



Health & Safety Policy



Policy Statement

At Holy Trinity CE Primary School we embrace the vision for a highly educated society in which opportunity is more equal for children and young people – no matter what their background or family circumstances.

With Christian faith central to our ethos and teaching, we strive to provide a happy, caring environment to maximise learning and achievement.

Our aim is for this ethos to permeate every aspect of the curriculum – lessons, events, routines, out of school clubs, trips and visits – and this policy seeks to ensure that our vision is fully realised and adhered to by all members of the school community.

Governing Body

Lead Person	Denise Richards - School Business Manager
Link Governor/Chair of Committee	Nicole Lyon
Committee	Finance and Premises
Date Reviewed (incl. signature of Link Governor/Chair)	May 2022
Date Ratified (incl. signature of Chair of Governors)	June 2022
Next review date	June 2024

Chris Tongeman

David Winn



Health & Safety Policy

Excellence in how we worship, learn and work together

"A thriving purposeful community of learners where adults and children work together in an environment planned for high quality teaching and learning and where all members of the school community involved in the successful development of children learning, work closely together for school improvement.

'Every Child Matters' states that every child, whatever their background or circumstances, should have the support they need to be healthy, stay safe, enjoy and achieve, make a positive contribution and to achieve economic wellbeing.

At Holy Trinity CE Primary School 'Every Child Matters' underpins all our policies, practices and philosophy and is at the heart of everything we do for the children of our school. The five outcomes are reinforced through every aspect of our curriculum – lessons, events, routines, out of school clubs, trips and visits.

This policy seeks to ensure that the five aspects of the 'Every Child Matters' agenda are fully realised and adhered to by all members of the school community.

1. AIMS

The governing body of the school recognises and accepts its corporate responsibility as an employer for providing a safe and healthy working environment for the teaching and non-teaching staff in its employment, for the children attending the school and for other people who are users of the school. It will take all reasonable steps within its power to fulfil this responsibility and to satisfy the requirements of the Health and Safety at Work Act 1974 and all other statutory provisions. It is the intention of the governing body to be within Lambeth Education Department's framework and structure for meeting the requirements of the Act within the school and for wherever it operates.

This booklet outlines the major health and safety requirements to be observed in the school. All staff will be expected to read and act upon its contents. In addition to that which is written down, staff will be expected to exercise due care and control over the children, and common sense should be applied where the written document does not prescribe action. This document will be revised annually, and suggestions for inclusion are welcome. In cases of doubt over the application of health and safety procedures, the Headteacher, who is the Key Health and Safety Manager, should be consulted.

This document should be accessible to any staff who may cover for you in your absence.



2. RESPONSIBILITIES

(a) Chair of Governors

The Chair of governors has overall responsibility for the health and safety function within the school. This responsibility will be discharged through

- i) The School Health and Safety Committee
- ii) The Headteacher (Key Manager), or Deputy Headteacher
- iii) The Premises Officers
- iv) All members of staff

(b) The School Health and Safety Committee

The School Health and Safety Committee comprises:

- (i) One member of the governing body.
- (ii) The Headteacher
- (iii) The Premises Officers
- (iv) One staff representative

This committee will have the practical responsibility for making recommendations to the governing body and for conducting an annual review of the Health & Safety Policy, which will include an annual audit of the condition of the school premises.

(c) Headteacher

The Headteacher is responsible for:

- i) Ensuring that the aspects of the Health and Safety Policy adopted by the governing body that are within his responsibility are implemented.
- ii) Ensuring that pupils are adequately supervised by teachers or support staff at all times.
- iii) Ensuring that the equipment provided is safe and well maintained and that systems of work are practicable and without risk to health and safety.
- iv) Ensuring that arrangements in connection with the use, handling, storage and transport of articles and substances are free from risks to health, as far as is reasonably practical.
- v) Ensuring safe and accessible entrances to the building and a working environment that is free from risks to health.
- vi) Ensuring facilities are maintained for an adequate working environment that is safe and without risks to health and that arrangements are made for welfare at work.



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- vii) Ensuring that he is informed of any incidents and accidents that occur to people on the premises under his control and for taking action, where possible, to prevent a recurrence.
- viii) Ensuring inspections are carried out to see that established safety measures are maintained and that the required training and instruction is given.
- ix) Ensuring that health or safety hazards are not created by the incapability of other staff.
- x) Attempting to ensure that a safe environment is provided and maintained for pupils and visitors to the building.
- xi) Ensuring that the Director of Children and Young Peoples Service is kept informed on all Health & Safety matters.
- xii) Ensuring compliance with all statutory requirements for Health, Safety and Welfare.
- xiii) Ensuring that all new members of staff are fully briefed on matters of Health and Safety.

(d) Premises Officers

The Premises Officer is a key figure in the maintenance of a safe and healthy working environment. Duties will involve knowledge of the use and maintenance of fire precautions and fire fighting equipment, the identification of existing or potential hazards and their elimination.

The Premises Officer will:

- i) Ensure that all work areas, particularly those associated with fire escape routes, are kept free from obstructions.
- ii) Ensure that all fire escape doors are properly identified and that they are appropriately secured and accessible through the periods when the establishment is in use.
- iii) Ensure that all fire extinguishers are properly maintained, checked and kept in the designated locations. The fire alarm must be tested weekly. This should be done out of school hours. Ensure that warning notices are properly maintained and correctly displayed.
- iv) Ensure emergency lighting is tested once each six months with full shut down, then once per month for lamps.
- v) Ensure that snow and ice are cleared in order to maintain entrance, exit and communication routes to all buildings for pedestrians and essential delivery or emergency vehicles.
- vi) Ensure that proper investigations are undertaken and reports made on the appropriate forms of all accidents or potential accidents involving premises staff or plant and equipment for which he/she is responsible.



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- vii) Ensure that all safety doors (e.g. to boiler rooms, etc) are identified and secured against unauthorised entry.
- viii) Ensure that approved first aid equipment is available for use at all times when staff are on duty, and that such equipment is kept in sufficient quantity for reasonable use. Qualified First Aiders will be responsible for advising, purchasing and providing suitable resources.
- ix) Ensure that allegations of misconduct or improper behaviour involving pupils/students are reported to the line manager (or his/her designated representative) expeditiously.
- x) Maintain all fabric, fixtures and fittings in a safe and secure condition.
- xi) Ensure that the appropriate lights and electrical equipment are switched on or off as necessary at night.
- xii) Keep appropriate records of all incidents and reports made upon the above matters.
- xiii) Ensure that, so far as possible, site users are familiar with the Authority/s Health and Safety Policy and its application to the site(s).
- xiv) Ensure that the Electricity At Work Regulations 1989 (Electricity in Educational Establishments) are complied with. A copy is to be found in the school office.

(e) All other staff

All staff have a duty to familiarise themselves with and play their part in the implementation of this policy. All staff have a particular duty to ensure that pupils are adequately supervised by teachers or support staff and have a safe and healthy environment at all times. They also have a duty to be aware of the school environment and to report anything they consider to be a hazard.

Routine hazards should be reported in the Hazard Book to be found in the Staffroom.

3. INFORMATION

The Key Manager will ensure that information is circulated throughout the school as appropriate. A central codified list of Health and Safety information will be maintained by the Key Manager. A folder of guidance is always available in the Staffroom.

4. LAMBETH'S POLICY

A copy of Lambeth Education's Health & Safety Policy can be found in a filing cabinet in the school office.

5. HEALTH AND SAFETY LAW

These regulations are displayed in the school office.



6. INSPECTIONS

The Safety Committee will carry out an annual inspection of the site. All staff are responsible for visual checks of their work area.

Lambeth Education has a rolling programme for the inspection of Health & Safety in all schools. In addition advisers are available on request to deal with specific problems.

7. FIRE PROCEDURES

This drill is operative for FIRE, BOMB ALERT and any other occasion when it is necessary to clear the building.

On discovering a fire:-

Break the nearest 'smash glass' alarm.

Follow the following drill:

On hearing the alarm bells:-

A. Where Classes are in session:

1. Silence in the class/group
2. Stand behind chairs
3. Close all doors - DO NOT LOCK
4. Walk in an orderly manner to the assembly point in the front playground.
5. The children should be still and silent.
Take the register and call the names out when assembled in playground.
6. If other children/students/adults are with you, they must be accounted for.
7. Inform the Headteacher when completed.
8. Do not re-enter the building until the Headteacher gives permission to do so.

B. During morning and afternoon breaks:

1. Children stand still and silent.
2. Teachers/helpers on duty assemble them in classes and lead them to the Assembly Point.
3. Teaching staff not on duty to reach the assembly point as quickly as possible, and take charge of their own classes.
4. Proceed as for A 5 - 8.

C. During the lunch break in the hall:



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1. Children stand still and silent. All plates to be placed on the nearest table.
2. Stand behind chairs.
3. The member of staff of duty will assemble the children and lead them out of the building, assisted by the other adults on duty at the time. The children should leave through both fire doors. The hall should be checked. Close fire doors.
4. Proceed as for A 5 - 8.
In the playground

As for Section B for teachers and teaching assistants.

NB Teaching staff in the building should meet at the assembly point. Those intending to leave the premises during the lunch break should let the Office know.

1. Fire Drills

- | | | |
|--|---|---|
| (a) Frequency | : | Every term |
| (b) Procedure | : | As outlined |
| (c) Fire Exits | : | As indicated |
| (d) Fire Alarm | : | Main building: Electronic each building is connected to the main fire alarm situated in the main school |
| (e) Fire notices are displayed in every classroom. | | |

2. In the event of any evacuation, no member of staff or pupil shall re-enter the building without the permission of the senior member of staff present. Where there are members of the police or fire brigade present, the senior member of staff shall seek such permission from the fire or police officer in charge.
3. The Premises Officer is responsible for contract fire prevention firms to replace or refill used equipment as soon as possible, and for:
 - Inspection of fire doors.
 - Replacement of fuses to standard equipment.
 - The regular collection, safe storage and disposal of waste and refuse.
 - Checking that such materials are not stored in corridors or stairways.
 - Ensuring the annual check of fire equipment is carried out.
 - Testing the fire alarm weekly. This should be done out of school hours.

8. HEALTH - GENERAL

COMMON SENSE WILL BE NECESSARY IN MAKING DECISIONS ON HEALTH, BUT AS A GUIDE.....



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1. If a child complains of an illness, ask a qualified First Aider to see the child. If necessary, the child's home will be contacted as authorised by the Headteacher. Do not send a sick child to the office, or home, alone.
2. Be alert to the child's body whilst changing for PE - signs of rashes, bruising, wounds should be noted and information passed on to the Headteacher.
3. Any minor complaints should be notified to the office who will inform the School Nurse on her next visit.
4. In case of serious accident or other urgently required medical attention, dial 999 and ask for Ambulance. Notify Headteacher immediately.
5. Ensure that all classrooms are property ventilated.
6. Never use any substance, other than water, on any child's injuries. Never treat an ailment yourself, always inform the Headteacher.

9. FIRST AID

ANY PERSON DEALING WITH AN OPEN WOUND OR SPILLAGE OF BODY FLUID OF ANY DESCRIPTION MUST WEAR THE DISPOSABLE RUBBER GLOVES PROVIDED.

- First Aid boxes are located in the Main Office.
- Main Hall
- Upper Corridor
- Maddox Centre
- Year 1 corridor
- Year 2 Building
- Fitzgerald Centre

FIRST AID RESOURCES MUST BE CHECKED AND RE-STOCKED WEEKLY. THIS IS THE RESPONSIBILITY OF THE nominated qualified First Aider, who must also ensure that enough stock for replacement, please see the Premises Officer.

NO MEDICINES OR DRUGS MAY BE KEPT IN ANY FIRST AID BOX.

The governing body will endeavour to ensure that at least one member of staff is qualified in first aid. The lists of current qualified First Aiders, and their locations, are displayed around the school.

FURTHER ADVICE IS AVAILABLE IN THE DOCUMENT "LAMBETH EDUCATION - HEALTH & SAFETY NOTE 11 - FIRST AID PROVISION IN SCHOOLS", AVAILABLE IN THE SCHOOL OFFICE.

In the case of an accident, the following procedure should be followed:

- (a) First Aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) If circumstances necessitate a qualified First Aider they should be summoned immediately to tend the patient.



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- (c) Transport to hospital; if an ambulance is required the emergency '999' or '111' service should be used. It may be appropriate to transport a pupil to casualty department without using the ambulance service but it should be noted that **this should always be on a voluntary basis**.

(If a member of staff uses his own car for these purposes he must ensure that he has obtained specific cover from his insurance company, and ensure that all passengers use their seat belts and booster seats as required. These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.)

10. MEDICINES

There are occasional circumstances in which children may be prescribed or recommended medicine to be taken at midday even though a Doctor regards them as fit to attend school. The Headteacher will discuss such circumstances with the parents in the light of the medicine to be given, the need for it (doctor's prescription or recommendation) and other factors (storage, safety risk etc.). Parents will be advised of any possible difficulties and of what they can do to help the school. Medicines will be administered by the child, under the identified First Aiders supervision, at the beginning of the lunch break, and a record made. It is preferred that parents come to the school at the appropriate time to give the medicine themselves. The responsibility for seeing that the child takes the medicine rests with the parent.

It is the responsibility of the parent to provide drugs in a suitable container, which is clearly labelled with the child's name and directions for administration. The parent must also make sure that supplies are replenished when necessary. School doctors do not prescribe drugs, but their advice should be sought in any case of doubt or anxiety.

For safety and security medicines will be kept in a **locked cabinet**. A storage facility for inhalers is in the School Office. All inhalers should be named.

Parents have been advised that: When a child is obviously unwell, the best place to be is at home with a grown up. A sick child will be very unhappy at school and unable to cope with schoolwork. If the illness is infectious, other children and the teachers may also become ill, so the child must be kept at home.

Children normally like to run about and play so if a child appears 'off colour', unusually quiet and lifeless, there's probably something wrong.

The Headteacher should be told if a child is having medical treatment. If the doctor has said medicines should be taken once or twice a day, it should be given at home.



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ASTHMA

A storage facility for inhalers is provided in is found in the main School Office. This is freely accessible for the children who need it. All inhalers should be named.

- (a) Asthma is a common cause of ill health among school children. Asthmatic children vary in the extent to which they are affected by their illness and most cases are mild and easily controlled. The majority of children are able to participate fully in the school curriculum including sports and PE. Others are restricted in what they can do, and deaths during asthma attacks occasionally occur.
- (b) An asthma attack may be induced by allergy, emotion, exercise or infection but children, in particular older children, are often able to predict their attacks. In some cases attacks may occur more suddenly and if such a child is seen to be breathless, this same advice applies.
- (c) Symptoms which may be noticed before an attack include pallor, lethargy, cough and running nose. At this stage a child should not be left unattended and must remain in full view of a teacher or another adult. The child should not take part in games or a PE lesson when in this state.
- (d) During an attack, the child's bronchial airways become narrowed and the child wheezes and may become breathless and distressed. He/She must be placed in a sitting position which he/she finds to be best (if pillows or cushions are used, these should be of synthetic material, not feathers) and should be treated with a drug (if this has been prescribed) which makes breathing easier; this may take the form of an inhaler. It is important that those looking after the child maintain a calm, reassuring manner.
- (e) Attacks vary in severity but if there is no improvement within 2 - 3 minutes arrangements must be made to call an ambulance for immediate removal to hospital casualty department, using the 999 procedure. Parents should be informed immediately of any action taken by the school; the school doctor should also be informed.
- (f) It is important for the Headteacher, teaching and other staff who come into contact with an asthmatic pupil to be aware of the problem, and also to know of any restrictions, which need to be applied for the child's activities. It is also important to know what medication has been prescribed so that this can be used during an attack. There should be prior discussion with the parents and with the school medical staff and an entry made in the register so that all staff are aware of the child's difficulties and any restrictions affecting the child. If at any time there is a particular concern, the parents should be contacted as a matter of urgency.
- (g) Children leaving the school premises should take asthma inhalers with them.

EPILEPSY

Where children are known to suffer from epileptic attacks, teaching staff will, in the majority of cases, already have been advised by the school doctor or the child's parents of the appropriate emergency treatment which they should give. In the absence of such specific advice, however, it is most important that all staff should have a clear idea of how to deal with such a situation. The following simple rules are based on advice given by the British Epilepsy Association:

- Do leave a clear space around the child
- Do loosen the collar
- Do put something under the head (e.g. firm cushion or firmly rolled-up coat)



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Do not move the child unless he/she is in danger
Do not lift the child
Do not restrict the child's movements
Do not give anything to drink
Do not put anything between the teeth

After convulsions cease, turn the child onto his/her side in the recovery position to aid breathing and general recovery.

IF THE CHILD DOES NOT RECOVER CONSCIOUSNESS WITHIN FIVE MINUTES, IMMEDIATELY SUMMON MEDICAL AID (AMBULANCE OR DOCTOR).

DIABETES

Details on the diagnosis and treatment of diabetes and other less common conditions may be obtained from the Headteacher.

11. SUPERVISION OF CHILDREN

POINTS OF SAFETY

1. Responsibility for the children begins 15 minutes before 09:00 and ends 15 minutes after 15:30. Uncollected children should be reported to the Family & Welfare Officer at 4.15pm by the school office.
2. The Family & Welfare Officer will then take uncollected children to the school office where the Office Administrator will follow up contact for uncollected children.
3. At breaktime the duty staff should be in the playground to receive the children, and leave the playground as the last child leaves.
The Duty Teacher needs to be in the playground 5 minutes before the end of playtime. Teachers need to be in playgrounds to supervise the children when play has ended.
4. During lunchtimes the dining area and playgrounds are supervised by Teaching Assistants under the direction of the Teaching Assistant Manager and the Headteacher.
5. Arrangements for wet playtimes are as follows:

Please see the current Staff Handbook.
6. On no account should any class be left unattended at any time. No child should be left outside a classroom or sent anywhere else to work unsupervised.
7. Never allow a child/children to carry equipment (other than small PE equipment), cups or bottles around the school.
8. Any hazard or urgent repair noted around the school building should be entered immediately on the premises work log, located on the staff shared drive, or the Headteacher should be informed.
9. Staff should check that all the exits in classrooms are open and unobstructed. Windows should be unlocked at the beginning of each day, and locked at the end.
10. Classroom furniture should be arranged so as to leave adequate spaces and clear passages for use in the event of an emergency.



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11. Only electrical equipment approved by a senior member of staff should be used on the school premises. Cookers and other heat emitting devices should be used with a fire blanket nearby.
12. Never place any object in a classroom where it may be considered a hazard.
13. All electrical faults must be reported direct to the Headteacher/Premises Officer who will enter them in the hazard book and take appropriate action. The faulty equipment will be labelled, and should no longer be used.

12. ACCIDENT/INCIDENT REPORTING

Form RIDDO 1 "Accident/Incident Report Form" is used for reporting to the Health & Safety Officer/Advisor:

- incidents resulting in injury
- dangerous occurrences
- accidents causing damage to plant or property
- accidents or incidents with potential to injure or cause damage
- assault/potential assault
- health condition

All staff must report accidents to their line manager who must ensure that an accident report form is filled in and copies are sent via the Headteacher to the Health & Safety Adviser in Lambeth Education Department.

The file containing the Accident/Incident Report Forms contains two books. One for reporting accidents to pupils and one to employees. Accidents must be logged in these as soon as possible. Accidents to employees must also be logged in the accident book held in the school office.

When a serious accident occurs it is important that the site is left untouched until advice is obtained from the Health and Safety Advisor. Union Safety Representatives also have the right to inspect the site of an accident involving one of their members.

When workmen are working on these premises and any member of staff notices an unsafe situation the facts should be reported to the Key Manager or senior member of staff on site, who will:-

- (a) Telephone Lambeth Asset Management and Planning team 020 7926 6000.
- (b) Take steps to ensure that all persons are kept well away from the area until the danger is removed.
- (c) Bring it to the attention of the senior representative of the Contractor on site if the danger is imminent.



13. INFECTIOUS DISEASES

Outbreaks of infectious disease must be reported by telephone to Lambeth Environmental Health and the report form for communicable diseases (available from the school office), sent the same day to the Environmental Health (Food Section).

A list of reportable diseases is posted on the noticeboard in the school office.

CLEANING AND HYGIENE

Cleaning should be generally enhanced, including:

- i) more frequent cleaning of rooms or shared areas that are used by different groups
- ii) cleaning frequently touched surfaces more often than normal, such as:
- iii) door handles
- iv) handrails
- v) table tops
- vi) play equipment
- vii) toys
- viii) electronic devices (such as phones)
- ix) cleaning toilets regularly
- x) encouraging children, young people and students to wash their hands thoroughly after using the toilet
- xi) if your site allows it, allocating different groups their own toilet blocks
- xii) When cleaning, use the usual products, like detergents and bleach, because these are very effective at getting rid of the virus on surfaces.

14. TRAINING

The School Health and Safety Committee is responsible for ensuring that staff attend appropriate courses and receive appropriate training.

15. SECURITY

The Premises Officer is responsible for the overall security of the establishment. This will include patrolling the site at appropriate intervals.

Duties will include:

- xiii) Taking all reasonable steps to minimise loss of or damage to the property of the authority, the Governors and their employees.
- xiv) Ensuring that all windows, doors and gates are opened and closed at the appropriate times as specified by the Line Manager.
- xv) Ensuring that, so far as possible visitors to the site/s identify themselves and that premises staff act in accordance with the guidance notes or advice as may be issued from time to time by the Education Department or School/College.
- xvi) Summoning appropriate assistance as circumstances dictate in accordance with the School's practice established under the LEA's Police in Schools guidelines or



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such other guidance notes and advice given by the Authority from time to time. This does not include the hire of commercial security staff.

- xvii) Liaising with the security contractor regarding overnight alarm monitoring, and ensuring the contractor always has the correct keys and codes.
- xviii) Checking that the CCTV system is fully operational at all times, and advising the contractor of any maintenance issues. (The CCTV monitoring records to a hard drive and images are kept for 21 days. The first image is then overwritten by the most recent image.)
- xix) Notifying the Line Manager, the Police and Education Department of any break-in to or theft from the site or premises.
- xx) Taking appropriate "make secure" action to minimise the risk of any further intrusions pending the completion of permanent repairs.
- xxi) The completion of intruder reports, returns or other notifications in relation to actual or attempted break-ins, burglaries and thefts.
- xxii) Supplying and maintaining all keys in a safe place. This will involve compliance with the Governors' policy on key holding and call out arrangements in the event of break-ins during off-duty periods. Copies of keys to external doors, gates and security alarms will be supplied to the line manager or other registered authorised key holder. Copies of any other keys specified by the line manager will also be supplied immediately. When locks are changed, copies of the specified keys will be supplied to these staff immediately unless otherwise authorised by the Headteacher/Chair of Governors.
- xxiii) Ensuring that intruder alarms are properly set and reset in accordance with the Intruder Alarm Code of Practice and that authorised staff are adequately trained in their use immediately following any change.
- xxiv) Registering with the local police station as a keyholder and formally recording the details of the registration.
- xxv) Liaising with security officers as appropriate.
- xxvi) Monitoring, as directed by the line manager of any security staff engaged (directly on contract) by the Authority.

16. LETTINGS

A copy of this Health & Safety policy will be given to all regular users of the school, including one for the Premises Officer responsible for supervising lettings.

17. PROTECTIVE CLOTHING

All staff are responsible for seeing that appropriate protective clothing is used at all times. **In particular disposable gloves must be used** when dealing with any open wound or spillage of body fluid of any description (see Section 7 - First Aid).



18. HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 1999 outlines the health and safety requirements when working with, and storing, hazardous substances. Further information can be obtained from the HSE website: <https://www.hse.gov.uk/coshh/index.htm>

19. PE EQUIPMENT

PE equipment will be professionally checked and maintained annually.

In addition, all staff using the equipment have a duty to report to the school Premises Officer any defect which may be a hazard. The Premises Officer also has responsibility for checking the PE equipment at the beginning of each half term. This must be done out of school hours. Any defect must be discussed with the Headteacher for appropriate remedial action to be taken.

ANY EQUIPMENT FOUND TO BE DEFECTIVE WILL BE CLEARLY MARKED. IT MUST NOT BE USED UNTIL IT HAS BEEN REPAIRED.

20. SAFETY: GENERAL POINTS

1. Inflammable liquids should be locked away; the key should only be obtainable from the School Office.
2. Children's clothing must always be appropriate for the task. All footwear must be of a sensible design to avoid damaged ankles.
3. Earrings, other than studs, must not be worn in school, as they are a hazard. Children wearing them should be prevented from taking part in PE and playtimes.
4. On no account must children run inside the school building. When entering the building children should keep to the right particularly on the stairs.
5. Deliveries should not take place whilst children are in the playground. The electronic security gates have a sign indicating times for accessibility. Please inform the Headteacher if a vehicle enters, or attempts to enter at any time other than those specified.
6. All visitors to the school should be directed to the Office in the first instance, in the interests of safety and security. A 'visitor' badge will be issued, and they should sign on the InVentry Machine in the school office waiting area, and sign out when they leave. Employees leaving the premises temporarily, e.g. at lunchtimes, must sign exit and re-entry on the InVentry Machine.
7. Children arriving in school after the start of a session, or leaving before the end of a session, must report to the Office where a record will be made.
8. Under no circumstances should children plug in, or unplug, electrical equipment.



21. SUPPORT STAFF

1. Meals Supervisors must, at all times, wear the protective overall provided, and keep it fastened.
2. All support staff must be punctual in their supervision of the children. Their areas of responsibility will be defined by the Headteacher.
3. All matters of health, safety and well-being of the children should be brought to the attention of the Headteacher.
4. All Support Staff must acquaint themselves with the information in this booklet.

22. SUMMARY

All Teaching and Support staff:

- have a general responsibility for the application of the Authority's safety policy to their area of work, and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that area.
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practical, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances, e.g. guillotines, hot water etc.
- shall resolve any health and safety problem any member of staff may refer to them, and refer to the Headteacher any problems for which they cannot find a solution.
- shall carry out regular safety check of any of the activities for which they are responsible, and inform the Headteacher if necessary of outstanding problems.
- shall ensure, as far as possible, the provision of information, instruction, training and supervision to enable colleagues to avoid hazards, and contribute to their own health and safety.
- shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the Authority.
- shall propose to the Headteacher requirements for safety equipment, or improvements to equipment which is potentially or actually dangerous.
- should have a clear knowledge of the emergency procedures for fire, lockdown procedures and first aid and be able to carry them out.
- shall personally follow safe working procedures.



23. EQUIPMENT/APPARATUS TESTING

Fire fighting equipment - see Section 6.

P E equipment - see Section 17.

Electrical equipment is checked regularly by the school Premises Officer, and an annual PAT test is carried out on equipment. In addition, all staff and in particular the Premises Officer, have a duty to look out for worn leads, loose plugs, etc. All defects must be reported to the Premises Officer immediately.

ANY ITEM OF EQUIPMENT DISCOVERED TO BE DEFECTIVE MUST NOT BE USED UNTIL IT HAS BEEN REPAIRED.

PARTICULAR CARE SHOULD ALSO BE TAKEN WHEN USING EQUIPMENT SUCH AS PROJECTORS THAT THE LEADS ARE NOT LEFT WHERE ANYONE IS LIKELY TO TRIP OVER THEM.

24. WATER

Drinking water is available from the kitchen, the Staffroom, Fitzgerald Centre, main office, the drinking fountains in the playgrounds and three drinking fountains in the main building.

A risk assessment for Legionella will be carried annually. Action will be carried out in response to this assessment and Governors informed.

25. ASBESTOS AND OTHER HAZARDOUS SUBSTANCES

A full asbestos survey of the boiler room was carried out in 2018. A comprehensive survey of the remainder of the building was completed over the school year 2018/19. A copy of the full asbestos survey is located in the premises office. A review will be carried out in line with new legislation as appropriate.

COSH information will be included when received from our insurers.

26. RISK ASSESSMENTS

A risk assessment will be carried out annually by the School Safety Committee as required by the 1999 Management of Regulations.

27. CRITICAL INCIDENT

A Critical Incident Emergency Contact Information Tree should be included with this policy. This should be adhered to following any incident including a major disaster involving children at Holy Trinity and any matter that is likely to attract media attention. Should a major incident occur, the Critical Incident Management team will co-ordinate all information. On no account should a member of the staff team engage in conversation with an organisation or freelance worker associated with the media.



Holy Trinity Church of England Primary School

Excellence in how we worship, learn and work together

Upper Tulse Hill, London, SW2 2RL

E-mail: admin@holytrinity.lambeth.sch.uk **Telephone:** 020 8674 9051 **Website:** www.holytrinityceprimary.org.uk

28. ANNUAL REVIEW

The Clerk to the Governing Body is responsible for ensuring that Health and Safety appears on the agenda of each meeting of the full governing body.

The School Health and Safety Committee is responsible for conducting an annual review of the Health and Safety Policy.

CONTACTS

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Chair of Governors:

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School Health and Safety Committee

Governor

Nicole Lyon

Headteacher

Mr David Winn

School Business Manager

Mrs Denise Richards

Staff Representative

Mr Pablo Carvajal

Policy Adoption, Monitoring and Review

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of children as set out in the DfE guidance 'Keeping Children Safe in Education, September 2020'

Policy Adopted by Governors in: TBC

Signature (Chair of governors):

Policy Due for Review: TBC