

# HEALTH AND SAFETY AT ROSENDALE SCHOOL

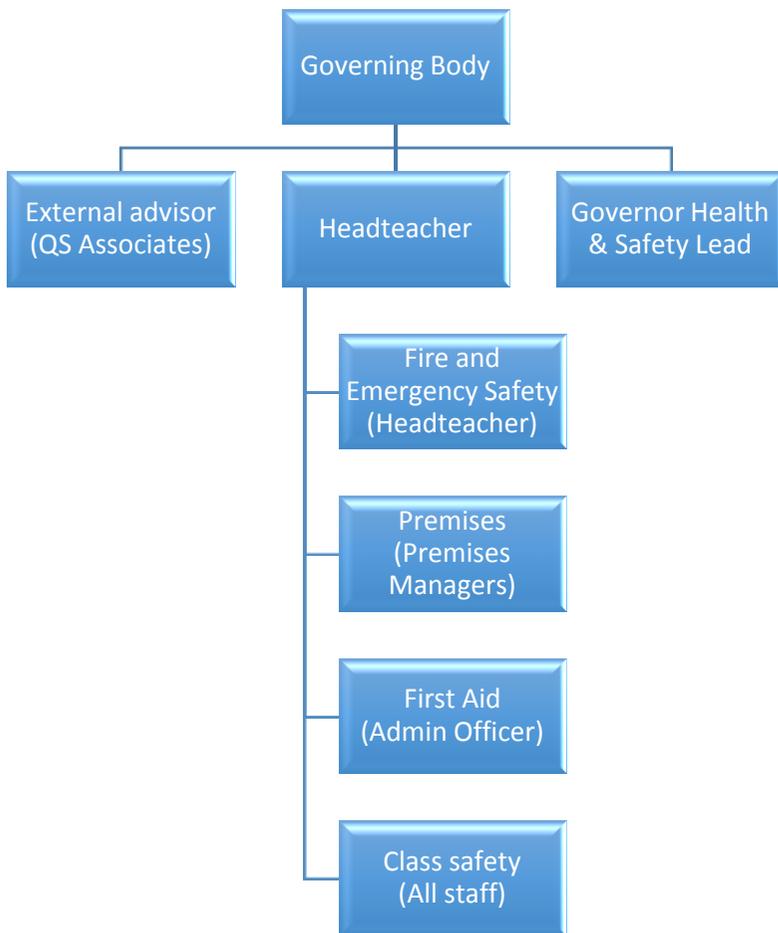
Last updated January 2017

1. Roles and responsibilities
2. Fire and emergency safety
3. Premises management
4. First aid
5. Accident reporting and emergency procedures
6. Classroom and offsite activities
7. Site security and safeguarding
8. Other key health and safety documents

## ROLES AND RESPONSIBILITIES

The Headteacher, or in her absence the designated member of the Senior Leadership Team in charge, has overall day to day responsibility for health and safety in the school from 7.45-6.00pm on days that the school is open

**Anyone working at the school must bring any health and safety concern to the attention of the Headteacher**



## **FIRE AND EMERGENCY SAFETY**

The Headteacher (or in her absence the member of the SLT in charge) has overall responsibility for fire and emergency safety, including controlling the evacuation of school buildings, liaising with the fire brigade, and giving the all clear to re-enter the buildings.

In the event of a fire alarm (continuous ringing bell), children and adults should exit the building immediately, by the nearest door, and assemble in the Turney playground in class lines. Split children should line up with their split class until collected by a member of the Senior Leadership Team.

Teachers check for presence of children in their class against a print out of the day's register that will be provided. When the register check has been completed, teachers should hold the register in the air to indicate 'all present'. If a teacher discovers or suspects that a child is missing they should hold up a red card that will be provided with the register.

A full Fire Evacuation Plan is available on the school website.  
All members of staff must be familiar with this plan.

## **PREMISES MANAGEMENT**

Dave Weatherley and Damien Flynn, the school's Premises Officers, are responsible for the general upkeep of the site and premises. If you are aware of anything on the school site that needs repair and attention then you should notify the school business manager by email: [gpusey@rosendale.cc](mailto:gpusey@rosendale.cc)

### **Daily routines**

- Maintain building and school security by opening and closing the building each day and during special events
- Walk of site to check windows, fire escapes, fire extinguishers, perimeter fencing, playground equipment, drains, guttering, clutter, damage, malfunction or other hazard
- Check boilers functioning
- Deal with/clean up incidents as they arise (e.g. spillages, plumbing, blockages etc.)
- Carry out minor or temporary repairs as required and notify business manager of additional repairs/works requiring specialist contractors
- Check refuse area clean and tidy
- Empty playground bins as required
- Maintain stocks of bathroom consumables and replenish toilet paper, hand towels and soap in all toilets as required
- Clean toilets and water fountains as per schedule

### **Plant and equipment testing and servicing**

The premises team also oversees the maintenance, testing and servicing of school appliances, equipment and services. This includes

- Fire alarms and fire fighting equipment
- Gas and electrical appliances
- Electrical wiring
- Water quality
- Asbestos safety
- PE, gym and playground equipment.

## **FIRST AID**

Jan Gibbs, Admin Officer in the School Office, has the lead responsibility for the school's first aid and accident reporting.

### **First Aid Room**

This is located in the corridor running between the school office and the Turney playground. Jan Gibbs is responsible for maintaining adequate stocks of first aid materials.

A member of staff with first aid training is on duty in the First Aid Room during break and lunchtime. A list of staff with first aid training is on display.

### **Administering medicine**

Members of staff may only administer prescribed medicines and where there is written parental or carer consent. Parental/carer consent is given through completion of the Rosendale *Parental Agreement for School to Administer Medicine* form. Copies are kept in the office.

- Medicines must be in the original container as dispensed and include instructions for administration and dosage.
- A written record must be kept each time medicine is administered. The record is kept in the First Aid Room.
- Children should not be forced to take medicine. If a child refuses to take the prescribed medicine or dose, then this should be recorded and the parent/carer informed.

A more detailed *Policy on Managing Medicines in School* is kept in the First Aid Room.

### **Allergies (including special dietary requirements)**

A register of children with allergies is kept in the First Aid Room.

A list is given to the kitchen on a daily basis of children in Early Years indicating whether they are (a) non-diary, (b) vegetarian or (c) Halal diet. After Year 1, children are expected to make clear their dietary requirements when being served their lunch.

## **ACCIDENTS AND EMERGENCIES**

### **Accident Reporting**

#### **Minor accidents to children**

- The child is taken to first aid and attended to
- In case of a bump to the head, a phone call is made to parents
- A note of the injury is given to the child to take home, with a copy retained for school records

#### **Serious accidents to children**

- Logged on Lambeth Local Authority Report of Injury (RIDDOR) form by Jan Gibbs or another member of the office staff
- Any serious accident (or near miss) should be reported to the Headteacher and discussed at the weekly SLT meeting.

#### **Staff accidents**

Logged in an incident book kept in the school office by the staff member affected

#### **Emergency Procedures**

In the event of a medical emergency, office staff will contact the emergency services and parents/carers or next of kin.

A member of staff will accompany a child taken to hospital in an ambulance but should *not* take them to hospital in their own car.

Health professionals at the hospital are responsible for decisions on medical treatment until a parent or carer arrives.

An ambulance will always be called in case of:

- Extended and severe asthma attack
- Epileptic seizure
- Loss of consciousness
- Anaphylactic shock (any severe allergic reaction)

More detail is given in the *Policy on Managing Medicines in School* kept in the First Aid Room.

## **CLASSROOM SAFETY AND OFFSITE ACTIVITIES**

### **Classroom safety**

All staff are responsible for health and safety arrangements for staff, pupils and volunteers under their supervision. In particular they should:

- Take a register at the beginning of the morning and afternoon (a legal requirement)
- Effectively supervise all those for whom they are responsible
- Be aware of and implement safe working practices and ensure that equipment is appropriate and meets safety standards
- Evaluate practice and, if necessary, take remedial action in event of an accident or near accident or where concern is expressed about any aspect of health and safety

A Health and Safety checklist for the classroom is here:

[www.hse.gov.uk/risk/classroom-checklist.pdf](http://www.hse.gov.uk/risk/classroom-checklist.pdf)

### **Working at Height**

Teaching staff are not expected to work at height, but where this is unavoidable practical guidance on safe working is here:

[www.hse.gov.uk/falls/casestudies/guidancetables.pdf](http://www.hse.gov.uk/falls/casestudies/guidancetables.pdf)

### **Manual Handling**

No person is expected to handle any load that is not comfortable and portering and lifting assistance is available from the premises officers. Practical guidance on manual handling in schools is available here:

<http://www.hse.gov.uk/pubns/indg143.pdf>

### **Hot drinks**

Any hot drink carried around the school premises must be in a sealed container.

### **School trips**

Health and safety planning for school trips should be common sense and proportionate

No explicit parental permission or risk assessment is needed for trips undertaken on foot in the vicinity of the school, including to Brockwell Park and Dulwich Picture Gallery.<sup>1</sup>

---

<sup>1</sup> Permission for the above is given as part of the school's enrolment procedure.

Parental permission and a risk assessment *are* needed for any other trip, including any trip that involves taking public transport.

- For routine trips, generic risk assessment forms are kept in the School Office
- For a complex trip, a bespoke risk assessment should be completed by the trip leader at least 10 days in advance of the trip and signed off by Kate Taylor
- Any trip involving an overnight stay must be signed off by the Governing Body.

Staffing levels for trips should be set based on the risk assessment.

Guidelines for a standard trip, such as a visit to a museum, are as below.

- 1 adult to 5 or less pupils for reception classes (depending on trip)
- 1 adult to 6 pupils for years 1-3
- 1 adult to 10-15 pupils for years 4-6

### **Sports and offsite activities**

The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff member(s).

There must always be at least two adults with any group that is offsite (including at the Rosendale Playing Fields)

The school has portable first aid kits for use on off-site activities.

## **SITE SECURITY AND SAFEGUARDING**

### **Visitor Book**

All visitors to the school are required to sign the Visitor Book. They are issued with a visitor's badge and passed into the care of a member of staff. At the end of the visit, that member of staff must walk that visitor back to the School Office where they can sign out.



### **Contractors**

All contractors employed by the school must undergo a pre-vetting of health and safety standards before being allowed to work on the site

All contractors are required to sign a contractor signing in book. They are then issued with a contractor's badge and passed into care of the premises team.



When the work is complete, a member of the premises team must escort the contractor back to the School Office where they can sign out. Contractors must not move unaccompanied around the school premises.

## **Safeguarding**

Geraldine Pusey, School Business Manager, must be notified about any adult working in the school who is not a member of staff (e.g. sports coach, artist in residence etc.)

- Any adult working regularly in the school *must* have an enhanced DBS check, which is recorded on the Single Central Record. A separate ISA Barred List check must be made where a DBS has been applied for but not returned by the start date.
- Occasional visitors to the school – providing that they will not be alone with children at any point – may be checked against the ISA Barred List only

Where there is a court restraining order in place on a parent or relative of a child at the school, prohibiting collection of that child by a particular person, then this must be noted on the office notice-board and brought to the attention of anyone working at the office reception.

A detailed statement of safeguarding arrangements is included in the school's Child Protection and Safeguarding Policy available on the school website.

## **Collection of children from nursery**

Parents who deliver and collect children to and from nursery in the course of the school day must be escorted to and from the nursery by a member of the office staff.

## **Challenging strangers**

If a member of staff sees any unknown person on the school site they should ask to see their visitor's pass. If the individual does not have a pass, the member of staff should walk with them to the office so that they can sign in and be given a pass.

## **End of school**

The orderly dismissal of children at the end of the school day is the responsibility of the class teacher.

Children in the Early Years Foundation Stage and KS1 are collected from the classroom by an adult known to the classroom teacher or teaching assistant. Either the classroom teacher or school office must be notified of any change to normal arrangements – otherwise, a telephone call must be made to the responsible parent or carer before the child is dismissed.

Children in KS2 are collected from the Turney playground by an adult known to the classroom teacher or teaching assistant or otherwise at the discretion of

the teacher/teaching assistant. Children in KS2 are also entitled to go home alone if they have written permission from their parents or carers. A copy of all written permissions must be retained in the School Office.

Any child may be collected by siblings or others under 16 years of age, with written permission from a parent or carer. A copy of all written permissions must be retained in the School Office.

Children who have not been collected on time, either at the end of school or following an after school activity, are taken to the waiting area outside the school office and looked after by the responsible adult until the person collecting them arrives.

### **Afterschool club**

Children are signed into and out of afterschool club by one of the afterschool club workers.

### **Community use of school facilities**

Outside school hours, the school is open for community use. A member of the premises team must be on site at all times that the school is open. It is the responsibility of the premises manager to inform any group using school facilities about the fire alarm and that they are responsible for the health and safety of members of their group while on the school site.

## **OTHER KEY HEALTH AND SAFETY DOCUMENTS**

1. Fire and evacuation plan
2. Safety, testing and maintenance log book – a list of all the school's health and safety certifications and risk assessments and the schedule for their review/renewal
3. Health and safety calendar – the annual programme of health and safety checks, servicing of equipment etc.
4. Schedule of current health and safety issues – a record of outstanding health and safety issues and action being taken
5. Health and safety training records – details of who has received training and when (including fire safety, first aid and safeguarding)
6. Contractor pre-contract information proforma – a form used to check that all contractors working on the Rosendale School site meet the required health and safety standards

## **TELEPHONE NUMBERS**

School office	020-8670 4962
School Mobile	07720 677830
Fire alarm contractor	07974-561553