



**KEREM SCHOOLS
HEALTH AND SAFETY POLICY
Updated August 2006**

Part 1

1. Introduction

- 1.1 This is a Statement of Organisation and Arrangements for the Kerem Schools (incorporating Kerem House and Kerem School) and is for the benefit of teaching and non-teaching staff, pupils, contractors, parents and all other users of the Schools. It explains in clear and simple language the policies and procedures that are in place in our Schools 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 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) also have responsibility. It describes how the Heads 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 Teacher apply equally to Kerem School and Kerem House.
- 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 Schools 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 1995 (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 Head Teacher

Whilst the responsibility for all school safety organisation and activity rests with the Governors, the Head Teachers are 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 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 additions 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 she is kept informed of accidents and hazardous situations
- (g) review termly and report at each Executive Governors meeting the situation with respect to
 - (i) the provision of first aid in the Schools specifically with a summary of incidents requiring reporting in the Accident Book and/or RIDDOR
 - (ii) a summary of actions taken in respect of Level 3 incidents with reference to the Behavioural policy
 - (iii) Results of Fire Drill and any actions resulting from any problems experienced during the Fire Drill
 - (iv) any recommendations for improving the procedures laid down
 - (v) summary of occurrences of other incidents mentioned in this policy
- (h) the dissemination of safety information concerning the Schools
- (i) recommend necessary changes and improvements in welfare facilities
- (j) the safety procedures of the Schools.
- (k) that the safety status of electrical equipment (ie whether tested periodically accordance with regulations for safety.)
- (l) 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/or 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 their School

The safety of pupils in classrooms, corridors, halls, Synagogue, coaches or other transportation, swimming pool, 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, e.g. 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 Behavioural 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 (eg 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 The Pupil

The pupils together with their parents are expected to:

- (a) exercise personal responsibility for the safety of self and class-mates
- (b) observe standards of dress consistent with safety and/or 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

- (d) use and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- (e) to comply with the Behavioural 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 headlice. The School will then notify parents that a child (un-named) has headlice and that they should check their own children for headlice.
- (c) Keep their children 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 TV monitor in the office (for Kerem School) should be used to check on callers when no security personnel are on duty.

Part II

1. Supervision of Pupils

- (a) At Kerem School, the School is responsible for pupils from 8.45am. Parents should not allow pupils to be left unattended at the School premises before this time. Two members of staff are on early morning duty (ie 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 Kerem House, 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 to the close of School.
- (c) Parents of Kerem School are required to provide additional security at the start and end of the School day via a published rota and this security shall be co-ordinated by the School Parent Teachers Association (PTA). All parents will be made aware of their security obligations by being sent a security duty document by the PTA. 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. All staff at Kerem School are on duty until 4.15pm.

- (d) In the case of Kerem House, if there is any change of the usual collection arrangements for a pupil, the Head Teacher must be informed with information relating to 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 first and second year 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 the nursery accordingly.
- (e) Children must not be left unsupervised in classrooms, and care should be taken to ensure that all pupils at Kerem School have gone out at playtimes
- (f) Pupils at Kerem School must be adequately supervised at all breaktimes 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.
- (g) Pupils will be administered medicines in accordance with the Administration of Medicines policy
- (h) 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 appropriate personnel available to administer such medication.
- (i) Pupils should move around the building with the minimum of noise. There should be no running in the building and a one way 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 cloakroom areas.
- (j) Pupils should not use gym apparatus unless there is supervision and they should be taught safety aspects relating to its use and storage.
- (k) At Kerem School, 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's or School office. Staff should be alert if vehicles are present in the playground during playtimes and delay movement until playtime has ended.
- (l) Staff should be aware of contractors working in the premises and be alert to possible risks caused by their equipment.
- (m) In the case of Kerem School, 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.
- (k) Field trips and visits from school require careful planning and such planning should be in accordance with the Policy on School trips. 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 mobile telephone.

2. Provision of First Aid

The Appointed Person is the person who takes charge in the event of a pupil or staffmember is involved in an Accident or becomes ill. The Head Teacher undertakes this role at Kerem Schools. 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 adequately and periodically trained in the provision of First Aid.
- (d) All teachers have a basic knowledge of First Aid
- (e) A travelling First Aid container accompanies any offsite activity

First aid boxes are provided in the Y2 classroom, Reception classroom and the office in Kerem School and in the upstairs and downstairs toilets at Kerem House. 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 Aider at Kerem School is Mrs Elliott and at Kerem House the Head Teacher and Deputy Head Teacher. Other staff may become Nominated First Aiders upon completion of appropriate training and award of a First Aid certificate.

3. Emergency Procedures

3.1 Illness or Accident

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

- (a) First aid should be rendered wherever possible by Nominated First Aiders. A nominated First Aider should be immediately summoned in the event that someone becomes ill or suffers and injury. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- (b) The First Aid posts are Y2 classroom and Reception classroom in Kerem School and the Head Teacher's office in Kerem House. 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. The Head will investigate all accidents that require an entry to be made in the Accident book and will report periodically to the Vice Chairman of the Governors.
- (e) An accident report must be completed for accidents or incidents requiring an Ambulance to be called (for employees, pupils, members of the public) in the Accident Book in the school office and where necessary the accident/incident should be reported in accordance with RIDDOR requirements. (See Appendix 1 for classification of serious/major injuries requiring reporting for RIDDOR). All records will be kept for three years after the date of an incident. In the case of Kerem House, all accidents or incidents requiring a RIDDOR report should be also be reported to Ofsted.

- (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 office.

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 the electric sirens (Kerem School) or bells (Kerem House) situated in all parts of the building. These are activated by breaking the glass front of one of the alarm boxes which are placed in corridors. Breaking the glass releases a spring-loaded switch which automatically rings all bells 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 staff should familiarise themselves with their location. Inform the Head Teacher or Deputy Head Teacher 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.

PANIC BELL KEREM SCHOOL This warning is an intermittent ringing of the School bell (Kerem School). It is activated in the main office and indicates danger. Children should get under desks and staff should lock/block doors.

PANIC BELL KEREM HOUSE This warning is a high pitched siren. It is activated by a switch in the school office and indicates danger. Children should get under desks. A second alarm will be sounded. If it is the panic alarm, children will be taken to the safe room. If it is the fire alarm, all children will be evacuated to Kingsley Close.

KEREM SCHOOL 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.

1. Children in the hall for dinner should leave via the Youth Centre at the outer end of the hall, 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.
2. 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.

3. 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.
4. It will be the responsibility of the Head Teacher, Deputy 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.
5. Children should be assembled in classes in the playground, as in the General Directions.
6. 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.
7. Registers should be taken once classes are assembled outside.

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

3.3 Outside Emergency

In the event of an outside emergency (eg bomb), different procedures are followed. 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. The Max Weinbaum Hall has been designated as a safe area in Kerem School and the Left (if facing entrance of building) Classroom at Kerem House. A message will be taken to each class to bring pupils to the safe area. If it is thought necessary, pupils will be moved outside to the park or to Church Mount in the case of Kerem School or Kingsley Close in the case of Kerem House, which (in case of Kerem School) will be sealed off using staff cars. 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 the arrangement.

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 or Head Teachers 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 and the Governors.

Review

A review of the procedures, particularly those in Part II will take place at the end of each academic year.

A Risk Assessment including a Fire Risk Assessment will be carried out annually by the Synagogue Facilities Manager in the case of Kerem School and by an external advisor in the case of Kerem House.

NB Review of 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 Teachers for improving the procedure laid down.

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 10 days using the HSE's website at www.riddor.gov.uk/reportanincident.html . The incident Contact Centre (ICC) is open from 8.30am to 5pm Monday to Friday on 0845 300 9923.

- suspected fracture of the skull, spine or pelvis
- suspected fracture of any bone in the arm, wrist, leg or ankle (but excluding a bone in the hand or foot)
- amputation of a hand or foot
- dislocation of the shoulder, hip, knee or spine
- amputation of a finger, thumb or toe, or any part of these if the bone/joint is completely severed
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye
- either injury (including burns requiring immediate medical treatment or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact. (This therefore includes cases where a person is injured by arcing or flashover without actually touching live equipment)
- loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent
- any acute illness requiring medical treatment, plus any loss of consciousness resulting (in either case) from the absorption of any substance by inhalation, ingestion or through the skin
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- any other injury which results in the injured person being admitted immediately into hospital for more than 24 hours.

Over-three-day injuries also need to be reported to the HSE within 10 days but there is no necessity to report them upon occurrence. An over-three-day injury is one when a person is injured in the School for three consecutive days (excluding the day 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