



Health, safety and welfare policy (including First Aid)

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1 Introduction

COVID 19 Full School Risk Assessment has taken place and this Health & Safety Policy is regularly reviewed by SLT. The COVID Risk Assessment has been shared with staff and governors and shared on our APP and on our School Website

This policy is to be read in line with London Borough of Hackney's Policy.

- 1.1 Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:
- be healthy;
 - stay safe;
 - enjoy and achieve;
 - make a positive contribution;
 - achieve economic well-being.
- 1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LBH, takes responsibility for protecting the health, safety and welfare of all children and members of staff.
- 1.3 Due to the size of the building and all the mezzanine levels, staff agreed to sign in and out using a new identification swipe card so that out of school hours' extra precaution was taken in case of a fire and for locking up procedures.

2 Healthy school's initiative

- 2.1 Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the Healthy schools London initiative. This school fully supports the aims of this we currently we hold a bronze award. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:
- giving health issues high priority in our planning;
 - making sure that we have effective policies on relationship and sex education and drugs education;
 - planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
 - providing opportunities for children to take responsibility for their learning and behaviour;
 - making sure that the environment is stimulating and conducive to learning;
 - providing opportunities for children to put forward their views and be listened to;
 - supporting children who need additional care and attention;
 - providing opportunities for all our staff to develop their skills;
 - working closely with parents and external agencies to provide the best possible support for our children;
 - making sure all children have clear and appropriate targets.

3 The school curriculum

- 3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every



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opportunity to educate children in this regard as part of the normal school curriculum. For example, in the geography curriculum, EYFS, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

- 3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in P.E lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and relationship and sex education (see the relevant policies).
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the R.E curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

4 School meals

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day. All children up to Y2 are entitled to FSM.
- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 4.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

5 School uniform

- 5.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- 5.3 It is the responsibility of the head teacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 5.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all



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it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

- 5.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

6 Child protection

- 6.1 The named person with responsibility for safeguarding in our school is the school's SENCO and Designated Safeguarding Lead, Jadedene French who liaises with the Head Teacher, Sarah Bailey. We will follow the procedures for child protection drawn up by the TLT and the Governing Body. Other designated named staff are: Sebastian Clark/Bonnie Jackson/Caleb Joseph.
- 6.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named in 6.1 about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee (ACPC). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 6.4 We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse. DBS enhanced disclosures are held on file. Parents/ carers helping in school are checked against the Children's barred lists prior to enhanced checks being returned.
- 6.5 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be over cautious and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.
- 6.6 All allegations against staff are reported to Hackney safeguarding team and if advised to we will report to LADO.

7 School security

- 7.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 7.2 We require all adult visitors who arrive in normal school hours to sign in at the reception and are given a visitors label to wear. If LBH/CFS workers are asked to wear their identification badge at all times whilst on the school premises. All staff wear identification swipe cards so we know exactly who is on site before and after school in the event of a fire or emergency.
- 7.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the head teacher immediately. The head teacher will warn any intruder that they must leave the school site straight away. If the head teacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.
- 7.5 Visitors are asked to sign in at the front office using our electronic signing in system. People who visit the school are given our housekeeping talk when they visit the premises. This explains child protection and fire evacuation policies.



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8 Safety of children

- 8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the head teacher before that particular activity next takes place.
- 8.2 Parents are asked to sign when their child enrolls at the school stating that their child can go on local trips within the M25. Parents are notified of trips that take place.
- 8.3 If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office. A number of staff are trained in first aid including paediatric first aid. A majority of the staff are trained in school first aid too.
- 8.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the office staff (Tae/Tracy or Sue) will telephone for emergency assistance. If a call to the emergency services needs to be made Sarah Bailey is to be made aware of the situation.
- 8.5 We record in the school accident book all incidents involving injury, and, in all cases, the child is given a slip to give to their parents. Younger children's slips are given to the class teacher to give out at the end of the day. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.
- 8.6 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

9 Fire and other emergency procedures

- 9.1 Procedures for fire and other emergency evacuation plans are displayed prominently in all rooms and are gone through at the beginning of the school year and on induction (in staff handbook). Site Manager also carries out a site walk around for new starters which explains basic H&S information including fire evacuation information. Fire drills are held once each term.

The Site Manager carries out regular visual inspections of all fire equipment and systems on their daily walkarounds throughout school/nursery/annexe. Inspections are recorded as follows:

- Fire alarm call points & sounders test – weekly
- Emergency lighting flick test – monthly
- Portable fire equipment inspection – monthly
- Fire doors and evacuation routes – monthly

Arrangements are made with contractors to inspect the condition of all fire equipment and systems. Inspections are carried out by approved contractors for school/nursery/annexe as follows:

- Fire risk assessment – annually
- Fire panel system inspection – bi-annually
- Emergency lighting drain down – bi-annually
- Portable fire equipment (extinguishers & blankets) – Annually

Personal Emergency Evacuation Plans – PEEPs documents are available to risk assess and implement control measures should any person require additional assistance during an evacuation.

All up to date fire records are kept next to each fire alarm panel and are readily available to the Fire Brigade, should they need to attend.



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Designated fire marshals are assigned to each floor to ensure all persons evacuate safely.

Fire doors must stay closed at all times. All fire doors should clearly display message 'Fire door keep closed'.

While our policy clearly states that all fire doors must remain closed, there are a few exceptions. A risk assessment has been carried out by the Site Manager & Business Manager to allow certain doors to stay open. These doors are permitted to stay open as the seriousness/likeness of injury/entrapment out rules the likeliness of a fire in these areas. To counteract this, we have trained all fire marshals to ensure that they shut these specific doors during the building sweeps on evacuation.

10 Educational visits

- 10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Educational Visits/ Risk Assessment folder). Where a concern has been made, the SMT will accompany the class trip to ensure safety procedures are in place. The SMT member will feedback to the class teacher and inform the Head Teacher.

Termly reminders in Professional Development Sessions- group organisation in advance, clear hand outs to those accompanying, numerous head counts, crossing at traffic lights, stopping traffic effectively if necessary, fostering appropriate calm, behavioural reminders (quiet, other footpath users/ no gum/walk in two's/ representatives of the school at all times), SEN/medical with CT, risk assessment forms, vigilance- have adults you know are reliable and remember professional dialogue with them at all times.

Risk Assessments are carried out for trips these are to be read in line with the terrorist risk assessment guidelines. Staff are briefed on what they need to be aware of when taking large groups of children when security is heightened.

11 Seat belts

- 11.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

12 Medicines

- 12.1 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). If they are unable to do this then they will be asked to complete a form. No medication will be given unless it has the child's name on it.
- 12.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school. A care plan will be drawn up by the school nurse and the parents will be expected to sign it.
- 12.3 Staff involved in administering the medication will receive training, usually from the school nurse. Staff have had training on administering asthma pumps, epi pens. Some staff have had additional training on administering medication for epilepsy.

13 Internet safety

(see also the Communications policy)

- 13.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation



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for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

14 Theft or other criminal acts

- 14.1 The teacher or head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the head teacher will inform the police, and record the incident in the incident book.
- 14.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive (TC), and support the teacher in question if s/he wishes the matter to be reported to the police.

15 The health and welfare of staff

- 15.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the head teacher without delay.
- 15.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

16 Monitoring and review

- 16.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the TLT and other external agencies, to ensure that the school's procedures are in line with those of the LA.
- 16.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 16.3 The head teacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The head teacher also reports to governors annually on health and safety issues.
See **Display Screen Assessment**, particularly for HT and office staff
- 16.4 AOB in every staff meeting discusses any relevant issues to class room risk assessment/ update all staff's knowledge e.g. write jobs in site manager's book
- 16.5 This policy will be reviewed at any time on request from the governors, or at least once every two years.
- 16.6 All statutory testing of premises is carried out as set out by Hackney. These are on a rolling programme. A copy of this is kept in the Business Managers office and Site Manager has all the certificates.
- 16.7 Risk assessments are carried out on an annual basis by the Site Manager for all rooms and external areas throughout the premises. If risks are identified then control measures are put in place to keep all persons safe.



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First Aid

As a school we have a responsibility to provide as risk free an environment as possible. There may though still be accidents and effective First Aid can prevent minor injuries from becoming major ones.

As a school we are responsible for children, staff and visitors in the school.

First Aid provision is:

- Suitably stocked First Aid containers
- Appointed First Aid trained employees
- Bumps and Bruises trained staff
- Information for employees
- Provision at all times on the premises and on school visits.
- Provision out of school hours – parent's evenings etc.

While teacher's conditions of employment do not include giving first aid, we are expected, with other staff in charge of pupils, to use our best endeavours at all times to secure the welfare of the pupils. A guideline is "in the same way that parents may be expected to act towards their children".

Certain staff may volunteer to be First Aiders/appointed persons and it is the employer's responsibility to provide training and guidance for these people.

First Aiders

First Aiders must complete a training course approved by the Health and Safety Executive.

At school their main duties are to:

- Give immediate help to casualties.
- When necessary ensure that an ambulance or other professional help is called.
- Record the incident.
- Inform the Head teacher.
- Look after the First Aid equipment.
- With the Head teacher, monitor the accident books for the causes of accidents.

Location of Equipment

First Aid boxes, notices and procedures will be found in the:

- Bottom hall
- Top hall
- Kitchen
- Office – notice in hall
- Nursery
- Annexe
- Playground – bag taken out

Minor Accidents

These may be dealt with by the teacher/classroom assistant/lunchtime supervisor.



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All incidents should be recorded in the file by the First Aid box (office).

More serious accidents

When it is not appropriate for a teacher to deal with an accident;

- The Head Teacher or a member of SMT should be phoned to locate the First Aider
- A child should be sent for another member of staff
- The rest of the children should, if necessary be quietly moved from the area
- The First Aider will then take control and give instruction and decide if further help is necessary
- They will then report to parents on a Home Contact Form
- They will also complete a report in the file.

It is important that all files are kept up to date as they allow us to speak to parents in an informed way. They also give the information needed to prevent further accidents.

The needs of the children, staff or visitors with special needs should be carefully considered. There is an EVAC chair located on the KS2 floor (2nd floor).

First Aid out of school

When any off site activity is planned, provision should be considered for first aid cover. This should also include:

- A travelling First Aid kit,
- Medication for children with special needs, i.e. Asthmatics,

Accident prevention

COSHH risk assessments are carried out by the site manager and are reviewed every 6 months. Records are kept in the COSHH folder. All hazardous substances should be locked away from children. All hazardous tools must only be used under supervision.

Play and PE equipment (checked Annual by Universal Services outdoor play equipment ROSPA) must be serviced and checked regularly.

Vehicle movement should not take place on site unless supervised by the SMT or Head teacher. Children should not be on the roof, in the ICT suite or in the DT cupboard unsupervised.

Temporary hazards

Temporary hazards, such as building or maintenance work on site should be considered and short-term measures put in place. Contractors provide own risk assessment

Sickness in school :

If a child becomes unwell at school:

- Teacher sends the ill child to the office.
- If necessary their parent / carer is contacted.
- If the parent / carer is unobtainable, the next person on the emergency form is contacted to come and collect the child.
- If the child is really unwell, she / he stays in the office until collected.

Accident procedure

On no account are children allowed to help any other child who is bleeding.

All staff must wear protective gloves when dealing with all accidents. They may not touch any body fluids without protective gloves. All accidents where the child has sustained any injury must be fully documented in the Accident Book in the office.

Accident/Incident report form

If the child has to have treatment (even with a parent after school), this must be fully documented on the accident / incident report form kept in the school file and first aid book. The reports should be filled in as soon as possible after the injury. All details and procedure are written down inside the cover of the report documents. All incidents are reported to Health and Safety at TLT and to the Insurance Department.

Medical emergencies

If an ambulance has to be called and the school has been unable to contact the parents/ carers to accompany the child, the adult from the school must take with them a card with the child's name, address, D.O.B. and contact number. They must also take the child's file.

Defibrillator

Defibrillators have the potential to save the lives in schools, with latest research showing that accessing these devices within 3-5 minutes of a cardiac arrest increases the chance of survival by over 40%.

The school have a defibrillator located in TBD and is readily available for use in an emergency. Relevant information and guidance is located at the defibrillator station. The defibrillator installed is a smart defib that will verbally instruct the user to push harder, faster, slower or reassures you that you're doing it right. This helps provide the rescuer with simple instructions to maintain good, effective CPR – therefore increasing the chance of saving a life and reducing the risk of neurological damage post cardiac arrest.

Defibrillator location: TBD

Contents of First Aid Boxes as directed by Health and Safety- regular checks in place

Asbestos

Queensbridge Primary School was built in 1897. Any building pre 2000 has a risk to have been built using asbestos containing materials (ACMs).

Asbestos Management Plan

The Site Manager maintains an Asbestos Management Plan which can be found in the Asbestos folder. The Asbestos Management Plan is designed to keep all persons safe and sets out guidance that must be followed in accordance with The Control of Asbestos Regulations (CAR).

As part of the Management Plan any contractor who attends site to carry out works must observe and understand fully the Asbestos Management Plan/Survey. If it's identified that their works may disturb ACMs then they must risk assess the area they plan to work in and must have a permit to work form completed and signed by the School's Site Manager or Head Teacher. London Borough of Hackney will also be informed and will be sent any relevant records prior to any works commencing.

As part of the Management Plan and Survey, any ACMs identified are risk assessed and monitored. Should there be a risk to health then appropriate action will be taken to remove asbestos, as set out in the Asbestos Management Plan.

Any building refurbishment or demolition works require an asbestos R&D survey and assessment to be carried out prior to works.

Asbestos Management Survey

An annual Asbestos survey is instructed by London Borough of Hackney and conducted by an approved contractor. During the survey an engineer will observe all areas of the premises and where need be they will take samples to identify potential ACMs. Records of inspections are kept in the Asbestos folder.

Any ACMs that were previously identified in circulation areas within the main school building were removed 23/7/2020 to 24/7/2020 by A.R.C.S Environmental Ltd. on behalf of LBH. Records of this can be located in the Asbestos folder.

The only remaining presumed ACMs within the school are within the plant room and electrical cupboard (basement level). These ACMs are only presumed but should be treated and monitored as confirmed ACMs. As per the Asbestos Management Plan, the Site Manager carries out regular visual inspections and records findings at least once every six months.

The presumed ACMs are in an isolated area that only permitted staff may enter. The presumed asbestos is encapsulated and is in good condition. The doors to these basement level areas are kept locked at all times to prevent unauthorised access.

Water Hygiene Program

To lower the risk of Legionella build up within the school water systems and to keep drinking water safe, Queensbridge have an effective water hygiene program in place. The program is delegated to and managed by Chiltern Water Ltd. Chiltern keep an up to date logbook that can be located in the Business Manager's Office. These records consist of the following:

- Legionella risk assessment and reviews
- Water systems schematics
- Monthly temperature monitoring
- Six-monthly potable analysis sampling of domestic water system
- Six-monthly legionella analysis sampling of domestic water system
- Annual clean & disinfection of domestic cold water system
- Failsafe testing on thermostatic mixer vales/taps
- Six-monthly chemical analysis of the low pressure hot water system

Signed: Helen Jerrold

SARAH BAILEY

Review Sept 2026