



Noam Primary School

Health and Safety Policy

January 2016

Health and Safety Policy

Date	Review Date	Coordinator	Nominated Governor
18/1/2016	18/1/2017	Mrs Sarah Simmonds	Mr Yitzchok Landau

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005

The following documentation is also related to this policy:

- Accident Book (HSE)
- Fire Safety Risk Assessment - Educational Premises (HSE)
- Guidance on First Aid for Schools (DCSF)
- Health and Safety Management in Schools (HSE)
- Risk Assessment: A Brief Guide to Controlling Risks in the Workplace (HSE)

We acknowledge that under the Health and Safety at Work Act 1974 we have overall responsibility for health and safety.

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to make our school a safe, secure and pleasant working environment for everyone learning, working and visiting us. The Governing Body and Head Teacher take responsibility for protecting the health, safety and welfare of all children and members of staff.

We are a no smoking environment.

We have in place procedures to deal with any accident or emergency involving staff, pupils or school visitors either on school premises or on educational visits.

We believe it is essential to provide significant health and safety training for all school staff in order to communicate the school's accident and emergency procedures and to have in place a system to report all accidents and emergencies. All accidents and dangerous occurrences that result in near misses, injury or death will be investigated and reported to the Local Authority and to the Health and Safety Executive.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To have in place safeguards for the health and safety of all staff, pupils and visitors.

- To have in place accident and emergency procedures to deal with any accident or emergency that takes place at school or on an educational visit.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school staff and stakeholders are aware of and comply with this policy;
- responsibility for ensuring policies are made available to parents;

Role of the Headteacher

The Headteacher will:

- ensure all school staff and parents are aware of and comply with this policy;
- work closely with the link governor;
- provide health and safety training for all school staff;
- have in place a system to report all accidents and emergencies;
- keep records of all accidents and emergencies for a statutory time;
- lead the development of this policy throughout the school;
- provide guidance and support to all staff;
- undertake risk assessments when required;
- report the following work-related accidents and dangerous occurrences to the Health and Safety Executive:
 - accidents resulting in death or major injury
 - acts of violence to staff
 - diseases and medical conditions
 - accidents causing incapacity of more than three days
- report to the Local Authority immediately any incident involving significant personal injury that:
 - occurs at school
 - occurs off site
- ensure confidentiality of the details of any incident in the event of any subsequent legal proceedings;
- monitor the effectiveness of this policy;

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher;

Role of School Staff

School staff must:

- comply with this policy;
- attend health and safety training;
- know what to do in the event of an accident or emergency;
- must ensure the safety of all pupils and other members of staff.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- report all accidents and emergencies to a member of the school staff;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- report any accident or emergency that takes place on the school site to a member of the school personnel;

The School Curriculum

Through our curricula, both National and Kodesh, we teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. For example, in Early Years we include a topic called 'People who help us' which deals with the work of the Police and Fire services. Through this topic, we teach children about the danger of fire, how to contact the Emergency Services and how to avoid accidents. Likewise, through the Science curriculum, we teach children about hazardous materials and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Science and Kodesh lessons and we reinforce these points in Circle Time, when children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the Kodesh Curriculum, such as through Sedra, Yom Tov and Davening.

Accident and Emergencies Procedures Document

The accident and emergency procedures document will include:

- the names and responsibilities of staff;
- names of all first aiders;
- location of first aid equipment;
- location of medical room;
- accident procedures:
 - accidents dealt with by a member of staff
 - accidents dealt with by a qualified first aider
 - accidents that need the assistance of paramedics
- emergency procedures:
 - location of alarm systems
 - list of names of who to contact in an emergency
 - plan of assembly points
 - the names and responsibilities of staff
 - evacuation procedures
- records of accidents or dangerous occurrences:
 - date and time;
 - location;
 - name of injured person;
 - description of accident;
 - date when accident was reported to the:
 - Local Authority
 - Health and Safety Executive
 - Police
- Reporting

Risk Assessment

Our risk assessment process includes:

- checking for hazards and risks (to both adults and children) indoors & outdoors and in our activities & procedures
- deciding which areas need attention
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required

We maintain lists of health and safety issues, which are checked:

- monthly by the Head Teacher
- annually by the Head Teacher and Governor responsible for Health & Safety

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the Head Teacher's office.

Staff Training

We hold training for staff about health and safety issues as part of our cycle of INSET programming, so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. We also receive regular training from the Community Security Trust (CST).

When necessary, we discuss any irregularity of procedures and means of maintaining safety standards at the weekly staff meetings, for example if maintenance work is being undertaken.

Children's Safety and Security

- All our staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service and the details are held on the Single Register
- All staff and visitors are required to wear ID cards at all times
- Children are supervised at all times
- We escort and supervise children in the outside areas
- We supervise children who are eating and drinking.

Systems are in place for the safe arrival and departure of children. When children arrive late or leave early the Office staff are informed in advance as far as possible.

We have two fulltime Security Guards on site, whose hut is situated next to the front gate. The front gate is kept locked at all times except during drop off and pick up.

We ask parents to inform staff in advance if they need to collect their child early, for example for a medical appointment, and likewise to inform the office if they have brought their child into school late. Any child who needs to be collected outside of usual school hours must be collected from their classroom, or from the Office by prior arrangement, eg the child is unwell and is resting in the Medical Room.

We ask parents to call the Office in the case of an unexpected delay at the end of the School day. Staff are on duty until 4:15pm, when any uncollected children are taken to the office and their parents called. Morning supervision begins at 8.30am and parents are responsible for the safety of their children if they choose to drop them off at School before this time.

We ensure that children in Foundation Stage are handed over personally to the adults collecting them and we keep a record of their rota arrangements. We do not permit children under the age of 16 to collect any child from the school.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher or Security Guard immediately. The Security Guard will warn any intruder that they must leave the school site straight away.

CST has helped us to devise clear written procedures regarding Intruder Alerts and Suspicious Objects/Letters/Packages. We have immediate availability to speak to the CST in the event of a security incident, including out of hours.

Our systems prevent children from leaving our premises unnoticed.

We hold termly Fire and Intruder Alarm drills and these are reviewed with the relevant changes put into place in order to improve on the security system.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

We ensure that both indoor and outdoor areas are kept safe and secure. All doors are closed on arrival and departure from the premises. We alert both staff and parents to the dangers of allowing 'tail gaiting'.

Safe play

We check new and old equipment, toys and resources regularly to make sure they are safe and meet all regulations. We check the suitability and state of repair of surfaces on which the children play on a regular basis. We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.

Kitchen

The children are not allowed access to and do not use the Synagogue kitchen.

A number lock system is installed on the kitchen door to prevent children from entering.

Staff can have access to the cooking facilities with prior agreement from the Synagogue Secretary.

Electrical Equipment

Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.

Storage heaters (where applicable) are checked regularly to make sure they are not covered.

There are sufficient sockets to prevent overloading.
All our electrical equipment is PAT tested annually.

Lighting and ventilation is adequate in all areas including storage areas.

Storage

All resources and materials from which children select are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

Our outdoor area is securely fenced and checked for safety on a regular basis.

Adults and children are alerted to the dangers, where applicable, of poisonous plants, herbicides and pesticides.

Outdoor activities are supervised at all times.

All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.

All materials - including paint and glue - are non-toxic.

Children are taught to handle and store tools safely.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Healthy Schools Initiative

We promote a whole school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning
- encouraging children to eat healthily in school
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living

- providing opportunities for children to take responsibility for their learning and behaviour
- making sure that the environment is stimulating and conducive to learning
- supporting children who need additional care and attention
- working closely with parents and external agencies to provide the best possible support for our children

Health and Welfare of Staff

Our school takes very seriously the need to safeguard the health and welfare of all our staff. The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action immediately and, if necessary, involve the Police.

Animals

Any animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

Children wash their hands after contact with animals.

Outdoor footwear worn to visit farms is cleaned of mud and debris

Outings and Visits (see Outings Policy)

Fire Safety (Also see Fire Safety Policy)

Fire doors are clearly marked, never obstructed and easily opened from inside.

Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- clearly displayed in the premises and in all classes
- explained to new members of staff, volunteers and parents
- practised regularly at least once a term

Records are kept of fire drills and the servicing of fire safety equipment.

Hygiene

To prevent the spread of all infection, adults will ensure that the following good practices are observed:

- Hands are washed after using the toilet and before handling food

- Children with pierced ears are not allowed to share each other's earrings. Only stud earrings may be worn. No other jewellery may be worn at School
- Children are encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically
- Paper towels are used and disposed of appropriately
- The toilet area has a high standard of hygiene including hand washing and drying facilities. Professional deep cleaning has taken place.
- Adults and children wear protective clothing, such as aprons and disposable gloves, as appropriate
- The eating areas and toilets are cleaned during and after the school day
- Hygiene and self care are included in our PSHE curriculum
- Girls with hair longer than shoulder length have to tie their hair back. We have a visiting Nurse each term to check for Head lice and when an infection is found we provide education and follow up checks to prevent spread of infection

Food and Drink

Staff who prepare and handle food understand the need for food hygiene and take care with all preparations.

All food and drink is stored appropriately.

Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.

Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

Fresh drinking water is available to the children at all times with all taps being clearly marked.

Information is given to each class teacher with regard to any child with food/ other allergies in order to avoid contact.

First Aid and Medication

We have trained First Aiders who administer care to the children when necessary. They have undertaken recognized health and safety training and regularly update their knowledge and understanding.

We display the necessary health and safety poster in school, one on each side of the building.

At least one member of staff with current first aid training is on the premises at any one time.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- is regularly checked by a designated member of staff and re-stocked as necessary
- is easily accessible to adults and is kept out of the reach of children

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at admission allowing the staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital. Our nearest hospital is:

Northwick Park Hospital: Telephone: 020 8869 3087

Watford Road
Harrow HA1 3UJ

Paediatric A&E

Telephone: 020 8869 3365/3366/5090 24 hours a day

Our Accident Book

- is kept safely and accessible in the School Office
- all staff know where it is kept and how to complete it

Our Incident Book

Every class teacher has a notebook to record any incident that occurs for any child in their class. In addition there is a book kept in the School Office in case of:

- break in, burglary, theft of personal or the setting's property
- fire, flood, gas leak or electrical failure
- attack on member of staff or parent on the premises or near by
- any racist incident involving a staff or family on the centre's premises
- death of a child
- a terrorist attack, or threat of one

In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.

In the unlikely event of a terrorist attack we would follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

Administration of medication

Staff can only administer prescribed medication, and only on receipt of written permission from the Parent/ Guardians. This must include the name of the child, name/s of parent(s), the name of the medication, and the dose and times that the medication is to be administered. It must be in-date and prescribed for the current condition, when a child returns to school after a period of absence but is well enough to attend School. Children's prescribed drugs must be sent to School in their original containers and with an appropriate spoon/ syringe. Medicines are kept inaccessible to the children.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional, e.g. we receive epipen and insulin training once a year by a trained physician.

When a child has been prescribed an epipen for an allergy, parents are asked to provide two epipens for school. One is kept in a locked box in the child's classroom and the other is kept in the school office. They are taken on school trips. We ask parents to organize epipen training for staff responsible for their children.

Sickness

When a child feels unwell, has a temperature, sickness or diarrhoea, we contact the parents immediately to ask them to come and collect their child. We do not care for unwell children at school. In addition, if children are found at school to have head lice, we will contact their parents to collect them early and take them home in order to reduce the chance of it spreading. Parents are notified if there is a case of head lice or contagious illness, such as chicken pox within their child's class.

Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times. This includes wearing disposable gloves.

Safety of adults

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

We have a single record of the following information in compliance with the requirements of OFSTED:

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- names and addresses of the Governors
- all records relating to the staff's employment with the setting, including application forms, references, DBS checks, photo ID

Photographs

We obtain signed permission from parents to take photographs of the children and to use them in class for teaching and learning purposes, as well as for external school use eg school publications (newsletter, prospectus etc.) media photographs and school website.

We do not print a child's name with a photograph unless we have received prior permission.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with school staff

Training

All school staff:

- receive training which covers:
 - Health & Safety - Responsibilities
 - Risk Assessment
 - Medical & First Aid
 - Dealing with Critical Incidents
 - Reporting of Injuries, Diseases and Dangerous Occurrences

Monitoring and Review

The Governing Body has a named Governor with responsibility for health and safety matters. It is their responsibility to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters.

The Governing Body, in consultation with the Head Teacher and professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Head Teacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

The Head Teacher also reports to Governors annually on health and safety issues. The Health and Safety Governor is Mr Yitzchok Landau.

Headteacher:		Date:	
Chair of Governing Body:		Date:	