minibus but may utilise LA coaches or may hire private coaches for transporting pupils – all such coaches must be fitted with seat belts.
- Members of staff who wish to transport pupils in their own cars must check with their insurers that this is covered. Volunteer helpers who wish to transport pupils must check with their insurers that this is covered, must complete an LA form (in the school office) and must have been DBS checked. Pupils in cars must have seat belts and, where needed, booster seats. Parental consent must be obtained before their children are transported in cars.

17. Extra-Curricular Activities

- The security guard is on duty at all times when pupils are on the premises.
- Parents are required to fill in a consent form for extra-curricular activities including an emergency contact number and details of any medications kept in school.
- Parents are required to pick up their children on time.
- The children will be supervised at all times.

18. Supervision of Pupils

- Children will be appropriately supervised whilst at school. The school day commences at 8.40 am for classes from reception through to Y6. The doors are opened at 8.30 am so that children arriving early from Y1 to Y6 can go straight to their classrooms where they are supervised by staff. Parents of Reception children arriving before 8.40 am are expected to wait with their children in the small outside area beyond the foyer until they are collected by staff at 8.40 am. Parents of Nursery and pre-Nursery pupils take their children through the main building and out to the Nursery block for the start of their sessions and collect them from there at the end of their sessions. Throughout the day, pupils are appropriately supervised by their teachers. This will include small groups working in designated areas, children working with volunteers and using the school premises for a variety of purposes.
- Bearing in mind that teachers are *in loco parentis*, it is reasonable to expect that children do not necessarily have to be accompanied every time they leave classroom, e.g. to go to the toilet. If children are working in an area adjacent to their classroom they should be in sight of, and regularly checked by, their teacher. The class teacher should never leave the children unattended in the classroom. If a teacher needs to leave the classroom urgently, he or she should contact the office by intercom to arrange for cover.
- During break the children are supervised by staff in each playground. There are several First Aiders on site. At lunch time the children are supervised by several mealtime supervisors.
- Wet Play – Children have clear guidelines from the class teacher as to what they can do during wet Playtime. There are designated Year 6 prefects in each classroom and teachers / mealtime supervisors on duty should patrol the classrooms.
- Playground (Breaktimes and Lunchtimes) – children must not be left unsupervised. Safety is the main objective for supervision at these times.
 - The duty staff must arrive in the playground promptly.
 - Children must never be allowed out into the playground until the duty staff are there.
 - Staff supervising in the playground must move around for optimum awareness.
 - Teachers, welfare assistants and mealtime supervisors must be aware of the potential hazards of playtime activities.
 - Staff must not take hot drinks into the playground or sit down whilst on break duty.
 - Any child who is hurt should see the Administrator / First Aider on duty immediately.
 - The caretaker will keep the playground clear of dead leaves, litter and ice.
 - No play fighting or superhero play should be allowed.
 - Children must be quiet and stand still on hearing the bell/whistle in all circumstances.
 - At the end of play the teachers should come out promptly to escort their class quietly into the building.
- Movement around the school – children are aware that they need to walk sensibly and quietly around the school, keeping to the right hand side when going upstairs in single file. Teaching groups moving around the school must be accompanied by an adult who is at the head of the group.
- Dismissal at the end of the day – Nursery and pre-Nursery children are collected from their classrooms. The rest of the children are collected from the playground next to the foyer (there is a person on duty there from 3.50 – 4.00 pm.) Any children not collected after 4 pm should wait in the foyer and then report to the office at 4.10 pm so that their parents may be contacted. A member of the SMT is on duty at dismissal to supervise proceedings.

19. Lifting and Carrying

- Hazardous manual handling operations shall be avoided where reasonably practicable. All lifting and carrying should be carried out in accordance with LA recommendations on manual handling. Large items of moveable furniture (on wheels) such as TVs on stands and pianos should only be moved by adults. If staff are concerned about the weight, size, etc. of an item to be lifted they should not attempt to move the item on their own but consult the caretaker or Headteacher. The risk of injury may be reduced by the use of mechanical aids or by breaking down the load.
(please refer to the Risk Assessment in the Appendix).

20. Ladders and Handling

- All staff must use ladders and steps in accordance with the LA safety instructions.
(please refer to the Risk Assessment in the Appendix).

21. Health and Safety Audit

- An annual Health and Safety Audit will be carried out by the Headteacher, the Deputy Headteacher, the Administrator, the Caretaker and the Health and Safety Governor. All safety issues will be dealt with as quickly as possible. The result of the audit and action taken will be reported to the next meeting of the Governors.
- At the beginning of each term, teachers will carry out a classroom audit. The results of the audit will be reported to the Caretaker as necessary and to the Administrator.
- The following areas will be inspected at least once a term:
 - Fire doors
 - Fire exits (including exits to street)
 - Fire extinguishers

22. Training

- New staff will receive induction training for Health and Safety. All staff will receive annual updating on their responsibilities under the Health and Safety policy.

23. Curriculum Safety

- Staff must endeavour to carry out their teaching duties with regard to their own safety and the safety of the pupils and all other persons on the site. Where there are specific safety guidelines contained within the curriculum policy, these must be followed. All equipment must be used in accordance with the manufacturer's instructions. Pupils must not be allowed to use equipment which is not designed for their use or equipment which carries a high risk of danger. Glue guns, tools, etc. may only be used where there is close supervision by a teacher.

24. Sharp Objects

- Staff have a duty to ensure children do not use sharp objects without very close supervision. This refers to pointed scissors, craft tools, compasses etc. As a general rule pointed scissors should not be available in the classroom. Suitable storage should be available for all sharp equipment.

25. New Equipment

- The Headteacher will ensure that all new equipment:
 - is suitable for its intended purpose
 - is suitable for the environment in which it will be used
 - meets recognised standards
- All staff will be issued with appropriate instructions and training.

26. PE Equipment

- The Headteacher will arrange for an annual maintenance check of the PE equipment and will arrange for any fault to be remedied without delay. All staff have a duty to carry out a visual check of the apparatus before using it with the pupils and to ensure that the apparatus is put out in a safe manner by themselves and the children and that obstructions are removed from the area.

27. Hygiene

- To ensure cleanliness and hygiene, cleaning will be carried out in accordance with the school cleaning specification, copies of which are held by the Caretaker, the Administrator and the Cleaning company.
- The Caretaker and the cleaning company are delegated by the Headteacher and will monitor the cleaning operation to ensure that the specification is met.
- School chemicals are kept under strict control in either the Caretaker's storeroom or the Cleaners' cupboard.
- Cleaners' chemicals, equipment and belongings must be kept locked in the Cleaners' cupboards.
- The Caretaker's storeroom and the shed must be kept locked when unattended
- Cleaning of the stairs and the corridors should be carried out when pupils are not on the premises.
- Warning signs of the hazard of a wet floor are available for use when cleaning is carried out and the premises are occupied.

28. Maintenance

- Routine maintenance is the responsibility of the Caretaker. All tools, painting materials etc. are stored in the Caretaker's cupboard or the Caretaker's shed. This must be kept locked at all times.
- All electrical equipment is checked annually.
- The Caretaker will take advice from the London Borough of Barnet if required to perform maintenance in settings with which he is not familiar.

29. Smoking

- The school is a designated no-smoking area.

30. Jewellery (worn by children)

- Stud earrings and watches are allowed. No other jewellery should be worn.

31. Personal Property

- Children are discouraged from bringing personal toys into school. Soft, named balls are allowed.

32. VDUs

- VDU's for regular use are assessed annually by the London Borough of Barnet's electrical maintenance department.
- A well-fitted chair, desk of comfortable height and convenient keyboard and mouse are provided for these employees.
- Work schedules are such that prolonged periods of repetitive keyboard work are not part of the normal daily schedule.
- Eye tests will be provided for office staff and glasses provided as necessary.

33. Security

- The school has a fulltime Security Guard who is on duty from 8 am until all children have left the premises at the end of the day.
- The external spaces are checked prior to admitting children into the school.
- Staff are to be vigilant at all times. It is their job to 'check' their classrooms for any unfamiliar objects.

34. Communicating the Policy

Staff

- Through ongoing INSET all staff are aware of the risks, correct procedures and policies.
- Specific aspects of the policy are dealt with in greater detail e.g. Child Protection
- All staff to follow procedures and inform relevant personnel of any risks (ongoing) or suggest improvements to the systems.

Parents

- Through the newsletter, emails and information evenings parents are kept informed of all Health and Safety Policies (ongoing).
- The school welcomes input from parents for improvements to the systems.

Children

- Children to be involved in 'Health and Safety' awareness through:
 - School Council
 - The curriculum
 - Involving children in safety audits, surveys and research projects
 - Asking children about their views and concerns.

Reviewed by: _____

Date of next review: _____

SECTION D

APPENDICES

APPENDIX A – EXCURSION FORM

SECTION A – TO BE COMPLETED BY TEACHER IN CHARGE

Class(es)..... Total number of pupils

Total number of staff/helpers

Description of activity including educational rationale

.....

Address and telephone number of venue

.....

Date of activity:

Departure time from school:

Return to school:.....

Means of travel

NB SECRETARY WILL BOOK COACHES

If you are taking a group rather than a class, list names overleaf.

Signature of teacher in charge Date

Signature of Headteacher Date

SECTION B - TO BE COMPLETED BY SCHOOL SECRETARY

Cost of venue:.....

Cost of Travel:.....

Handling charge:.....

Car park:.....

Worksheets/Resources:.....

Fuel:.....

Other costs:

Total cost of excursion: _____

Cost per child:.....

Cost to school:.....

Headteacher's letter sent to parents on

All consent forms returned by

Coaches booked

Company:.....

Telephone No.....

CHECK LIST FOR SPORTS AWAY MATCHES

1. First Aid at Venue?
2. First Aid for Journey?
3. List of Pupil's contact numbers?
4. Inhalers/Medicines/Special Needs?
5. Drivers insured to transport pupils
6. Drivers have each others' mobile numbers?
7. Drivers have CRB clearance?
8. Cars have seat belts for everyone?

APPENDIX B – MEDICAL CONSENT FORM AND QUESTIONNAIRE

NAME OF CHILD:

DATE OF BIRTH:

ADDRESS:

.....

HOME TEL. No: MOBILE TEL. No:

EMERGENCY CONTACT AND TELEPHONE NUMBER:

1. Does he/she suffer from any of the following:

- ASTHMA YES/NO
- HAYFEVER YES/NO
- EPILEPSY YES/NO

ANY OTHER MEDICAL CONDITION OF WHICH WE NEED TO BE AWARE – PLEASE SPECIFY:

.....

.....

.....

2. Is he/she allergic to any of the following:

- INSECT STINGS YES/NO
- SUNBURN YES/NO
- PLASTERS YES/NO
- SPECIFIC FOODS YES/NO (PLEASE SPECIFY)

.....

3. Is he/she immunised against tetanus? YES/NO

(If yes, state year of immunisation)

4. Is there any other information of which we need to be aware?

.....

.....

.....

5. NAME, ADDRESS AND TELEPHONE NUMBER OF DOCTOR

.....

.....

.....

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I hereby give my permission for any medical or surgical treatment that may be professionally recommended to be given to my child while he/she is under the charge of.....

I appoint the said to act as my agent in all such matters.

Signature of Parent Date

APPENDIX C – INFORMATION FOR CONTRACTORS

- 1 Contractors are asked to report to the school office on arrival or, if out of school hours, to the caretaker.
- 2 Contractors are asked to note the attached school timetable and be prepared for movement of pupils between lessons and to and from playgrounds.
- 3 During the period 8.30 – 9.00 am, 11.45 am – 12.15 pm and 3.30 – 4.15 pm, staff, parents and pupils are using the entrance to the school. Please try to avoid large deliveries or work in corridors during these times.
- 4 A site meeting with the Headteacher and caretaker must precede any major works.
- 5 Arrangements for works in close proximity to children (eg window glazing) should be made in advance with the Headteacher and caretaker.
- 6 Please note that the school is a no-smoking zone.
- 7 First aid supplies for contractors are located in the school office.
- 8 Emergency telephone calls may be made from the school office.
- 9 Toilets are located next to the staffroom. (Do not use pupil toilets).
- 10 The fire alarm is a continuous ringing sound. All school personnel and pupils assemble in the playground. Contractors should also vacate the premises by the nearest fire exit and assemble in the playground so that the buildings are empty and everyone can be accounted for.
- 11 Contractors are asked to ensure that they do not place tools, equipment etc. so as to form obstructions in corridors or in front of doors.
- 12 Any accident to contractors on school premises must be reported to the Headteacher (or the caretaker in his absence) as he, together with the contractors' employer, is required to complete an official Accident Report Form. Copies of these will be kept in the school office.
13. Please report any concerns you may have regarding Health and Safety to the Headteacher or, in his absence, to the caretaker.

A Shaw
HEADTEACHER

APPENDIX D – GUIDELINES FOR VOLUNTARY HELPERS

Thank you for helping out at HPS – your assistance is greatly appreciated.

In order to ensure a safe and efficient atmosphere in the school, we would ask you to take note of the following guidelines:

- 1 On hearing the Fire Alarm (a ringing sound) please vacate the building by the nearest fire exit door and assemble at the far end of the playground.
- 2 Please regard everything you see or hear in school as confidential.
- 3 Please note that the staffroom is for the use of employees only.
- 4 It is vital that children of voluntary helpers (similarly to children of staff) do not feel that they are different or special because their parents are in school. Indeed, they should not have any more contact with their parents in school time than do other pupils. Similarly, voluntary helpers should not approach staff or other agencies in school and take advantage of their presence to talk about their own children as this is most unfair to others.
- 5 Please knock before entering classrooms and check with the teacher before talking to pupils.
- 6 Please note that the school is a no-smoking zone.
- 7 First aid supplies are located in the school office.
- 8 Emergency telephone calls may be made from the school office.
- 9 A visitor's toilet is located next to the staffroom.
- 10 Any accident to helpers on school premises must be reported to the Headteacher as he is required to complete an official Accident Report Form.
11. When accompanying children on outings, please note the following:
 - a) The teacher in charge is the group leader and has overall responsibility on the outing. Please follow all instructions given by the teacher – he/she will have a mobile phone & first aid kit.
 - b) The teacher will allocate groups of children to helpers – these groups cannot be changed unless directed by the teacher
 - c) Please keep a close check on your allocated children at all times and keep to the time schedule
 - d) No food or drink should be purchased for or by the children during the outing
 - e) We respectfully ask that you abide by the school's dress code

A Shaw
HEADTEACHER