



St. Luke's CEVA Primary School

St. Luke's Health & Safety Policy (incorporating First Aid)

Adopted: By the Finance Co: Autumn 2023

Review date: Autumn 2025

Aspiring to be just and kind

Walking humbly with God

Growing with every opportunity



At St. Luke's, we are committed to fostering a community built on justice, kindness, service and respect, ensuring that everyone—regardless of background—is treated with dignity, warmth, and fairness. We are a Church of England VA School and we welcome all faiths.

We strive to embed a positive approach to our relationships which is evident in our behaviour in and out of school. We believe in restorative justice, to emphasise respect and reconciliation for all.

Our goal is to inspire pupils to make ethical choices and become agents of change, both within their own communities and beyond. We provide an environment where all individuals can flourish, experiencing a life-enhancing encounter with the Christian faith and Jesus Christ.

With hearts of compassion, we encourage service to others, extending kindness and support both within our school and the wider world. Through an excellent and broad-based curriculum, we ignite enthusiasm, energy, and dedication, empowering pupils to fully grow within their learning journey.

We prioritise diverse opportunities in sports, music, the arts, technology, and culture, supporting pupils' spiritual, moral, social, and personal development. We encourage pupils to grow in the 'fruits of the Spirit'—love, joy, peace, patience, kindness, goodness, faithfulness, humility, and self-control.

Our pupils grow with every opportunity and flourish spiritually.

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1. INTRODUCTION

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent Regulations. It is to be read in conjunction with the Safety Policy of the London Borough of Newham and the Education Department.

It will be reviewed, added to, or modified when necessary and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be available to all employees. The phrase "employee" includes all paid staff whatever their management function.

The success of this policy depends on the active support of all employees to achieve its objectives.

1. The Policy Statement

The Head Teacher will be responsible to the Governing Board for the implementation management and monitoring of the Policies and Procedures as incorporated from the London Borough of Newham, The Education Department and the School.

As Site Manager, the Head Teacher recognises and accepts responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.

In discharging responsibilities, the Head Teacher will pay due regard to relevant Regulations, Codes of Practice, Guidance Notes and professional advice.

The Head Teacher similarly requires all employees to recognise their responsibilities to take care for the safety of themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to cooperate fully with the Head Teacher and the employer in achieving this policy.

The Head Teacher as Premises Manager accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Head Teacher similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their employees, school staff pupils, visitors and others who may be affected by their work.

The Head Teacher will cooperate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978.

1.2 General Responsibilities

Governing Bodies of Voluntary Aided Schools

Responsibility for health and safety differs between Community Schools, and Voluntary Aided and Foundation Schools.

For Voluntary Aided and Foundation Schools like St. Luke's, the Governing Board and the Head Teacher are ultimately responsible for ensuring the effective management of health and safety within the school. Specifically, **the Governing Body should ensure:**

- There are adequate arrangements for managing activities where there is no Council procedure;

- Health, safety and welfare within the school when the Governing Body is acting as the controller of the premises;
- That it considers the health and safety implications of its decisions;
- Sufficient resources are allocated to ensure that health & safety can be successfully managed;
- That suitable standard of health & safety are achieved and maintained within the school by monitoring the School's health and safety performance on an annual basis.
- That the School's Health & Safety Policy and procedures are annually reviewed to ensure their suitability.

Head teachers of Voluntary-Aided Schools

As outlined above, the ultimate responsibility for health and safety differs between Community Schools, and Voluntary Aided and Foundation Schools.

Head Teachers are responsible for:

- Producing the School's Health & Safety Policy. This shall include a statement of intent, individual health and safety responsibilities, and the organisation, arrangements and procedures;
- Establishing and maintaining systems within the School to ensure that health & safety is effectively managed;
- Appointing a Health & Safety Co-ordinator for the School;
- Sufficient resources are allocated to enable health and safety to be successfully managed; • This Policy are brought to the attention of all staff;
- A copy of the Health & Safety Manual is kept in the administrative office of the School, that other copies are distributed to relevant members of staff and that a record of distribution is maintained;
- The provisions set out in the Health & Safety Manual are implemented;
- Other health and safety information is communicated to relevant staff;
- Accidents are investigated and reported using the established procedures;
- Safety Representatives can carry out their functions including inspections and accident 5 investigations and, where appropriate, that consultations take place with them. Where Safety Representatives are not appointed by the staff side association, adequate arrangements exist for consultation with all staff on health, safety and welfare issues;
- Safety Representatives inspection report forms are dealt with in an appropriate manner;
- Training needs are identified and met;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken;

- New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, Health & Safety Manual, fire and other safety procedures;
- Fire precautions and procedures are implemented (including fire drills);
- Liaison is carried out with contractors;
- Appropriate arrangements are made with regard to lettings, where appropriate;
- Health and safety performance is monitored as specified in paragraph 3.24;
- Termly health and safety inspections of the School are carried out

The school is fully insured see below:

Employers Liability through Zurich Municipal
Public liability through QBE

1.3 Advice and Training

The Head Teacher notes that the LEA provides a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate members of staff.

2. DEFINITION OF THE SCHOOL SITE

The area of the school site is defined by the walls and fences marking the boundary with Ruscoe Rd, Tarling Rd and Ford Street E16.

The site includes the

- Main school building
- Playgrounds
- All external sheds and stores
- School field

3. ARRANGEMENTS AND PROCEDURES 3.1 Reporting Accidents

All staff must ensure that accidents or near misses are reported immediately to the Headteacher.

It is the responsibility of the Headteacher to investigate incidents to discover how a repetition can be avoided.

In the event of a fatal accident or major injury it is the responsibility of the Headteacher to inform the Newham Corporate Health and Safety Team (CYPS), 3rd Floor, East Wing Newham Dockside, 1000 Dockside Road, London E16 2QU.

All staff must ensure that accidents are recorded appropriately using the following procedures:-

a) **Accident book - Daily First Aid/Minor Injuries Book/s** – kept in the Medical Room.

All first aid/minor injuries occurring to children of statutory school age must be entered into the book kept in the Medical Room. A separate book is kept in the nursery and in the first aid hut in the playground. Any minor injuries occurring to pupils/staff requiring First Aid or referred to First Aid must be entered into this book by the person who administered the treatment.

b) Health & Safety Incident Form (red folder on signing in desk) - Report of injury or dangerous occurrences Accidents causing injury to an employee or pupils of the

School - may require medical attention beyond normal first aid on site.

- has been caused by, or contributed to, a fault on site (e.g. hole in the playground, broken furniture etc.) (Further guidance may be obtained from the London Borough of Newham Policy (RIDDOR 95)).

Any serious incidents must be reported on the Safety Cloud Portal and must be completed by the appointed officer (HT or Office manager) and must not be completed by the injured person in any circumstance. The Head Teacher will read and sign, which they send to the portal. A copy will be retained on the portal. Findings of the investigation must be recorded by the School.

4. First Aid

It is the duty of all staff to care for others, especially pupils, to the best of their capability. In an emergency, First Aid support and advice can be obtained from staff who have received training. Classroom Support Assistants and some office staff are trained in First Aid and lists of the qualified people are displayed in the main Office, the HT's office and the First Aid room

Staff are trained as follows:-

Paediatric

First Aid at Work

Team Teach

First Aid supplies are available in the following places:

a) The main first aid rooms near to the HT office

b) Minor First Aid Box are kept in the **breakout rooms between year groups and in YN for EYFS. The FA staff** are responsible for checking and replenishing the contents when used. Minor first Aid bag is taken out at lunch times for any minor first aid requirements.

c) Small Portable First Aid Bags are available for use on **Educational Visits** from the Medical Room. Teachers needing these bags should inform the First Aider at least 2 days before the visit is to take place.

d) Defibrillator – In May 2023 the school took delivery of a single defibrillator from the DFE to be used in the wider school, Church and community in an emergency.

4.1 Medication in School

Parents are advised to, whenever possible to make arrangements for children to take medicines at home rather than in school. Where necessary the parent or nominated adult can come into school and administer the medication except for ones who are covered by a care plan eg. Asthma pump, epipen.

All medicines must be securely stored in the Medical Room or in the medical cabinet in the main school office. Medicines in school are usually self-administered under the

supervision of an adult. Any variation of these arrangements must be discussed with the Head Teacher.

A record of administrations for medicines is made in the Accident book.

4.2 Pupil Information

Emergency contact information is kept for each pupil in class order in the School office filing cabinets and on the computers in the office. The Family Support Worker is responsible for collating this information and ensuring that it is kept up to date weekly in a folder in the front office. The SENCO is also responsible for providing the class teachers with information on pupils in regard to specific medical conditions by placing a relevant notes and care plans in the class SEN folder/Google Drive.

4.3 Contacting Parents

The SLT team will be informed if a parent/carer needs to be contacted immediately if:

- The child is unwell or upset and unable to continue with the normal activities of the school day.
 - Requires further medical attention beyond simple first aid administered in school
- Is showing any of the common signs of Covid-19

The school office must inform the class teacher when a child is sent home.

If a child is injured or ill during the day, yet able to continue in school, the class teacher should inform the parent or carer collecting the child at the end of the day.

In the case of any child receiving a blow to the head, yet able to continue in school, the school office or teacher must inform the parent/carer of the injury. A note giving brief details of the injury and advice about the possibility of serious symptoms showing some hours after the event. If the child normally goes home on their own the school office or teacher must seek to contact a responsible adult and inform them.

4.4 Fire Safety

A new Fire detection system was fitted in Spring 2022. Fire alarm points and extinguishers are located throughout the building at or near the entrance/exit of each area.

All staff should note the position of alarm points and fire-fighting equipment in the areas in which they normally work.

Each room has a Fire Notice beside the external door. This notice details the nearest evacuation route. All staff should note the instructions given in regard to the areas in which they work.

The evacuation procedure will be practised at termly intervals during the school year and reported at staff meetings, briefings and meetings.

The Fire Alarm system is tested each week by the site supervisor, who will also regularly check other fire-fighting equipment and will record in the fire book by the fire alarm system. All Fire Alarm equipment and Fire Fighting equipment is fully inspected annually by the borough contractor. Any defects must be reported to the Headteacher immediately. Fire evacuation drills are carried out

during the school day termly.

All staff must ensure that doors and corridors are not obstructed and that fire doors are kept closed when not in use. Class teachers must ensure that the view into and out of the classroom is not blocked by displays on classroom doors or windows.

A log book of incidents relating to the Fire Alarm system is kept near the alarm panel. The Site Supervisor is responsible for ensuring that entries are kept up to date. There are trained Fire Wardens amongst the teaching and office staff.

4.5 Emergency Evacuation

In the event of a need to evacuate the school in any emergency the alarm will be raised by the headteacher or senior leader by activating the fire alarm. Upon hearing the alarm all activities will immediately cease. Staff will ensure that all children will line up in an orderly manner and leave the building by the nearest available exit. All children and staff must assemble in the designated assembly area – KS2 in their playground by hedge – EYFS & KS1 by the Eco Garden. Office staff will bring the registers out to the designated area to give to the teacher. Teachers must ensure that pupils line up quietly and that class registers are used to check that all are present. Once teachers have taken the register they will hold the register above their heads to state it is completed and all children are accounted for. The registers will be collected by a senior staff member (usually the Head Teacher and the Deputy Head Teacher)

In the event of an emergency evacuation at lunch time the lunchtime supervisors will blow the whistle for the children to stop and line up. The office staff will bring the registers out to the designated area. The Fire Marshalls must check the toilets and each floor to ensure all children and staff have been evacuated.

It will be the responsibility of all staff on site to ensure that:

- All pupils and visitors on site assemble in the designated area.
- Assist with the checking of names against the registers.

On hearing the alarm in the annexe building staff must follow the same procedure.

4.6 Maintenance of Buildings and Equipment

Staff must carry out a simple visual check before using equipment or letting pupils use equipment. Likewise all staff should routinely carry out a simple visual check of the furniture and fixtures in their work areas for possible defects which may cause injury.

The stability and safety of P.E. apparatus must be checked by the teacher in charge before children start an activity.

The site supervisor must routinely inspect all outside areas of the school, including fences, walls and gates, for defects and hazards.

Any defect to the building, site, furniture or equipment must be reported to the School Office as quickly as possible and any defect which presents an immediate hazard must also be reported immediately to the Headteacher and Office Manager. The Office Manager must ensure that any hazard is clearly marked as unsafe and cordoned off. Details of the defect should be added to the Health & Safety and Premises red folder. Jobs added to the Health and Safety red folder, will be managed

by the Site Supervisor daily. The Site Supervisor must ensure repairs are carried out within 7 days except in an emergency which should be done on the same day. The Office Manager and the Site Supervisor in consultation with the Headteacher, is responsible for ensuring the completion of repairs to the building, site and equipment.

Some equipment is inspected annually by a specialist contractor. This includes:

- P.E. apparatus
- Outdoor Playstructures
- Electrical appliance including portable electric Appliances
- Gas Boilers and Heaters
- Fire Alarm System
- Fire Fighting Equipment
- Water Safety

Damaged or faulty equipment must be clearly labelled and, wherever possible, removed from classrooms and work areas to await repair.

4.7 Safety in the Classroom

All teaching staff must regularly review the arrangements within their classrooms with regard to the safety of pupils. Teachers must consider:

- The proper supervision of the children in their care.
- Equipment: Teachers should establish clear guidelines with their pupils for the use of all equipment which may present a hazard e.g. scissors, compasses, tools etc.
- Storage: Teachers should ensure that equipment and materials are safely stored. Materials/equipment to which pupils are to have ready access to should be clearly labelled and easily accessible. Coats and bags should be hung on hooks provided so as not to present a trip hazard.
- Behaviour: When discussing the behaviour of pupils considerations of personal safety and the safety of others must be paramount.
- Safety: All staff are instructed how to use step ladders safely for when they are changing displays on boards – anything above board height should only be attempted using the new step ladders (May2023) and after staff member has received training. Anything above board height should only be attempted by the site supervisor who has had detailed working at heights training.

Advice in regard to specific curriculum activities is available for the relevant subject co-ordinators.

4.8 Personal Safety of Pupils

Safety Education is an important element of the curriculum and forms part of the school programme for Personal and Social Education.

Child Protection. All staff must act on any suspicion that a child may have been, or may be in danger of harm, abuse or neglect. In the event of any concern the member of staff must inform the Designated Safeguarding Lead (DSL- Head Teacher) of the evidence/incident. The member of staff should make a written record of the evidence/incident on a Record of Concern form on Safeguard as soon as after the incident as is practical.

Physical Restraint of Pupils. The physical restraint of pupils must be avoided whenever possible. Any incident in which a member of staff has occasion to physically restrain a child must be reported to the Headteacher as soon as is practical. All such incidents must be detailed in the bound restraint log in a locked cabinet in the HT office.

Training in Team Teach (Restraint)

Most recent training - 3 members of staff trained March 2023.

4.9 Playground Safety

In icy conditions of ice and snow the Site Supervisor must ensure that adequate safe pathways are provided for people to cross the outside hard areas in conjunction with the school Risk Assessment. In very cold weather the Site Supervisor must inspect the playground to ensure that any isolated ice patches are made safe. Teachers on playground duty in very cold weather must check the playground for any unsafe ice patches and inform the Site Supervisor immediately.

Staff supervising children at play must ensure that they can observe all the children in the area. In the event of any one supervisor being fully engaged in another activity he/she must inform other supervising colleagues.

All staff must take responsibility to ensure that gates to the playground remain closed and children do not leave the site during school sessions.

Any individuals entering the site should be directed to the School Office. Any individuals acting in a suspicious or unusual manner outside the school site must be reported to the Head or Deputy Headteacher.

4.10 School Visits and Journeys

All teachers planning any school trip or journey must:

- Consult with the EVC leader Mr. Scott or Headteacher in regard to the timing, arrangements, activities and level of adult/children supervision. Teachers must complete Educational Visit Approval form via Evolve.
- If the visit is to an unfamiliar site, make a preliminary visit and assess the risks and requirements.

The Newham guidance is available in the Educational Visits File on Google Drive .

The teacher in charge of the visit must ensure the Head Teacher receives the completed "Risk Assessment School Visit" via Evolve, a minimum of 2 weeks before the visit.

A letter giving guidance to parent helpers is also available.

First Aid kits are available in the medical room.

High visibility jackets should be worn by all pupils on all visits.

4.11 Use of the School Grounds or Visits to Fields/Farms/Forests

Staff working with pupils must ensure that children are given clear instructions on how to handle tools/equipment safely. Teachers must consider the safety implications of collecting and handling plants and creatures. Disposable plastic gloves/litter pickers are available and should be used when handling items which may irritate the skin.

Teachers must check that pupils do not have open cuts or wounds to their hands before they handle water or products from ponds. Cuts must be covered with a waterproof plaster or plastic gloves used. Teachers must ensure that pupils wash their hands thoroughly after finishing.

4.12 Use of Private Cars to Transport Pupils

This is to be avoided at all costs

4.13 Storage, Use and Control of Hazardous Substances

Any person bringing hazardous substances onto the school site must gain permission from the Health & Safety Team.

All hazardous substances must be securely stored. The arrangements for the storage of such materials will be inspected by the Site Supervisor who is the trained COSH adult.

Staff intending to handle and/or use hazardous substances must consult with the Health & Safety Team to clarify procedures for safe working practice.

4.14 Hazardous Spillage and/or Breakage

(Chemicals/body fluids/glass/crockery etc.)

Incidents causing such a hazard must be reported to the School Office immediately so that the appropriate adult can deal with the incident.

Staff must ensure that pupils and others are kept away from the area of spillage/breakage. Staff must take due care when dealing with spillage/breakage and not put themselves at risk.

Glass should not be handled directly. Staff should use disposable gloves when clearing up body fluids.

4.15 Cleaning

Internal

The cleaning staff work under the supervision of the site supervisor and the Finance & Premises Manager whom any defects should be reported.

It is important to note that if you are working in school after 3.30 pm and in main hall after lunch certain areas of the floor may be wet. Staff should take extra care at these times. "Caution – Wet Floor" signs will be used to notify major areas that are wet.

The lower hall and serving area is cleaned after the children have finished eating at lunch time by School Meals Staff. All staff must take additional care between lunchtime periods when using these areas.

External

The external areas of the school are cleaned by the Site Supervisor. Litter is cleared and litter bins emptied each day. A section of each playground is swept each day.

Drains and gullies should be inspected and cleared each half term by the Site Supervisor.

4.16 Contractors on Site

Minor works and repairs. All contractors working on site must report to the school office. The Headteacher, Site Supervisor, and Office Manager must be made aware that work is to start. The Site Supervisor and the Office Manager must check that the timing and nature of the work will not endanger the safety of pupils, visitors and staff.

Major works: Prior to any major works commencing on site the Headteacher/Site Supervisor and Premises & Projects Manager will hold a site meeting with the contractors.

Asbestos – there is no asbestos in this building – see certificate in main office from building contractor and this must be conveyed to all contractors before any work commences.

4.17 Vehicle Movement

No vehicles are allowed into the playground areas of the school site during school sessions without the prior permission of the Site Supervisor, Office Manager or the Head/Deputy/Assistant Head Teacher.

In the event of vehicles needing to move around the site during school time the staff working with pupils must take every precaution to ensure that pupils and others are moved away from the area of working.

4.18 Visitors to the School

All visitors, contractors and volunteer helpers will be required to:

- Comply with the school's Covid-19 procedures (when in force)
as laid out in most recent RA
- Report to the school office on arrival and to show Identification

- Sign in and out.
- Must wear visitors' badge and return it when they leave
- Be made aware of emergency evacuation and health and safety regulations (on visitors badge)

4.19 Work Experience Students and Volunteers

All students will be informed by the Office Manager as to who is in charge of them whilst they are on site. This will normally be the member of staff whose classroom they are working in. If the student is working in more than one class, then it will be the senior of the members of staff. In the absence of that person the student(s) will refer to the Work Experience Coordinator.

4.20 Lettings - N/A at present

The Site Supervisor must inform the hirer of:

- The procedure in the event of a fire or need to evacuate the building in an emergency

- Available exits.

The Site Supervisor must ensure that an adequate number of exits are unlocked to enable safe evacuation of the building. Persons attending any function are restricted to the areas of the school hired and do not gain access to other parts of the building.

4.21 Personal Safety of Staff

All employees should be aware of the London Borough Newham Policy for personal safety.

Any employee who is threatened or assaulted physically, verbally, or in any other way (including those relating to race, ethnic origin, sex religious belief or disabilities) must report the incident to the Headteacher and the police immediately.

In situations where an employee feels their personal safety is at SERIOUS and IMMINENT risk they should contact the Headteacher and the police immediately.

Incidents of aggression/verbal abuse must be reported to the Head Teacher. A written recount will be sent to the Newham Central Health & Safety Unit, School Management Education Department, 3rd Floor, East Wing Newham Dockside, 1000 Dockside Road, London E16 2QU.

4.22 Consultation with Staff

A copy of this document will be made available to all members of the school staff on the H&S board in the staffroom and on the main board in the office as well as on the website.

Any alterations made to the document will be notified to all staff for inclusion in the

document.

Major changes to procedures affecting the work of individuals or a specific group of staff will be discussed with those concerned prior to implementation.

A review of Health & Safety procedures will be discussed at least once each term within the teacher/support staff meetings and with the Site Supervisor meetings held with the Office Manager.

4.23 Safety Training and Resources

Appropriate training for all staff in matters related to Health and Safety will be a high priority within the staff induction and development training programme.

The Headteacher is required to hold an IOSH qualification which under best practice should be renewed every 3 years. It is also the responsibility of the HT to ensure that new members of staff receive an induction in regard to Health and Safety procedures.

The Site Supervisor and cleaners will undertake regular COSHH update training and the site supervisor will also ensure he is up to date with working at heights and manual handling certification.

Health and Safety Resources are located in the main office on the Google Drive and on Safety Cloud and shared accordingly.

Links with other policies

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Supporting pupils with medical conditions
- Accessibility plan