

DURDAN'S PARK PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

POLICY STATEMENT

Health and Safety is part of good management and it is in the interests of members of staff to observe safe working methods and comply with relevant Health and Safety regulations.

It aims:-

- to provide a guideline and statement for all staff members
- to provide organisation, procedures and arrangements for carrying out the policy
- to ensure that the working area is a pleasant place to work in and not expose its occupants to unnecessary danger.

All staff members should be aware of the requirements laid out in Health and Safety at Work Act and know that risks which are undertaken are their own responsibility and would not, therefore, be entitled to legal coverage.

For the purposes of this document it should be clarified that the terms 'site' refers to areas and grounds surrounding the school, whilst "premises" refers to the school building.

The term site manager in safety legislation refers to the person responsible for the site that is, in this instance, the Head Teacher.

The policy will be reviewed yearly by the appointed person for Health and Safety in School and Site Manager, namely, the Head Teacher.

DUTY OF EMPLOYEES

Employees have under law the following duties:

- to co-operate with management on matters of health and safety
- to have regard for the safety of self and others
- not to interfere with equipment etc and thereby cause it to become unsafe, to use all equipment in accordance with instructions and training for it
- to warn of imminent danger or shortcomings in health and safety arrangements that come to their attention
- to report immediately to their manager any concerns about their own personal health or safety
- to advise their manager of any personal health condition that would affect their ability to work safely on any equipment or activity

Under risk assessment, the Manager's Handbook states:

" All significant hazards must be eliminated or the risks reduced by implementing effective control measures. These measures must be used at all times to ensure that any remaining risk of harm is small and insignificant. Assessments must be reviewed annually to ensure that precautions remain suitable and sufficient to cover any changes that may occur to the workplace."

Employers therefore have under law a **duty of care**, which managers exercise on behalf of the employer. The courts will always look for evidence that this duty of care has been carried out. Failure to produce such evidence may lead to a finding that the employer/manager has been negligent.

The courts look for evidence that:

- management procedures for health and safety are in place
- all employees (including temporary) are properly briefed and trained
- risk assessments have been carried out as appropriate
- adequate warnings and reminders of any hazard to health are given
- there is an ongoing process of health and safety education

Evidence in writing carries most weight. Therefore records of relevant meetings, briefings, training which include people present and content of briefing, etc, should be maintained.

All staff and governors must have access to documents, i.e. Ealing Managers Health and Safety Handbook, which includes London Borough of Ealing, Education Service Model Safety Policy (yellow sheets); General Statement of Policy (green sheet); Safety Policy Statement (white folder).

All school staff must have a copy of or access to the School's Health and Safety Policy. Copies kept in the school office.

Inspection of school premises and site is carried out regularly by London Borough of Ealing Health and Safety. On a termly basis by the school Health and Safety Representative, accompanied by the Caretaker and/or Head Teacher.

ACCIDENT REPORTING

It is a legal requirement that all accidents are reported. The procedures are as follows:

Children reporting sick to Welfare from the playground hand in a yellow card to the Welfare Assistant.

Minor accidents to pupils - which includes grazes, bumps, bruises, cuts and illnesses such as headaches, tummy aches, slight temperature etc. These must be written in the record book stating time, name of injury, treatment and signed by person on duty. The record books are located in Nursery and the Welfare Room. If a child has bumped his head during school, parents are informed by letter or telephone to seek medical help if the child becomes unwell or starts to vomit.

Minor accidents to staff -

All minor accidents should be recorded in the Yellow accident Book located in the school office.

Major accidents to pupils and staff -

The standard Ealing Accident Report Form F2508

(B1 510) should be completed for all major accidents following the Guidance Notes recommended by the London Borough Of Ealing.

The accident report forms - together with the appropriate guidance notes and related information are all located in the school office.

When a major accident occurs in school:

- an ambulance is called by the Head Teacher/Deputy Head/office staff or first aider
- parents/guardian of the casualty must be informed immediately
- The incident is reported to the office staff so the appropriate accident form can be filled in (F2508) and correct reporting procedures followed as detailed in the council's guidance notes.

WELFARE - TOILETING ARRANGMENTS

If a child wets or soils him/herself during school - the child should be taken to the Welfare Area where clean clothes should be provided. Where possible the child should change into the clean clothes him/herself. If the child is unable to do this themselves or if soiling has occurred two members of staff should be present to assist them using the protective gloves available. The wet or soiled clothes should be placed in a carrier bag and given to the child to take home with them at the end of the day.

Alternative arrangements should be arranged with the child's parent/carer in the event of ongoing problems with toileting. This could include arrangements such as parents/carers being called to change the child themselves if accidents occur etc.

ANIMALS IN SCHOOL

Permission must be obtained from the Science Coordinator before any animals are brought into school. Suitable hygiene arrangements must be made both for the animals and for the children/handlers. Reference should be made to the ASE - Be Safe book which is kept with the Science Co-ordinator.

ASBESTOS

The school is inspected regularly by the council and removal of any asbestos carried out and a clearance certificate issued.

If staff suspect asbestos is present in any part of the school, the head teacher should be informed immediately and further investigation carried out by the school.

BUILDING MAINTENANCE

The site is comprised of:

- the school premises
- hard playground areas
- small grassed areas around KS2
- KS2 playing fields
- grassed play area around KS1 and fixed play equipment
- all pathways and gates
- car parks 1 and 2
- nursery play areas and fixed play equipment

Not included is the Sports Pavilion located between the two school car parks. This area is maintained by Ealing Parks and Countryside. For further information contact Robert Lamburn (Contracts team - Parks and Countryside - Perceval House 0208 825 6315)

Maintenance is a legal requirement to make physical conditions safe on site and on the premises.

Procedures:

- a) Furniture, fittings or electrical sockets/plugs lighting requiring repair or replacement should be reported direct to:
 - Health and Safety Representative
 - Direct to caretaker who is responsible for small jobs around the school and is qualified for minor electrical repairs excluding school AVA equipment*
 - Head Teacher/Deputy Head
- b) Getting work done and checked
 - caretaker/deputy/head teacher/health and safety representative will sign contractors docket/worksheet
- c) **STAFF AND VOLUNTARY WORKERS MUST ON NO ACCOUNT UNDERTAKE ANY REPAIRS TO SCHOOL BUILDING, FURNITURE OR MAINS ELECTRICITY OR ANY APPARATUS/EQUIPMENT UNLESS PART OF THEIR DESIGNATED DUTIES.**

In the instance of minor repairs as above, being undertaken by the school, insurance cover is provided by the school not the Council.

- any item to be repaired must be taken out of circulation and labelled "unfit for use"
- any area under repair must be cordoned off and any activities suspended.

CAR PARKS AND VEHICLE MOVEMENT

Two car parks are at the disposal of staff for their vehicles. Once the front car park is full, the rear one must be used. Care must be taken not to block grass area, in order to allow grass cutting tractor through. Contractors, school meals service, mobile library service should inform school when they can be expected to be on the school site. These services use the front car park. Staff must not double park as space may be required by emergency services.

Parents are discouraged from parking along the road leading into school and waiting in the school car park:-

- i) by letter every term
- ii) locking school gates leading to car parks
- iii) informing the police who monitor the situation
- iv) placing a chain and lock at entrance of school road/drive

Children can only travel in staff vehicles that include their protection in the insurance cover.

Whilst booking coach trips the school uses companies which offer seat-belts for all children.

This includes teachers and volunteer staff care.

CLEANING

Contracted staff are responsible for cleaning the school premises. That is table tops, floors of classrooms, halls, toilets and washrooms.

These staff are under the direction of the caretaker who supervises their work daily

During the holiday periods, they are allowed into the school building by arrangement with the caretaker.

If teachers or other school staff wish to work in school during holiday periods, the caretaker needs to be informed last week of term in order to arrange dates and times.

CLEANING MATERIALS, SUBSTANCES AND EQUIPMENT

Procedures are as follows:-

- i) all of the above items are kept in designated cupboards which are locked
- ii) only contracted cleaning staff and caretaker has access to this equipment
- iii) supervision, inspection and ordering and repair of any items is carried out by the caretaker responsible for cleaning staff
- iv) large cleaning apparatus should be tested annually by a qualified engineer arranged through the caretaker.

- v) the caretaker checks, identifies and lists all cleaning materials used on the form supplied by the LBE and returns this to them.
- vi) cleaning staff are not allowed to use own household cleaning substances
- vii) cleaning staff are responsible for informing school staff of wet and slippery surfaces by placing appropriate signs in that area and closing access doors.
- viii) cleaning staff must ensure all equipment is removed before school day begins.

COMMUNICABLE OR INFECTIOUS DISEASES

This includes diseases such as: diphtheria, chicken pox, meningitis, hepatitis, head lice etc.

The member of staff who suspects there may be something wrong should immediately inform the Welfare assistant. The Welfare assistant should in turn consult the office staff and head teacher to confirm whether the child should be sent home from school. The parents of the child should be advised to contact a doctor to obtain a professional diagnosis.

In the case of suspected head lice, a letter should also be sent home informing parents/carers of additional preventative action that can be taken.

CONTRACTORS ON SITE AND SCHOOL PREMISES

Contracted staff responsible for building, decorating, maintenance and major repairs must be supervised by the caretaker.

Where appropriate, staff and children must be briefed of the work to be carried out; when contractors will arrive and finish; areas to be used so precautions can be taken to prevent risks; equipment to be used and of any substances which might give off fumes in order to free the area of staff and children if necessary. Ladders not in use removed, work areas cordoned off, warning signs clearly in place.

Contractors must report to the school office so they can be signed in and the caretaker informed. Identification badges must be worn by contracted staff on site.

Vehicles (lorries/vans) used for equipment and parked in the staff car park to be supervised by the caretaker.

Contracted staff must be protected by their own insurance and not that of the school. Hazard ID's should always be completed by contractors for any major works that are being carried out. It is the responsibility of the health and safety officer to check these details are in place and keep relevant copies.

DRUGS AND ALCOHOL AWARENESS

For children using medicines in school see "Medications in School."

The London Borough of Ealing have a section on Drugs in the Health Education Curriculum Guidelines.

Awareness on the misuse of drugs, that is prescribed medications not used in accordance with doctors instructions and illegal substances, are part of the pupils PSHE curriculum studies.

Where employees are suspected of the misuse of drugs and alcohol, separately or together, sympathetic counselling or arrangements for medical help can be offered.

This should not be confused with acceptable social drinking or the taking of prescribed medication.

ELECTRICAL SAFETY

It is the school's responsibility to ensure all portable equipment is maintained in a safe state and regularly checked.

Portable Electrical Equipment: this includes transportable electrical equipment generally referred to equipment which is not part of a fixed electrical installation but it is or intended to be connected to a fixed electrical installation or generator by means of a plug and socket or spur box and cable. Extension leads and the associated plugs and sockets are also included in this term.

All portable appliances should be tested once a year by the Caretaker using a portable appliance tester (PAT).

All portable appliances should be visually inspected once per term by the Caretaker, and a brief visual inspection each time used. The latter can be carried out by the teacher. (A visual inspection would involve checking the plugs, casings and cables looking for damage, cracks, fraying, wire exposure etc.

A record of termly inspections and annual tests should be kept by the caretaker.

Any portable electrical equipment brought into school by staff for their own use, eg tape recorders, is at their own risk and is not covered by school insurance.

The school does not accept gifts of secondhand equipment, eg radios, computers, tape recorders. Staff should tactfully discourage well intentioned gifts from parents or friends.

FIRE SAFETY RULES

The following rules are included from the Code of Practice of Fire Safety published by the London Borough of Ealing.

- 1) Corridors, stairways, entrances and exits must be clear and, in particular, kept free of combustible materials. Stairways and corridors which form part of escape routes must always be kept clear. Spaces under staircases must not be used for storage.
- 2) Materials, such as cardboard boxes and packing materials, must only be kept about the school if they are required. When such materials are not in use, they must be kept in a designated locked storage area.
- 3) Classroom displays and work displayed in corridors should be set up with care.

Decorations can be a fire risk if they are hung near sources of heat or from light fittings. Display fittings are not allowed in dead-end corridors. (Home Office Guide for Schools).

- 4) All waste-paper bins must be made of metal or other non-combustible materials. Waste paper should not be left lying around. Rubbish must not be allowed to collect in hidden places and particular attention must be paid to general tidiness and cleanliness, especially around electrical appliances.
- 5) The stock rooms for stationery and other combustible materials must be kept securely locked.
- 6) Boiler rooms must be kept clear and cleaned.
- 7) Electrical equipment must be used properly and kept in a safe working order. Electrical points must never be overloaded and wiring must be checked regularly.
- 8) Clothing and costumes which are used for school plays and shows can be highly inflammable. They must never be placed close to any heat source such as floodlights or stage lighting.

EMERGENCY EVACUATION, FIRE DRILLS AND BOMB SCARE DRILLS

Fire Fighting Equipment

It is the responsibility of the caretaker to check regularly that the fire fighting equipment (extinguishers, hoses, blankets) have not been in any way tampered with or damaged. He is responsible for ensuring the equipment is serviced annually and will keep records of the service checks. The caretaker will carry out a visual inspection of the fire fighting equipment each month.

Fire Drills

A fire drill is intended to ensure, by means of training and rehearsal, that in the event of a fire:

- The people who may be at risk remove themselves from the danger area in a calm and orderly manner;
- Staff carry out their allotted duties to ensure the safety of all concerned;
- The means of escape are used in accordance with a predetermined and practiced plan;
- If evacuation of the building is (or becomes) necessary, it is speedy and orderly.

Fire drills take place without notice at least once a term. A copy of the procedure relating to fire drills is available in every room. All staff members are aware of the details of the fire drill.

In the event of a fire during the lunch session the Senior SMSA will assist the staff in the safe evacuation of the school buildings.

Bomb Scare Drills

The procedure for bomb scares varies from that involved in the Fire Drills. For full details please refer to the relevant section of the 'Emergency Evacuation Procedure'. Staff should familiarize themselves with these details.

Escape Routes

Escape routes must be as short and as direct as possible. They must be clearly indicated by means of a sign. Staff must be instructed to always lead pupils and others from the buildings by means of the nearest fire exit, even if it is not the one that they are most familiar with.

Special Needs

It is important that, as far as reasonably practicable, all escape routes are suitable for any pupils With special needs and for staff with disabilities or sensory impairments.

Inspection of Routes

All emergency escape routes should be regularly examined to ensure that they are free from obstruction and in good condition.

Fire Doors - These should also be regularly examined to ensure that they close properly and can be easily opened in an emergency.

Emergency Evacuation Plan

Purpose - The aim of this plan is to make sure that, in the event of an emergency, all staff are sufficiently familiar with routines and arrangements. This is to ensure that the necessary action will be taken and that the premises safely evacuated. This plan needs to be based upon clear written instructions that are known and understood by all concerned.

Staff Duties - In addition to knowing the escape routes thoroughly, staff must be instructed in any other duties and responsibilities they may have in case of any emergency. These duties and responsibilities must be very clearly understood to avoid the possibility of any confusion in the event of a real emergency. As referred to earlier the main purpose of the emergency evacuation plan is to make sure that everybody knows exactly what he or she must do.

Site Plan - A specific requirement of the fire precautions regulations is that the emergency evacuation plan must include a line drawing of the premises showing;

- Essential structural features such as escape routes, doorways, corridors and stairways;
- The means of fighting fires (details of the numbers, type and location of the fire fighting equipments such as extinguishers, hose reels and fire blankets);
- The location of fire alarm call points.

Inspection - The emergency evacuation plan must be revised as necessary to take into account any changes in circumstances, work methods etc. The emergency evacuation plan must be available for inspection by the fire authority. The plan must be readily available to all staff. A copy of which is kept in the school office.'

The Fire Brigade - The fire brigade must be called immediately to each fire or suspected fire. One or more members of staff should be made responsible for contacting the fire brigade immediately upon its arrival and giving details of;

- The location and extent of the fire
- Whether anyone is trapped or missing
- Any known special risks such as flammable liquids
- The location of fire hydrants or other water supplies

Emergency vehicles must be able to gain easy access to the site and buildings at all times and car parking must not be allowed in any area that would obstruct this access.

The emergency evacuation plan should require that the entire building be evacuated immediately the fire alarm is sounded. Staff should not have to wait for confirmation that action is required.

Careful instructions should be given to all staff that have specified duties so that they will know what action to take as soon as the alarm is given.

Staff, pupils and others who have left the building should not be allowed to re-enter it to recover personal possessions or for any other reason.

Pupils should be assembled in class groups at the appropriate assembly point, and the class teacher should check that all pupils are present. The head teacher must immediately inform the fire brigade of anyone who is missing.

Fire Drill Practice - A fire drill practice will be conducted at least once a term.

Drills are most effective when there is no prior warning except to senior staff. A fire drill that consists simply of personnel leaving the building by the normal means of exit is of little value. Drills should be carried out under various assumed conditions which might well arise during an emergency eg on an assumption that one or more escape routes is not usable at some points along its length. The time taken to evacuate the building should be taken and noted in the Fire Register. This should not normally exceed four minutes.

FIRST AID

The qualified first aiders in school who can take charge of a situation, for example call an ambulance if a serious injury/illness occurs as well as dealing with minor illness/injury are:

Jane Lambert - School Business Manager

Anu Joshi - Welfare Assistant

Harminder Sian - Teaching Assistant

Provision is made during the school day for a first aider to be available at all times; i.e. during teaching time, playtimes.

(It is also recommended a first aider is available during games times).

First Aid boxes are located in the following places:

The Welfare assistant is responsible for the first aid equipment. A list of contents is contained in each box.

FIRST AID - CODE OF PRACTICE - AIDS AND FIRST AID

AIDS stands for Acquired Immune Deficiency Syndrome. It is a very serious condition caused by the Human Immunodeficiency virus (HIV) that attacks the body's natural defense mechanism resulting in otherwise rare infections and diseases. There is as yet no cure for AIDS and it may be many years before an effective vaccine is developed. Not everybody who has been infected with the virus has developed AIDS but anyone who has the virus can pass it on to others.

The virus has been transmitted by:-

- (a) Penetrative sexual intercourse with an infected person
- (b) From infected mothers to their babies
- (c) By inoculation with body fluids particularly blood and semen from a person infected with the virus.

The virus cannot be spread in the same way as colds and 'flu. Airborne droplets produced by persons with AIDS, coughing, sneezing or spitting are not infectious. Everyday social contacts represent no danger.

Practical Precautions for First Aiders

The main risk to First Aiders comes from accidental inoculation or contamination of a cut or abrasion with blood or body fluids of an infected person.

The risks are very low indeed for First Aiders. The virus is not as infectious as many others such as Hepatitis B. The following standard practices should already be in operation to protect First Aiders and will prevent them from infection.

- (1) PROTECT EXISTING WOUNDS - always cover any exposed cuts or abrasions on you with a waterproof dressing before treating any casualty whether or not an infection is suspected.
- (2) PREVENT THE SPREAD OF INFECTIONS - always wash your hands before and after treating any casualty.
- (3) PREVENT NEW WOUNDS - handle scissors and other sharp instruments carefully. If you do injure yourself or your patient allow the wound to bleed freely and then wash it thoroughly with soap and water. Report the accident to your Supervisor and seek medical advice. All

incidents must be recorded on a standard accident form.

The Council's Medical Officer should be contacted if there is reason to believe that infection could have occurred.

- (4) **PREVENT CONTACT WITH POSSIBLE SOURCES OF INFECTION** - if contact with a casualty's blood or body fluid is unavoidable wear gloves, disposable gloves should be available in first aid boxes. To protect your clothing wear a clean apron, overall or other protective clothing.

If your lips, mouth, tongue or broken skin come into contact with blood or body fluids you should wash them thoroughly with tap water. Report the incident to your Supervisor and seek medical advice.

- (5) **CLEAR UP BODY FLUID SPILLAGES AND CONTAMINATED MATERIALS SAFELY**

(a) Only handle body fluids or contaminated materials wearing waterproof gloves. Wear a plastic apron if your clothing is at risk of getting soiled.

(b) Disinfect spillages wearing waterproof gloves to protect your hands as bleach is corrosive to the skin and a plastic apron is necessary to protect your clothes. Place paper tissues or towels on the spill and pour over bleach freshly diluted 1:10 in water. When you have finished wash your gloves in hot soapy water before removing them. Remember bleach is corrosive to the skin, take care to avoid splashing.

- (6) **DISPOSE OF SOILED MATERIALS SAFELY**

Soiled dressings, paper tissues, etc. can be discarded down the lavatory in small quantities or incinerated. Take care not to block the lavatory.

Soiled disposable gloves and aprons should be wash in a 1:10 bleach solution, then thoroughly rinsed in cold water and finally placed in black refuse sack.

Reusable gloves and aprons should be washed in diluted bleach solution, rinsed thoroughly in water and put aside for reuse.

- (7) Broken glass or any needles including hypodermic syringes that have been soiled by blood or body fluids must be handled with extreme care so as not to cut or prick your skin. Wear waterproof gloves and dispose by placing in a special yellow plastic sharps container. Seal the container and place in a yellow medical waste plastic sack. Needles and other soiled sharp material must be disposed of by incineration. **DO NOT DISPOSE IN BLACK REFUSE SACKS.** Make arrangements for medical waste collection service.

If a special container is not available put the sharp object into a container that cannot be easily punctured like a thick plastic box or jar. Label "Medical Waste" and make arrangements for proper disposal.

- (8) **IF YOU CUT OR PRICK YOURSELF WITH SOMETHING SOILED WITH SOMEONE'S BLOOD ON IT.**

Allow to bleed freely then wash thoroughly with soap and water; put a waterproof dressing on the wound. If you think you could have been infected seek medical advice.

(9) IF YOUR OWN CLOTHING IS SOILED WITH BLOOD OR OTHER BODY WASTE

First aiders own clothing can be cleaned in a domestic washing machine on the hot cycle. Dry cleaning is not a satisfactory alternative.

(10) RESUSCITATE CASUALTIES WHEN NECESSARY - always provide mouth-to-mouth resuscitation when it is required - DO NOT WITHHOLD THIS LIFE SAVING MEASURE FOR FEAR OF CATCHING HIV.

HIV is not spread by kissing and no case of infection has been reported from anywhere in the world as a result of giving mouth-to-mouth resuscitation.

Mouthpieces have been made available to professional First Aiders, e.g. Fire and Ambulance personnel who are repeatedly required to give resuscitation. Mouthpieces can be dangerous and must only be used by trained persons ON NO ACCOUNT DELAY GIVING RESUSCITATION BECAUSE A MOUTHPIECE IS NOT AVAILABLE.

(11) PREVENT INFECTION ON THE PLAYING FIELD - the use of communal sponge and bucket where there is bleeding, cuts or grazes has always been bad practice with a potential for spreading blood or soil borne infections. The "trainer" needs to carry separate containers of water for each case (plastic bottles are suitable) and a supply of paper towels/tissues, plastic bags and disposable plastic gloves. Use separate paper towels/tissues instead of the communal sponge. Dispose of soiled towels/dressings, used gloves to a plastic bag for later disposal as for other possible contaminated material.

For enquiries as to safe procedures to avoid infection contact Principal Environmental Health Officer, 8579 2424 Ext 52328

FOOD HYGIENE

The catering contractors are responsible for kitchen hygiene.

Where food is prepared as part of Home Economics lessons, children are expected to comply with hygiene safety which includes:

- i) keeping long hair tied back
- ii) wearing a covering apron over clothes
- iii) making sure nails are kept short and free of nail varnish
- iv) making sure clothes with very loose sleeves are discarded
- v) hands are thoroughly washed and dried before handling food

Children are taught how to use all tools, knives and utensils. They are taught how to use hot plates and oven with a member of staff always present.

Fruit is delivered and available to all foundation and KS1 children. In nursery fruits are often peeled and cut for the children. Where this takes place care should be taken to ensure hygiene levels are maintained. Staff involved should ensure that cutlery and surfaces used are clean and free from bacteria ensuring utensils are washed thoroughly with washing up liquid before and after use and surfaces cleaned with anti bacterial spray before and after preparing and serving the fruit.

USE OF THE SCHOOL KITCHEN

Permission must first be obtained from catering supervisor.

Staff should know how to use the equipment and be familiar with the Code of Practice which is kept in the supervisor's office.

The kitchen should be cleaned and all left over food/drink items, dirty cutlery and dishes removed, and comply with letting regulations available from administrative staff.

Plastic bin liners should be used for all litter and uneaten food which can then be put into school dustbins.

Staff room parties should comply with these procedures together with class room parties.

Table tops must be wiped free of food residue and crumbs.

Class room floors should be swept after classroom parties as it is not part of contracted cleaning staff duties.

Any left over food in classrooms to be disposed of or covered and put into a cupboard or fridge.

Cleaners should not be expected to clean up excess food debris left after staff or classroom parties.

PERSONAL HYGIENE

Clothing:

Outdoor clothes must not be worn in the department by staff handling food or involved in washing up. Uniforms requiring repairs must be repaired. Hang outdoor clothes in locker or place provided--not in the kitchen store or dining room--then put on *CLEAN OVERALLS*. Wear a head covering. Shoes should be flat, firm and in good condition. Jewellery, except wedding rings, must not be worn at work. Visitors to the kitchen should request a white coat, if staying long.

Hands:

HANDS SPREAD GERMS, therefore

1. Wash hands well with soap -- before your start work

after using the toilet
after handling food
and on entering the kitchen

2. Keep your finger nails clean and short.
3. Do not handle food unless it is absolutely necessary--use tongs, forks, disposable gloves, etc.
4. Do not pick food or dip your fingers into the food.
5. Do not pick your nose.

The rules are:

1. Do not comb your hair in the kitchen or dining room.
2. Smoking is not permitted in the kitchen or the main dining room.
3. Do not spit, or chew anything except when tasting food for quality.
4. Keep any wounds covered with waterproof dressings.

Illness

If you are ill with:

1. A cold or a sore throat
2. Boils, spots or a septic wound
3. Diarrhoea or an upset stomach.

tell the Supervisor or senior member of staff.

GENERAL HOUSEKEEPING

For areas such as science, craft, home economics and music bay, specific policies will give fuller safety and good housekeeping practice.

The whole school should be kept as tidy as possible.

Doorways, corridors or passages should be kept clear at all times.

Any litter should be placed in a bin. Breakages must be reported and cleared up at once. Glass must be wrapped before putting into a bin.

Any spilt liquids cleaned up and the floor left to dry. Very large wet areas must have a wet floor sign in order to prevent accidents.

All materials and equipment used in lessons stored safely and returned as soon as possible to designated area.

All staples should be removed from display boards, painted woodwork and doors.

Floors and corners of rooms cleared of unnecessary materials, as should pencils, crayons, etc. be removed at the end of the day in order for the cleaning staff to progress with their work.

Sink areas should be reasonably tidy and cleaned so they are free from surplus paper towels and

debris that might cause a blockage or make it difficult for contracted staff to clean that area.

Tops of tall cupboards must be free of stored materials.

Hand-basins in toilet area must not be used as a washing up facility for paint or kitchen materials.

Coats and bags should be safely hung on pegs or kept as tidily as possible and not left on the floor as a hazard where staff and children could trip.

Children may need to be reminded to use the toilets sensibly and flush after use. Older girls might need to be told how to use the incinerator for sanitary towels. Children should be encouraged to turn off taps after use.

Children should not be left alone in bays at playtime or dinner times or at any time without an adult supervising.

Children should not be left to use sharp instruments without supervision.

Children must not be allowed to stand or balance on chairs/tables or other furniture items in order to reach high/inaccessible places, eg. removing displays.

Children must not be allowed to assist in removing very heavy items of furniture, e.g. cupboards.

KSI children may need the following reminders:

- a) to look where they are going
- b) not to put pencils, scissors, etc. in their mouths, ears and noses and to use every care with scissors
- c) not to play about near coat trolleys, swing on them or push them about
- d) not to carry milk cartons out of their bay unless they are in a bucket
- e) to sweep up sand
- f) to mop up water spillages
- g) to take care with bay doors on windy days
- h) not to slam doors or drawers
- i) to take care with coat hangers
- j) not to throw sand
- k) just before end of last lesson a general tidy up of toys/equipment - this will greatly help incoming cleaners

HAZARDOUS SUBSTANCES

The school complies with the COSHH regulations (Control of Substances Hazardous to Health), as required by law which asks for an assessment of substances that are hazardous to health.

The procedure is as follows:-

- i) all substances used in school are entered on the form sent by the LBE Education Department and returned to them.

- ii) for identification of all substances refer to COSHH Guidance for Schools and CLEAPSS (Consortium of Education Authorities for the Provision of Science Services).
- iii) school areas covered are substances used in the craft area, home economics bay and duplicating materials in the staff office.
- iv) any substances recognized as hazardous are marked with the appropriate symbol and kept in a locked cupboard.
- v) designated members of staff only have access to the key and permitted to use the materials.
- vi) face masks and gloves are available to all staff when duplicating worksheets as protection against fumes.
- vii) authorized suppliers are used for all materials.
- viii) No substances are to be introduced without first carrying out a COSHH assessment.

LETTINGS

The school occasionally considers letting the hall. (Eg currently lets to Karate Club)

In this instance, the appropriate letting form is completed.

The caretaker informed of dates and times as he must stay on the premises or site.

The lettee must be informed of:

1. Insurance cover
2. Emergency telephone facilities
3. Fire procedures
4. Location of fire bells, doors and extinguishers
5. Location of toilets
6. Car parking
7. The school is not responsible for any damage to its property that might be incurred during the let and therefore the lettee must have insurance cover for this purpose.
8. The lettee is responsible for own first aid. Any serious accident should be reported back to the school in writing.
9. The premises and site must be left clean; all rubbish, and the lettee's equipment removed and disposed of by lettee.

The school is not responsible for any damage to its property that might be incurred

Copies of lettings and above procedures must be read and signed by all people involved in the let together with any school staff other than the caretaker, that the conditions are understood.

After school letting

The caretaker must be informed of occasions when the school will be open for Governing Body Meetings, Parents Evenings or Social Evenings.

MANUAL HANDLING

Manual handling includes not only the lifting of loads but lowering, pushing, carrying or moving them by hand or other bodily force.

People most at risk include caretaker, teaching, cleaning, nursery, kitchen staff, welfare and administrative officers. Staff must not undertake to remove/lift/carry heavy pieces of furniture, cartons or equipment unaided as these constitute a hazard - something that has the potential to cause harm and is a risk.

Heavy items, such as school orders delivered in parcels/cartons, must be divided into small easily manageable units.

Larger items must be loaded and moved by trolley to a place of storage or disposal by the caretaker who has the necessary lifting and removal equipment and has had training from the London Borough of Ealing.

Nursery equipment must be lifted and stored with full regard for personal safety.

Staff should not use items of furniture to gain height, nor should pupils be allowed to move heavy furniture or equipment.

MEDICATIONS IN SCHOOL

There is no legal or contractual duty on school staff to administer medicine or supervise a child taking it. Parents are discouraged from sending any medicines to school although parents are welcome to come to school to administer medication themselves if the need arises.

Medicines must be brought in and collected by parents or carers.

Children with long term illness or disability may need to take prescribed drugs during school hours such as for asthma, eczema, diabetes or epilepsy, in order to maintain a normal life and continue their education.

This category may include:-

Maintenance Drugs

A child may be on daily medication, eg anticonvulsants, for a condition that requires a dose during the school day.

Unusual Medicines

In some cases children require unusual administrations of medicine such as injections. Such cases need to be considered individually. In all cases proper training via the health service must be

obtained before the school accepts a commitment of this kind.

Enzyme Additives

A child with cystic fibrosis may not be able to digest food without added enzymes. This is not a drug and it is important that it is taken with food.

ALLERGIES

Asthma

All children with Asthma are at risk.

Parents must notify the school if their child has such an allergy and know the procedures the school takes in dealing with sufferers which are as follows:

- All inhalers or medication, which must be clearly labeled with the child's name and dosage, is kept in the Welfare Room not with the children.
- Medication is kept in an unlocked cupboard for easy accessibility.
- Should a sufferer not respond to treatment or be in distress because of lack of medication they must be transferred to hospital immediately and parents notified.
- Dates on inhalers are checked termly by the Welfare Assistant. Empty inhalers are returned to the parent/carer. Replacements are requested by letter or telephone.

Diabetics

For diabetics the procedures are the same as above. Some children will possibly need to have a snack at regular intervals during the day. Teachers must know what is eaten, drunk and times of snacks.

The recommended forms from the Diabetic Association should be filled in by the parents/carers and kept on file for reference to food requirements, medications and emergency treatment.

Epilepsy

Parents must inform the school of the kind of seizures a child has.

There is very little first aid treatment. The seizure should be allowed to take its course ensuring the patient does not hurt themselves.

Should a seizure last for more than three minutes and immediately go into another an ambulance should be called and the parents notified.

A liaison nurse is now available for Home School Links from the Child Development Team.

Anaphylaxis

This is an extreme allergic reaction requiring urgent medical treatment. The most common cause is food - in particular nuts, fish and dairy products. Wasp and bee stings can also cause allergic reaction. Treatment may include antihistamine, adrenaline inhaler or adrenaline injection depending

A list of pupils with this condition is kept in the Welfare room and school office.
A list of pupils in each class with this condition is kept in the front of each applicable class register.

Allergic reactions

Symptoms and signs will normally appear with seconds of minutes after exposure to the allergen. These may include:

- A metallic taste or itching in the mouth.
- Swelling of the face, throat, tongue and lips.
- Difficulty in swallowing.
- Flushed complexion.
- Abdominal cramps.
- A rise in heart rate.
- Collapse or unconsciousness.
- Wheezing or difficulty in breathing.

Medication and Control

In the most severe cases of anaphylaxis, people are normally prescribed a device for injecting adrenaline. This looks like a fountain pen and is pre-loaded with the correct dose of adrenaline and is normally injected into the fleshy part of the thigh. The needle is not revealed and the injection is easy to administer. In cases of doubt it is better to give the injection than hold back. Responsibility for giving the injection should be purely on a voluntary basis and should not be undertaken without training from a health professional.

Health Care Plan

Each pupil who suffers from anaphylaxis should have a health care plan that gives detailed information. The school, parents and health professionals should be involved in preparing the health care plan.

PACKED LUNCH BOXES

All childrens' packed lunches should be in a closed box, clearly labeled with the child's name.

The boxes must be put into a large portable crate and stored in the classroom, away from sunlight or radiator until required at lunchtime.

Crates containing the lunch-boxes must be washed out termly by welfare staff.

Risk Assessment

Hazard	Risks	Control	Monitor/Review
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Lunch boxes Carrier bags Drinks bottles	- Place in sunlight - Near a radiator - Sticky or leaking - Left over sandwiches or other food items - Dirty or sticky food crate	- Ants - Mice - Bacteria	- clean crates regularly - ensure all boxes are taken home - empty carrier bags or left over food are thrown away
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PLAYGROUND SAFETY

All members of staff must have a timetable which states the people covering morning and afternoon break periods in the playground. Any alternative arrangements to length of time in the playground or staffing must be made known to everyone at briefing meetings or on the staff notice board.

During lunchtime break an adequate number of SMSA'S must be on duty to ensure safety of children in both KS1 and KS2 playgrounds.

One fully qualified first aider must be on duty at these times.

Children must not go into the playground at break-times without a member of staff in supervision. At morning and afternoon break-times 2 teaching staff supervise the playground. Once the final whistle has been blown class teachers collect their classes from the playground.

PLAYGROUND GAMES

Children and SMSA'S must know that certain games are not acceptable for the playground.

- Kung-fu, karate or judo
- piggy back games
- actual fighting
- games which involve pulling clothes
- games which involve pieces of wood or skipping ropes being used as weapons or put around the neck
- children should not enter a car park to retrieve a ball
- climb on fences or play near the car parks
- SMSA'S and children must not bring toys/pencils or hard footballs into the playground.

CONDITION OF PLAYGROUND AND EQUIPMENT

It is part of the caretaker's duties to check the school site - that is:

- playground areas and fencing daily for damage
- all litter, broken glass has been cleared away
- check all areas concrete and grass for animal faeces.

- potholes or surface damage has been noted and reported to site manager, that is Head Teacher or Deputy Head

Where possible the caretaker will carry out small repairs.

RISK ASSESSMENT

It is in the interests of all school staff, teachers, welfare and support staff, cleaners, dinner supervisors and caretaker, to give due care and consideration to all areas of the school, in order for it to function with the minimum of risk of damage or personal injury.

However, all staff should note the possibilities of danger or hazards before undertaking activities such as home economics lessons, PE, craft or moving about the buildings and grounds.

The Health and Safety Representative not only carries out random checks, but a full termly inspection agreed and/or accompanied by the head teacher and caretaker.

SCHOOL TRIPS

Both the Department for Education and the London Borough of Ealing have specific guidance on school trips. Further reference to these must be made when planning trips to activity centres, overseas or journeys exceeding one day and are located in the school office.

For general visits, such as museum, places of local interest, or other day trips, staff should:

- fill in the required EMA1 form at least three weeks before date of proposed visit
- ensure that the date is approved by the Head Teacher/Deputy and is entered in the school diary
- ensure that parents have been notified adequately regarding purpose and nature of visit, time leaving and returning
- receive signed parental consent forms and that any dietary or medical needs have been listed
- any medicines entrusted to the staff are clearly labeled with the child's name and dosage
- take a first aid pack that meets the nature of the visit
- that adequate insurance cover meets the needs of the visit

Staffing at present is one adult to ten children. If voluntary adults are accompanying the school trip they must be fully briefed on their role and know who will be in their group.

A suitable and sufficient risk assessment should be carried out for school trips/off site activities upon which the requirements for first aid provision should be based.

In case of accident or illness:

- the school must be notified
- the school can then notify the parents
- a member of staff may have to return separately with the child either to school or in case of accident to hospital. Parental consent must be obtained before a child can be medically

SMOKING

The school complies with the London Borough of Ealing guidance, in advising staff to refrain from smoking on the school premises.

DESIGNATED AREA

A small, well ventilated area has been set aside for staff wishing to smoke, away from teaching areas and non-smoking staff.

SWIMMING

The London Borough of Ealing have regulations to cover this activity.

It must take place in a safe and supervised environment by appropriately trained and qualified staff.

It is not expected of teachers who are not qualified or fully confident to supervise swimming activities.

It is the aim that all KS2 children should be able to swim with confidence.

Whilst learning girls must have a one piece costume, a bathing cap and towel.

Boys must have swimming trunks, not P.E. shorts. For long hair it is advisable they wear a bathing cap, towel.

Children must not wear any jewellery of any kind.

VEHICLES See Car Parking

Children can only travel in vehicles which are insured. This applies to teachers cars.

VIOLENCE

The guidelines can be found in detail in Dealing with Aggression and Harassment, Education Services, London Borough of Ealing.

Risk situations staff may find themselves in:

Caretaker - Looking after the premises and site, whilst staff are still on site and alarm is not activated.

Secretaries - Working alone; dealing with visitors/parents

Cleaning staff - Working alone before and after school hours

Teachers, Support staff, midday supervisors - in charge of parents

Teachers, welfare staff - working alone after 6 pm; dealing with angry parents; confronted by

intruders.

The alarm system cannot be activated while staff are still on site.

Measures the school has introduced for security

Lighting - outside, around school to reduce darkened areas

Alarm Systems - are always switched on immediately after staff have left school premises. These are tested every week by caretaker

Doors - Main entrance doors are locked during school times. Clear signs and door bell is easily accessible for admittance.

Fencing - Gates are operated by staff key-holders or administrative officer.

Limiting access to school

Staff must check:

All outer doors

The doors must be re-locked after last pupils have left classrooms at end of school day. The caretaker mortice locks all doors.

Interior doors, i.e. halls, are locked for a short-time after school to limit access throughout school.

Identity Badges are available for all contracted workers

Visitor's book - all visitors, i.e. contracted workers must sign in.

Fencing around the school with automatic gates has been built, operated by electronic keys or inside the administrative office.

Procedures for dealing with aggression

- avoid confrontation in front of an audience
- have another, preferably senior, member of staff present
- stay calm, speaking slowly so as not to be drawn into argument
- avoid aggressive body language, e.g. hands on hips, looking down on aggressor, wagging fingers
- Home visits should only be carried out with approval from Head Teacher, and preferably accompanied by another member of staff.
- In the event of a physical assault; verbal threat/abuse with or without weapon; harassment,
- staff will receive full support from Head Teacher, London Borough of Ealing

Health & Safety Policy

- appropriate investigation which may involve police
- provision of legal advice and representation where necessary
- The incident must be reported and recorded. See provisional incident report form.

Booklets for staff are available from the London Borough of Ealing and the Managers Handbook lists information and guidelines on dealing with violence at work.