



Education is that which liberates

# 11 Health, Safety and Welfare Policy A9

## The Swaminarayan School

260 Brentfield Road

Neasden

NW10 8HE

Tel No: 0208 965 8381

Fax No: 0208 961 4042

[www.swaminarayan.brent.sch.uk](http://www.swaminarayan.brent.sch.uk)

**Governor in charge of Health and Safety: Dipak Patel**

**Last reviewed:** S Ragvani June 2016 & N Manani April 2017

18 November 2016 by M. Reddington and U. Raja

**Next review date:** June 2017

## A9 Health & Safety Policy

### 1. INTRODUCTION

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Head Teachers, along with the Bursar and Governors, takes responsibility for protecting the health and safety of all children, visitors and members of staff.

The school will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives. The school governors bear ultimate responsibility to provide leadership and day to day responsibilities are delegated to:

Bursar	Whole School	Paresh Patel	Internal Dial Code: 225
Head	Senior School	Nilesh Manani	Internal Dial Code: 227
Head	Prep School	Umesh Raja	Internal Dial Code: 226
Head of EYFS	Prep School	Mrig Divecha	Internal Dial Code: 235
Deputy Head	Senior School	James Hopkins	Internal Dial Code: 249
Safeg. Lead	Whole School	Mark Reddington	Internal Dial Code: 243
First Aid	Welfare	Sushma Purohit	Internal Dial Code: 250
HOD	Science	Srikannt Ragvani	Internal Dial Code: 230
<b>HOD</b>	<b>PE</b>	<b>Tharu Austin</b>	<b>Internal Dial Code: 234</b>

HEALTH AND SAFETY EMAIL: [h&s@tssuk.org](mailto:h&s@tssuk.org) for reporting all matters relating to health and safety.

MAINTENANCE EMAIL: [maintenance@tssuk.org](mailto:maintenance@tssuk.org) for reporting all matters of maintenance to prevent health and safety issues from arising.

The management team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school/college operations can work.

### 2. TRAINING OF STAFF

The management team will make the necessary assessments, identify safety training and provide information and supervision for employees. It will consult on a regular basis with all employees/staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

### 3. FOCUS

The school's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will include:

- the safe use, storage, handling and transport of articles and substances.
- the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- the provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.
- the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of employees at work.

- consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

#### 4. CO-OPERATION WITH EMPLOYEES

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or the School Office all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

#### 5. POLICY REVIEW

This policy will be regularly revised by the Health and Safety Committee under the leadership of Health & Safety Governor as necessary (but at a minimum of one year intervals). In conducting the policy reviews, due regard will be given to the following:

The Health and Safety Committee under the guidance of the Governor in-charge of health and safety meets once a term to review all matters pertaining to health and safety in The Swaminarayan School.

6. Planning- The elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

The school will consider the risk to safety involved in: (See Appendices and Separate policies)

- Dealing with health and safety emergencies – procedure and contacts (16c)
- Control of hazardous substances; (Policy B52)
- Selecting and managing contractors;
- On-site vehicle movements;
- workplace safety for teachers, pupils and visitors;
- policy and procedures for off-site school trips, including residential visits and any school- led adventure activities; (See Policy B20)
- Recording and reporting accidents to staff, pupils and visitors - including those reportable under Reporting of Injuries, Diseases and dangerous occurrences Regulations(RIDDOR)
- Violence to staff;
- School security;

- Occupational health services and managing work-related stress; (See Policy B51)
- Pupils with special needs - manual handling;
- First aid and supporting medical needs (See Policy 13a)
- Slips and trips
- Management of asbestos
- **Work at height**
- Maintenance and examination of plant and equipment such as electrical, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety
- Fire Safety, including testing of alarms and evacuation procedures.

Organisation- A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control- Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review- All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

## 7. ADDITIONAL POLICIES FOR REFERENCE

- 7e Code of Conduct
- 13d Medicine in School Policy
- **8a Risky Areas Policy**
- B12 Asthma Policy
- 10a Bullying
- 7a Safeguarding Policy, which is to be read by all staff for guidance on Keeping Children Safe.
- Educational Visits & Trips Policy B20
- 13a First Aid Policy
- Security of Laptops Policy B23
- 16a Risk Assessment Policy
- 16c Major incidents
- Procedure of Serious Accidents (B36)
- 7b Whistleblowing Policy
- 12b Fire Procedures
- 18a Recruitment Policy
- E-Safety Policy B50
- Occupational Stress Management Policy B51
- Control of Substances Hazardous to Health B52
- RIDDOR and Accident reporting Policy B54
- Computer Use Policy B55

## 8. HEALTH & SAFETY MANAGEMENT

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with external agencies and the

Head Teachers, to ensure that the school procedures are in line with those required by the Department for Children, Schools and Families.

The governing body, in consultation with the bursar and professional advisors, uses external professional agencies to advise and ensure that the school is a safe environment.

The Head Teachers ensure that the school's health, safety and welfare policy is implemented on a day- to-day basis, and ensures that all members of the school community are aware of the details of the policy as it applies to them.

The Head Teacher of each school jointly reports to governors annually on health and safety issues.

This policy will be reviewed at any time up on request of the governors, annually or as and when required.

A copy of the policy may be emailed to all members of staff and volunteers when they join the school, and when changes have been made to the policy.

Signed by Head Teacher:.....Date:.....

Chairman of Governors:.....Date:.....

## **Appendices 1-18**

### **1. Training of staff and Consultation (Person in Charge: Paresh Patel –Dial 225)**

- 1.1 The management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with all staff representatives with regards to health and safety issues. It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.
- 1.2 The school will, so far as is reasonably practicable, adopt good safety practices. These will include:
- the safe use, storage, handling and transport of articles and substances.
  - the provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
  - the provision of safe machinery and equipment regularly maintained ( Portable Appliance testing (PAT) is carried out once a year), including the operation and maintenance of plant and systems of work.
  - the provision of a safe and healthy place of work, including access and egress to and from the premises, and adequate facilities and arrangements for the welfare of all staff at work.
  - consider the safety of pupils, parents, visitors, contractors and any others accessing the premises including those who hire or undertake leisure activities.
- 1.3 All staff should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's efficient operations, and for those who may become involved in them.

### **2 The school curriculum**

- 2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, we start to teach nursery children about the danger of fire and how to avoid accidents. We teach about safety in the home in our KS1 and 2 personal, social, health, citizenship education (PSHCE) lessons and about healthy living in our science lessons. Like many other schools, we regularly invite officers from the police, road safety departments and fire service to talk about various aspects of safety. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 2.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points in science,

where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

- 2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2, 3 & 4 pupils learn about the dangers of tobacco, alcohol and drugs. As a Hindu school we also promote an addiction free life.
- 2.4 Our school promotes the spiritual growth and welfare of the children through the RS curriculum, through special events such as the celebration of Hindu festivals, assemblies and through the daily act of collective worship.
- 2.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use discussion time in tutor groups and confidential letterboxes in the Prep School and a comment/suggestion box in tutor rooms of Senior school (especially Senior's 1 and 2) to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

### **3 Smoking, alcohol and school meals**

- 3.1 The Swaminarayan School is a non-smoking and alcohol free educational establishment.
- 3.2 Our school provides a cooked vegetarian meal at lunchtime for all pupils and staff. The following foods are not permitted at The Swaminarayan School:  
fish, eggs, meat, onion, garlic and gelatine.  
All vegetable, grain and milk products are permitted provided they do not contain fish, eggs, meat, onion, garlic or gelatine.

We do all we can to ensure that the meals provided are balanced and have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998; salad and fresh fruit are provided daily. The Bursar with the support of Head of Prep oversees the kitchen and staff.

- 3.3 Although pupils are not permitted to bring a packed lunch, they may bring snacks and drinks for morning break and the late stay facility. All snacks must be vegetarian and must comply with The Swaminarayan diet code stated in 4.2. Prep school pupils are only permitted to bring fruits (fresh only), vegetables. Pupils are permitted to bring water but no sugary drinks.
- 3.4 Any food that contains even traces of a non-vegetarian product is not permitted. For example, gelatine and cochineal are strictly not permitted. We promote a nut free environment at school, by encouraging pupils to not bring in any nut based foods to school. Chocolates and sweets are also not allowed.

Any queries about the appropriateness of a food should be addressed to the class teacher.

**It is important that all members of the school community adhere to these rules.**

- 3.5 Our school promotes a healthy lifestyle as such, Prep School pupils are not allowed to bring in chocolates even for birthdays or other celebratory events. Senior School students are not allowed sweets/chocolates or carbonated drinks in lessons.
- 3.6 Chewing gum is not allowed in school at any time by any members of the school community.

3.7 Cakes for birthday parties are only allowed in Kindergarten and Nursery, except for charity events such as bake sales. All cakes sold must adhere to the school dietary code. Prep School pupils must wear an allergy lanyard.

#### **4 Safeguarding (for further guidance see policy 7a “Safeguarding children”)**

4.1 Designated persons responsible for safeguarding in each school:

**Senior School:**

James Hopkins (Deputy Head and Deputy Safeguarding Lead)

Sylvie Alexander (PSHCE Coordinator)

Nilesh Manani (Head Teacher)

**Prep School:**

Jamie Pitchford (SEN Teacher)

Mrig Divecha (Head of Early Years and Foundation Stage)

Umesh Raja (Head Teacher)

**Designated Safeguarding Lead:** Mark Reddington (Prep School Deputy Head).

4.2 The school’s SEN teacher and the welfare officer also support the Head Teachers of School with child safeguarding issues and may represent the school at case conferences under certain circumstances.

4.3 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform a designated teacher and the Head Teacher about their concerns.

4.4 The school’s designated safeguarding officers update their training every two years and follow the school’s 7a Safeguarding Policy. All other staff update their training every three years. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

4.5 We require all who are employed in school to have their application vetted through a DBS (Disclosure & Barring Service) checks and Prohibition/Overseas Checks (for staff starting in September 2014) in order to ensure that there is no evidence of offences involving children or abuse.

4.6 All placements (e.g. trainee classroom assistants or nursery nurses, trainee teachers, work experience students and other trainees or professionals) must be through a recognised college/institution, which will be expected to carry out the checks mentioned in 5.4.

#### **5. Manual handling Person in charge: Paresh Patel Dial Code 225**

5.1 **The Bursar** will arrange for risk assessments to be undertaken for activities that involve significant manual handling. In this context, manual handling includes lifting, carrying, pushing, pulling and holding.



- 5.2 The risk assessment will identify factors that could result in injury, such as heavy or unstable loads, the need to lift from the floor or above shoulder height, the need to twist, stretch or stoop while manual handling.
- 5.3 The caretakers will take the necessary action to eliminate factors that could cause injury.
- 5.4 Staff are advised to avoid manual handling activities and should take every care to reduce the risk by using the mechanical aids such as trolleys, and re-designing work operations.
- 5.5 Checklists on risk factors giving rise to manual injuries is available on a Generic [Manual Handling - primary assessment sheet](#) .
- 5.6 Staff nominated to undertake manual handling risk assessments will receive sufficient training during induction. Staff undertaking manual handling tasks will also receive training in safe handling techniques. These are usually the premises managers.

## **6 Management of Asbestos Person in charge: Paresh Patel Dial Code 225**

6.1 An asbestos survey was carried out by Asbestos Surveys and Inspections based in Devon on 21<sup>st</sup> February 2007 and the recommendations of the reports were implemented and completed by August 2007.

6.2 The report is kept in a locked cabinet in the reception. The keys are available from the Bursar.

## **7 School security (Security Cabin 251)**

7.1 We will do all we can to ensure the school is a safe environment for all who work or learn here.

7.2 There are a number of CCTV cameras around the school. They are monitored from the security desk at the Mandir and from the bursar's office. A security guard is employed during the hours of 7:30am and 5.15pm to maintain a higher level of security on the school site.

7.3 We require all adult visitors to the school who arrive in normal school hours to ring the bell outside the main entrance. The office staff will ask them to sign the visitors' book in the reception area, and to wear a visitor's lanyard and be accompanied by a member of staff at all times whilst on the school premises, unless holding a suitable DBS check.

7.4 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them, unless they are being escorted by a member of staff.

7.5 If any member of the school community has suspicions that a person may be trespassing on the school site, they must challenge them and inform the school office immediately. The office staff will inform someone from the Senior Leadership Team or a Designated Safeguarding Person, who will warn any intruder that they must leave the school site straight away. If the Head Teachers have any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the security staff at the Mandir and/or contact the police.

7.6 If a teacher wishes to take a senior class to the Gibbons Recreation Ground, s/he should inform a staff member at the office. The teacher should **follow the procedures below:**

- Carry out a **risk assessment** well before you go out to Gibbons. Please then pass it on to your Head Teacher for approval.
- **Ask the caretakers to open the gate** to the Gibbons ground. (tel 231 caretakers or 250 Office staff). For security reasons we cannot use the nursery gate but now must use the big gate on the left hand side behind the gym.
- **Telephone the security desk at the Mandir** (No: 020 8965 8381) to point the cameras on to Gibbons (ask the office to make the call).
- **Carry a mobile with you** (school mobile available from Vaishali). Make sure you have the school number (0208 965 8381) and dial 999 for acute emergencies.

Please include the following hazards in the risk assessments:

- Dogs not on a lead
- Dog faeces in the sporting area
- Dog attacking a child
- People on motorbikes or other powered vehicles
- People challenging and harassing our pupils
- Muggings or people attacking our pupils
- Any other incidents

**Do not take a chance with any hazard. If in doubt, bring the students back in to school.**

## **8 Off-Site Activities (See Educational Trips and Activities Policy B20)**

- 8.1 All educational visits and activities support and enrich the work we do in school. There is also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.
- 8.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with national guidance:
- English & drama – theatre visits, visits by authors, poets and theatre groups;
  - Science – workshops run by visiting specialists, use of the school grounds, visits to botanical gardens, museums,
  - Mathematics – use of shape and number trails in the local environment;
  - History – castle visits, study of local housing patterns, local museums;
  - Geography – use of the locality for fieldwork, village trails;
  - French – French conference (GCSE), visit to French library in Kensington (A level),
  - Art and design – art gallery visits, use of the locality;
  - PE – swimming lessons for Juniors, range of sporting fixtures, extra-curricular activities, visits by specialist coaches, inter school activities;
  - Performing Arts – range of specialist music and dance teaching, extra-curricular activities, concerts for children and/or parents to hear, performing arts week;
  - ICT – its use in local shops/libraries/secondary schools etc;
  - RE – visits to local centres of worship, visits by priests from the mandir.
- 8.3 From time to time we also have visits from our neighbourhood police officers, road safety officers and health workers. These visits support the personal, social and health education of our children. A *pujari* (Priest) from the Mandir may be asked to lead the programme on Hindu festival days. We also celebrate Christmas, Easter and the major festivals of major faiths if a member of staff is available to lead the celebration. However, we avoid contact

with fringe organisations with proselytising or evangelical approaches. We do this with the full agreement of the governing body.

#### **8.4 Risk Assessment Process for Non-residential Trips**

For any proposed school visit, a risk assessment will be completed. This will involve the steps outlined below.

#### **8.5 Initial proposal**

The person proposing a trip or, in the case of inter school activities and regular school trips e.g. swimming, the person appointed by senior management (the proposer) will complete the initial school trip proposal form. This form is designed to provide sufficient information to enable the Head Teacher to decide whether it should proceed to the formal planning stage. The minimum staffing/parent ratio guidelines for day trips are as follows (up to the school's discretion depending on the type of trip):

Kindergarten	1:2
Nursery/Reception	1:4
Year 1-2	1:6
Year 3-6	1:8
Year 7-11	1:15

#### **8.6 Initial Approval**

The Head Teacher will assess the information provided and decide whether the trip: conforms to the type of school trip the school will undertake is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested trip will be indicated to have been disapproved. If additional information is requested then the proposer will need to resubmit the Initial School Trip Proposal Form with the additional information.

#### **8.7 Specific Risk Assessment**

The School Trip Risk Assessment Proforma Checklist is to be completed by the school trip organiser. This will include, or have attached, all relevant information about the trip and may involve the school trip organiser in a preliminary visit to the venue.

This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be. If an activity is being led by an external provider then details of their qualifications must be obtained.

#### **8.8 Formal Approval of Trip**

Once completed the Risk Assessment Form will be submitted to Head Teacher, together with any supporting paperwork. The Head Teacher will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

*Provided the above procedure has been completed and approval given, then the process will move to the next step.*

#### **8.9 Confirmation of Venues, etc**

This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

#### **8.10 Transport**

To book a coach staff must make arrangements with sufficient notice through the school the Bursar's assistant. If school minibuses are required a booking must be made in the diary which is kept in the school office. Only registered drivers may drive the school minibuses. Staff must see the Bursar to check whether they meet the criteria to drive school minibuses.

#### **8.11 School Kitchen**

Pupils will be expected to bring their own packed lunch which follows the school regulatory diet code for day trips. The Head of the school kitchen must be informed at least one week before the trip of the date/time of the trip and the number of pupils on the trip. In effect, the kitchen needs to know how many pupils and staff will not be in school for lunch on the day of the trip so that they cook a fewer number of meals at midday. In unusual circumstances, arrangements can be made to supply packed lunches for children if these are required.

#### **8.12 School Office**

At least two weeks before the trip, the school office must be given the essential information such the venue/activity, year group and the names of staff on the trip so that this is entered in the school diary and subsequently published in the staff circular. More accurate details such as the actual list of pupils (on the day) and staff on the trip, departure and arrival times, mode of transport and emergency mobile numbers must be given to the office in the the day of the trip.

#### **8.13 Letters to Parents**

Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify school of any particular needs of pupils. This should cover diet, medication, plus use of non-prescribed medicine.

#### **8.14 Briefing of Pupils**

This is essential so that pupils know what to expect and what is expected of them.

#### **8.15 Emergency**

Details relating to Emergency provision will be finalised. The organiser of any school trip must carry with her/him a school mobile at all times.

#### **8.16 The Trip**

If on the day of the trip a pupil is not able to take part in the trip then the school office must be informed so that the pupil's name is taken off the list. If there are any incidents or emergencies on the trip, the trip organiser must telephone the school (using the school mobile phone). If there are any changes to the arrival time then this must also be communicated to the school office which is open till 5pm.

#### **8.16 Debrief and Evaluation**

Staff and pupils involved will be asked to comment on the trip and identify any concerns and also to highlight where things worked out positively.

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Head Teacher before the activity takes place. If in doubt they must carry out a risk assessment and consult with their Head Teacher before embarking on any part of the activity.

**Staff are referred to the Risk Assessment policy B28 for further guidance.**

## **9 First Aid and supporting medical needs including reporting and recording accidents** **First Aid Contact: Sushma Purohit (Dial Code: 250)**

- 9.1 If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We have a full time welfare officer who keeps a first aid box in the first aid room and other locations. All office staff are qualified first aiders. There are a number of staff at the school who have also been trained in first aid. Their names are displayed on notice boards in the school office, staff room and first aid room and in other parts of the premises.
- 9.2 Should any incident involving injury to a child take place, the welfare officer or one of the trained office staff will be called to assist. If necessary, the school secretary/office manager will telephone 999 and send for an ambulance for emergency assistance. The Head Teacher and the parents will be notified immediately. If the ambulance staff decide that it is necessary for the child to be taken to a casualty department for treatment then normally the welfare officer (or an adult from the school) will accompany the child. We will find out from the ambulance staff the name of the hospital. We will try to contact the parents again to pass on this information so that they can go directly to the hospital.
- 9.3 We record all incidents involving injury in the school accident logbook (located in the office with the matron), and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.
- 9.4 In cases of injury to the head, the pupil is kept under adult supervision until collected by parents who will be given a letter and told the following:  
We advise you to:
- Take your daughter/son to your GP.
  - Take her/him to a casualty department if you have any anxiety.
  - Please note that:
  - Symptoms such as vomiting and/or headaches may imply concussion.
  - Your child should not be left unattended.
- 9.5 Members of staff and others dealing with body fluids are expected to wear gloves, which are available from the welfare assistant/matron, the caretaker, the office and are supplied in all first aid boxes. A supply of absorbent disinfecting powder to mop up body fluids is also available from the same sources. Staff should contact the caretaker, bursar or office to arrange cleaning up if such a spillage has occurred.

9.6 The following staff will carry out regular risk assessments (these must be signed off by an Assistant Head, Deputy Head, Head of Department, Head Teacher, or phase leader):

- Gym: PE Teachers (Mrs Austin and Mr Senyard)
- Infants playground: Phase Leader or KS1 Senior Teacher
- Nursery, Kindergarten and Reception playground: EYFS Coordinator/Support Staff

9.10 Staff are referred to the **13a First Aid Policy** for further details.

## **11 Slips and trips**

### **Contact Caretakers Dial Code 231**

11.1 Children tend to fall quite frequently when playing, and they react in different ways. If the child is unable to get up and is in obvious distress, the staff member on duty will call the first aider, who will assess the situation and take the appropriate action. If the child is unable to stand unaided, we do not lift them – this could cause other injury.

11.2 Cleaners are required to display the “Wet” signs whenever carrying out their cleaning duties.

## **12 Dealing with health and safety emergencies**

12.1 The school reception (Internal Dial Code 250 for Welfare Officer or telephone number 020 8965 8381) is the first point of contact for any health and safety emergency. Whatever the reason they will inform the relevant management team and take the necessary prompt action.

12.2 Staff are referred to the **Procedure for serious accidents policy B36** for clear guidelines on how to deal with serious accidents.

12.3 Staff are referred to the **Emergency Plan for dealing with incidents policy B23** for clear guidelines on how to deal with emergencies.

12.4 Staff are referred to the **16c Major incidents policy** for clear guidelines on how to deal with a situation where the school has to be closed.

## **13 Maintenance**

### **Caretakers Dial Code 231 or Vaishali Pattni Dial Code 248 or Paresh Patel Dial Code 225**

13.1 All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of all staff. All staff are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc.

To achieve this staff must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school/college risk assessments.

- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Head Teacher, department head, premises manager and Bursar, and send an email to [h&s@swaminarayan.brent.sch.uk](mailto:h&s@swaminarayan.brent.sch.uk) or [h&s@tssuk.org](mailto:h&s@tssuk.org) all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures or [maintenance@tssuk.org](mailto:maintenance@tssuk.org).

**The following people can also be contacted for any emergency with Health and Safety if the reception is unable to respond quickly:**

- **Paresh Patel (Bursar 225)**
- **Mr U. Raja (Head Teacher of Prep School Ext 226)**
- **Mr N. Manani (Head Teacher Ext 227)**

### **13 Control of Hazardous Substances**

Science:	Srikannt Ragvani	230
Art:	Nicola Morrison	246
Food:	Paresh Patel/Manglaben Depala	225/236

13.1 Pupils generally only have access to potentially hazardous substances in the following teaching areas of a school:

- Science
- Art
- Food

13.2 All experienced teachers and technicians working in these areas are required to have considerable training in assessing and managing the potential risks involved, the protocols that are needed for containing risk, such as using personal protective equipment (PPE), monitoring usage and storage and planning for accidents and emergencies.

13.3 Hazardous chemicals in the science department should be stored in a locked storeroom, clearly marked.

13.3 Staff in these areas should make sure they have regular refresher training.

13.4 Pupils should be made aware about risks at the beginning of each academic year, and the reasons why sensible controls, such as prohibiting unsupervised access to potentially hazardous areas, such as Science Laboratories are necessary.

13.5 Catering, cleaning, caretaking, maintenance and grounds management also use potentially harmful substances and are given proper training on health and safety which covers the risks to them and the pupils.

13.6 It is important to store cleaning chemicals in lockable cupboards. Active supervision and regular refresher training is also necessary.

13.7 **Staff are referred to the COSHH policy B52 for further guidance**

## 14 On-Site Vehicle Movement

Day to day responsibility for planning, monitoring and controlling on site movements and for car parking is delegated to the Bursar, who is assisted by the Caretakers and the Security Staff. He manages site safety, recommending measures that may be needed to enhance the safety of pedestrians. Risk assessments are in place covering:

- Vehicles on school site
- Parking and deliveries
- Access control and site security
- School buses
- Operation of the school minibuses

### 14.1 Vehicles On-Site

The physical separation of pedestrians from vehicles lies at the heart of our management of vehicles and on-site movements. Priority is given to pedestrians and to ensuring their safety. Our second priority is looking after our cyclists. We designate certain areas of the grounds that are closed to vehicles, using bollards and planters to create a visual barrier.

We operate a one-way system, with separate entry and exit routes in the morning between 7.30-8.35 am and in the afternoon between 3.30-5.00 pm and exercise strict control of access and movement in the areas where vehicles are allowed. There are warning signs restricting speed to 5mph, and speed humps to restrict speed. Our signage is clear.

There is an electronic door at our main school building entrance, which is linked by intercom to our School Reception.

### 14.2 Parking

Parking must only take place in designated areas that are clearly signed. The Caretakers/ the Security Staff will ask drivers to move any vehicle that is parked improperly. The school cannot accept responsibility for any loss or damage to vehicles or their contents.

#### **Parking Facilities: Staff**

We have ample on-site parking in the car park. Staff are asked to park in areas guided by the security staff.

#### **Parking Facilities: Visitors**

The security guard will direct visitors to spaces reserved for visitors.

#### **Parking by Parents**

Parents who drive onto school property to drop-off or to collect their children are requested to complete the process as speedily as possible, using the designated entry and exit points. Parents should only park in the visitors' parking spaces when they visit the school for longer periods of time.



### **Parking by Senior Pupils**

Pupils in Years 12/13, who have passed their driving test, may apply to park on-site. Parking permits for pupils are issued by the Bursar only on the recommendation of the Head Teacher, who will check a pupil's driving licence, insurance documents and MOT certificate. Permits may be withdrawn at any time as a sanction for irresponsible behaviour (not necessarily related to driving) or poor work.

#### **14.3 Deliveries**

We require all delivery lorries to be fitted with audible reversing alarms. The security guard will direct delivery vehicles to the appropriate parking bay[s] close to the catering department or reception.

#### **14.4 School Minibus**

The school has two minibuses. The Bursar/Caretaker is responsible for ensuring that they are properly maintained and roadworthy. Minibuses may be booked out from the Reception by members of the teaching staff who have successfully completed their training in minibus driver training, for transporting small groups of pupils to sports fixtures, theatre outings, etc. S/He will ensure that the pupils wear their seat belts, remain in their seats, etc. Staff should refer to the **Educational Visits Policy B20** for detailed guidance on organising trips and visits. Members of the support staff who are qualified minibus drivers may also book a minibus for activities connected with their work. When not in use, the minibuses are kept securely locked in the car park.

No one should drive the school minibus unless s/he has qualified as a minibus driver. For any minibus journey that lasts for longer than [60 minutes], there should be a second member of staff [who is also a qualified minibus driver]. The school will arrange and fund First Aid courses, as well as courses in driving minibuses for all staff who are involved in visits. We expect every member of staff to complete a "Drivers' Declaration Form" before s/he drives pupils in a school minibus or privately owned vehicle. The completed forms are held by the Bursar.

#### **14.5 Pedestrian Access**

We strive to keep pedestrians and vehicles apart and separate entrances for pedestrians and vehicles. We have excellent public transport, and increasing numbers of senior school pupils use either public transport.

Our recreation and play areas are clearly designated with barriers that prevent pupils from running into the path of traffic.

#### **14.6 Cycle Access**

We actively encourage staff and pupils to cycle to school. All cyclists should wear helmets. Once on site, they should wheel their bicycles to our cycle area. Failure to wear a helmet by a pupil may be treated as a breach of the school rules.

### **15 Contractors and subsequent supervision**

- 15.1 While the school takes every precaution to ensure major work is done during the holidays, there are times when this is inevitable.
- 15.2 When contractors are used in term time, they will be under the direct supervision of the caretakers at all times unless the area they are working is secured and separated from all other areas of the school.
- 15.3 Contractors may park in the visitors' car park; but nowhere else. They should obtain a day permit from the Reception.

## **16 Violence, Theft or other criminal acts**

- 16.1 All property is brought to the school at the owner's risk. This includes cars and vehicles belonging to parents or staff and property belonging to pupils, staff or parents.
- 16.2 Whilst teachers or Head Teachers will investigate any incidents of theft involving children, it is not always possible to apportion blame and make a judgement on who is responsible. The school cannot accept responsibility for any loss or damage to property.
- 16.3 Should any incident involve physical violence by any person against a member of staff we will support them.

## **17 Fire Safety (for further guidance, refer to 12b Fire Procedures)**

- 16.1 Raising the Alarm
- The danger to life, property, computer systems, manual records, teaching materials, coursework assignments and building posed by a fire cannot be over-emphasised. If any member of the school community discovers a fire, they must:
  - Sound the alarm by breaking the nearest fire alarm panel
  - Contact the school office and inform all teachers and pupils in the surrounding area about the fire
  - Attack the fire using the nearest suitable extinguisher if you have received training and feel safe to do so.

Adults working in the school must not take personal risks.

- 16.2 Fire Extinguishers  
It is important that the correct extinguisher is used to fight fire. In accordance with fire safety regulations all extinguishers are coloured red, with the following colour instruction labels:

RED: WATER – For use on fires involving wood, paper, textiles. Not to be used on electrical or inflammable liquids.

RED with a BLACK BAND: CARBON DIOXIDE – For use on electrical fires and flammable liquid fires.

As much as possible, all staff are trained in fire extinguisher use.

- 16.3 Fire Drill

The Bursar (Fire Officer) is responsible for ensuring that a fire drill is conducted at least once every term. Head Teachers are responsible for ensuring that all classes are aware of their allocated position in the assembly point either in the tennis courts/main car park and the evacuation procedures. The purpose of the fire drill is to help us become familiar with the evacuation procedure and to highlight any problems in this procedure. All members of the school community are expected to take all fire drills seriously. Fire drills are logged and signed off by the Head Teachers.

#### 16.4 Evacuation

On hearing the fire alarm, all teachers must immediately line up the pupils and evacuate the building in an orderly manner. The teacher/staff must direct the pupils to the nearest exit and must assemble at the designated area for a roll call. For the nursery and kindergarten pupils the assembly point is their playground. For the Senior School, the assembly point is the tennis courts car park. For the Prep School, the Assembly point is the car park area adjacent to the caretaker's bungalow.

When evacuating all staff must ensure that

- Pupils walk
- Pupils leave belongings behind
- Pupils remain calm
- All fire doors and classroom doors are shut but not locked

#### 16.5 Fire Team

The Bursar is the designated Fire Officer for the school. He is supported by the Head Teacher and Fire Marshals. The main responsibilities of the Bursar are as follows:

- To ascertain if there is a real fire once the fire alarm has been raised
- To call the fire brigade if there is a real fire
- Upon evacuation, to confer with the Bursar and Fire Marshals to ensure that every pupil, member of staff and visitor is out of the building
- To inform the fire brigade if anyone is thought to still be inside the building
- To act as the first point of contact with the fire brigade

The main responsibilities of the Head Teachers of School are to ascertain whether all pupils have been evacuated from the building. This is done by receiving reports from each form teacher whether there is any discrepancy between the class register and the pupils who have assembled for the roll call.

There is at least one fire warden for each floor/block. The main responsibilities of the Fire Wardens are:

- To ensure that their allocated areas are clear of all pupils, staff and visitors by checking each of the classrooms
- To stand outside the fire exit of their allocated area supervising the evacuation of the floor/block
- To report directly to the Head Teacher at the assembly point regarding any problems or difficulties

#### **School Fire Wardens (trained unless otherwise noted):**

- |                                 |                        |
|---------------------------------|------------------------|
| • Mrig Divecha- EYFS            | • Andrew Stewart-Brown |
| • Che Bacon- KS2                | • Dineshbhai           |
| • Mark Reddington – Deputy Head | • Laljibhai            |
| • Justin Wildman- KS1           | • Paresh Patel         |
| • James Hopkins                 | • Srikant Ragvani      |

## 18 Occupational Health Services and Work related stress

- 18.1 This school is committed to protecting, so far as is reasonably possible, the health, safety and welfare of all the staff. The management of the school recognise that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress factors.
- 18.2 This policy will use the following definition of stress as defined by the Health and Safety Executive: "stress is the adverse reaction people have to excessive pressure or other types of demand placed on them". This definition makes the distinction between pressure, which can have a positive effect when managed correctly and stress which can be detrimental to health.
- 18.3 All staff should be alert to possible symptoms of stress in others which may include:
- Increase in sickness related absence, particularly short term absence.
  - Decrease in work performance.
  - Decrease in decision making ability.
  - Changes in work relationships, e.g. conflict between colleagues.
  - Decrease in staff motivation/commitment.
  - Working longer hours but with diminishing effectiveness.
  - Lack of enthusiasm
- 18.4 Symptoms to be alert for in recognising stress in yourself include:
- Fatigue, disturbed sleep, aching muscles.
  - Loss of appetite, indigestion.
  - Dependence on alcohol or drugs.
  - Headaches.
  - Inability to relax.
  - Sense of not being in control.
  - Difficulty in retaining information.
  - Poor concentration and indecisiveness.
  - Increased irritability.
  - Change in attitude to work/colleagues.
  - Anxiety/depression.
- 18.5 Each member of staff should be alert to these symptoms either in themselves or in colleagues and to take appropriate action to address the issue in accordance with the steps set out in this policy.
- 18.6 All Staff are referred to the **Occupational Stress policy B51** for further guidelines.

### Appendix:

## Procedure / Local Rules for use of The Radio-active sources at the Swaminarayan School

There are three separate sources ("Cup type" [8a]) at the school. They are sealed "low level" sources suitable for school use. They are Radium -226 (nominally Alpha, but does give off Beta and Gamma), Strontium-90 (Beta) and Cobalt-60 (Gamma). They were 5microCuries as labelled (when bought), so will be this or less. They are kept in their lead lined boxes as purchased (from Philip Harris), inside the radio-active sources safe in the Non Flammable Chemicals Store Room in the "Science Block". Thus they are kept under a variety of stages of locks and keys, which are only available to authorised personnel.

The School Science department does have Risk Assessment for the use of the Sources here, as well as those from CLEAPSS (of which we are members and should remain so!) which are displayed with the sources. We also have the CLEAPSS booklet Guide (both Hard and Soft Copy) DL093 on Managing Ionising Radiation and Radio-active Substances. Staff should refer to these documents as necessary.

### **The following procedure is adopted at this school for the safe use of the Radio-active Sources.**

- 1) Only authorised members of staff may use these sources.

Authorised members of staff at present are Mr Ragvani, The Head Of Science in the Senior School and Mr Cotton, Senior Teacher (inc. Head Of Physics and Exams Officer), who is also the **RPS** here – Radiation Protection Supervisor.

Mrs Chandrika Depala, The Science Technician is authorised to **assist** staff with the use of these sources.

Other members of staff wishing to use the sources should consult the RPS, who will advise as necessary on this and if needed train said member of staff or otherwise as necessary if they are to be authorised to use these sources.

Students are **not allowed** to use the sources. Some schools do allow use by Sixth formers but we have decided against this here. Of-course, all students can observe suitable demonstrations with them by authorised members of staff.

- 2) Whenever a source /s is used a record should be kept. This is written in the Radio-active Sources Book, kept with them or very near them. They should be signed out as appropriate with the date and similarly ticked off for confirmation of their Return.

Staff using the sources should check that this is in order both periodically and whenever they do use the Sources. They should also check their condition as well. If anything is "out of order OR not in place" this should be reported immediately.

We have suitable equipment for detecting the Radiation which includes a donated "Industrial and portable Geiger-Counter", as well as the Geiger-Muller Tube with Scalar/Rate-meter Power Supply, and suitable Loudspeaker for connection for the Noise "Effect" to hear this.

It should always be checked that the Count rate goes back to Background level when the sources are put away.

- 3) A source should not be removed from its box until it is actually going to be used. Minimise exposure time; return the Sources as soon as finished.

- 4) Never use more than one source at a time in an experiment.
- 5) Never handle a source with your bare hands. **Use gloves and Handling Tongues or Forceps or suitable Tweezers.**

**It is not necessary with these sources to wear Protective Clothing or use Breathing Apparatus or similar. These are not high level Radio-active Sources and the school does not have and should not have or be using such!** A Lab. Coat can be worn for effect. The sources should be at least kept at arm's length from your body. They should be held low close to the bench top, and certainly not near to anybody's face. Students are allowed to come close enough so that they can observe any demonstrations, but obviously nobody should be any closer than necessary as indicated.

- 6) All sources should be checked on Return (remember to confirm/tick off in the book). This should also confirm the checks indicated above, that the sources are all there and OK.
- 7) If a source is damaged or missing!! Report this immediately (along with any accidents or "Mishaps") to authorised staff / RPS who will then take appropriate action and report further as necessary to external agencies. Though hopefully this should never happen, obvious serious accidents or incidents should be reported to external agencies / Emergency Services "directly" as or if necessary.
- 8) Do not use any other sources, including Thoron Generators!

[CharlesCotton@swaminarayan.brent.sch.uk](mailto:CharlesCotton@swaminarayan.brent.sch.uk)

The Swaminarayan School, London NW10 8HE.  
[admin@swaminarayan.brent.sch.uk](mailto:admin@swaminarayan.brent.sch.uk) .

Tel: 0208 965 8381

**Notifications:-**     School   - Head, Bursar, HoD., Governors, Staff

**"External"** -

**Brent Council,**

**Ian Roberts, Health and Safety Advisor and RPO (Radiation Protection Officer).**

**RPA – our Radiation Protection Advisor, Ms Jennifer Barrett , Senior Regulatory Service Manager**

[jennifer.barrett@brent.gov.uk](mailto:jennifer.barrett@brent.gov.uk)

020 8937 5284

[customer.services@brent.gov.uk](mailto:customer.services@brent.gov.uk)

**CLEAPSS (Consortium of Local Education Authorities for Protection and Safety in Science)  
HSE , Fire Brigade .**

[info@london-fire.gov.uk](mailto:info@london-fire.gov.uk)

[northwestareasupportteam@london-fire.gov.uk](mailto:northwestareasupportteam@london-fire.gov.uk)

[advice@hse.gsi.gov.uk](mailto:advice@hse.gsi.gov.uk)

[science@cleapss.org.uk](mailto:science@cleapss.org.uk)