



## **Kerem School (Including Kerem Early Years Unit)**

### **HEALTH AND SAFETY POLICY**

#### **PART 1**

##### **1. Introduction**

- 1.1** This is a Statement of Organisation and Arrangements for Kerem School and is for the benefit of teaching and non-teaching staff, pupils, contractors, parents and all other users of the School. It explains in clear and simple language the policies and procedures that are in place in the School relating to Health and Safety issues that could affect employees and pupils.
- 1.2** This statement deals with those aspects over which the Governors of the School and the Head Teacher and Deputy Head Teachers have control and covers safety associated with the building structure, plant, fixed equipment and services for which the officers of the Synagogue (which houses Kerem School years 1-6) also have responsibility. It describes how the Head and Deputy are discharging their delegated 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 and how this is monitored by the Governors of the School. References to Head Teacher and Deputy Head Teachers apply equally to Kerem School and Kerem Early Years Unit.
- 1.3** The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises to:
- (a) establish and maintain a safe and healthy environment throughout the School through the adequate training of staff including competence in risk assessment
  - (b) establish and maintain safe working procedures among staff and pupils
  - (c) 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) ensure the provision of sufficient information, training and supervision to enable all people working on site and pupils to avoid hazards 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) maintain a safe and healthy place of work and safe access and exit from it
  - (f) formulate effective procedures for use in case of fire and other emergencies and for evacuating the School premises
  - (g) lay down procedures to be followed in case of accidents including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

- (h) provide and maintain adequate welfare facilities for pupils and staff (in the context of work-related stress).
- (i) provide an effective First Aid & Administration of Medicines Policy

## **2. Responsibilities and duties in matters concerned with safety**

### **2.1 The Health and Safety Manager**

Whilst the responsibility for all school safety organisation and activity rests with the Governors and Head Teacher, the Health and Safety Manager is required to enact the policy 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, where relevant, the training of the approved Health and Safety procedures of the School.
- (c) maintain contact with outside agencies able to offer expert advice
- (d) report all known hazards immediately to the appropriate authority (at the synagogue premises via the synagogue management and/or Executive Director) and stop any practices or the use of any plant, tools, equipment, machinery, etc. considered to be unsafe, until satisfied as to their safety
- (e) make recommendations to the Governing Body for modifications 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 the Head Teacher is kept informed of accidents and hazardous situations
- (g) ensure risk assessments are carried out annually
- (h) review, from time to time, with the Executive Governors the delegated representative of which is the Vice Chairman of Governors:
  - (i) the provision of First Aid in the School specifically with a summary of incidents requiring reporting in the Accident Book and/or RIDDOR
  - (ii) Results of Fire Drill and any actions resulting from any problems experienced during the Fire Drill
  - (iii) any recommendations for improving the procedures laid down
  - (iv) summary of occurrences of other incidents mentioned in this policy
- (i) review the dissemination of safety information concerning the Schools
- (j) Carry out (where necessary) thorough and detailed investigations of accidents at all Kerem Sites and following investigation notify the HSE where required.
- (k) recommend necessary changes and improvements in welfare facilities
- (l) review the safety procedures of the School.
- (m) check the safety status of electrical equipment (i.e. periodically testing in accordance with regulations for safety.)
- (n) the results and proposed remedies of any issues raised by the periodic health and safety inspection.

### **2.2 Obligations 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 himself and of any other persons who may be affected by his acts or omissions at 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 and contractors are expected to:

- (a) know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied
- (b) observe standards of dress consistent with safety and hygiene
- (c) exercise good standards of housekeeping and cleanliness
- (d) know and apply the emergency procedures in respect of Fire and First Aid
- (e) know and, if suitably trained, administer medicines in accordance with the Administration of Medicines Policy
- (e) use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others
- (f) co-operate with other employees in promoting improved safety measures in the School

The safety of pupils in classrooms, corridors, halls, Synagogue, coaches or other transportation, swimming pool, gym, park, playground and workshop sessions is the responsibility of class teachers. Teachers carry responsibility for the safety of pupils when they are in their charge.

Teachers are expected to:

- (a) 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) know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied
- (c) give clear instructions and warning as often as necessary
- (d) follow safe working procedures personally
- (e) make recommendations to the Head, eg. on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (f) effectively carry out the Behaviour Policy specifically with respect to ensuring the welfare of pupils in the classroom and the playground
- (g) promote a hygienic and healthy environment in line with Every Child Matters Being Healthy (e.g. handwashing, no smoking, readily available drinking water)

- (h) report all accidents/incidents in the Accident book and/or Playground book as soon as is practical

### **2.3 Pupils**

The pupils, together with their parents, are expected to:

- (a) exercise personal responsibility for the safety of self and fellow pupils
- (b) observe standards of dress consistent with safety and hygiene. This would preclude unsuitable footwear, certain jewellery, knives and other items considered dangerous. Suitable school clothing is specified in the school handbook under uniform regulations
- (c) observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency use.
- (d) Use, and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- (e) comply with the Behaviour Policy

NB: All pupils and parents should be made aware of the contents of this section and be asked to co-operate

### **2.4 Parents**

Parents are required to:

- (a) Notify the School of all notifiable diseases (see Appendix 2). The Head Teacher will then notify Barnet Environmental Health Department and Ofsted.
- (b) Notify the School if their child has head lice. The School will then notify parents that a child (un-named) has head lice and that they should check their own children for head lice.
- (c) Keep their child at home if they have a temperature

### **3. Visitors/Parents/Contractors**

Regular visitors and other users of the premises, (e.g. delivery men from specific companies), are required to observe the safety rules of the school. In particular, parents helping out in school should be made aware of the Health and Safety arrangements applicable to them through the teacher to whom they are assigned. Visitors are required to sign the Visitors Book on entry and departure and must not be left alone with children. The identities of all visitors/delivery men should always be checked by security personnel on duty and no person should be allowed access to the building if there is any suspicion. The CCTV System at the Norrice Lea site should be used to check on callers prior to their entry when no security personnel are on duty.

## **PART 2**

### **1. Supervision of Pupils**

- (a) At Kerem School, the School is responsible for pupils from 8.45am until the bell goes at the end of the day. Parents should not allow pupils to be left unattended on the School premises before this time. Two members of staff are on early morning duty (i.e. the period between 8.45 and 8.55am). At 8.55am, all staff are on duty. Staff will be present to supervise pupils entering the School building. The School will provide security guards to monitor the perimeter boundaries of the School from 8.30am to the close of School or after hours activities.
- (b) At the Kerem Early Years Unit, the School is responsible for pupils from 8.55am. Parents should accompany their children to classrooms. A staff member will be present to supervise parents and children entering the School building. The School will provide security guards to monitor the perimeter boundaries of the School from 8.30am until the close of School.
- (c) Parents at both sites are required to provide additional security at the start and end of the School day via a published rota. This security shall be co-ordinated by the School's Parent Teacher Association (PTA). All parents will be made aware of their security obligations by being sent a security duty document by the PTA and a reminder text sent the day before their duty.
- (d) At the end of the School day, parents on security duty must report to the School Office if any children have not been collected and they will wait in the School Office until they are collected.
- (e) At Kerem Early Years Unit, if there is any change in the usual collection arrangements for a pupil, the School Early Years Co-ordinator must be provided with details of the child's name followed by the person with whom they are going home. This information will be written on the appropriate entrance hall whiteboard. There are separate boards for the Nursery and Reception children. The class teacher should also be informed. In the event that a collector is unavoidably delayed they should do their utmost to arrange for an alternative person to come on time and advise staff at the EYU accordingly.
- (f) Children must not be left unsupervised in classrooms, and care should be taken to ensure that all pupils on the Norrice Lea site have gone out at playtimes
- (g) Pupils at Kerem School must be adequately supervised at all break times and lunchtimes. Care must be taken in the dining room to ensure that behaviour does not constitute a risk to Health and Safety. Staff must always be in place to ensure that they can carry out their supervisory role at the start of each break and/or lunchtime and will report all relevant incidents in the Playground book and if appropriate inform the Head Teacher of any incidents in respect of the Behavioural policy and/or RIDDOR.
- (h) Pupils will be administered medicines in accordance with the Administration of Medicines policy
- (i) Pupils must always be supervised on coach journeys, and coaches with seat belts should be used. Prior to departure, teachers should check that seatbelts are fixed, that any relevant medication is on board and that there are appropriate personnel available to administer such medication.
- (j) Pupils should move around the building with the minimum of noise. There should be no running in the building and a single-file system operates on the stairs. Particular care must be taken with swinging fire doors. Where possible, pupils should be supervised as they move around the building and in cloakroom areas.
- (k) Pupils should not use gym apparatus unless there is supervision and they should be taught safety aspects relating to its use and storage.

- (l) At the Norrice Lea site no vehicle should be admitted on to the site without being checked by the security guard. Wherever there is a doubt, clearance must be obtained from the Synagogue, Head Teacher or School Office. Staff should be alert if vehicles are present in the playground during playtimes and delay movement until playtime has ended.
- (m) Staff should be aware of contractors working in the premises and be alert to possible risks caused by their equipment.
- (n) On the Norrice Lea site Walkie Talkie Radios must be used by security guard(s) accompanying staff whenever outside the main building i.e. for all duties and sports lessons which take place in the playground or the park.
- (o) Field trips and visits away from school require careful planning and such planning should be in accordance with the Educational and Offsite Visits Policy. Staff leading visits should always take with:- a list of pupils in the party, home and mobile phone numbers of pupils, a basic First Aid kit, suitable medication and appropriate personnel to administer medicine in accordance with the Administration of Medicines policy and a 'Kerem' mobile telephone.

## **2. Provision of First Aid**

The Appointed Person is the person who takes charge in the event of a pupil or staff member being involved in an accident or becoming ill. The Welfare Officer undertakes this role at the Norrice Lea site and the Kerem Early Years Co-ordinator at the Early Years Unit.

The Appointed person will ensure that:-

- (a) All First Aid boxes contain adequate and up to date contents and are marked with a white cross on a green background.
- (b) In the event of an accident or illness, that an Ambulance or other professional help is summoned if required.
- (c) The Nominated First Aiders are periodically and adequately trained in the provision of First Aid.
- (d) All teachers have a basic knowledge of First Aid
- (e) A portable First Aid kit accompanies all offsite activities.

First aid boxes are provided in the Dining room, outdoor sports cupboard and the office at the Norrice Lea site and in the upstairs and downstairs toilets at Kerem Early Years Unit. The Nominated First Aiders shall have up to date First Aid certificates and all staff will have been trained in basic First Aid. The Nominated First Aiders at the Norrice Lea site are currently Mrs Elliott and Gail and at the Kerem Early Years Unit, Miss Cowen has full training, and all members of staff are paediatric first aid trained. Other staff may become Nominated First Aiders upon completion of appropriate training and award of a First Aid certificate.

## **3. Emergency Procedures / RIDDOR**

### **3.1 Illness, Accident or Incident**

If anyone should become ill or suffer an injury the procedures below should be followed.

- (a) First Aid should be rendered, wherever possible, by a Nominated First Aider. Therefore a nominated First Aider should be immediately summoned in the event that someone becomes ill or suffers an injury. The patient should be given all possible reassurances and, if absolutely necessary, removed from danger.
- (b) The First Aid posts are the Dining Room, the Kerem School Office and the outdoor sports cupboard and the EYU Co-ordinator's office in Kerem Early Years Unit. However it may be necessary to administer First Aid at the location of person requiring it.
- (c) If an ambulance is required the emergency "999" service should be used. Hatzola (number on office phones) should also be contacted first as their response is usually faster. If the Appointed Person decides that calling an ambulance is not appropriate then he/she will make contact with the pupil's parent to pick the pupil up from the school premises.
- (d) As soon as possible after the incident every case of injury or accident must be fully and accurately reported in the Accident Book and, where possible, detailed statements should be obtained from witnesses. The Accident Book is kept in the school office on both sites. The health & Safety Manager will investigate all accidents that require an entry to be made in the Accident book and will report periodically to the Vice Chairman of Governors.
- (e) An accident report must be completed in the Accident Book in the school offices for all accidents or incidents including those requiring an Ambulance to be called whether for employees, pupils, or members of the public. The Health & Safety Manager must be informed and consulted and following investigation will decide if the accident/incident should be reported in accordance with RIDDOR requirements. (See Appendix 1 for classification of serious/major injuries requiring reporting for RIDDOR). As well as for any injuries over 3 days or when additionally required under the RIDDOR Regulations, the Health & Safety Manager will notify the HSE by telephone or by completion of the F2508 form. All records will be kept for three years after the date of an incident. In the case of Kerem Early Years Unit, all accidents or incidents requiring a RIDDOR report should be also be reported to Ofsted or ISI. The RIDDOR investigation will ensure that the underlying cause of the incident is identified and effective action is implemented to prevent reoccurrence.
- (f) A central record will be kept of all instances where First Aid has been given to staff, pupils or visitors by either Nominated First Aiders or the Appointed Person.
- (g) All pupils with identified specific medical needs must have an Individual Health Plan in accordance with the Administration of Medicines Policy. The School will be responsible for following the procedures set down in a pupil's Individual Health Plan.
- (h) Medical records shall be kept in the School offices on both sites.
- (i) An individual evacuation Plan will be produced for children that require assisted evacuation. The Kerem Schools Individual Pupil Accessibility Plan Form must be completed before children return to school and is available from the school office. Also see First Aid Policy.

### **3.2 Fire and Emergency Procedure**

In the event of a Fire or Emergency it is the duty of all members of staff to carry out the following procedures-

## General Directions

**FIRE WARNING:** The warning is the continuous ringing of sirens (Norrice Lea site & EYU) situated in all parts of the building. These are activated by breaking the glass front of one of the fire call points which are located in corridors throughout the building. Breaking the glass releases a spring-loaded switch which automatically rings fire alarm in the building. Any member of the teaching or non-teaching staff discovering a fire should give the alarm.

Fire extinguishers are provided for dealing with small outbreaks and to assist with evacuation if required, and staff should familiarise themselves with their location and type. Head Teacher, Deputy Head Teacher and to be informed immediately of any such outbreak, however small.

Report immediately to the Head Teacher or Deputy Head Teacher any suspicion of fire in locked rooms such as stockrooms, but do NOT attempt to unlock and open the door. In the case of any outbreak of fire which cannot be controlled immediately, it will usually be the responsibility of the Head Teacher, Deputy Head Teacher or the School Secretary to telephone the Fire Brigade, but any member of staff available should be prepared to do this if the necessity arises.

**INVACUATION ALARM NORRICE LEA SITE-** This warning is an announcement over the tannoy It is activated in the main office and indicates danger. Children should gather in the safe area of the classroom, indicated by a green triangle and await further instruction. Instruction will be accompanied by the 'key word' (see separate Evacuation/Invacuation Policy).

**INVACUATION ALARM EARLY YEARS UNIT -** This warning is a high pitched siren. It is activated by a switch in the school office and indicates danger. Children should gather in the designated safe room (see separate Evacuation/Invacuation Policy).

## **KEREM SCHOOL (Norrice Lea Site) LUNCH TIME PERIOD**

The following special arrangements apply if an alarm for the evacuation of the building is given during the lunch time period at Kerem School.

- i) Children in the dining room for dinner should leave via the nearest available exit, under the direction of the staff on duty there at the time, who should then go with the children to the playground. Evacuation should be in an orderly manner. If it is wet, one of the dinner supervisors should go and see that all classrooms are cleared of children.
- ii) Members of the teaching staff, either in the hall or elsewhere in the building, should go at once to the corridors, on both floors, and should co-operate in seeing that all classrooms, cloakrooms and toilets are cleared of any groups or individual children who are indoors.
- iii) On a wet day particular care would be necessary. On both corridors, a member of teaching staff should go to each end of the corridor to control movement on the staircases and to the outer doors.



- iv) It will be the responsibility of the Head Teacher or other senior member of staff in charge to supervise evacuation, making a personal check of all parts of the building as rapidly as possible.
- v) Children should be assembled in class groups in the playground, as in the General Directions.
- vi) At least once a term children should be told that if they are inside the building when the alarm is sounded during the lunch-time period they should leave immediately, but carefully, and go to the assembly place in the playground.
- vii) Registers should be taken once classes are assembled outside.

FIRE DRILL - A Fire Practice should be held each half-term.

### 3.3 Outside Emergency

In the event of an outside emergency (e.g. a bomb), different procedures are followed. For example, in the first instance, a telephone caller will be encouraged to talk as long as possible in order to try to trace the call. The content, whether thought to be a hoax or real, will be treated seriously and a procedure developed with the CST will be followed. The police and CST will be informed immediately. At the Norrice Lea site the Max Weinbaum Hall and internally facing classrooms have been designated as Safe Rooms (these are indicated by a sign saying SC on the door) and at the EYU the Left (if facing entrance of building) Classroom. The Invacuation alarm will be sounded or a message will be taken to each class to bring pupils to the safe area. At the Norrice Lea site if it is thought necessary, pupils will be moved outside to the park or to Church Mount and the building will be sealed off using staff cars. At the EYU pupils will moved to Kingsley Close. If the police and CST are satisfied that there is no risk present, the children will be allowed back into their classrooms. Staff should be familiar with these arrangements by way of periodic communication of this arrangement.

INVACUATION DRILL- An Invacuation Practice should be held each term.

#### 1. Risk Assessment

Risk Assessment is used to help us determine any potential for risk or harm to staff, pupils, parents or visitors to the school. It enables us to put in place specific measures to minimise such risks. In particular, systematic Risk assessment is used to actively promote children's welfare.

SITUATION REQUIRING RA	DRAWN UP BY	CHECKED BY	PROFORMA AVAILABLE?	HOW OFTEN?
School Trips/innings	Class teacher	Ms Simon	Yes	Each trip
Fire Safety	Mark Gould	HT	Yes	Yearly
General Maintenance	Mark Gould			Yearly
EYU setting	EYU leader	HT		Termly
Sports events	Sports co-ordinator	HT	Yes	As required
Playground supervision	Mrs Fisher	HT	Yes	Yearly
First Aid/Medical	Parent/Lindsay	HT	Yes	As required

#### 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.

Any member of staff noticing a failure to comply with this statement or organisation and arrangements or other advice/guidance issued by the Governors, Head Teacher, Facilities Manager or Deputy Head Teacher in pursuance of the Health and Safety policy should immediately report the circumstances to the Head Teacher in writing. The Head Teacher will then initiate an appropriate review and, where appropriate, remedial action will be action. If it proves impossible for the Head Teacher to resolve the matter he/she should then report the matter in writing to the Chairman or Vice Chairman of Governors.

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

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head Teacher, Health & Safety Manager, Deputy Head Teachers and the Governors.

The security of the school community is paramount. There is a comprehensive plan in place to ensure the safety of the children and staff.

## **Review**

A review of the procedures, particularly those in Part 2, will take place each academic year or as circumstances dictate.

Site specific Risk Assessments including a Fire Risk Assessment, will be carried out annually by the Schools Health & Safety Manager for both sites unless changes to the range of tasks undertaken occur requiring immediate review or there are structural changes or alterations to the fabric of the building in respect of fire risk assessment.

NB Review of First Aid and emergency procedures

From time to time it will be necessary for the Governors, after consultation with other experts, to review the provision of First Aid in the school and the emergency regulations, and where necessary it will make recommendations to the Head Teacher and Early Years Co-ordinator for improving the procedure laid down.

Staff have the right to work in a safe environment. We will not tolerate inappropriate language or violence towards staff.

Reviewed August 2017. Next review August 2018

## **Appendix 1 - Definition of Major Injury Accidents**

The following accidents must be reported to the HSE as quickly as is possible. A report must also be sent within 15 days using the HSE's website at:

[www.hse.gov.uk/riddor/reportable-incidents.htm](http://www.hse.gov.uk/riddor/reportable-incidents.htm).

The incident Contact Centre (ICC) is open from 8.30am to 5pm Monday to Friday on 0845 300 9923.

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight

- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
  - any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Injuries that lead to a person being incapacitated (absent, or unable to do their normal work which he or she would reasonably be expected to do) for over seven consecutive days (starting the day after the accident and includes weekends and rest days) must also be reported to HSE. The report must be made within 15 days of the accident.

## Appendix 2: - Notifiable Diseases

Acute encephalitis

Acute poliomyelitis

Anthrax

Cholera

Diphtheria

Dysentery

Food poisoning

Leptospirosis

Malaria

Measles

Meningitis

*Meningococcal*

*Pneumococcal*

*haemophilus influenzae*

*viral*

*other specified*

*unspecified*

Meningococcal septicaemia (without meningitis)

Mumps

Ophthalmia neonatorum

Paratyphoid fever

Plague

Rabies

Relapsing fever

Rubella

Scarlet fever

Smallpox

Tetanus

Tuberculosis

Typhoid fever

Typhus fever

Viral haemorrhagic fever

Viral hepatitis:

*Hepatitis A*

*Hepatitis B*

*Hepatitis C*

*other*

Whooping cough

Yellow fever

Leprosy is also notifiable, but directly to the HPA, CfI, IM&T Dept