



St. Anne's and Guardian Angels CPS
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Headteacher: Mrs S Mouna

'Excellence together with Christ at the Centre'

This policy will run in line with the Health and Safety Guidelines as issued by the London Borough of Tower Hamlets.

The Borough's Health and Safety Document is to be found in Chapter 12 of the Local Management of Schools Manual (LMS).

Renewed March 2023

By Mrs S Mouna (Head Teacher)
Mrs V Spencer (Chair of Governors)
Mr K Rashid (Premises Manager)

SignedHead teacher

.....Chair of Governors

March 2023
Next review March 2024

Appendices

- List of Designated First Aiders & Pediatric First Aiders
- List of trained positive handlers
- List of Diabetes trained staff
- List of line management trained staff
- Relevant policies

General Health & Safety Policy Statement

The Governing Body at St Anne's and Guardian Angels Catholic Primary School is committed to providing a safe working environment within the school premises, for pupils, staff, parents and all schools visitors. The Head teacher recognizes that all staff members have a responsibility for implementing the practices contained within this policy, and as such, has a commitment to consult with and train all staff with responsibilities for Health & Safety within the school, with the necessary skills with which to effectively implement this policy.

1.

A - Key Staff Members with responsibility for Health & Safety

The Governing Body, the Head teacher and the Premises Manager recognize their responsibility for ensuring that this Health and Safety Policy is implemented in the school.

The person designated in the Head teacher's absence is:
Deputy Head, Vicky Laxton

The premises manager has responsibility for the cleaners and the extended school out of hour's classes. The premises manager is:

Mr Keith Rashid
Telephone: 07930464149

B – Training Staff with Health & Safety Responsibilities

The Head teacher and, in her absence, the Deputy Head, will be responsible for briefing all new members of staff on the Health and Safety Policy and for providing them with the school's Health and Safety documents and also bringing to their attention vital information relating to health and safety practice, policy and procedures.

Relevant information is contained in the welcome pack and the staff handbook and a log of all staff training in relation to Health & Safety is held in the main School office.

2– First Aid

A – Designated First Aiders & Pediatric First Aiders

The names of the designated First Aiders and Pediatric First Aiders at St Anne's and Guardian Angels School are located on the notice board in the medical room. (Also attached to this policy in the appendix).

B – First Aid Supplies

- First aid supplies are kept in the medical room next to the school office.

- First aid kits for outings are kept in the medical room and are taken on all off-site outings.
- Medical supplies are also located in both the junior and infant and early years' playgrounds.
- Day to day medical supplies are kept in the early years and in the infant classrooms adjacent to the infant playground.
- All first aid boxes contain a list of contents and are checked regularly by the designated First Aid person, and replenished as appropriate.

C – Administration of Medicines

- All medicines are kept in the fridge in the school medical room, except asthma pumps and epi pens which are in the classrooms with the child.
- Medicines administered by first aiders are recorded on the appropriate sheet, dated and signed and these sheets are kept in the medical room.
- Children with severe allergies have health care plans. These are to be found in the register and in the medical room.
- Parents must sign a parental agreement form which allows medicine to be administered for short periods, usually two weeks or less. These forms are kept in the Medicine Log in the school office with the medicine.
- Arrangements for the administration of long term medication have to be made formally with the Head teacher or Senco.

D – Responsibility for Administering First Aid

- Trained members of staff give basic day to day first aid. However, in the event of a serious accident, the designated senior first aider should be called for immediately and the head teacher or, in her absence, the deputy head should be informed and medical aid should be telephoned for by calling 999.
- It should be noted that with any serious injury to the back or leg, the child or person involved should not be moved but should be made comfortable until professional medical aid arrives. In all cases medical assistance should be called for.
- When dealing with accidents which involve cuts or bleeding protective gloves should always be worn.
- In cases of children suffering from asthma, or severe allergies asthmatic medicines and epi pens should be taken on all outings as well as to swimming baths.
- In the event of a child having a serious asthmatic attack or allergic reaction, the designated first aider should be called for immediately and the head teacher or, in her absence, the deputy head, informed and an ambulance should be called.

E – Reporting Accidents & Injuries & RIDDOR Related Incidents

- All accidents and injuries should be recorded in an Accident Book which are kept on each playground and in the Medical Room. Copies of the form are sent home to parents.
- The accident and injury forms for reporting serious staff or children's accidents are kept in a folder in the School Office.
- It is the responsibility of The Head teacher to report any RIDDOR (reporting of Injuries, Diseases and Dangerous Occurrences) reportable accidents to the relevant authority, the Governing Body and Department of Health. (A guide from the Health & Safety Executive on RIDDOR Occurrences is attached to the Appendix of this policy).

F – Control of Substances Hazardous to Health (COSHH)

It is the responsibility of the premises manager to ensure that any products or substances within the school premises which could cause harm to employees, contractors, pupils, visitors and other people (for example, paint, bleach, cleaning materials or dust from natural materials which may also be harmful) are stored safely and securely.

- It is the responsibility of the premises manager to keep an up to date file of all safety data sheets relating to any COSHH substances within the school premises. This file is kept in the premises managers' office.
- A Guide to Working with Substances Hazardous to Health (COSHH) from the Health & Safety Executive is included in the appendix of this policy.

3 – Safety Precautions

A – Physical Education – (Please refer to PE Policy).

- When using large apparatus, safety precautions, as stated in the PE documents should always be adhered to.
- In the case of children suffering from epilepsy, these children should not swim unless individually supervised and should not use high apparatus without one-to-one supervision.
- In the event of an accident, the class teacher should send for assistance and should not leave the class unattended.

B – Technology/ICT/DT/Science/Cookery

- Before the children are engaged in any technology activity, the equipment in use should be checked for suitability and matched to relevant age groups.
- The teacher in charge of the activity needs to be aware of the hazards identified in the risk assessment for that particular activity, (see SL Risk Assessments).

C – Playground Supervision

- The class Teaching Assistants (TA) are responsible for the playground supervision during morning, and lunchtime and afternoon (KS1) play. The ratio is at least one TA for each year group including a designated First Aider in each playground.

D – School Outings

- Before any school journey can take place, permission must be given by the head/ deputy head.
- The venue should be checked for suitability for the safety and welfare of the children.
- A full risk assessment should be completed prior to any children being taken off site.
- The class teacher has overall responsibility for the children on these outings.
- Supervision for these school trips varies depending on whether there are children with SEN/Behavioral needs and the actual children's age is also taken into consideration.
- Written parental consent for all school trips is obtained at the beginning of the school year; thereafter parents will be informed that their child will be taking part in an activity outside school.
- These consent forms are kept on file in the school office.

- Copies of all medical information pertaining to individual children are taken on the school trip.

4– Fire

A – Fire Detection & Prevention

The school is equipped with a fire detection system, as well as fire prevention equipment, which is regularly maintained (see maintenance records in PM office and Statlog)

This includes:

- A fire alarm panel which is located in the main reception area (containing plans of the school premises).
- Smoke/heat detectors located throughout the school.
- Appropriately located and signed fire extinguishers (Water/Co2) located throughout the school premises.
- Fire Blankets located in the Staff Room and kitchens.
- An Emergency lighting system (checked by PM on a monthly basis).
- All Fire exits in the School are clearly signed.
- Fire doors throughout the School premises are clearly signed and kept closed at all times.

Please note: the fire alarm is a monitored system therefore the emergency services will be automatically notified in the event of a fire alarm activation in the school premises. The fire brigade should always be notified of any fire on the premises by dialing 999

B – Fire Drills

- A full fire evacuation drill is held once per term (3x per year) and a record of these are kept in the premises managers Fire Log book in his office and is reported to Governors in the HT reports.
- The fire evacuation will be co-ordinated by the Head Teacher (junior playground) and the Deputy Head (infant playground).
- Each class teacher takes an electronic register twice a day (in the morning and after lunch) and records the number of children present. The number is also recorded on the board in the classroom.
- The registers will be brought to the playground by school office staff and given to teachers to check that all children in their class are accounted for.
- The office staff must have a record of all school visitors in order that all visitors to the school can be accounted for.
- Extended school clubs (pre and after school):
Breakfast Club, science/art/Irish Dancing/sports/drama to leave by the nearest exit and walk around to the Assembly Point in the Junior Playground. All Club Workers are to bring their registers with them.

C – Fire Evacuation procedures

- In the event of a fire being discovered, the nearest call point should be activated, the building evacuated and the fire brigade notified by dialing 999.

The procedure for the fire evacuation drill is as follows: -

D – Evacuation Procedures

The over-riding principle is the safety of everyone in school. No one must put himself or herself in a dangerous situation. All staff should be aware of the location of the closest alarm set-off point and EXACTLY how many children are present in their class.

E – What should I do if the alarm sounds?

- Stop all activities; instruct the children to line up immediately at their classroom outside door or nearest appropriate exit.
- No belongings are to be taken. **The teacher must always know the number of children present in their class each day. After registration, teachers must write on the whiteboard the number of children present on that day. Children who may be out of class when the alarm sounds must know to exit from the nearest outside door and join their class at their allocated evacuation point, (but must not re-enter the school).**
- The children should then be escorted, in silence, to their assembly point by the safest, most direct route.
- Children with a physical disability will be escorted with their class by a teaching assistant who will be responsible for their safe evacuation.
- Groups that are taking place in the Nurture Room will be escorted to the meeting point on the junior playground through the adjacent classroom and out the exit door nearest the toilets by the member(s) of staff in charge.

F – The Assembly Points for a Fire Evacuation are:

EYFS, Yr1, Y2	furthest point on the infant playground
Yr3/4 classes	furthest point on the junior playground
Yr5/6 classes	furthest point on the junior playground
Nurture Room	furthest point in the junior playground
Library	furthest point on the junior playground
Junior hall	furthest point on the junior playground
Dining area	furthest point on the infant playground
Kitchen staff	furthest point in the car park
Office staff	furthest point on the junior playground

In the event of a full evacuation EYS, Y1 and Y2 exit through infant playground gates, Y3– Y6 exit through junior playground gates, to the meeting point in Allan Gardens.

G – The Assembly Points for a full evacuation are:

Whole school in Allen Gardens on Buxton Street on the grass area.

- A nominated member of support staff EY's – Y6 will check all the toilets.
- The school office staff with the Premises Manager will check that all toilets and common areas are clear, and then report to the Head teacher.
- Office staff will take paper registers to the class teachers.
- Fire Marshalls – All adults in the school are responsible for the safe evacuation of all persons from the building.
- The children are expected to stand in silent lines to have their register taken.
- The teacher must notify the head teacher or the member of SLT in that area of any missing child or adult.
- **No one may re-enter the building without the permission of the HT or DHT**

4 / H – What should I do when The Fire Alarm Sounds

Fire evacuation – Staff in charge of children

On hearing the fire signal, staff should:

- Immediately line up the children
- Walk the children in silence along the nearest exit route to the designated assembly point
- At all times act quietly and calmly – all children should stand in line silently
- Do not run
- Do not take risks
- Do not stop to collect your personal belongings
- Do not re-enter the building until authorised to do so by the Fire Brigade or Premises Manager/Head teacher/Deputy Head teacher

Classes will usually have one teacher and sometimes one TA. When evacuating, one adult should be at the front of the class line and the other at the back making sure that the classroom is cleared.

Individual children and children working in groups should be brought to their class assembly point or the nearest exit to be counted.

Admin staff

The Admin Assistant will print the evacuation report at 9.15am every morning, and class lists will be updated as necessary. These will be kept in the emergency evacuation file, together with all required keys, and the disaster recovery plan.

On hearing the fire alarm, both the Admin Assistant and School Finance Officer will evacuate the building making their way to their designated area and will hand attendance registers to Teachers.

Class Teachers & TA's:

- Count their children and ensure this matches the number in school for registration
 - the number of children in class should be recorded on the class whiteboard every morning
 - if any children arrive late or go out of school, this number should be altered as appropriate
 - any child/group working away from the class should be walked round the outside of the building, or to the nearest exit and their teacher informed.
- Take a roll call if anyone is not present, and inform a member of SLT who is missing

Senior Leadership Team

Head teacher, will take responsibility for coordinating the evacuation and liaising with the fire brigade. On hearing the fire alarm, the Premises Manager will make his way to the alarm panel to investigate the location of the alarm.

DHT, will make her way to the infant playground and HT to the junior Playground and wait to hear further instructions from the Premises Manager.

In the event that both the HT and DHT are off-site, the Assistant Head teacher will take responsibility for coordinating the evacuation.

The HT, DHT, AHT and premises manager should have their mobile phones with them.

5– Security & Safety

See our Child Protection policy for all child protection procedures.

See Positive Handling policy for the safe removal of children.

A – General Security Procedures / CCTV

- Pupil gates are locked from 9.05 until 3.15 p.m. Access to the school between these hours is restricted and monitored by the office staff and all visitors report to and sign in with office staff.
- The school is equipped with a CCTV System which covers the main and rear entrances to the school premises.

B – Procedure for Parents / Carers collecting children

- Parents collect their children from the designated school gates.
- Only parents/carers known to the school will be permitted to collect a child, unless the school has been notified in advance by the child's parent/carer.
- Parents wishing to collect their child during the school day need to have a valid reason (e.g. medical) and need to report to the school office staff.
- Any child arriving to school after 9.05 must report and sign in at the office.

C – School Visitors

- All visitors must report to the school office and are required to sign in and be provided with a visitor's red lanyard and are required to sign out on leaving the premises.
- In the event of strangers being noted in the school building, it is the responsibility of all staff to approach the person to ascertain their reasons for being in the building, if possible escort them to the school office and then report immediately to the Head teacher or Deputy Head.

D – Staff Personal Safety (Lone Working)

- If any assault on the school premises should take place (by a child, colleague, visitor), this should be reported immediately to the Head teacher and in her absence the Deputy Head. This will be recorded on CPOMS and appropriate action taken.
- No member of staff should be working alone in the building other than the Premises Manager.

E – Manual Handling

- All staff receive information and training in relation to safe manual handling as part of their induction as well as a copy of the Health & Safety Executive Brief Guide to Manual Handling. (A copy is attached to the Appendix of this Policy).

F – Trips, Slips & Falls

- All staff receive information and training in relation to slips, trips and falls as part of their induction

G – Procedure for Closing the School due to Security/H&S Incident

The school would be evacuated using the fire alarm, as directed by the Head teacher or in her absence the Deputy Head.

All serious incidents should be reported to the Corporate Director for Education, Social Care and Wellbeing on 020 7364 4953. If the incident is deemed to be of a 'critical' nature, the Critical Incident Plan will be activated and other Council Services notified to respond as appropriate.

All incidents affecting the physical infrastructure of the school should be reported to Tower Hamlets Schools Limited and the Diocese of Westminster

This has been covered in detail in the Business Continuity Plan which was agreed by the Governing Body in June 2022. Please refer to approved document.

6 – Maintenance of Plant & Machinery

A – Regular Schedule Maintenance

- It is the responsibility of the Premises Manager to ensure that all regular maintenance and service visits to plant & machinery within the school premises are carried out as specified by legislation and good practice in conjunction with Munday and Cramer.
- A maintenance calendar of regular service and maintenance visits to plant and machinery within the school premises is issued by Mundy & Cramer Bi- annually and registered on Statlog (or when requested) and this is kept in the PM office, school office and online.
- It is the responsibility of The Premises Manager to ensure all documentation of contractor's service and maintenance visits are kept on file and on Statlog.
- It is the responsibility of Munday and Cramer to bring to the attention of The School Premises Manager any recommended remedial, repair or replacement works and to ensure that these are completed to comply with statutory regulations.

B – HVAC (Heating Cooling & Ventilation)

- Gas Boilers and Heating System is regularly maintained.
- Copies of Gas Certificates are kept in PM's office
- Air Conditioning system is regularly maintained

C – NICEIC/PAT Testing (Electrical)

- The five yearly NICEIC test was last completed in April 2017. All the electrics were updated in December 2022 so the next electrical test will be in December 2027. The test certificate is kept The Premises Manager's office.
- PAT (Portable Appliance Testing) is carried out annually in July. The PAT testing report is kept in The Premises Manager's office.

7 – Contractors

A – Kitchen Contractors

- All kitchen staff are employed directly by Tower Hamlets Contract Services
- It is TH responsibility to ensure that all risk assessments, Health and safety Policies and DBS checks in relation to their employees complies with statutory regulations.
- The main school kitchen plant & machinery is serviced and maintained by Tower Hamlets.

B – Cleaners

- All cleaning staff are employed directly by SND Cleaning.
- It is SND Cleaning's responsibility to ensure that all risk assessment, Health and Safety Policies and DBS checks in relation to their employees complies with statutory regulations.
- It is SND Cleaning's responsibility to ensure that all cleaning staff are issued with appropriate personal protective equipment (PPE).

C – Tower Hamlets Holiday Scheme

- All holiday scheme staff are employed directly by Tower Hamlets.
- It is LBTH's responsibility to ensure that all risk assessments, Health and safety Policies and DBS checks in relation to their employees complies with statutory regulations.

D – Maintenance Contractors

- The majority of maintenance staff are sub contracted by Munday and Cramer
- It is the responsibility of that individual's company to ensure that all risk assessments, Health and safety Policies and DBS checks in relation to their employees complies with statutory regulations.

8 – Risk & Fire Risk Assessments

A – Fire Risk Assessments

- A full Fire Risk Assessment for the School Premises was last carried out in April 2020 and there was a full new fire alarm system and fire doors fitted during the extensive building works of December 2022.
- Unless there is any major change to the school premises or fire evacuation procedures, The Premises Manager and a School Governor will review the Fire Risk Assessment on an annual basis.

B - Risk Assessments

- File containing all Risk Assessments is kept in the premises manager's office and on Statlog.

9 – Asbestos

A – Survey & Precautions

- Last Asbestos survey report on file June 2022 and will be due in June 2025
- Asbestos Register is made available to all contactors carrying out works on site.

10 – Legionella & Water Treatments

A –

- Regime for water treatments, Checks & Recording once a year.
- Every 2 years the Legionella Risk Assessment is updated.
- Water temperatures from Sentinal taps are checked and recorded monthly by The Premises Manager.

Appendices –

Appendix 1 - List of Designated First Aiders & Pediatric First Aiders:

	Name	Date Course Attended	Renewal Date of Certificate Due
1	Diane Petrou (<i>P</i>)	August 2021	August 2024
2	Marie Hutton	March 2023	March 2026
3	Lee Trinnaman (<i>P</i>)	August 2021	August 2024
4	Sharon Dunkley (<i>P</i>)	August 2021	August 2024
5	Samantha Wildego	July 2023	July 2026
6	Theresa Martinez	July 2021	July 2024
7	Lorraine Prieststaff	August 2021	August 2024
8	Tasnia Wahee	March 2023	March 2026
9.	Tessa Camillaire	May 2023	May 2026
10.	Paul Lewis	September 2021	September 2024
11.	Tracy Jackson	August 2021	August 2024

Appendix 2 – list of staff trained by **Team Teach in Positive Handling** January 2023

Theresa Martinez
 Vicky Laxton
 Marie Hutton
 Gabrielle Ettridge
 Lorraine Prieststaff
 Tracy Jackson
 Rabia Khaton
 Wendy
 Sharon Dunkley
 Sue Tovey
 Ann Downes

Appendix 3 – staff trained in **Diabetes management**

Fatima Khanoun
 Nazreen Rana
 Paul Lewis

Diane Petrou
Rabia Khaton
Sharon Dunkley

Appendix 4 – staff trained in **line management**

Nazreen Rana
Fatima Khanoun
Diane Petrou
Paul Lewis

Appendix 5 - list of relevant policies

- Child Protection
- Positive Handling
- Children with medical conditions
- First aid in school
- Asthma policy
- Behaviour policy