

# Bhaktivedanta Manor School



## Health and Safety Policy

<b>Authority</b>	<b>Name</b>	<b>Approved Date</b>	<b>Next Review Date</b>
Headteacher	W Harrison (Padma dasi)	October 2017	September 2018
Governing Body	Members	October 2017	September 2018

# Health and Safety Policy

Health and Safety is an essential part of the management of the school. It affects employees, non-employees and pupils while they are working at or visiting the school.

## Aims of Health and Safety

At Bhaktivedanta Manor School we intend to practice effective health and safety management by providing safe and healthy working conditions and environment for children, employees, as well as for visitors to the school.

Everyone working in the school can contribute to controlling health and safety risks. They need to know their responsibilities, understand what they must do, how they will be supervised and how they will be held accountable.

## Planning and Implementation

Bhaktivedanta Manor School ensures that the health and safety policy is implemented by involving Staff and Teachers and even students thus generating commitment needed for a positive healthy and safety conscious culture. This involves:

- communication
- co-operation
- control
- competence

The head teacher, administration staff and teachers identify hazards and assess risks and seek guidance from the head teacher whether action is needed as detailed in the Risk Assessment Policy. Risks assessments are carried out for the:

- Identification of hazards associated with tasks
- Finding of the safe method of work or action to be taken.
- Ensuring that all staff and students concerned receive appropriate information, instruction and training on safe procedures relating to their areas of work and play.
- Regular monitoring to ensure that procedures are operating effectively and to reduce the risks of reoccurrences based on previous experience.

## Monitoring

Active monitoring will provide information before things go wrong. It looks at how well the schools safety objectives and standards are met and ensures that:

- Inspections and reports are carried out regularly;
- Any common problems or weaknesses are identified;
- Any deficiencies identified at inspections have been remedied or assigned priority for remedial action;
- Resources implications have been recognised and programmed

## **Inspections**

The caretaker and staff will monitor areas of the school and any hazard or risk of hazard should be noted. These are brought to the notice of the head teacher and the management as quickly as possible for logging into the risk assessment file. Reports of unsafe conditions or practices from other employees or non-employees are also passed on to the head teacher.

## **Role of Administration and Management committee**

The main functions of the Teaching Staff relation to Health and Safety are:

- Ensuring children are kept safe and risks to them are reduced
- Day to day management of the health and safety matters in the classrooms in accordance with the health and safety policy.
- Passing on health and safety information received to appropriate people i.e. head teacher or management committee
- Acting on above or below in the hierarchy as needed
- Ensuring that the tidy and orderly workplace is maintained as per the Learning Environment Policy in the Staff Handbook.

The main functions of the Head Teacher and Administration team in relation to Health and Safety are:

- Ensuring that students, staff and visitors have a safe environment to perform their studies and duties.
- Ensuring staff have the knowledge and ability to act according to their responsibilities
- Ensuring inspections are carried out
- Carrying out investigations where issues are brought up
- Passing on health and safety information received to appropriate people i.e. Temple and management committees and or maintenance team.
- Ensuring action is taken where and when it is needed in a timely manner

## **Health and Safety at Bhaktivedanta Manor Primary School**

### **General:**

Movement around the school should be controlled and orderly with pupils encouraged to be aware of others. There should be no running in corridors or on stairs.

### **Role of Individuals Adults**

All staff have a general duty to take care of their own safety and that of children and so should:

- Work safely and efficiently without endangering the health and safety of themselves and other people in the school.
- Make themselves aware of safety rules and procedures that apply to their work and other instructions issued by the head teacher, their team leader or the proprietor health and safety co-ordinator.

- Wear protective clothing and use protective equipment and use other safety aids as appropriate.
- Report all accidents, near-miss occurrences and hazardous situations to the the headteacher or appropriate administration staff who will pass this on and record in the accident and incident books and Risk Assessment logs as appropriate.

### **P.E.**

Pupils should wear appropriate clothing as per the uniform policy in the parent handbook. Inappropriate items of jewellery removed to prevent accidents. Surfaces and equipment should be checked for safety before the activity takes place.

### **Technology**

The safe use of the tools and equipment should be demonstrated to pupils before their use. These and other tools should be used only under the supervision of a teacher in accordance to the known capabilities of the children. Staff who use electronic communication technology will abide by the schools E-Safety, Networking & Mobile Phone policy and Children will follow and be made aware of the schools Acceptable Use Policy when using the schools IT technology.

### **Safety- Policy and Practice**

- Log books are available in the classrooms for the reporting of any accidents or incidents
- Regular safety monitoring will include checking of the accident / incident records and risk assessment logs with actions and updates are updated with findings from these as well.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- Fire doors are kept unobstructed
- Hot drinks are only permitted during break times and not within reach of children.
- Fire drills are held at at-least twice a year
- There is no smoking in rooms used by children
- Fire extinguishers are checked annually and fire warden staff have appropriate training provided and monitored by the Temple Fire Officer.
- Higher risk activities such as cooking, woodwork and energetic play receive direct supervision
- Equipment that is offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to a younger / less able child.
- Barriers are used around the school to keep children safe
- The premises are visually checked by staff prior to students entering an area and unsafe or potentially unsafe items are brought to the attention of the head teacher and the administration team who would update the risk assessment log and ensure take further appropriate action is taken.

The headteacher is responsible for reporting any notifiable accident that occurs on the school premises to a pupil, staff, parent, visitor or contractor in accordance with the Reporting of Injuries, diseases and Dangerous occurrences regulations (RIDDOR).

## **Welfare**

Parents provide information relating to a child's medical needs as part of the induction pack. This information is collated into a medical register and given to the teachers and supervisors of each group of children. Parents are requested to update the school of any information update relating to the children such as health, allergies, changes in address or changes in parents' contact details.

Parents are asked to complete a medication consent form if medicines (such as prescribed antibiotics) are to be administered by staff during school hours.

Pupils who require inhalers for asthma are listed in a medical register and their inhalers are kept securely in the school office and /or classrooms. Use of these inhalers is monitored and they are used under direct supervision.

The first-aid trained staff are able to deal with the accidents and pupils feeling ill in school. In more serious cases of accidents where pupils require urgent treatment, parents are contacted immediately. In the event that parents cannot be contacted, signed authorisations are in place (which are included in the new starters packs) and the situation is dealt with. Information relating to the incident is recorded in accident and incident books and signed off on receipt by parents. This information is also analysed further in the risk assessment logs to see what further precautions can be taken to prevent further similar accidents.

Disposable rubber gloves are available in all classrooms to be used in the event of possible contact with any bodily fluids.

## **Outdoor Play**

Children will have the opportunity to play in the fresh air daily throughout the year. We subscribe to the chief medical officer's recommendation of 180 minutes of physical activity per day and provide children the opportunity to work towards this goal. Play outside is supervised by teachers, lunchtime supervisors and teaching assistants. Children are not left unsupervised. All persons who are responsible for children have current DBS checks and are enrolled on the update service. Play areas are contained and during play times for the school, these areas are restricted to other guests.

To prevent the spread of infection, adults will ensure the following good practices are observed:

## **Health and Hygiene**

Our school promotes a healthy lifestyle and high standard of hygiene in its day to day work with children and adults. This is achieved in the following ways:

### **Personal Hygiene**

- Children are taught to wash their hands after using the toilet, and before and after school lunches (prasadam). Good hand washing techniques are promoted using pictograms.
- Children with pierced ears not allowed to try on or share each other's earrings

- Children encouraged to shield their mouths when coughing and to blow and wipe their noses when necessary -The school promotes this using the Catch it, Bin it, Kill it images.

### **Food**

The school observes legislation regarding food hygiene. Food served to children is prepared by the Temple Kitchens and meets food safety and food hygiene requirements.

Persons involved in the serving of food will sign the Food Safety Advice forms stating they will:

- Not be suffering from any infections/contagious illness or skin condition
- Advise of any condition that would prevent them from handling food safely
- Wash fresh fruits and vegetables thoroughly before use
- Always wash hands under running water before handling food and after using the toilet.
- Never sneeze or cough over food
- Follow good food safety practices
- Ensure that children assisting do not serve hot food preparations

### **Out of School Visits:**

All visits are planned by the staff who carry out a pre-visit if possible to ensure and plan for the safety of that visit. Prior to attending a trip all students will require signed parental consent forms. The proper ratio of adults to pupils will be ensured. If a coach is required, the temple minibus will be used. The temple transport manager will ensure that the vehicle has current MOT and acceptable insurance for use by the school. A qualified and DBS checked driver will be used.

### **Security:**

Outdoor play is only carried out in designated areas and to be supervised at all time. If a child needs to leave early, parents need to provide a signed note to the class teacher or to the school administration office. Children are only collected by their parents or by persons who are authorised to collect them. Records of people authorised to collect individual children are kept securely in the relevant classrooms.

### **Fire:**

In the event of a fire or fire drill everyone should leave the building on hearing the continuous ringing of the bell. All staff should familiarise themselves with the evacuation procedures and assemble the pupils in the designated meeting point as quickly as possible. Registers will be taken to ensure that all pupils are accounted for. Fire drills will take place twice per year as minimum. Fire alarms are tested each week on Friday mornings. These short ringings are not to be confused with the continuous ringing of a drill or the event of a fire.

### **Fire Precautions:**

The school complies with the Regulatory Reform (fire safety) order 2005 and works under the Temple Fire Safety Management Plan. The Fire Precautions (workplace) Regulations were amended in December 1999 to include additional items to the Fire Risk Assessment.

- This means that all premises employing more than five people now have to carry out a fire risk assessment. An annual review for this type of risk assessment is suggested unless there is a significant change in the workplace when an additional assessment is required.

### **Risk Assessments**

Risk Assessments of general areas including playground will be carried out by the staff three times a year as a minimum. Classroom areas and outdoor play learning spaces will be risk assessed by the staff regularly and will be done three times a year as a minimum as well. Teachers and supervisors also carry out a visual safety check when taking children into an area, they pass on any issues relating to safety to the head teacher or administration team. and bring these to the Head Teachers attention, they also work to minimise risks by moving or removing items that pose greater risk of harm to children, staff, and visitors. Incident reports and Near misses also feed into the reports which are given to the Head Teacher. Further details relating to risk assessments are found in the schools Risk Assessment Policy.

### **Conclusion**

We feel that the health and safety management systems of the school are best integrated into routine school procedures. When this is achieved, there will be a reduction in injuries, occupational ill health and accidental property damage. The school will be a safer and healthier workplace for everyone.

Next Review Date : **September 2018**