



**St John's C.E. Primary School  
Friern Barnet  
Health and Safety Policy**

The objective of this policy is to ensure, so far as reasonably practicable, the health, safety and welfare of pupils, staff, parents and any other persons who use the school buildings and grounds, and the general welfare of pupils, staff and volunteers on organised school visits, breaks, and other activities which take place away from school premises. Reference has been made, and will be made to all relevant local authority and government best practice. Health and Safety numbers are stated where appropriate in the document.

The Governing body notes the provisions of the Health and Safety at Work Act 1974, which states that it is the duty of every employer to conduct his or her business in such a way to ensure, so far as is reasonably practicable, that persons that are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has the responsibility to take all reasonably practicable steps to ensure that health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

**List of Officers**

**Premises Management**

Mr Graham Gunn - Head Teacher

Mr Heath Jeffrey - Premises Manager

**Keyholders and Security Code Holders**

Mr Graham Gunn

Ms. Macci Dobie

Mr Heath Jeffrey

**Nominated Safeguarding Teachers & Governor**

The Designated Safeguarding Leads are head teacher Mr. Graham Gunn and the deputy head teacher/acting head teacher, Ms. Macci Dobie. Should both Mr Gunn and Ms. Dobie be absent the matter should then be referred to DDSL assistant head, Mrs Horne or SENDCo, Mrs Man. Nb. Graham Gunn (Wednesday – Friday), Macci Dobie (Monday – Thursday), Stacey Man (Tuesday to Thursday) and Claire Horne (Monday - Wednesday and Friday).

Nominated Governor – Anthony Kuti

**Health and Safety Audit**

A comprehensive school wide audit is completed annually. This responsibility is undertaken by a private and experienced Health and Safety consultant who provides the school with a detailed report which includes a Fire Risk Assessment.

**Nominated First Aiders**

|               |              |               |            |
|---------------|--------------|---------------|------------|
| Jenna Swanson | Lisa Coletta | Gemma Woolley | Emma Tyler |
|---------------|--------------|---------------|------------|

|                 |                    |                    |               |
|-----------------|--------------------|--------------------|---------------|
| Laura Deane     | Ella Papuc         | Hajrije Beckettshi | Kat Athanasi  |
| Faith Mansfield | Naama Kissos-Boast | Su Emms            | Ed Newman     |
| Maria Amoss     | Bernadeta Grucel   | Denise Becker      | Heath Jeffery |

### **The Duties of the Governing Body**

In the discharge of its duties the governing body, in consultation with the Headteacher, will: -

1. Make itself familiar with the Health and Safety at Work Act 1974
2. Institute an effective and enforceable policy for the provision of health and safety throughout the school.
3. Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
4. Identify and evaluate all risks relating to accidents and health.
5. Identify and evaluate risk control measures in order to select the most appropriate means of measuring risk to staff, pupils and others. Onsite and offsite in the case of organised school related activities.
6. Communicate the Health and Safety Policy and measures appropriate for the welfare of all school users to staff via appropriate authorised staff.
7. Ensure all staff are trained in their Health and Safety responsibilities.
8. Hold regular buildings, equipment and materials risk assessments ensuring their safety and that they do not put the health of users and visitors at risk.

### **The Duties of the Staff**

All staff should familiarise themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

The Headteacher has a special responsibility to ensure that the Governors' Health and Safety Policy is adhered to. In particular staff should

- Be familiar with the safety policy and all safety regulations as laid down by the governing body.
- Ensure health and safety regulations, rules, routines and procedures are being effectively applied, by both staff and pupils.
- See that all plant, machinery and equipment is adequately guarded.
- See that all plant, machinery and equipment is in good and safe working order.
- Not make unauthorised or improper use of plant, machinery or equipment.
- Use the correct equipment and tools for the job, and any protective equipment or safety devices that may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant equipment and facilities that they observe.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

### **Accidents**

On discovery of an accident, an adult should escort the child to the first aid room for treatment.

If the accident is of a serious nature, the child should not be moved and a trained first-aider should be summoned to the location. The staff member will make all reasonable attempts to prevent any further danger by preventing the cause of the accident spreading. The first-aider should make an immediate assessment and decide whether paramedics are required.

All accidents should be dealt with by a trained first-aider as detailed on Page 2 of this policy. Accidents should be treated in the first aid room, where all medical supplies are kept.

In the event of a serious accident, the parents will be contacted as soon as possible. If the parents are unavailable the emergency contact should be notified. All these details are kept on file in the office.

Definition of a serious accident:

- Requiring hospitalisation
- Head injury
- Could affect or influence known medication
- Suspected broken bones
- Seriously distressed child

Accidents should be recorded in an accident book at the discretion of the first-aider and all serious accidents must be reported to the London Borough of Barnet. Accident forms will be issued to parents in the event of an injury or incident that the parents should be aware of.

In the event of a suspected broken limb the child should not be moved until they have been assessed by a qualified first-aider. If possible a second adult (preferably a first-aider) should also be present and should remain with the child until appropriate arrangements have been made. If necessary an ambulance should be called and the child accompanied to hospital.

### **Safeguarding and Child Protection**

(See: Stand Alone Policy)

### **Classrooms**

The staff will spend time educating children to conduct themselves safely in the classroom. Special attention is paid to the following points:

Children must not:

- swing on chairs, balance chairs on two legs etc.
- climb on tables
- run in the classroom at any time
- leave cupboard doors open
- obstruct escape ways
- leave items on the floor which could trip other classroom users

Pupils are made aware of the fire notices in each classroom and how to follow the procedures detailed on them.

Children must not leave the classrooms without permission.

### **Electrical Equipment**

The governing body has a duty to ensure, as far as is reasonably practicable, that all electrical equipment is maintained and used so as to prevent danger. Therefore, the following policy applies: -

- We ensure that existing electrical wiring and equipment is sound and has been properly installed
- We ensure that any electricians who carry out work in the school are competent and suitably qualified.
- All electrical equipment is tested annually by an outside contractor. An inventory is kept by the Premises Manager to ensure that nothing is missed during these visits. All appliances, which pass the annual test, are clearly labelled and a note is made of the date on which the test was carried out.
- We have set up a maintenance programme ensuring all faulty equipment is repaired by a competent qualified contractor.

- We ensure that no electrical maintenance work is carried out ‘live’ or with the possibility of contact with a potentially live current.

### **Visual Tests**

Each time an item of electrical equipment is used by a member of staff, a quick visual test should be made to verify that: -

- The item is in good working order
- The plug and lead are in good condition i.e.: not frayed, well insulated
- All leads and appliances have identification numbers, it is important that all appliances have a matching lead.
- The socket must not be overloaded
- Extension leads are not a tripping hazard

This should be part of everyday practice and the equipment must not be used if the visual check is not satisfactory.

The Headteacher or Premises Manager should be informed of any faults immediately.

All staff ensure they are aware of the positioning of the socket and switch to turn off the electrical supply to the equipment being used.

### **Children and Electricity**

Children should be educated in the dangers of electricity and in the correct way to handle electrical appliances – especially electrical shock.

They must always be supervised when handling electrical equipment.

### **Electric Shock**

See Accidents: section 1

In the event of electric shock, the teacher will immediately unplug equipment that has caused the shock, make safe the immediate area; summon a trained first-aider and the Headteacher. They will then proceed as for serious accidents in section 1.

### **Beginning and End of School Procedures**

#### **Beginning**

The school gates will be locked until 8.40am when children will be allowed on school premises. Children should walk directly into class using outer doors upon arrival. The school gates will be locked again at 9am.

#### **End of Day**

When school finishes, all KS1 and foundation pupils should remain with their teachers until a parent/carer or other adult known to the teacher collects them. If the child is to be collected by an adult not known to the teacher it is the responsibility of the parent to inform the class teacher of this.

All KS2 children should remain in the playground with their teacher until they are collected. No child should leave the school premises unaccompanied, unless they have completed a lone traveller form which can be obtained from the school office. A copy of all lone travellers is kept on Google Drive.

If a parent does not arrive, children should be escorted back through the building to the main office where their parent will be called. In the event of a parent being delayed to collect their child no other adult should take the child off the school premises without first consulting the school.

Unless children are remaining on the premises for an organised after school activity or club (this does not include activities run by outside agencies) the responsibility of the school ends 10 minutes after school has officially ended.

Parents leaving and collecting their children should not park in dangerous positions or too close to the school. The school car park is NOT for the use of parents as they deliver or collect their children. Parents should observe the parking regulations outside the school at all times; should not park on the yellow zigzags and should avoid parking on the single white lines.

Any pre-school aged children on the premises are entirely the responsibility of the adult accompanying them. No child should be allowed to climb fences, gates, and outdoor school equipment or to engage in any rough or dangerous play which could hurt themselves or others.

## **Fire Safety**

### **Fire Drills**

Fire drills are held at least once a term at different times of the day.

Instructions for fire drills should be clearly visible in each classroom and in public places including the swimming pool and the changing rooms.

Children should be aware of the action to take in the event of fire.

Fire drill is signalled by a continuous bell. Assembly area is on the main playground. Staff will call registers provided by the school office. The staff and visitors' books will be taken from the office by the school admin team and will be checked to ensure all visiting adults are accounted for.

The Premises manager opens the fire escape doors first thing in the morning. They are unlocked throughout the day.

### **In the event of fire**

Respond immediately as practised in the fire drill.

The Headteacher is responsible for ensuring that the fire brigade is called.

Although all staff should be aware of the positions of the fire extinguishers, any significant fire should be dealt with by the fire brigade.

If anyone is not present at the roll call, the Headteacher must be informed immediately.

Assessment should be made as to whether it is safe to re-enter the building, if it is not safe, wait for the fire brigade.

### **Fire Prevention**

One of the most serious hazards, which can threaten premises, is fire. It is, therefore, essential to do all that is possible to prevent fire occurring and to minimise any risks of casualties and damage if it does.

Fire extinguishers are situated at key points around the school.

### **See Fire Plan**

The fire extinguishers are checked regularly by a Barnet approved contractor.

The fire alarm system is checked quarterly but a qualified consultant and all fuse boxes and wiring is checked on an annual basis. (See electrical equipment)

### **Basic Safety rules**

- Combustible materials, not in use, should not be left around the school.
- Corridors, entrances and exits should be kept clear of trip hazards and not hinder escape. Staff should set a clear example at all times.
- Classroom displays should be set up with care. Displays must not encroach onto fire hazards or heat sources i.e.: light bulbs etc. Decorations can be a fire hazard if they are positioned near sources of heat or hung from light fittings.

- Waste bins should be made of metal or other non-combustible materials. They should be used, regularly emptied and rubbish should not be allowed to collect in hidden places.
- Boiler rooms should be kept clean, clear and locked.
- All sheds should be kept clean, organised and locked.
- Electrical equipment must be used properly and kept in safe and working order. Electrical points should never be overloaded and wiring and appliances should be checked regularly. (See electrical equipment)
- The store cupboard outside the school office, which contains electrical equipment, is to be kept locked at all times.

### **Hazardous Substances**

A number of substances are held at the school that could be regarded as hazardous. These include: -

- Cleaning chemicals
- Toilet cleaner
- Toner cartridges
- Polish and floor stripping fluid
- Glass cleaner
- Swimming pool chemical (see Swimming Pool section)

The Premises Manager has a copy of all COSHH sheets that inform of the composition of these substances and how to deal with any emergencies involving them that may arise.

A record must be kept of the positioning and quantities of all hazardous substances and access to them is strictly restricted.

All cleaning and maintenance materials are kept in a locked cupboard and may only be used outside school hours.

### **Mealtime Supervision**

**Procedures** 4 MTS's on duty

**Hours** 12 noon – 1.30pm

- 11.30 Help finishing putting out dining furniture and laying tables for first sitting (EYFS). Receive Nursery for 11.20am and Reception class for 11.30am sitting
- 12.00 Receive KS1 in the dining room and assist as they collect their lunch. 2 MTS's to go outside to supervise Reception children
- 12.15 2 MTS remain to assist KS1, 2 remain in dining hall.
- 12.20 If an indoor play is on offer to the KS1/ EYFS, children are looked after by 2 MTS's in KS1 area; 2 MTS's in dining room. When outdoor lunch play, a third MTS to go outside with the KS1/EYFS pupils leaving the dining room to 1 MTS and kitchen staff
- 12.30 KS2 lunches commence. If wet lunch play, 2 MTS in KS1, 1 MTS in KS2 (supervising 2 classes) & 1 MTS in dining hall
- 1.00 EYFS / KS1 lunch play ends; 4 MTS's to supervise KS2, 1 leaves at 1.15pm. If wet play, 3 MTS's to supervise indoor lunch break, KS2
- 1.30 Bell goes and KS2 Lunchtime concludes; children line up to be collected by staff from the playground. MTS's to remain in the playground until children have entered the school.

General assistance by MTS's with lunchtime is as follows: -

Setting up chairs and tables and laying places before lunch

Cutting up food for younger children

Serving water. Wiping up spillages etc.

Wiping tables between sitting and at the end of lunch  
Outside playground supervision following set procedures  
Sweeping floors and packing away chairs and tables as necessary at the end of lunchtime.

Children should be settled in the classrooms playing with the activities for wet lunchtimes.  
There should be no running about either around the classroom or between classrooms.  
Children may leave the class to go to the toilet.

## **P.E.**

(See: Stand Alone P.E. Guidelines)

### **Playground Safety**

Children should never be in the playground un-supervised. Playground play equipment will be supervised at all times. Children will be made aware of key playground rules and expected codes of conduct. Children will be expected to use play equipment safely and sensibly and they will understand that sanctions will be imposed for inappropriate and dangerous conduct and play.

During playtime no child should leave the playground area without permission.

No child should be allowed to leave the school via the playground gates for any reason unless with an adult.

Ball games are played on a rota basis and should be kept under control.

Children must not play any rough games that could lead to injury. Noisy and wild behaviour is unacceptable. Aggressive behaviour will not be tolerated in the playground.

No child should be allowed to climb fences, jump down steps or climb pipes. Children will be appraised of 'out of bounds' areas.

At the beginning and end of playtimes children should leave and re-enter the building in an orderly fashion.

In the event of minor accidents the child should go to the medical room. (See Accident procedures.)

In the event of major accidents the qualified first-aider should be sent for immediately, the child should not be moved. (See Accident procedures.)

In the event of snow or ice, a safe pathway should be created around the school to include all entrances. Special care should be taken with steps. The Headteacher will ascertain whether it is safe for children to play out in adverse weather conditions. (See Wet playtime.)

The Hatley Close entrance is kept locked permanently and is out of use.

### **Premises Management**

This relates to the maintenance and safety of the whole school site including field, fences and the interior and exterior of buildings. The day to day management of the premises is the responsibility of the Premises Manager. Any faults or damage that occur are either repaired by him or handled by an outside contractor.

The grounds should be checked every day to ensure that they are safe before the children arrive.

Specific areas, which should be checked, include the following: -

- The Perimeter fence Fencing is vulnerable to vandalism and should be continually checked to ensure that it is in good repair and presents no risk to anyone.
- Gates These must be kept in good condition and locked at the appropriate times in accordance with the timetable.
- Playing Field The Environmental Protection Act 1990 requires school grounds to be free of debris and litter. Playing areas, including fields, should be checked for any potentially harmful material such as broken glass, pot holes etc.

Maintenance to the exterior of the building should include: -

- Windows Window frames should be checked for cracking. If cracks are found, these should be repaired and broken windows replaced.
- Doors Doors should be monitored to ensure they are working properly. This is particularly important with regard to fire safety.
- All stopcocks and stop taps should be tested regularly to make sure they are in full working order.

The following points should be considered as part of the interior maintenance of the premises and relate to the offices, classrooms and hall area.

- Temperature The requirement is for a minimum working temperature of 16°C one hour after the start of work. Temperature readings should be taken in the centre of the room about one metre above floor level and in an area free of drafts.
- Lighting should be adequate for reading and writing purposes and brightness may be reduced by using adjustable blinds.
- Ventilation There are no approved standards for ventilation, other than it should be adequate.
- Floors These should be clean and free from obstruction. They should not be slippery or uneven.
- Furniture layout of desks and chairs should not block escape routes. Interactive Whiteboards should be positioned where they can be viewed easily. Furniture should be of a type and size that is suitable for the pupils who will be using it. The condition should be regularly checked and any damaged or faulty items should be repaired or replaced.

### **Security**

The school has a very effective alarm system that is turned on by the caretaker at the end of the day and is turned off at 7.00am. Perimeter security is controlled by timers and entry to school grounds is controlled at all times.

Security lights are positioned strategically around premises.

These come on automatically if anyone walks through these areas at dark.

There are a limited number of keyholders and security code holders. These are listed on Page 2 of this policy.

All staff members have a responsibility for the security of the school. If risk is observed it should be reported to the Headteacher or the Premises Manager immediately.

Every class Teacher is expected to shut the windows and lock the external door of the classroom on leaving.

Money is kept locked in the school safe. It is taken to the bank when necessary.

School lunches are paid for via School Money. This is checked regularly by the school administrator.

In the event of an 'out of school' let, the Premises Manager or a keyholder is on duty throughout, starting half an hour before the function begins and finishing no less than half an hour after the end of the function. During this time he/she will remain on the premises either inside or outside the building.

At the end of the day the whole building is checked by the Premises Manager. He will make sure all doors and windows are shut and locked.

### **Sun Safety**

Parents are advised that during exceptionally hot periods, children should have sun protection cream applied before school. This should be of a waterproof variety in case of swimming.

Children should be encouraged to wear school caps during very hot weather.

During sporting activities, athletics meetings and other days that will involve the children in exposure to the sun for a greater time than normal, parents will be warned in advance and will



be asked to be especially diligent in dealing with sun protection for their children. In addition, they will be advised to provide their child/children with a water bottle that can be topped up throughout the day.

### **Outings**

During outings, children will be advised to take sun protection cream with them to apply as necessary.

### **School Journeys**

During school journeys where the children are away for several days, the staff will be responsible for reminding the children to apply sun protection cream on a regular basis.

NB: For these occasions, the school will keep a supply of a well-known brand of sun protection cream/lotion. Parents should inform the school if their child suffers from any allergy.

### **Swimming Pool**

#### **(see Swimming Pool N.O.P. Policies and Risk Assessments)**

The swimming pool is maintained weekly by Barnet Pools Company. Daily management is the responsibility of the school caretaker. The water temperature is measured every morning. It should be no lower than 29°C. If the temperature falls below this lessons are cancelled until the required temperature is restored.

Chlorine levels are measured three times each day, first thing in the morning, at lunchtimes and after school. If the levels are too high or too low lessons are cancelled.

No child should enter the pool area at any time without a member of staff present.

Nor more than 15 pupils are in the pool at any one time.

Nursery children have the opportunity to swim during the summer term and are supported by staff. Parents are invited to assist with changing where necessary.

Reception, KS1 and KS2 pupils are collected from the classroom by the swimming teacher and supported by other staff where appropriate, particularly for the younger children. The second group are then escorted to the changing room by the class teacher who will deliver them and return to the classroom with the first group.

Children must remain quiet and controlled whilst in the swimming pool/changing room area and must not run at any time.

Verrucae and bad cuts should be covered during swimming lessons, but if there is no open wound, plasters should be removed before entering the pool.

No jewellery should be worn in the pool except the smallest sleeper earrings in the case of pierced ears and these should be covered by a swimming hat.

Hats must always be worn.

If a child is sick in the pool, lessons should be stopped immediately and the pool emptied and thoroughly cleaned before lessons resume.

In the event of an accident during a swimming lesson children should leave the water immediately so the swimming teacher can give attention to the injured pupil.

There is an emergency bell situated on the inside wall of the pool area, this rings in the Headteacher's room, the office and the medical room.

There is also a telephone in the pool area for communication with the school office and intercom system.

The swimming teacher should be made aware of any child who suffers from a long term medical condition such as asthma or epilepsy. However, there is no reason why such pupils should not swim.

### **Outdoor Visits and Associated Risk Assessments**

**(See Stand Alone Policy/Appendix and Evolve Risk Assessment System)**

## **Mini Bus Use**

**(see associated Risk Assessments and Mini Bus hire and Use Guidelines)**

## **Visitors to the School**

**(See DBS and Vetting Policy)**

There are two groups of visitors to the school. The first is 'known and regular' visitors; the second is 'unknown' visitors. Care should be taken to establish the identity of any unknown visitors and to check the validity of their visit.

All visitors, whether known or unknown, should enter the school by the main door and sign in and out, allowing the school office to monitor who is in the school. The main door is kept locked and staff and governors may enter using a fob system. NB: Governors should sign in and out irrespective of whether they utilise their fob.

Everyone else must ring the bell and be admitted by a member of staff.

All visitors, including parent helpers and governors are required to sign the visitors book at the office, giving their time of arrival and on leaving, their time of departure. They should then collect a lanyard, which must be worn at all times in the school. The lanyards are returned when the visitor leaves. Anyone not wearing a lanyard should be approached by a member of staff.

The Foundation unit door leading into the playground is kept locked with an entry control system. Anyone wishing to enter the school that way will be able to speak to the office via a telephone.

In the event of a fire, the visitors' book is taken to the playground with the registers so that everyone in the school may be accounted for.

## **Management of Stress at Work**

The primary aim of the school is to educate children; at the same time it should ensure that its staff are kept safe and healthy at work. Staff should not be subjected to excessive workloads, onerous working practices or a detrimental working environment that might, if unchecked, cause an individual stress.

### **What is stress?**

Stress is people's natural reaction to excessive pressure; it is not a disease or something that is always associated with work. If stress is excessive and goes on for some time it can lead to ill health. Individuals may display symptoms of stress when they perceive a mismatch between the demands the situation makes upon them and what they perceive as their ability to respond.

### **Indicators that may point to a stress problem**

Individuals can display a variety of symptoms/signals, which are an indication that they may be suffering from stress, for whatever reason, which is affecting them at work. These may include: -

- Sickness/Absenteeism
- Punctuality
- Performance
- Attitude and Behaviour
- Relationships at work

### **Actions to be taken in cases where stress is a probable cause of a change in behaviour patterns described above**

- Meet with the Headteacher or other appointed individual to offer help and support to the individual who may be affected by pressure and stress. Individuals should be referred to the Occupational Health Unit
- Records should be kept of the considerations made and the measures selected to combat any potential stresses in the workplace

- Help and support in finding out the reason for the change in behaviour
- Seek professional advice
- Instigate appropriate help
- Review duties

**Ratified: Autumn 2022**

**Review Date: Autumn 2025**