

# New City Primary School

## Health and Safety Policy

March 2017

## **Aim**

The *Governors, Head Teacher and Staff of New City Primary* are committed to the health, safety and well-being of every individual, child or adult, using these premises during the day.

# HEALTH & SAFETY REPRESENTATIVES

## SCHOOL BASED

Designation: Acting Head Teacher  
Name: Caroline Stone

Designation: Associate Head Teacher  
Name: Jim McLucas

Designation: Chair of Governors  
Name: Ms Asha Choolhun

Designation: Health & Safety Representative  
Name: Laura Long

Designation: Health & Safety Representative  
Name: Site Supervisor (John Kirby)

Designation: First Aiders (Registered)

Name: Den Reeves

Name: Linsey Addison

Name: Rinaden Yadav

Name: Tanya Jones

Name: Allison Dolan

Name: Shahine Aktar

Name: Hannah Smith

Name: Baljinder Nota

## LA BASED ADVISORS

Education Safety Liaison Officer - Alan Merry

# FIRE SAFETY

All Fire Drills are recorded in the school Fire Log.

## School Procedure of Fire Drill

- ❖ On discovering a fire sound alarm!
- ❖ Escort pupils in your charge from room via nearest fire exit
- ❖ Ensure pupils walk quietly and silently
- ❖ Assemble in Main Playground in designated area for your class
- ❖ Call the register, notify Headteacher of any missing pupils
- ❖ Be prepared to move to another safe area if directed
- ❖ Do not return to the building unless clearance has been given by person in charge
- ❖ Do not close doors behind you - a fire warden will do a sweep of your floor and lose the doors.

## Important Points

- ❖ The Office Manager will be responsible for collecting the school registers if it is not in your class.
- ❖ The Welfare will be responsible for the children who are not in class at the time the Fire Alarm goes. **DO NOT LEAVE THE CLASS TO LOOK FOR THEM.**
- ❖ If your class is in Assembly when the Fire Alarm is raised - **DO NOT GO TO COLLECT THEM.** The teacher responsible for the group should guide the children out through the Fire Exit doors. Make your way to the collecting points your children will go to.
- ❖ There will be a FIRE PRACTICE each term.
- ❖ If the Fire Alarm is raised at Dinner times all children will assemble in the playground. Teachers should make their way to the playground.

Designation: Fire Wardens (Registered)

Name: Carol Rider

Name: Helen Matthews

Name: Steven Stock

Name: Tracey Dladla

Name: Ann Kent

Name: Paul Archer  
Name: Jean Gunning  
Name: Elizabeth Bowgett  
Name: Fahima Rahman  
Name: Teresa Elu

## **FIRST AID PROVISION**

Persons responsible for administering First Aid:

<b><u>Name</u></b>	<b><u>Job Role</u></b>	<b><u>Location</u></b>
Den Reeves	Teaching Assistant	Classroom
Linsey Addison	Teaching Assistant	Nursery
Rinaben Yadav	Teaching Assistant	Nursery
Alison Dolan	Learning Mentor	Classroom
Mandy Bathe	Outreach Centre Manager	OR Centre
Hannah Smith	Teaching Assistant	Classroom
Shahine Aktar	Teaching Assistant	Classroom
Baljinder Nota	Teaching Assistant	Classroom
Tanya Jones	Teaching Assistant	Classroom

## First Aid Boxes

There are first aid boxes on each level of the school and in the school office and first aid room. They are checked weekly by the designated First Aid persons.

## **SCHOOL PROCEDURE**

See Medicine, health and hygiene policy

## **DUTIES OF DESIGNATED FIRST AID PERSONS**

- ❖ Attend to all injured persons and administer first aid.
- ❖ Check (weekly) all First Aid Boxes
- ❖ Responsible for ordering first aid resources.
- ❖ Monitor Medical and First Aid Rooms for 'use' and orderly presentation.
- ❖ Be available at any time when required.
- ❖ Attend appropriate training.
- ❖ Inform Head Teacher, Deputy Head, Senior Management Team of any change of school procedures.
- ❖ Keep informed of changes in legislation.

# PLAYGROUND SAFETY

All playground areas should be safe and secure at all times.

The school will ensure;-

- ❖ Playground areas are free from undesirable items  
(Site Supervisor's responsibility)
- ❖ Daily checks by Site Supervisor are maintained.
- ❖ Regular checks are made on any playground equipment  
(SLA with Newham)
- ❖ Play surfaces are maintained to a satisfactory standard.
- ❖ Playground equipment is regularly checked for safety.
- ❖ Children are well supervised

KS1/KS2	Mid morning play -	2 Adults
	Midday play -	5-6 Midday Supervisor
KS1	Mid afternoon play	2 Adults
- ❖ Training provision for Midday Supervisory will be met by the school.
- ❖ All staff remain vigilant at all times, to challenge and report sightings of unknown persons.
- ❖ School security supports safety in the playground.

# **ADMINISTRATION OF MEDICINE TO PUPILS**

See Medicine, health and hygiene policy

## **INFORMATION ON A COMMON CONDITION IN OUR SCHOOL**

See Medicine, health and hygiene policy

## **SCHOOL TRIP/JOURNEYS (YOU MUST REFER TO THE SCHOOLS' VISITS POLICY AND FOLLOW THE GUIDELINES)**

### SCHOOL PROCEDURE:

- ❖ All trips and journeys involving pupils **MUST BE** pre-planned and recorded in the Visits Log Book.
- ❖ All school trips to be linked to termly/yearly planning.
- ❖ The ratio 1:6 key stage 1:10 key stage 2 must be adhered to. Children with needs require 1:1 have a adult.
- ❖ Parents **MUST** be informed (by letter - see Office Manager) of the trip and their signature granting permission **MUST** be sought.
- ❖ A pupil who has not got permission from his/her parent will be accommodated in a class.
- ❖ If parents wish to join the trip ensure the parents know the school procedures and tasks that will be required of him/her). (A pre-meeting with parent/helpers is recommended).



- ❖ A list of all parents on school trips kept in office - See School Form.
- ❖ All pupils should know the name of the school and telephone number. (Younger pupils should wear a badge with the information on).
- ❖ In case of injury contact the school immediately.

## TRAVEL

Three methods of travel are usual.

- ❖ By Foot - ensure children have adequate supervision and clothing.
- ❖ By Tube - ensure adequate supervision, times and distances are known.
- ❖ By coach - Arrangements made by the Office Manager. A creditable company to be used.

## RISK ASSESSMENTS

All staff are required to complete a risk assessment before pupils leave the school premises on a visit. Please refer to the Visits Policy.

## ENSURING SAFE TRANSPORTATION OF PUPILS

- ❖ Accompanying teachers are responsible for ensuring the proper behaviour of pupils when on the coach.
- ❖ The Office Manager will be responsible for booking a reputable coach firm with a proven safety record.
- ❖ Where possible, one teacher should be situated at the front of the coach and one at the back.

- ❖ Pupils must keep in the seat at all times while the coach is in transit and until the accompanying teachers say otherwise.
- ❖ Pupils must not eat or drink on the coach at any time.
- ❖ Children should be supervised on and off the coach by accompanying teachers.
- ❖ When off the coach, children should be placed in an orderly line. Teachers to ensure proper supervision of pupils at all times when out of the coach.

### PERSONAL SAFETY OF STAFF

- ❖ Staff should inform the Head/Deputy immediately they have a suspicion/know of intruder on the premises.
- ❖ Staff must never challenge an individual on his/her own.
- ❖ The school is equipped with a safety/intruder alarm.
- ❖ School based Health & Safety representative will inform, support and guide staff members on Health & Safety issues.
- ❖ School based Health & Safety representatives will regularly inspect the premises and report accordingly.
- ❖ The school follows the Non Smoking LA Policy.

# EMERGENCY PROCEDURES

In the case of an emergency (bomb scare, gas, water electricity default, suspicious parcels etc. )You must use the same evacuation procedure as laid down for

"PROCEDURE FOR FIRE"

In the event of prolonged evacuation:

The school will evacuate to Brampton Manor Academy

# SCHOOL LETTINGS

## CROSS REFERENCE:

- ❖ "School Lettings Code of Conduct Policy"
- ❖ The School Site Supervisor has responsibility in informing Lettings Groups on Health/Safety Procedures.
- ❖ Persons using the school premises for Lettings purposes will be informed about the school's Health & Safety procedures i.e. Fire Drill. The Site Supervisor will inform the person/s using the school premises.

# CONTRACTORS ON SITE

- ❖ All Contractors on the premises must show their ID card.
- ❖ Staff are informed of 'Contractors on Site' on the "Staff Information Board" located in the staffroom.
- ❖ All Contractors must sign the School Premises Book.
- ❖ The Site Supervisor/Head Teacher will inform Contractors of the School's Health and Safety Procedures.
- ❖ All Contractors, Visitors, should sign the electronic School Visitors Book.
- ❖ Must present DBS if working on site whilst the children are in school
- ❖ Must sign the asbestos register

## CONCLUSION

- ❖ This Staff Handbook has been produced in agreement with school based designated Health and Safety representatives and First Aid designated persons.
- ❖ It is hoped to be use and inform all staff of school procedures.
- ❖ For information on Health and Safety regulations refer to the School Health and Safety Policy.
- ❖ For further clarification on Health and Safety issues refer to school Health and Safety Representatives.

Updated March 2017

Jim McLucas