



Altmore & Lathom Schools Federation

Health and Safety Policy

At our sites we aim to create an atmosphere of carefulness and awareness both inside and outside, this is for all users of our premises: children, staff, parents, visitors and members of the local community.

This carefulness and awareness includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others o Knowledge of what to do in certain situations
- Alertness and control of cultivation of good habits

The Headteacher is the officer responsible and, with the assistance of the Premises Manager, regularly conducts risk assessments and reviews of arrangements whenever the need arises. The Premises Manager conducts risk assessments for specific tasks that are allocated to the Site Supervisor.

For children, good safety habits are taught as part of day-to-day learning and play. This can be through specific topics, e.g., 'A safe place... ', which could be covered in Science, English or Technology, and the involvement of outside agencies, e.g. 'People who help us... such as the police, fire brigade, road safety officer, etc.

Children are encouraged to develop healthy habits through good health and hygiene routines, e.g. regular exercise or care of themselves, personal hygiene, etc. A positive policy for healthy eating is maintained, with an extended healthy option menu at lunchtime, fresh fruit as part of the 'fruit scheme' and in Key Stage 2 (KS2) 'tuck shop' every day at break time. In EYFS healthy snack-time is also part of children's social learning during sessions in the Children's Centre and Pre-School provision.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others in the classroom:

- When using equipment, e.g. scissors, tools, PE apparatus, etc;
- When moving around our buildings;
- When carrying out investigations, e.g. pond, pollution, soil studies, etc;
- When on Educational Visits
- When using technology.

We have a limited number of rules which are for safety reasons, i.e. walking around, playing in sight of an adult on duty, care of property, etc.

Risk Assessment

All staff should be aware of the potential risk - i.e. the likelihood that harm may occur and its severity — in any activity that takes place during the course of the average day. Any activity, however innocuous, holds an element of risk if not considered/conducted properly. We have to plan ahead for the unexpected, particularly with such young children accessing our site.

To achieve this we must have clear codes of practice carried out by all and we carefully consider the medical, sensory or physical needs of children.

We need to conduct a risk assessment of activities regularly to establish:

- Who is at risk?
- Those who are particularly vulnerable
- Potential hazards
- Existing measures
- Further action
- Review of arrangements

Who is at risk?

- Children
- School & Centre Staff
- Premises staff
- Cleaning staff
- Members of organisations using our facilities, such as members of the public

Those who are particularly vulnerable

- In relation to the activity — who will be involved?

Potential hazards

- Identify and detail the possible hazards in a given activity

Existing measures

- Identify standard practice for the given activity and safety measures in place

Further action

- How will the above measures be reinforced and communicated to all staff, pupils and other users of the site?

Review of arrangements

- These arrangements to be reviewed as and when the need arises

Educational Visits

In accordance with safety regulations, Educational Visits are carefully planned in advance, with all staff making pre-visits. Details are sent to parents, who are then asked to sign that they allow their child/children to take part in the visit. Children are expected to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed, a trained First Aid person always goes on the visit and a list of emergency phone/contact numbers is always taken. (See Educational Visit policy for further information).

Emergency Evacuation

Procedures are in place, in case of an emergency, such as a fire or bomb alert when the site needs to be evacuated. All staff and children must be familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. The designated Fire Assembly points are indicated on Fire Evacuation plans — updated May 2016.

For children or adults with limited mobility, refuge points are indicated and allocated in appropriate areas.

First Aid: Accident, Reporting and Investigating for all Pupils and Staff

All children are taught to take care of themselves and each other, but in a school/setting environment, accidents do occur. Most accidents are minor and can be dealt with by any member of staff. Fully equipped First Aid boxes are kept in the Hygiene rooms, disabled toilet in the playground, dining rooms, Children's Centre and other communal areas. A list of children needing special care is held in the Heads of Schools' offices. First Aid boxes are also accessible in the conservatory room at Altmore and on each floor of Lathom. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straightaway, and if necessary, an ambulance is sent for.

Accident forms are filled in for any accident requiring medical attention, or caused by any defect in the school or its equipment. For minor injuries to the head, children are given a letter/ advice slip/sticker indicating this to inform the parent/carer.

The Premises Manager, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The Premises Manager/Site Supervisor and LA employees maintain clean and tidy buildings and grounds. Any minor repairs or maintenance are completed by the Premises Manager/ Site Supervisor, or through the use of authorised contractors.

Any equipment/hazardous substances are kept locked away from the children. All equipment is to British Standards and is maintained regularly.

In accordance with LB Newham guidance the school uses the 'Three Yellow File' system of storing relevant information on Health and Safety. They are stored in the main office in the filing cupboard in a yellow tray. The three yellow files are:

- Health and Safety at Work: Standard Procedures at Work
- Health and Safety at Work: Establishment and School Handbook - Health and Safety at Work: Information Bulletins.

The following information supplements information held in those files:

- Staff rights and responsibilities under H&S are on display on the H&S poster which is on open display in the Front Office.

Fire Safety

Fire drill procedures are displayed in all rooms, offices and corridors along with Emergency Escape routes (Please refer to emergency evacuation procedure).

Fire and Bomb Alerts Procedures

In the event of a fire or bomb alert the school must follow the fire safety procedures. The Headteacher/ Head of School/ designated person must ensure all evacuation procedures are followed.

- At Lathom: phone 999 for the fire brigade and police. Listen carefully to the information they give you. At Altmore the fire brigade automatically attend when the fire alarms are activated.
- Check that the evacuation procedure has been followed.
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident. Fire engine and ambulance services enter school grounds through Gate 5 at Altmore and Gate 3 at Lathom.
- All children and adults must remain outside.
- Only when the all clear has been given will children and adults re-enter the premises.

- If the alert is a practice at Altmore, Newham Security Services must be informed before the evacuation of the premises takes place.
- In the event of long term evacuation all children at Altmore will be taken to safety at Lathom Junior School and all children at Lathom Junior School will be taken to Altmore. Parents will be informed from there.

Smoking Policy

Smoking is not permitted in any area of the school by staff, parents or visitors to the school. No-smoking signs are clearly displayed around the building.

Car Parking

There is no facility for visitors parking on our sites.

At Lathom Junior School there are just two designated disabled parking bays.

At Altmore parking is allocated and priority given to Staff who live out of the Borough and travel a distance to work.

Concerns arise at 'peak' times: at the start and end of the school day. Heavy congestion in our surrounding areas makes it hazardous for those who use the school and for our neighbours. Drivers parking cars at, near, or dropping or collecting children at school, should at all times have consideration for pedestrians, other road users and the immediate community. In particular, the road markings near the school crossings should be observed at all times.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents should emphasise the following:

- Care of our neighbours;
- Use of the crossing patrol instead of driving right up to school;
- Not parking on yellow lines;
- To keep traffic flow moving at Lathom Junior School, parents should drive away as soon as their children have been dropped off at their gates, rather than parking and waiting;
- Any adult who continually parks in an obstructive way will be referred to LA parking patrols for tickets. All comments by parents or neighbours will be followed up.

All vehicles left on school sites are the responsibility of the owner. The school cannot be held responsible for any loss/theft or damage.

Children Moving Equipment

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture, e.g:

- Chairs and/or tables;
- Sports equipment;
- Small items of equipment;
- Laptops, i-Pads, etc.

Children must always be supervised when moving any equipment or item of furniture. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions. Heavy or awkward to handle equipment will be moved by trained Site Staff.

P.E. and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly and knowing how many children are needed for moving each piece of equipment (this should include how to bend), e.g. P.E. mats and benches, etc.

For any Physical activity, children wear a suitable P.E. kit. They are expected to either be bare-footed or wear plimsolls for indoor activities and to wear trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery.

Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry **single** chairs on their own. If a large number of chairs are needed to be moved then the Premises Manager/Site Supervisor will supervise.

Tables need one child at each end and only if the child is tall enough. A child must not attempt to lift a table on his or her own.

Any damaged furniture must be reported by email to the Premises Manager/ Site Supervisor immediately.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items children should not move

- Computers - monitors can easily fall off trolleys, or wires get caught;
- Pianos or similar equipment - although on wheels, instruments can tip, and feet or fingers become trapped;
- Cookers - too hot and/or awkward;
- Paper cutters.

Security of the Premises

The Premises Manager, Site Supervisor and Newham Security Services are the designated key holders and are responsible for the security of the building.

• Premises Manager

It is the responsibility of the Premises Manager/ Site Supervisor to check daily that:

- All locks and catches are in working order;
- The emergency lighting is working;
- The fire alarm has no faults;
- The security system is working properly;
- Staircases/stairwells are clear.

Before leaving the premises to check:

- All the windows are closed;
- The doors are locked and secure;
- The security alarm is set;
- All gates are locked.
- **Class teacher/Session leader**
It is the responsibility of the class teacher/session leader to make sure that their classroom/learning area is secure, windows closed and equipment switched off before leaving the premises.
- **Headteacher/Head of School**
It is the responsibility of the Headteacher or Head of School to perform the above functions in the absence of the Premises Manager/ Site Supervisor.
- In addition, Headteacher/Head of School/ Designated member of the Leadership Team is responsible for the security of the premises during the school day.

All visitors are required to report to the Front Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome on site but is asked to report to the office first.

These points must be adhered to, but in no way detract from, the open door policy of the school.

Contractors on Site (See Guidance for Contractors on Site)

Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store. All substances purchased have a low hazardous recommendation and are accompanied by COSHH data sheets. This is to ensure the safety of all users. Staff are not permitted to order any chemicals without consultation with the Premises Manager who will advise regarding COSHH.

Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories.

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc.)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. A Care Plan will be discussed and

agreed by all agencies with very clear guidelines. Please note that teachers are not required to dispense medicines as part of their contracts.

For the school to agree to assist in long term medication of pupils with long term conditions:

- A clearly defined Care Plan must be set up and agreed by all involved agencies;
- Parents must provide written authorisation for medicines to be administered to their children by school. This needs to include instructions regarding the quantity and frequency of administration;
- The medicines must be brought into school in a properly labelled container which states:
(i) name of the medicine, (ii) dosage, (iii) time of administration;
- It is the parent/carers responsibility to ensure all medicine is in date and they are responsible for disposing of out of date medication;
- Where possible the medicine should be self-administered under the supervision of an adult.
Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will follow specific guidance set out in the medical Care Plan.

First Aid in school

All staff are responsible for dealing with minor incidents requiring First Aid during the school day.

During lesson/session time, First Aid is administered by any member of staff (all are trained). If an accident occurs in the playground the First Aider at Work accredited member of staff will assist. The same applies at lunchtime.

If there is any concern about what to do then the qualified First Aid people must be consulted.

Qualified First Aid people are:

Lathom

- David Graves	-Roshnee Mussai	-Humaira Rehman	- Nav Gill
- Ravinder Jutla	-Elaine Williams	-Susan Swainsbury	- Maria Houalker
- Aravinth Ganesh	-Ceri Carpenter	-Dhayna Begum	- Reshma Roy
- Michele McInerney	-Fiza Zia	-Zainab Patel	- Bibi Patel
- Noreen Zubair	- Inderjeet Katorea	- Rebecca Holt	Rina Begum

Altmore

- David Graves	- Joanna Doublal	- Darshana Parmar	- Lynn Walton
- Renica Charles	- Gloria Torres	- Meena Pillai	- Tasleem Naeem
- Kalpana Subakumar	- Hassana Rahman	- Shamael Gul	- Naheeda Ibrahim
- Nazaneen Kayani	- Yona Hayden	- Frankie Graves	- Fatema Ada

Recording Accidents

All accidents must be recorded in a Record of First Aid Treatment Book/ Pupil Accident Book kept with each First Aid box. All details need to be filled in, including any treatment given. Accidents occurring off site should also be reported and recorded in the same way. In the event of a serious

accident taking place off site, the responsible adult/person in charge must inform the school immediately, appropriate action will be agreed (See Educational Visits policy);

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/ incidents involving body fluids. Make sure any waste (wipes, pads, paper towels, etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Boxes

Location: Hygiene rooms, Dining rooms, Disabled toilet, Conservatory room, Children's Centre, and on each floor at Lathom Junior School. In the Nursery and 2 year old provision first aid boxes are located in the classrooms.

Contents:

- Bandages;
- Plasters, single and strip;
- Antiseptic wipes;
- Cotton wool;
- Sterile gauze;
- Disposable gloves;
- Bodily fluid powder;

Person Responsible for Supplies

Identified staff are responsible for checking the contents of the First Aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the Head of School if the supplies in any of the First Aid boxes are running low. Ordering stock is carried out by identified staff.

Allergies/Long term illness

A record is kept of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

Courses

All staff have First Aid training and accreditation.

Accidents

Accidents fall into four categories:

- Fatal;
- Major injury;
- To employees resulting in more that three days consecutive absence;
- Other accidents.

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive
NPW
Building 1000
London E16 2QU

The accident should be reported by telephone immediately, and then confirmed in writing on a yellow accident form. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days on yellow accident form available from Headteacher's office.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher/Head of School/Centre Manager who will send for an ambulance if needed and contact parents.

When in any doubt, contact parents/guardian immediately.

Other accidents

These are the accidents that occur more commonly on our site.

Please use the following procedures:

- All staff must complete an accident report for minor injuries (including all bumps on the head, but not minor cuts and grazes);
- If a child has a bump on the head you must send a letter home and/or contact the parent/guardian. At Altmore letters are kept with the First Aid Boxes. At Lathom Junior School letters are kept by the Admin Staff;
- Fill in the accident form (copies are kept with Admin/ with First Aid boxes) if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment.

Copies will then be taken for:

- Health and Safety Executive (and posted);
- Area Education Office;
- For the school file.

Major Injuries

- Fracture of the skull, spine or pelvis;
- Fracture of any bone in the arm other than a bone in the wrist or hand;
- Fracture of any bone in the leg other than a bone in the ankle or foot;
- Amputation of a hand or foot;
- The loss of sight of an eye;
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation.

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury. A RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013) must be completed.

See link for all associated report forms: <https://www.hse.gov.uk/forms/incident/>

Accident Documentation

The following documentation is attached:

- London Borough of Newham School Incident form

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The following gives practical advice to schools on compliance with this duty.

Advice in any area of concern can be obtained from:

Health and Safety Executive

0203 373 9884

Employee Accidents

This applies to all Education employees and self-employed persons on school premises.

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F-2508 within 7 days, please see the link to access the form: <https://extranet.hse.gov.uk/lfservlet/external/F25081E>.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days, (excluding the day of the accident), there is no need to telephone; but Form 2508 must be completed and sent to the HSE within seven days of the accident.

Children's Accidents

Including accidents to any visitors not at work.

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps, etc);
- Plant or equipment on the school premises;
- The lack of proper supervision.

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as school trips) must be reported if the accident arose out of or in connection with these activities.

Personal Safety of Staff

- All staff should take steps to ensure their personal safety and that of their property;
- Lockers are provided for all staff to store their valuables/personal items;
- Keys for these are provided and returned when the member of staff resigns from their post;
- Only individual members of staff should have access to their locker. Children should not be given access;
- All external gates are locked at 3.35 pm (Lathom) and 3.45pm (Atmore). All staff are requested to exit the building via the staff entrance;
- Children attending after school clubs must leave the building by the main entrance;
- Where a parent/visitor becomes aggressive or uses threatening behaviour the Headteacher/Head of School or a member of the Leadership Team (LT) should be sent for immediately;

- The Headteacher or a member of LT will attempt to diffuse the situation. However, should it continue the police will be summoned.
- Where a member of staff suspects a parent may become aggressive or difficult s/he should ask for another member of staff to be present/or ask the Headteacher/Head of School to see the parent on his/her behalf. **Aggressive/threatening behaviour will not be tolerated;**
- The perpetrator will be informed by the Headteacher that they are banned from entering the school premises/site until such time that she is assured it will not be repeated;
- The Headteacher will inform the Chair of Governors regarding the incident and advice will be sought from NPW to how to proceed.

Home Visits (See Home Visiting policy for protocols)

- Staff carrying out home visits must only do so with a colleague and must inform the Headteacher/Head of School:
 - who they are visiting _
 - the purpose of the visit
 - the estimated length of the visit
 - the time of the visit
 - expected time of arrival returning to the school.
- Staff should endeavour to contact the Headteacher if they are running late;
- They should report to the Headteacher on their return to the school.

Where staff are requested to take a child home who is, for example, unwell, they must:

- establish that someone is at home to receive the child (refer to the Pupils Contact Numbers stored in the school office) _ only deliver the child to the home address/emergency address into the safety of the named contact _ not enter the household;
- Where a child's parent/carers/emergency contact cannot be contacted the child must remain in school until such time the parent/carer/emergency contact can be found.

After School Arrangements

- Children under 8 years of age must be escorted to and from school by a responsible adult;
- At Lathom Junior School all children must be escorted into the playgrounds at the end of the school day and wait with the teacher until they see their parent/carer or whoever is collecting them unless the teacher has been informed by the parent/carer that the child is allowed to go home on his/her own;
- At Altmore the children are collected by their parent/ carer from the external classroom door. No one under the age of 18 is allowed to collect a child;
- If the parent/carer is late/does not arrive, the teacher must bring the child to the Reception office;
- The member of the Leadership team on duty will supervise the child until such time the parent/carer/emergency contact can be reached and arrangements made for him/her to be collected Children's contact numbers are displayed in the Reception office and updated termly;
- The local Social Services department should be informed if attempts to contact the parent/carers are unsuccessful. The number for this is on display in the pupil contacts file in reception.

After School Activities

- Parents/carers must be informed, by letter of the After School Activity and give written permission for their child to participate.
- The letter should state:
 - the purpose of the activity
 - the type of activity - i.e. football, dance, drama etc.
 - the duration - start and finishing times
 - clothing required i.e. football kit
 - the name(s) of the teacher(s) supervising the activity
 - where and when the child should be collected i.e. 4.30 at the main entrance
 - parent/carers must be informed if the activity is cancelled for any reason. [Please refer to the Staff Handbook]
 - staff should keep an attendance register of the pupils involved in the activity. Attendance registers are kept in the Main Office
 - it is preferable that two members of staff organise an after school activity together so that should one be absent the activity can still take place.

Child Protection I Safeguarding

Please refer to Child Protection/Safeguarding Policy.

Emergency Evacuation Procedures

Please refer to Emergency Evacuation Policy

Handling and Safekeeping of Money

All money collected in school and for whatever reason should be stored in the safe. The Business Manager/ Office Manager has access to the safe via the Headteacher or Head of School. Cash can be collected for several reasons, these include:

- fundraising events i.e. sponsored spell, walk etc.
- payments for educational outings, e.g. cost of travel
- staff collections
- tea/coffee fund
- purchase of books through the book club.

All staff should keep clear and precise records of the amount of money received and for what purpose. A photocopy of the list of pupils in the class can be used for this purpose. The record should show:

- the purpose for collecting the money, e.g. outing to the British Museum — Fares;
- staff should record, next to the pupils name, the amount paid and provide a running total for each day the money is collected - this record should be signed and dated;
- the money should be sent, immediately, after collection, to the reception office, in a suitable container each day;
- no children should be allowed to carry money to the office. Money to be brought to the office by an adult;
- office staff must check the amount collected and ensure it is correct;
- the container should be placed in the safe;
- if the amount shown does not correspond with the amount in the container office staff should inform the member of staff immediately;

- the member of staff should check the disparity and either sign to show that it has been verified or make enquires to ascertain where the difference is;
- the money should be paid into the School Bank Account as soon as possible;
- clear records of the amounts received should be kept as described above;
- all monies is collected by LBN secure collection service;
- the collection of payments for dinner monies are checked daily by office staff - they are "bagged up" and kept in the safe until collected by secure collection service;
- payment for school photographs does not involve staff handling money, the amount charged is enclosed in envelopes provided for this purpose;
- envelopes should be sent/handed to office staff immediately who will store them in the safe and make arrangements with the photographers representative when they should be collected

Head lice

From time to time children and staff will suffer from Head lice. Parents/carers/staff should inform the school when this occurs. Periodically information will be given to Parent/ Carers on how to avoid Head lice

Graffiti

In the event that it is detected it should be reported immediately to the Headteacher/Premises Manager/ Site Supervisor who will endeavour to ascertain who is responsible and make arrangements for it to be removed immediately.

IT

All PCs and printers are networked and all have 'hard', or wireless access to the Internet. All Internet access is filtered by the London Grid for Learning (LGfL), therefore, children/staff are able to access 'safe' sites only.

All IT equipment should be turned off each night. The server should never be switched off.

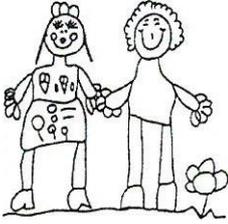
Where a breakdown in the system occurs, it should be reported immediately via the SBT's log.

Conclusion

Staff need to actively remind children of Health and Safety issues individually, as a class, and on occasions as a whole school. Parent/Carers will also be informed through the school prospectus, Newsletters, etc. and where the need arises individually.

Health and Safety Arrangements are monitored and reviewed regularly throughout the year or when internal organisation, i.e. function of rooms/areas change, by the Headteacher, Premises Manager, or when highlighted by others. Regular Risk Assessments ensure that safety of our building for all is assured.

Reviewed May 2016



Schools Federation
Headteacher: Mrs Sarah Rowlands
Head of School (Atmore): Ms Carolyn Marles
Head of School (Lathom): Mr Martin Stanley

Altmore & Lathom

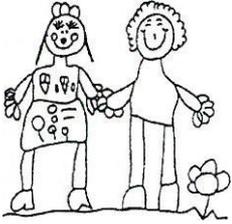


Guidance for Contractors on Site

The Health and Safety Inspectors for London Borough of Newham have recommended we inform you of the following points:

- Smoking is not allowed in or on any part of the school site.
- All contractors must sign in and out the contractors log and wear ID badges at all times whilst on school premises.
- Parking on site may not be available but if you do park on site, car details must be left with Reception office.
- Attendance at a site meeting is compulsory at the start of all 'works'.
- Materials, tools or property can be left on site at contractor's own risk. Atmore & Lathom schools Federation cannot be held responsible for any loss or damage etc.
- Premises Manager, Site Supervisor and Reception Office must be informed of all personnel entering and leaving the site. Keys will not be given out to contractors at any time.
- During term-time works can only be carried out before school starts at 8.30am or after children have left school at 3.30pm.
- During holiday times works can be carried out from 8am to 5pm, unless an emergency arises.
- Contractors carrying out works during the school day must have a current enhanced Disclosure and Barring Service (DBS number will be required at the start of the school day).
- All work areas must be cleared and cleaned at the end of each day or task.
- All materials, rubble and rubbish must be cleared into skips or designated areas at the end of each working day.
- Please ensure that school site is left clean and tidy at all times.
- Allocated toilet facilities are available on the premises.
- All contractors must read and adhere to Fire and Safety signs—(assembly point is in the playground).
- All contractors must read and adhere to Asbestos management Plan (AMP).
- Voltage 10 tools/cordless tools must only be used on site.
- All electrical tools must be pat tested.
- Please do not talk to the children (our children are asked not to talk to strangers)

If you have any problems, please see the Headteacher Sarah Rowlands (07415 800 030) Premises Manager David Graves (07801 321 813) or Site supervisor Daniel Graves (07921 693 565) who can be contacted on the numbers shown.



Altmore & Lathom Schools Federation
Headteacher: Mrs Sarah Rowlands
Head of School (Atmore): Ms Carolyn Marles
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Roles & Responsibilities

Headteacher/Head of School teacher/Lead member of staff :

- To ensure that all Office staff have evacuated work area;
- All children, staff and visitors have assembled at the Assembly point in the playground ●
Emergency Contact file collected
- At Lathom Fire Brigade called. The Fire Brigade attend at Atmore when the fire alarm is activated.

Staff

- Ensure that all children are safely evacuated from the building
- All children are assembled at their designated assembly point
- Head count & register taken to ensure all children are accounted for
- Last person to leave the classroom ensures that the classroom door is shut
- To call the Fire Brigade in the event of smoke/fire being detected. The Fire Brigade attend at Atmore when the fire alarm is activated.
- Admin support to ensure that registers are distributed
- All 'click' door closures are shut.



Lots of children in Class are telling us that they have very itchy heads — this means there is an outbreak of Head lice or Nits.

- Parents, you need to do something, the Nits will not just go away.
- Nits spread in classrooms and schools because children play together closely and often share more stuff than adults do.
- Nits cannot jump or fly. They spread when people's heads touch or when they share hats and other clothing, combs, brushes, headbands and bedding (like sheets, blankets, pillowcases)
- If Nits are stuck on any of these things and that thing touches another person's head, that person may also get Nits. You need to make sure that everything is washed and clean.
- Treatment includes: combing hair with a fine-tooth comb to remove the Nits or, shampoo, cream, or lotion usually kills the Nits right away.
- You need to check hair every day to make sure that all of the Nits have gone.
- Sometimes it is difficult to get rid of the Nits, if this happens to you, please talk to the doctor or nurse at your surgery.

**London Borough of Newham
Incident Report Form (version 3)**

This form must be completed by the manager of the affected person. Please complete all relevant sections.

Accident Assault Incident date
Incident time

Personal Information of injured person

Surname Forename

Gender: Male Female Date of birth Age

Status of injured/affected person (tick as appropriate)

Agency staff Contractor Employee Member of the public
Pupil Resident Service user Service user with special need
Trainee Volunteer Work
experience

Home address

Post code Home/mobile telephone

Work information

School name (Schools only)

Job title Work telephone

Directorate (I-BN only)

Service (I-BN only)

Work address (LBN only)

Work information (for persons not directly employed by a School or LBN e.g. agency staff)

Employer's name

Employer's address

Employer's telephone

Location of incident information

I-BN premises

Non-I-BN premises [D

Type of premises (tick as appropriate)

Back office

Depot

Community centre

Care home/day care centre

Front office

School

Other

Public highway/footpath

Premises address

Exact location of incident

Name of witness

Telephone

Address of witness

Accident information (complete this section only if you have selected accident as the incident type)

Cause of accident (tick as appropriate)

Contact with electricity or an

Exposure to or contact with

a Slip' trip or fall on same

electrical discharge

harmful substance

level

Contact with moving machinery

Fall from height (Please state

Struck against something

or material being machined

height in metres) ..

fixed or stationary

Drowning or asphyxiation

Injured by an animal

Struck by moving vehicle

Exposure to an explosion

Exposure to fire

Road traffic accident

Injured whilst handling, lifting or

Struck by moving, including

Trapped by something

carrying

flying or falling object, person

collapsing or overturning

OtherPlease state

Has this incident been investigated?

Yes

No

Name of investigator

Remedial action taken/proposed

Witness information

Assault information (complete this section only if you have selected assault as the incident type)

Name of assailant (if known)

Address of assailant (if known)

Status of assailant (tick as appropriate)

- | | | | |
|---------------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Agency staff | <input type="checkbox"/> Contractor | <input type="checkbox"/> Service user | <input type="checkbox"/> Theft of personal property |
| <input type="checkbox"/> Pupil | <input type="checkbox"/> Resident | <input type="checkbox"/> Work experience | <input type="checkbox"/> Threatened with weapon |
| <input type="checkbox"/> Trainee | <input type="checkbox"/> Volunteer | | <input type="checkbox"/> Threatened with animal |

Nature of assault/threat (tick as appropriate)

- Arson
- Attempted injury
- Damage to Council property
- Damage to personal property

- Physical contact
- Racial harassment
- Sexual assault
- Spat at
- Verbal abuse
- Verbal threat

- Threw object at
- Theft of Council property
- Other

Dangerous premises/items/substances Sexual harassment/abuse

- Slapped
- Stabbed with knife
- Stabbed with other object

- Struck with object
- Scratched
- Other

Type of physical contact (tick if applicable)

- Bitten
- Head-butted
- Kicked
- Pushed
- Pinched
- Pulled hair
- Punched

- Yes
- Member of the public
- Service user with special need

No

2

Did incident happen during lone working?

Employee

Has this incident been reported to the Police? Yes No

If yes, please give date reported Crime/CAD Number

Manager's recommendation/action (tick as appropriate)

- | | | | |
|--------------------------|--|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> Banned from all Council premises | <input type="checkbox"/> No home visit | <input type="checkbox"/> Other |
| <input type="checkbox"/> | <input type="checkbox"/> Limited contact/conditional contact | <input type="checkbox"/> No lone visit | <input type="checkbox"/> Partial ban |
| <input type="checkbox"/> | <input type="checkbox"/> Injunction or ASBO | <input type="checkbox"/> No lone interview | <input type="checkbox"/> Service withdrawn |

Should incident be reported on CCD? Yes No

Has incident been entered on CCD?

Yes No

If yes, give CCD reference

Non-accompa-
nied 3rd

party banned

About the incident and injury sustained

Description of incident (please use additional sheet if necessary):

RIDDOR/Incident

category (tick as appropriate)

Damage only

Dangerous occurrence

Death

Loss of

Minor injury

Near miss

Taken to hospital for treatment

stay for over 24 hours

consciousness

Specified injury (replaces major injury)

Over 3 days absence

Over 7 days absence

Resuscitation required

Occupational disease

Days absent from work due to incident

Nature of injury sustained

(tick as appropriate)

Amputation/part

removed

Bruising/crushing

Burn/scald

Concussion

Cut/laceration/graze

Body part

affected

Dislocation

Eye injury

Faint/loss of consciousness

Fracture (actual or suspect)

Gassing

Right a

Left

Internal injury

damage

No injury

Poison

Sprain/strain

Unknown

Not applicable

Not applicable

Was first aid given?

yes

No

If yes, give details of treatment including the name of First Aider

Head teacher/ Line manager's name

Date completed

Permission to disclose information to my Trade Union representative

Yes

No

Schools: *Please send the completed form to: E-mail: CYPS-Schools.H&S@newham.gov.uk or by post to Corporate Health & Safety Team, 3rd Floor East Wing, Newham Dockside, 1000 Dockside Road, E16 2QU.*

Rest of LBN: *Please send the completed form to your Service Dataloader(s).*