



Health and Safety Policy

Mission Grove Primary School

This Policy has been written for and adopted by the Governing Body of Mission Grove Primary School.

VISION STATEMENT

For the children at Mission Grove to become well rounded individuals who have drive, passion and the confidence to do their best. Who leave with the skills to succeed and flourish in life. Staff have high expectations of themselves and others and are reflective practitioners. Mission Grove provides security, opportunities and enjoyment for all.

Approved by Governing Body

Date : September 2020

Review Date :

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY STATEMENT

**Code of Practice for
Organisation and Arrangements**

SCHOOLS HEALTH AND SAFETY POLICY STATEMENT

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH AND SAFETY (CODE OF PRACTICE)

Name of School: MISSION GROVE PRIMARY SCHOOL

PART 1 THE POLICY

1. INTRODUCTION

1.1 This is a Statement of Organisation and Arrangements (Code of Practice) for the above named school. This does not replace the council's safety policy or the Education Department's safety policy but is in addition to them for the benefit of teaching and non-teaching staff and pupils. Copies of these documents, along with other Codes of Practice and information on Health and Safety matters will be found in the school's safety manual. Copies of this manual are held in the office and the staff room.

1.2 This statement deals with those aspects over which the Governing Body and Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority have responsibility, it describes how the Headteacher is discharging her responsibilities in respect of pupils, visitors and other employees who are present on school premises in the internal organisation, management and discipline of the school in accordance with the Articles of Government.

1.3 The aim of this statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- (a) to establish and maintain a safe and healthy environment throughout the school.
- (b) to establish and maintain safe working procedures among staff and pupils.
- (c) to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- (d) to ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils to avoid hazard and contribute positively to their own safety and health at work and to ensure that they have access to Health and Safety training as and when provided.
- (e) to maintain a safe and healthy place of work and safe access and egress from it.
- (f) to formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- (g) to lay down procedures to be followed in case of accident.

(h) to provide and maintain adequate welfare facilities.

PART 2 THE ORGANISATION

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

1 THE LOCAL AUTHORITY

The London Borough of Waltham Forest has a duty and responsibility under the Health & Safety at Work Act to provide a safe place of work and to ensure compliance with Health & Safety Legislation and associated Regulations.

2 THE GOVERNING BODY:

Chair:

The Governing Body will work together with the Headteacher and the local Authority to establish and meet health and safety objectives. The Governing Body has a statutory responsibility under Section 37 of the Health & Safety at Work Act to:

- ◆ adopt the Local Authority's Health & Safety Policy
- ◆ ensure that adequate policies and procedures are in place
- ◆ monitor the implementation of policies and procedures

The Governing Body will address Health & Safety matters via the Headteacher or School Business Manager.

3 THE HEADTEACHER

KATE JENNINGS

The Headteacher has, under Section 4 of the Health & Safety at Work Act, responsibility for all school safety organisation and activity and shall:

- (a) be the focal point for day to day references on safety and give advice or indicate sources of advice.
- (b) co-ordinate the implementation and monitoring of the approved safety procedures in the school.
- (c) maintain contact with outside agencies able to offer expert advice
- (d) report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery etc the Headteacher considers to be unsafe, until satisfied as to their safety.
- (e) make recommendations to the Governing Body and / or local authority for additions or improvement to plant, tools, equipment, machinery etc which are dangerous or potentially so.
- (f) make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that she is kept informed of accidents and hazardous situations.

(g) review from time to time

- (i) the provision of first aid in the school
- (ii) the emergency regulations and make recommendations for improving the procedures laid down.

(h) review regularly the dissemination of safety information concerning the school

(i) recommend necessary changes and improvements in welfare facilities

(j) inform the Governors from time to time of the safety procedures / procedures of the school. A section on health and safety will be included in the Schools Annual Report.

4 TEACHING AND NON-TEACHING STAFF HOLDING POSTS / POSITIONS OF SPECIAL RESPONSIBILITY

Headteacher – Kate Jennings

Deputy Headteacher – Gemma Kent

CLASSES	TEACHER	SUPPORT
Assistant Headteacher	Miss Shaesta Khan	Early Years
Two Year Olds	Aneesa Iqbal <i>Christine Goddard (Maternity Leave)</i> <i>Cartheigayine Partheepan (Maternity Leave)</i>	Emma Ingham Shazia Parveen (Apprentice)
Nursery South Site	Joe Francis	Maryam Ishaq
Nursery North Site	Rashda Choudhary	Luisa Blandon Kimberley Colson Trunesh Mellard (Apprentice)
Reception Swan	Mrs Magdalena Klonowska	<u>Reception Support</u>
Reception Swallow	Miss Natalie Mikkides	Jamila Abuubakar Rasa Cesionyte Gemma Varney Danielle Winwright
Reception Skylark	Miss Rahima Mozir Miss Daphne Acheampong (School Direct)	
Reception Sparrow	Miss Daniella Agard	
Assistant Headteacher	Mr Ben Darling	Years One, Two, Three
Year One Buzzard	Mrs Jane Cartwright	<u>Year One Support</u> Claire Shoesmith Rose Williams Isabella Yeboah
Year One Blackbird	Miss Shakira Ley	
Year One Barn Owl	Miss Eleanor Knight	Kirsty Brash
Year Two Goose	Miss Clair Watkin	<u>Year Two Support</u> Deanna Henshaw Tahira Hussain Mariam Modan
Year Two Goldfinch	Mrs Sarah Nichols Celeste Cameron (School Direct)	

Year Two Goldcrest	Miss Stephanie Conroy	Meryem Mutisya Markida Roberts Wright Year Three Support Claudia Bolanos Misbah Chaudry Zehra Hacet Syeda Hoque Matondo Koke Precy Pereira (Maternity Leave) Cheril Ryan Farzana Shafiq Farhana Sohail
Year Two Grouse	Miss Rhianne Stevens	
Year Three Crow	Mrs Zebun Hussain	
Year Three Chiff Chaff	Miss Jessica Harper	
Year Three Cuckoo	Mrs Fahmeeda Hussain	
Year Three Chaffinch	Mr Paul Gwynn-Jones	

Assistant Headteacher	Mr John Garlick	Years Four, Five, Six,
CLASSES	TEACHER	SUPPORT
Year Four Moorhen	Mr Stephen Hall	Year Four Support
Year Four Merlin	Mr Alex Merchant	Shaiwana Ali Neelam Boston Uzma Faruick (Agency) Sajida Hussain Aqeela Raja Josh Redding
Year Four Mandarin	Mr Dominic Beckett	
Year Four Mallard	Miss Cynthia O'Brien	
Year Four Magpie	Miss Sarah Beath	
Year Five Kinglet	Mrs Lisa Osborne	Year Five Support
Year Five Kestrel	Ms Beatrice Carter	Sharman Barnes Rebecca Hacet Brenda McDonald Pernell Simpson
Year Five Kingfisher	Mr Kieron Murray	
Year Five Kittiwakes	Mrs Naaila Ahmed	
Year Six Wren	Mr Jon Cole	Year Six Support
Year Six Wheatear	Miss Stina Odeen	Shazia Ansari Myrtille Gamain Kyrienne Jackson-Kelly (Thursday / Friday only) Shereen Lambat
Year Six Woodlark	Mr Meshak Taylor	
Year Six Warbler	Mr Robin Halstead	
Year Six Whimbrel	Miss Joanne Laing	
Inclusion	Mrs Linda Foxcroft	Learning Mentor Annette Collier

PPA	Coach - George Craddock Coach Jane Farrier - Athlete Fit Artis	Mrs Maryam Islam Madam Coralie Zanon - French
-----	--	--

Administration		
School Business Manager	Debi Swinhoe	
Finance Officer		
Admissions & Attendance	Janine Ryan Ebru Sazdilli (Maternity Leave)	
Reception	Lesley Shoesmith	
Parent Pay	Matt Hubbard	
Site Service Officers		
Senior Site Service Officer	Oscar Rodrigues	
Site Service Officer	Winston Forrester	
Site Service Assistant	Mani Kanagaratnam	
Cleaners	Midday Assistants	Midday Assistants
Alison Blunt	Maryam Afzal	Nashrin Kaji
Sharon Small-Robinson	Nasreen Amin	Shagafta Mahmood
Christina Tutunariu	Helen Barnes (Maternity Leave)	Umbreen Majid
Jane Waller	Fazia Chiheb	Al Sabha Parkar
Brian Williams	Tashell Davis	Ayesha Patel
	Tracey Forrester	Azna Raheem
	Zehra Hacet	Shazia Shahid (Supervisor)
	Deeana Henshaw	Samina Shahid (Supervisor)
	Sameena Hussain	Margaret Usmar
	Shazia Hussain	Rebecca Wyatt
	Shenaz Karoo	

Breakfast Club (North Site)		Breakfast Club (South Site)	
Tahira Hussain		Shahnaz Sassa	
Nasreen Amin		Samina Shahid	
Deeana Henshaw		Shazia Shahid	
Shazia Hussain		Pernell Simpson	
Helen Barnes (Maternity Leave)		Cartheigayine Partheepan (Maternity Leave)	
After School Club (North Site)		After School Club (South Site)	
Aneesa Iqbal		Claire Shoemith	
Sharman Barnes		Shazia Hussain	
Lisa Poulton (Set up)		Shazia Shahid	
Samina Shahid		Margaret Usmar (Set up)	
		Kyrienne Jackson-Kelly (Thursday / Friday only)	

Catering Staff	
Chef	Salim Bouabbeche
Deputy Chef	Mohamed Raggai
Deputy Chef	Jane Waller
Catering Assistants	
Justina Adetoye	Giedre Bubeleviciute
Fatima Houari	Eva Owih-Opoku
Shu-Xue Su	Daiva Zakarauskaite

These Staff:

- (a) have a general responsibility for the application of the Local Authority's safety policy to their own department or area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that department / area of work. Advice or instructions given by the authority and the Headteacher, including the relevant parts of this statement, shall be observed
- (b) shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water, duplicating fluids, guillotines)
- (c) shall resolve any Health & Safety problems any member of staff may refer to them and refer to the Headteacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them
- (d) shall compile Risk Assessments and modify centrally issued Risk Assessments and carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Headteacher
- (e) shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own safety and health at work
- (f) shall, where appropriate, seek the advice and guidance of the relevant Adviser or Officer of the authority
- (g) shall propose to the Headteacher requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so
- (h) shall, identify and arrange the health and safety training needs of staff within their area of responsibility
- (i) shall, consult the school's safety representative on health and safety issues
- (j) shall, carry out an investigation of any accident / incident that occurs in their area of responsibility and submit a report to the Headteacher

5 SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of pupils when they are in their charge.

If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he / she cannot accept this responsibility, he / she should discuss the matter with the Assistant Headteacher for that Phase or Headteacher before allowing practical work to take place.

Class teachers are expected:

- (a) to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- (b) to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- (c) to give clear instructions and warning as often as necessary.
- (d) to follow safe working procedures personally.
- (e) to call for protective clothing, guards, special safe working procedures, etc where necessary.
- (f) to make recommendations to their Assistant Headteacher on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

6 OBLIGATION OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 states

"It shall be the duty of every employee while at work:

- (a) to take reasonable care for the Health and Safety of him / herself and of any other persons who may be affected by his / her acts or omissions of work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with".

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected

- (a) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) to observe standards of dress consistent with safety and / or hygiene
- (c) to exercise good standards of housekeeping and cleanliness
- (d) to know and apply the emergency procedures in respect of fire and first aid
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his / her own safety and / or the safety of others

- (f) to co-operate with other employees in promoting improved safety measures in their school
- (g) to co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

7 THE SAFETY REPRESENTATIVE

The union appointed safety representative for the school is Meshak Taylor

It is recognised that the role of the safety representative is to represent employees in accordance with the Safety Representatives and Safety Committee Regulations 1977. The School Management Team will consult the school's Safety Representative on matters relating to health and safety. The Safety Representative shall be afforded reasonable time off to carry out termly inspections, investigate accidents, potential hazards, pursue employees complaints and to attend the Health & Safety training course organised by their Trade Union.

Consultation meetings with Safety Representatives and other staff will be arranged by the Headteacher on request.

8 THE PUPIL

The pupils are expected:

- (a) to exercise personal responsibility for the safety of self and class-mates
- (b) to observe standards of dress consistent with safety and / or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- (c) to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- (d) to use and not wilfully misuse, neglect or interfere with things provided for his / her safety.

9 VISITORS

Regular visitors and other users of the premises (eg contractors and delivery men from specific companies) should be required to observe the safety rules of the school. In particular parents helping out in school must be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned.

All visitors must report to the office where a 'signing in' system is in operation.

PART 3 ARRANGEMENTS

1 PROVISION OF FIRST AID

First Aid will be administered in accordance with the Authority's Code of Practice on First Aid. First Aid boxes are provided in all classrooms:

The schools Designated First Aider(s) is/are:

All Teaching and classroom support staff have a current first aid certificate.

The designated officer responsible for checking and maintaining the contents of first aid boxes is:
Lesley Shoesmith .

2 EMERGENCY PROCEDURES

2.1 Illness / Accident or Incident

If anyone should become ill or suffer injury as a result of an accident the procedures below must be followed:

- (a) First Aid should be rendered, **but only as far as knowledge and skill admit**. If circumstances necessitate, the trained first aider should be summoned immediately to tend to the patient. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) If the patient needs to be taken to hospital then an ambulance should always be called. If an ambulance is required the emergency "999" service should be used. For cases of a less severe nature then it may be appropriate to transport a pupil / member of staff to a casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his / her own car for these purposes he / she must ensure that he / she has obtained specific cover from his / her insurance company). Wherever possible no casualty should be allowed to travel to hospital unaccompanied if there is any doubt about their fitness to do so.

(c) Accident Forms

Every case of injury, accident or incidents, including cases of physical or verbal violence must be fully and accurately reported on the appropriate forms and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtained from the School Business Manager's office. Completed forms should be passed immediately to the Health and Safety Representative, the School Business Manager who should investigate the accident and report to the Headteacher. An accident form must be completed for all accidents, (employees, pupils, visitors etc), however minor.

Employee Relations & HR Policy
Operations Directorate
Waltham Forest Council
Room 11,
Waltham Forest Town Hall
Forest Road
London E17 4JF

Accidents must be reported in accordance with the Code of Practice for the reporting and investigation of Accidents, Incidents and Dangerous Occurrences.

Form PS 3196 Staff / Visitors
Form PS 429 Pupil

2.2 Fire and Emergency Procedures

It is the duty of all members of staff to carry out the Fire and Emergency procedures as follows:

(i) **Escape Routes**

Site Service Officers are responsible for ensuring that all escape routes are kept clear and reporting any defects to the School Business Manager.

(ii) **Fire Fighting Equipment**

All fire fighting equipment is serviced annually through Workplace Fire and Safety.

The School Business Manager is responsible for ensuring that the annual service takes place, and that an inventory of all equipment and a plan showing its location is held in the School's Health and Safety Manual.

(iii) **Fire Alarms**

Fire alarms are tested weekly by the Site Service Officers and recorded in the fire alarm log book. Fire alarms are inspected / tested four times a year by ADT – North Site – KS2 Building, Ace Security - North Site -KS1 Building, Year Six Block. South Site – Ace Security.

(iv) **Fire Drills**

Termly fire drills will be arranged by the Headteacher. The purpose is to remove everyone from the buildings as quickly as possible, assemble them in a safe place and check attendance. The following staff have special responsibilities

Alarm Company (dependent upon building)	Call Emergency Services
Kate Jennings, Debi Swinhoe, SSO on duty / Fire Wardens	Check all buildings have been evacuated
Kate Jennings or SLT member	Take charge of assembly area

(v) **Evacuation Procedures**

It is the duty of all members of staff to carry out the procedures as listed in Annexe 1 Fire Evacuation, Annexe 2 Bomb Warning Regulations.

3 INFORMATION / DOCUMENTATION

All staff shall receive copies of documentation / information issued by the Local Authority in relation to their areas of work. All staff must ensure that guidance is adhered to. The school's Health and Safety Manual will be available to all members of staff.

Copies of the manual will be held by the School Business Manager.

4 TRAINING

It is the responsibility of Senior Staff to identify the training needs within their area of responsibility and advise the Headteacher. All staff are encouraged to request release to attend health and safety training courses.

5 REPAIRS AND MAINTENANCE:

(i) All defects must be reported to the Site Services Officer who in turn will report all repairs to the School Business Manager. All maintenance items reported are to be recorded on SchoolPod.

(ii) Lightning Protection

The School Business Manager arranges an inspection on both sites on an annual basis. The test and inspection certificate is held in the Red Box Information file held by the School Business Manager.

6 ELECTRICAL EQUIPMENT

(i) All portable appliances will be tested annually by an independent body. A copy of the inventory of the electrical equipment tested including test results will be held in the Red Box Information file by the School Business Manager. All staff must visually check all electrical appliances prior to their use and report any defects to the School Business Manager. All defective equipment must be taken out of use immediately. **Privately owned appliances must not be used in schools.**

(ii) Fixed wiring is inspected every five years and is currently the responsibility of the School Business Manager. Certificates of inspection are in the Red Box Information file held by the School Business Manager.

7 MACHINERY AND PLANT

(i) All machinery and plant must be checked for health and safety prior to being brought on site

(ii) Senior staff must ensure that there is a system of inspection to identify and safeguard dangerous machinery

(iii) Lifting machines are inspected and tested every six months. In addition the School Business Manager arranges for these machines to be maintained four times a year.

(v) The boiler is serviced every six months by Maracom. Certificates of inspection are in the Red Box Information file held by the School Business Manager.

8 CONTRACTORS ON SITE

The Site Service Officer will be responsible for Contractors entering or working within the School. He /s he will be responsible for setting out safe systems of work.

9 SPECIAL RISK SITUATIONS:

Grab bags are available in the School Business Manager's Office (North Site - Key Stage One Building), Leadership Office (South Site).

(i) **Reporting of Hazards**

Anyone noticing a hazard should immediately take steps to protect other persons from the hazard. The hazard should then be reported to the School Business Manager.

The School Safety Representative will be consulted on any problems, hazards and defects.

(iii) **Control of Substances Hazardous to Health (C.O.S.H.H.)**

All substances / equipment used within the establishment must comply with the Authority's local Code of Practice for COSHH. Risk Assessments for new substances must be provided.

10 EDUCATIONAL VISITS

Educational Visits must be carefully organised and prepared in accordance with the Schools Procedure for Educational Visits. Refer to EVC policy.

11 CLEANING ARRANGEMENTS

The school is cleaned by: Team of in-house cleaners

Any problems relating to cleaning should be made to the School Business Manager

12 PE EQUIPMENT AND PLAY EQUIPMENT

PE equipment and play equipment is inspected annually. The Certificates are in the Red Box Information file held by the School Business Manager.

Regular visual inspections are undertaken on a daily basis. Any defective equipment must be taken out of use immediately.

13 SECURITY

All visitors must report to the School Office where they will be asked to use the electronic signing in system. They will be provided with a pass to wear as identification whilst on the premises.

Any member of staff who notices an unidentified person on the site should seek to identify that person and / or inform the Site Services Officer or a member of the senior management team immediately.

14 PROTECTIVE CLOTHING AND EQUIPMENT

Where protective clothing and equipment is provided, it must be used by both staff and pupils at all relevant times. Damaged or insufficient protective clothing or equipment must be reported immediately to a senior member of staff.

15 CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer (eg Health & Safety Executive or Environmental Health Inspector) the Headteacher should immediately advise the Chief Education Officer. If a prohibition notice is issued, with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice / guidance issued by the Local Authority or Headteacher in pursuance of the safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter he / she should then report the matter to the Senior Education Officer (Strategy and Resources) or the Principal Administrative Assistant, Sites & Buildings. If no action is seen to be taken the Headteacher should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or to the officers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed.

Any suggestion by any member of staff to improve standards of Health and Safety are welcomed by the Headteacher.

Review

A review of the procedures, particularly those in Part Two will take place in consultation with the Safety Representative each year in time for the commencement of the new academic year.

Issued by: Kate Jennings

Date: September 2020