



## MANOR JUNIOR SCHOOL

Motivation, Joy, Success!

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Headteacher: Mrs C. D'Netto

# Health and Safety Policy

Ratified and agreed by Governing Body on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Spring Term 2019  
20 March 2019

Date: \_\_\_\_\_

Mr S. Rahman  
(Chair of Governors)

Signed: \_\_\_\_\_  
Spring Term 2019

Date: \_\_\_\_\_

Mrs C. D'Netto  
(Headteacher)

Policy to be next reviewed: Spring Term 2020 \_\_\_\_\_

Spring Term 2019

# Manor Junior School

## Health, Safety and Wellbeing Policy

*Spring 2019*

### **Rationale:**

Manor Junior School is committed to ensure that all legal and moral responsibilities relating to the health, safety and welfare of all members of staff, pupils and visitors to the school (including outside contractors) are carried out effectively.

### **Purposes:**

To create an environment which minimises all risks to an acceptable level, by ensuring there are known procedures and safe practices in place. To support this principle, the following guidelines have been put into place, and such practices and procedures will be regularly reviewed and updated.

### **Guidelines:**

The Health and Safety Information for Employers poster is displayed in the staffroom. It is unrealistic to list all situations and circumstances in which accidents might happen in a school. However, the following are some of the more common hazards:

- a. Road, playground, P.E., classroom – use of tools
- b. Misuse and abuse of electrical or mechanical appliances. Defects in such appliances.
- c. Trailing wires, cables, etc. especially over floors.
- d. Spillage on floors causing slippery surfaces.
- e. Obstructions to passages and exits.
- f. Misuse or non-use of ladders or steps, use of unstable structures.
- g. Non-use of safety guards on machines, guillotines, etc.
- h. Careless fire precautions
- i. Faulty electrical wiring.
- j. Badly lit staircases and passages.
- k. Uneven or over waxed floors or broken floor covering.
- l. Defective or misused seating.
- m. Inadequately established procedures.

### **1. Arrangements for putting in place, monitoring and reviewing measures necessary to reach satisfactory health and safety standards**

Annual generic Risk Assessments are carried out to ensure risk of injury or to minimise accidents. Where necessary, individual Risk Assessments are also carried out.

The Headteacher (or persons as designated by the Headteacher), School Business Manager, the facilities Officer and a School Governor carry out Health and Safety audits twice a year.

### **2. Accident reporting**

All accidents should be reported and logged. There is an accident book in the medical room. This log is to be regularly reviewed to inform future planning to minimise accidents. Any serious accident, incident or dangerous occurrence should be reported to the LA and an accident/incident report form completed and sent within 24 hours under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

### **3. Administration of medicines**

Children should not bring medicine into school without permission from the Headteacher. Medication such as asthma inhalers should be kept, labelled with the child's name and any special instructions, in the main office. *Please refer to the "Supporting pupils with medical conditions" protocol.*

### **4. Consultation arrangements with employees**

If an incident occurs which necessitates the changing of procedures within the school, staff will be consulted as to the nature of those changes.

### **5. Control of contractors**

The school follows the Borough's guidance on using contractors.

### **6. Control of hazardous substances**

The school follows the Borough's guidance on the control of hazardous substances. The caretaker is responsible for ensuring hazardous substances are stored appropriately when in school. Dangerous fluids such as disinfectant bleach and 3-way cleaner are kept in a locked cupboard. The caretaking staff have the key for this and are responsible for the stock and its safe keeping. No dangerous fluid can be used whilst the children are on site. Spillages are dealt with by the caretaking staff. (See COSSH)

### **7. Delegation of duties as allocated tasks**

#### **Managing Risk, Monitoring and Reviewing Policies and Practices:**

Chair of Governors: **Shamin Rahman**

Resource Committee (Please see Resource Committee terms of reference)

Health and Safety Governor: **Shamin Rahman**

Staff Representative: **Ms. O. Maloney**

Headteacher: **Mrs .C D'Netto**

School Business Manager: **Mrs O. Ajala**

#### **Day to day responsibilities:**

Premises Staff - Facilities Officer (**Mr. D. Hardy**), Caretaker (**Mr. K. McGorrihan**)

Day to day responsibilities for hazardous materials, fire alarms, security, school grounds as well as monitoring cleaning

### **8. Fire**

- There will be a fire drill practice at least once per term and three times during the year.
- Fire orders must be placed prominently in the school and staff must make themselves familiar with these.
- The first and overriding duty of the staff in the event of a fire is to look after the children unless this will endanger their own life. No attempt must be made to fight a fire unless their safety has been ensured. Staff in charge of classes or groups of children must remain with them even after evacuating the building.
- All staff should be aware of the location of fire alarms in the school.
- Fire alarms and emergency lighting are tested each week by the caretaker.

## **FIRE PRECAUTIONS (to be read in conjunction with the Fire Plan)**

- There will be a regular fire risk assessment carried out by the Facilities Officer.
- All door and escape routes must be kept unlocked and unobstructed.
- Never leave cookers, etc. unguarded when in use.
- Nothing should be hung from an electrical wire or fitting.
- Nothing should be placed next to a light fitting.
- If electrical fittings are involved in a fire make sure the current is switched off before they are touched or the fire dealt with.
- If a person's clothing is on fire use a blanket, rug or similar to wrap around them. Lay the person down to prevent the flames reaching the head. Fire blankets are available in the kitchen area and Staff room.

### **9. Bomb threats**

L.A. guidance will be followed.

### **10. First Aid**

There will always be a person trained in first aid on duty during playtimes and lunch times. If accidents occur during lesson times a person trained in first aid will be called upon. A person trained in First Aid will always accompany school trips. A medical kit and children's asthma pumps will be taken.

There is a first aid kit complying with the Health and Safety First Aid at Work (1981) Act in the main office. Any item used must be noted and replaced at the earliest possible time.

*Children feeling unwell or needing first aid should be sent to the Welfare room. The Headteacher should always be informed in cases of serious illness or injury.*

In the event of spillage of blood, urine, faeces or vomit in classrooms, staff must wear gloves. Gloves used by staff should be placed into a carrier bag, sealed, then disposed using the sterile disposal bins in the offices. First Aiders should apply First Aid if appropriate.

### **11. Maintenance of equipment**

Electrical equipment is tested annually by the L.A. contractors. Fire equipment is tested annually and replaced as necessary. The alarm system is tested weekly.

All electrical appliances to be brought into the school by staff must be presented to the facilities officer to ensure compliance to PAT testing regulations.

### **12. Management of asbestos**

Any asbestos found on site will be dealt with by specialist contractors

### **13. Manual handling**

Staff will be given advice on how to recognise harmful manual handling, appropriate systems of work, the use of mechanical aids and good handling technique.

### **14. Occupational health services and work-related stress**

Staff will be referred to the occupational health services when such referral is required.

## **15. Off-site visits**

The Educational visits Co-ordinator will be the head who will attend training for the role. MJS Educational Visits Policy will be followed. (see policies)

## **16. On site vehicle movements**

“Access and Egress” Risk Assessment completed.

## **17. Recording and reporting of accidents to staff, pupils and visitors-including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations(1995 RIDDOR)**

Accident report forms are available from the Schools’ Offices and must be logged.

## **18. Security**

It is the responsibility of all staff and pupils to ensure the school is secure. Gates from the street into school will be open only at specified times to allow parents to come in and out of the playground.

All visitors should report to the main office whereupon they will sign in and be issued with a badge. Anyone encountering a stranger should enquire if they need any help and escort them to the office.

## **19. Computers**

All staff working with computers will be issued with guidance on safe working practices.

## **20. Safety signs**

There will be appropriate safety signs around the school to indicate first aid stations, fire exit routes and exits, non-automatic fire fighting equipment.

## **21. Workplace safety for staff, pupils and visitors**

See Behaviour Management Policies, Staff Handbook and Risk Assessments.

## **22. Training of staff in health and safety including competence of risk assessment**

On-going staff training (e.g. fire safety, COSHH) will be given to relevant staff.

## **23. Understanding and compliance by all relevant parties with their roles and responsibilities within the health and safety policy**

*An annual review of this Health and Safety Policy will be conducted.*

## **24. Violence to staff**

All reasonable care will be taken to ensure staff are protected from violence within the school. If an incidence does occur the police will be called immediately, and the perpetrator prosecuted.

## **25. Review**

This policy will be reviewed annually and as changes in legislature demands.

**Next review due:** Spring Term 2020

## 26. Roles and Responsibilities:

Role	Responsibilities
The role of the school.	<p>The school is responsible for:</p> <ul style="list-style-type: none"> <li>• Having a health and safety policy.</li> <li>• Having a health and safety and wellbeing committee for the school.</li> <li>• Managing systems</li> <li>• Training</li> <li>• Promoting good practice</li> <li>• Risk assessments</li> <li>• Contractors on site (including school meals, cleaning, contract services, external contractors use approved list)</li> </ul>
The role of the employee.	<p>The employee is responsible for:</p> <ul style="list-style-type: none"> <li>• Not putting themselves at risk.</li> <li>• Reporting any hazards and/or unsafe practices</li> <li>• Acquainting themselves with safe working practices</li> <li>• Challenging anything they think is unsafe.</li> </ul>
The role of the L.A.	<p>The L.A. is responsible for</p> <ul style="list-style-type: none"> <li>• Ensuring schools fulfil their responsibilities.</li> <li>• Giving advice and information</li> <li>• Audits</li> <li>• Guidance documents on specific topics</li> <li>• Help with training.</li> </ul>
<i>The role of Managers</i>	<p>Managers are responsible for</p> <ul style="list-style-type: none"> <li>• Ensuring staff are aware of safe working practices with tools and materials.</li> <li>• Training staff with new tools and equipment for their subject.</li> <li>• Ensuring regular testing of equipment.</li> </ul>

The responsibility for Health and Safety practices and review lies with the Resource Committee members of the Governing Board. There is a designated member of staff with responsibility for Health and Safety (Headteacher). Failure to comply with Health and Safety guidelines will result in disciplinary action in accordance with staff disciplinary procedure.

**Signed:** Mrs C. D’Netto, Mr. S. Rahman (**Headteacher, Chair of Governors**)

**Date:** 20<sup>th</sup> March 2019

**Next Review date:** Spring Term 2020