

# St Peter's Eaton Square C E Primary School

Lower Belgrave Street, London, SW1W 0NL

## Health & Safety Policy

St Peter's School is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone at our school is equal and will be treated with respect.

Together, we will realise the potential God has given us.

The responsibility of Health & Safety is a shared and mutual responsibility between the School Governors and staff at all levels.

The Governors will, so far as is reasonably practicable, safeguard the physical and mental well-being of all staff, pupils and visitors.

This will entail:

- the provision and maintenance of healthy and safe systems of work and working conditions;
- the provision of appropriate information, instruction, training and supervision in safe working measures and procedures;
- making provisions for first aid;
- taking account of the special needs of those with disabilities.

Staff should respond to the above lead by:

- taking reasonable care for the health & safety of themselves, colleagues, pupils and others;
- observing safety rules where applicable to them;
- co-operating with management in measures designed to promote health & safety at work.

This policy statement will be circulated to all members of staff, teaching and non-teaching, and be reviewed every three years.

Revised in December 2016

Next review: January 2019

## **1. The Head's Responsibilities**

- 1.1 To carry out the policy in order to help to ensure that the responsibilities as stated in the Policy Statement are fulfilled.
- 1.2 To be available to the nominated local health and safety contacts to discuss and seek to resolve health and safety problems which have not been resolved within the school.
- 1.3 To judge whether the steps which need to be taken to remove potential hazards are 'reasonably practicable' and lie within the executive authority of the Health and Safety manager; and as appropriate take action.
- 1.4 To report to the Governors as appropriate those instances where her normal executive authority does not allow her to remove or reduce any hazard, where she has doubts as to the practicality of a proposed solution or a health and safety matter which she feels is of particular concern.
- 1.5 To take note of health and safety bulletins and safety instructions issued from time to time by the LA's Director of Education, their Managing Director, the Health & Safety Executive, or other statutory body and to arrange for them to be distributed according to the requirements of the Governors.
- 1.6 To be readily available to nominated local health and safety contacts and to co-operate with them in carrying out inspections of the workplace.
- 1.7 To receive written reports from the LA's Health & Safety Manager following an inspection of the workplace and to reply in writing to the points made.
- 1.8 To review and revise risk assessments at least annually, and implement changes, where necessary; e.g. after an accident, staff changes, procedural changes etc.
- 1.9 To ensure the effective planning, organization, control, monitoring and review of the preventative and protective measures (regular maintenance of equipment, plant, machinery)

## **2. Staff Responsibilities**

- 2.1 To be mindful of their responsibility for their own safety and that of their children throughout the school day.
- 2.2 To take into account potential risks or hazards when planning activities for their pupils and particularly off site visits (Risk assessments – appendix iii)
- 2.3 To be aware of their own actions to ensure e-safety and to teach their children about e-safety.
- 2.4 To read this policy in conjunction with other school policies regarding Health and Safety e.g. Safeguarding/Child Protection.

## **3. Accident Procedure**

- 3.1 Accidents to visitors/contractors/pupils/students etc. should be reported in the same way.
- 3.2 The procedure to be adopted when reporting accidents or serious accidents/dangerous occurrences is that all serious accident reports are to be completed on line.
- 3.3 When a serious accident happens, it is important that the site is left untouched until advice is obtained from the School Office. A report should be sent to Westminster City Hall.
- 3.4 When an accident occurs, the School Office should be informed immediately. Whenever doubt exists as to the seriousness of the injury, the procedure will be the same as for injuries which obviously require medical/hospital attention.

- 3.5.1 The School Office will:
- 3.5i Telephone for an ambulance,
  - 3.5ii Ask the Head or Deputy Head to nominate a member of staff to accompany the injured person to hospital,
  - 3.5iii Make every effort to contact and inform the parents/guardian of the child or relative(s) of the adult concerned.
- 3.6 Near misses must be reported, recorded and investigated as if actual occurrences.
- 3.7 Minor playground bumps or accidents etc. to be recorded in the Accident Book in the Amenities Office and any head bumps must have a head injury form filled out and sent home.
- 3.8 The responsibility out of normal hours resides with the Premises Officer and/or those using the premises for any letting. It is the responsibility of those using the premises to identify at the start of each letting who is Head's designated representative in the school.

#### **4. First Aid Procedure**

- 4.1 First aid boxes are located in:
- Amenities area & classrooms
  - EYFS
  - School Office
- 4.2 The nominated First Aiders for the school are:  
Ms S Delaney, Mrs Laraine Newall, Miss Nikki Saker, Mr Nelson Tamayao, Mrs Shana Ahmed, Mr Dave Buckle, Miss Mary Carter, Mrs June Davies, Miss Daisy Driscoll, Mrs Emma Hachem, Miss Emily Ozakup, Mr Kit Prosser, Mrs Eileen Shockley.
- 4.3 It is the responsibility of the Premises Officer to check all first aid boxes and to order replacement materials when necessary.

#### **5. Safety in the Building - General rules**

- 5.1 Collectively and individually the teaching staff are 'in loco parentis' and therefore legally responsible for the safety and welfare of the pupils.
- 5.2 Children should not be put outside the classroom and left unsupervised. If necessary they should be sent to a linked class.
- 5.3 In dire circumstances classteachers should send a note to office personnel summoning immediate help.
- 5.4 Child behaviour in the corridors, on stairs and in lobby areas should be sensible and restrained and to that end all teaching staff should be alert at all times. There is to be no running in these areas.
- 5.5 Before school children should wait outside the building in the playground. They will be allowed into the Hall with parent supervision in times of heavy rain.
- 5.6 The Premises Officer has the general responsibility for the day-to-day oversight of the condition of the buildings and furnishings.
- 5.7 All staff have a collective responsibility to report to the Premises Officer any faulty apparatus, furniture, fittings, etc., of any kind anywhere in the school, which shall then be taken out of use until repaired or disposed of appropriately.
- 5.8 The Premises Officer is responsible to the Head for making sure that electrical equipment is maintained to the correct standard and for ensuring that it is regularly checked in accordance with government regulations.

- 5.9 The Premises Officer is responsible for testing new electrical equipment and making sure equipment is labeled and logged in; for ensuring that the water tanks, water temperature, water filters and electric water heaters are checked by an appropriate contractor.

## **6. Fire Safety**

- 6.1 Obstruction - entrances, exits and corridors must be kept clear and unobstructed at all times. Essential works to corridors and/or exits must be separated off in such a way that safe exit in an emergency remains possible.
- 6.2 Staff should be familiar with the location of fire alarm call points and the procedures for sounding the alarm and the routines for evacuation of the buildings (Appendix i).
- 6.3 Fire Notices should be displayed in all teaching rooms, resource rooms and main entrances.
- 6.4 Fire drills are held one each term (six term year) and are organised by the Head. Drill reports are prepared by the Premises Officer and shared with all members of staff.
- 6.5 The Fire Alarm will be activated and supervised by the Premises Officer during fire drills.
- 6.6 In the event of an 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 emergency services present, their permission must be obtained before anybody re-enters the building. Safety Evacuation Procedure notices should be clearly displayed in every classroom.
- 6.7 The duty of all staff is to seek to protect life and limb. Fire fighting must not involve any human risks or any delay in raising the alarm or evacuation of the building.
- 6.8 The Premises Officer is responsible to the Head for ensuring that the fire extinguishers, the fire alarm and other fire equipment is maintained to the correct standard. The Premises Officer will ensure that the fire extinguishers are the subject of an annual inspection by contractors.
- 6.9 The Premises Officer will ensure that the Fire Alarm is tested regularly.

## **7. Other General Safety Rules**

- 7.1 Staple-guns must not be used by pupils. Those used by staff must not be shot in to any surface other than pin-board.
- 7.2 Heavy objects must not be moved by staff. Large or heavy equipment must be dealt with by the Premises Officer.
- 7.3 Nobody is allowed to enter the boiler house without supervision by the Premises Officer.

## **8. Rules for children**

- 9.1 No pupil to be left to work unsupervised in any room.
- 9.2 Wear the approved clothing for all PE activities.
- 9.3 Tie back long hair securely.
- 9.4 Listen carefully to all instructions and follow them carefully.
- 9.5 When using equipment, wait until the teacher has checked it.

### **9. Emergency (Non-Fire) Procedure**

The school maintains a procedure for dealing with incidents outside the school premises that requires pupils and staff to stay inside in an emergency. The procedure to be followed is set out in a notice to pupils and staff (see appendix ii). Copies are also posted in all classrooms.

### **10. School Trips**

Before any school trip takes place, the Head will be satisfied that adequate health and safety arrangements have been made.

# When you hear the fire bell

**STOP** - what you are doing

**LISTEN** - to your teacher

**WALK** - quietly out of the building

*Classes evacuate through main gate.*

*EYFS and KS1 classes line up on Grosvenor Gardens*

*KS2 classes line up on Lower Belgrave Street*

*If required to evacuate from the site, we should go to St Peter's Church.*

*(under the Head's instruction)*

## **EMERGENCY (NON-FIRE) PROCEDURES**

### ***When the handbell is rung throughout the school:***

1. No-one should leave the building at all. Movements must be made internally for everyone.
2. All windows and doors must be closed immediately.
3. Await further instructions from the Head or the senior teacher deputising.

### ***If a whistle is blown throughout the school:***

- *Follow procedures 1 and 2 above*
- *Proceed quickly, quietly and orderly to the Hall. Do **NOT** go outside*
- *Air cooling systems must be switched off*
- *Tap water must **NOT** be drunk*
- *Further instructions will be given in the Hall*

Those persons in external Year 4 classroom must remain in the room. All windows and doors should be closed. Contact the Premises Officer for instructions by dialling ext. 215.

## Educational Visit Application

**Group Leader:**

**Purpose of visit and specific educational objectives**

**Place(s) to visit:**

**Date of departure**

**Time:**

**Date of return**

**Time:**

**Transport:**

**Staff on visit:**

**Additional Adults:**

**Parent CRB check**

**Y / N**

**Knowledge of place(s) to visit**

**Y / N**

**Exploratory visit**

**Y / N**

**Contact person:** Miss Nikki Saker, Senior Administrator  
St Peter's Eaton Square Primary School, Lower Belgrave Street, London.  
Tel: 0207 641 4230

*Parental Consent form held by School for all visits*

### **Group Composition**

**Age range:**

**Number of Boys:**

**Number of Girls:**

**Adult / pupil ratio:**

**Pupils with SEN or medical needs:**

**Signed:**

**Date:**

**Group leader full name:**



## ASSESSING RISKS

Consider:

**Groups of people who are especially at risk from identified hazards**

Pupils-Group leader-Staff-Parents

Ensure sufficient supervision  
There is clear guidance to pupils

Know details of trip leader  
Exploratory visit to be undertaken

<b>Place(s) to be visited:</b>	List the measures taken to control potential hazards
<b>Potential hazards:</b>	

**During the visit the group leader may need to adapt plans and then assess risks as necessary**

# Emergency Contact Information

St Peter's Eaton Square C.E Primary School

Group leader:

Visit departure date:                      Time:                                      Location:

Return date:                                      Time:

Group Total number:                      Pupils:                                      Adults:

Emergency contact list                      Y / N

## Emergency contact information

Head teacher: Mr Miles Ridley

Tel: 07984088547

Administrator: Miss Nikki Saker

Tel: 0207 641 4230

## Head teacher Confirmation

To the group leader:

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

Please ensure that I have:

- all relevant information at least seven days before the party is due to leave.
- Your report and evaluation of any incident during the visit should the need arise.

**No groups led by a parent must be allowed out of the teacher's vision unless the parent holds a current CRB check**

**Signed:**

**Date:**

**Head Teacher                      Miles Ridley**

**A copy of complete form to be kept by the School Office and made available to the Local Authority should it be required.**