



6 Coke Street West
Salford M7 4AH

מנהל: הרב חיים ש דאבעדסם שליט"א

01618049713
office@torasemes.co.uk

Health and Safety Policy

Health and Safety

| Date | Review Date | Coordinator | Nominated Governor |
|------------|-------------|-------------|--------------------|
| 25/10/2018 | 25/10/2018 | M. Simmonds | S. Guttentag |

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Consultation with Employees) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Education (school Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Equality Act 2010
- Toys (Safety) Regulations 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

We recognise our responsibilities under the above legislation to take all reasonable and practicable steps to:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school;
- provide a safe, clean and hazard free working environment;
- identify and reduce hazards to a minimum by making assessments of the risks to the health and safety of employees and others by looking at all operations, activities, jobs, tasks, people, systems, machines and equipment in place so that we are able to determine whether or not we comply with Health and Safety Law;
- ensure everyone is aware of and understands their responsibilities but are aware that the maintenance of a healthy and safe school is the shared responsibility of the whole school community;
- introduce health and safety arrangements, health surveillance and procedures;
- provide health and safety information to school personnel;
- appoint competent persons to enforce and promote health and safety;
- provide health and safety training, instruction and supervision for all school personnel;
- provide safe access and egress;

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- ensure that all predictable risks have been identified and risk assessed for all curriculum activities.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We are a no smoking environment.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.
- To have in place risk assessments for operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to school personnel and others.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities.
- To ensure that control measures have been put in place for all identified risks.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems within the school.
- To provide training and up dated information for all school personnel.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has responsibility for:

- delegating powers and responsibilities to the Manager for overseeing health and safety throughout the school and is responsible for the day to day running of the school;
- ensuring the school has a current health and safety policy in place;
- delegating powers and responsibilities to the Manager to ensure all school personnel and stakeholders are aware of and comply with this policy;
- recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises;
- ensuring compliance with local and national health and safety policies;
- engaging the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health;
- ensuring that the school complies with all equalities legislation;
- ensuring funding is in place to support this policy;
- ensuring all policies are made available to parents;
- the effective implementation, monitoring and evaluation of this policy.

Role of the Manager

The Manager will:

- be responsible for the implementation of the school health and safety policy and to develop a culture of safety throughout the school;
- ensure compliance with all relevant legislation connected to this policy;
- be responsible for the day to day management of health and safety;
- be aware of and well trained in the requirements of all current health and safety legislation;
- establish high standards of health and safety throughout the school;
- have in place risk assessments for operations, activities, jobs, tasks, people, systems and equipment that may pose a risk to school personnel and others;
- ensure daily inspections, repairs and an annual maintenance program is in place;
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors;
- ensure medical and first aid procedures and facilities are in place;
- ensure that all school personnel fulfil their duties to co-operate with the policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- report any accidents or dangerous occurrences;
- investigate the causes of any accident, dangerous occurrence or near miss;
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again;
- ensure that the emergency evacuation procedure is carried out every term;
- have in place an emergency plan to cover any major incident;
- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - procedures for first aid provision
 - an annual plan for Portable Appliance Testing
- have in place an Educational Visits Coordinator to ensure the health and safety of all educational visits;
- ensure that new school personnel will undertake appropriate induction training;
- identify the training needs of school personnel, pupil and governors;
- ensure that established school personnel receive training when required;
- ensure the health and safety coordinator attends regular training;
- undertake regular healthy and safety inspections with relevant school personnel;
- communicate to parents the health and safety procedures of the school;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents, visitors and governors;
- report regularly health and safety matters to the Governing Body;
- annually report to the Governing Body on the success and development of this policy.

Role of the Senior Leadership Team

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The Senior Leadership Team will:

- implement the school health and safety policy and to assist in developing a culture of safety throughout the school;
- assist in the day to day management of health and safety;
- ensure they are up to date with all current health and safety legislation;
- work with the Manager to ensure all stakeholders are aware of and comply with this policy.

Role of School Personnel

School personnel will:

- carry out their duties in accordance with this policy;
- co-operate with the Manager and others in school to comply with legislation;
- take reasonable care of themselves and others whilst at work;
- co-operate with the Manager and others in school to comply with legislation;
- attend appropriate training;
- report accidents, incidents, defects, damage to equipment and safety hazards to the Manager;
- follow safe work procedures;
- ensure classrooms and other work areas are safe before they are used;
- ensure all equipment is safe to use;
- ensure personal protective equipment is used when appropriate;
- be familiar with the fire emergency evacuation procedures of the school building;
- use all machinery and equipment in accordance with information, training and instruction received;
- make everyone aware of any work situation where there are serious and immediate health and safety risks;
- inform the Manager of any concerns regarding any health and safety procedures;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils are expected to:

- follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency;
- use and not willfully misuse, neglect or interfere with things provided for their safety;
- exercise personal responsibility for the safety of themselves and others;
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

Role of Parents

Parents are expected to:

- support the school in any health and safety matters reported to them on newsletters;
- speak with their children about health and safety;
- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Role of Visitors and People Working on Site

Visitors and contractors are expected to:

- take reasonable care of themselves and others while on the school premises;
- co-operate with the safety rules and procedures of the school;
- ensure compliance with risk management when working on the premises;
- report defects or damage to equipment;
- report all accidents and incidents.

The School Curriculum

Through our curricula, both National and Kodesh, we teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. For example, in Early Years we include a topic called 'People who help us' which deals with the work of the Police and Fire services. Through this topic, we teach children about the danger of fire, how to contact the Emergency Services and how to avoid accidents. Likewise, through the Science curriculum, we teach children about hazardous materials and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Science and Kodesh lessons and we reinforce these points in Circle Time, when children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher. Our school promotes the spiritual welfare and growth of the children through the Kodesh Curriculum, such as through Sedra, Yom Tov and Davening.

Risk Assessments / Safe Operating Systems

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- We believe that Risk Assessment applies to everyone and is the key factor in relation to Health and Safety.
- Risk Assessment is something we all do every day and most activities have some form of risk attached to them.
- The object is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:
 - Preparing and implementing safe working practices
 - Monitoring, inspecting and reporting regularly
 - Identifying potential hazards and knowing what to do to minimise risk and respond if something goes wrong.
- We are aware that we may need specialist advice to assess some risks, but many require a common-sense approach and continued diligence.
- We are of the opinion that if something is not acceptable at home then it should not be acceptable in school.
- All of us have a legal responsibility for the safety of our colleagues.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the notice board at the school entrance.

Staff Training

We hold training for staff about health and safety issues as part of our cycle of INSET programming, so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.

When necessary, we discuss any irregularity of procedures and means of maintaining safety standards at the weekly staff meetings, for example if maintenance work is being undertaken.

Health and Safety Inspections

- A daily inspection is undertaken and is recorded and reported to the manager.
- Weekly checks are undertaken by the relevant personnel.

Children's Safety and Security

- All our staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service and the details are held on the Single Register
- All staff and visitors are required to sign in to the school upon arrival
- Children are supervised at all times
- We escort and supervise children in the outside areas
- We supervise children who are eating and drinking.

Systems are in place for the safe arrival and departure of children. When children arrive late or leave early the Office staff are informed in advance as far as possible. We have a

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fulltime Security Guards on site, whose hut is situated next to the front gate. The front gate is kept locked at all times except during drop off and pick up.

External CCTV has been fitted in conjunction with the CST to ensure a greater level of security is provided across the school grounds. As well as these images being recorded they are also monitored both in the building and externally by the CST 24 hours a day.

Parents must inform staff in advance if they need to collect their child early, for example for a medical appointment, and likewise to inform the office if they have brought their child into school late. Any child who needs to be collected outside of usual school hours must be collected from their classroom, or from the Office by prior arrangement, eg the child is unwell and is resting in the Medical Room.

We ask parents to call the Office in the case of an unexpected delay at the end of the School day. Staff are on duty until 5:40pm, when any uncollected children are taken to the office and their parents called.

Morning supervision begins at 8.50am and for those attending the breakfast club at 8.10. Parents are responsible for the safety of their children if they choose to drop them off at School before this time. We ensure that children in Foundation Stage are handed over personally to the adults collecting them and we keep a record of their rota arrangements. We do not permit children under the age of 16 to collect any child from the school.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head Teacher or Security Guard immediately. The Security Guard will warn any intruder that they must leave the school site straight away.

We have immediate availability to speak to the CST in the event of a security incident, including out of hours. Our systems prevent children from leaving our premises unnoticed.

Doors

We take precautions to prevent children's fingers from being trapped in doors. We ensure that both indoor and outdoor areas are kept safe and secure. All doors are closed on arrival and departure from the premises. We alert both staff and parents to the dangers of allowing 'tail gaiting'.

Safe play

We check new and old equipment, toys and resources regularly to make sure they are safe and meet all regulations. We check the suitability and state of repair of surfaces on which the children play on a regular basis. We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.

Kitchen

The children are not allowed access to and do not use the kitchen. A number lock system is installed on the kitchen door to prevent children from entering. Staff can have access to the cooking facilities with prior agreement from the school manager. Electrical Equipment Fires, heaters, electric sockets, wires and leads are properly guarded and

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the children are taught not to touch them. There are sufficient sockets to prevent overloading. All our electrical equipment is PAT tested annually. Lighting and ventilation is adequate in all areas including storage areas.

Storage

All resources and materials from which children select are stored safely. All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

Our outdoor area is securely fenced and checked for safety on a regular basis. Adults and children are alerted to the dangers, where applicable, of poisonous plants, herbicides and pesticides. Outdoor activities are supervised at all times. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded. All materials - including paint and glue - are non-toxic. Children are taught to handle and store tools safely. Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Animals

Any animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.

Children wash their hands after contact with animals.

Outdoor footwear worn to visit farms is cleaned of mud and debris

Fire Safety (Also see Fire Safety Policy)

Fire doors are clearly marked, never obstructed and easily opened from inside. Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are:

- clearly displayed in the premises and in all classes
- explained to new members of staff, volunteers and parents
- practised regularly at least once a term Records are kept of fire drills and the servicing of fire safety equipment.

Hygiene

To prevent the spread of all infection, adults will ensure that the following good practices are observed:

- Hands are washed after using the toilet and before handling food
- Children are encouraged to blow and wipe their noses when necessary and to dispose of soiled tissues hygienically
- Paper towels are used and disposed of appropriately
- The toilet area has a high standard of hygiene including hand washing and drying facilities. Professional deep cleaning has taken place.
- Adults and children wear protective clothing, such as aprons and disposable gloves, as appropriate

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- The eating areas and toilets are cleaned during and after the school day
- Hygiene and self care are included in our PSHE curriculum
- Parents are encouraged to alert the school as soon as they spot lice in a child's hair and a letter is immediately sent out to all parents in that class with the relevant information necessary.

Food and Drink

Staff who prepare and handle food understand the need for food hygiene and take care with all preparations.

All food and drink is stored appropriately.

Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.

Snack and meal times are appropriately supervised and children do not walk about with food and drinks. Fresh drinking water is available to the children at all times with all taps being clearly marked. Information is given to each class teacher with regard to any child with food/ other allergies in order to avoid contact.

First Aid and Medication

We have trained First Aiders who administer care to the children when necessary. They have undertaken recognized health and safety training and regularly update their knowledge and understanding. We display the necessary health and safety poster in school. At least one member of staff with current first aid training is on the premises at any one time.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981
- is regularly checked by a designated member of staff and re-stocked as necessary
- is easily accessible to adults and is kept out of the reach of children

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval. Parents sign a consent form at admission allowing the staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our Accident Book is kept safely and accessible in the School Office. All offices have access to a shared 'record of incident' doc that links up live across the school. All incidents are recorded in this doc, dated, and signed.

In the unlikely event of a terrorist attack we would follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families.

Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.

Administration of medication

Staff can only administer prescribed medication, and only on receipt of written permission from the Parent/ Guardians. This must include the name of the child, name/s of parent(s), the name of the medication, and the dose and times that the medication is to be

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administered. It must be in-date and prescribed for the current condition, when a child returns to school after a period of absence but is well enough to attend School. Children's prescribed drugs must be sent to School in their original containers and with an appropriate spoon/ syringe. Medicines are kept inaccessible to the children.

If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

We ask parents to organize epipen training for staff responsible for their children.

Sickness

When a child feels unwell, has a temperature, sickness or diarrhea, we contact the parents immediately to ask them to come and collect their child. We do not care for unwell children at school.

In addition, if children are found at school to have head lice, we will contact their parents to collect them early and take them home in order to reduce the chance of it spreading.

Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times. This includes wearing disposable gloves.

Safety of adults

The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed. We have a single record of the following information in compliance with the requirements of OFSTED:

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them
- names and addresses of the Governors
- all records relating to the staff's employment with the setting, including application forms, references, DBS checks, photo ID

Photographs

We obtain signed permission from parents to take photographs of the children and to use them in class for teaching and learning purposes, as well as for external school use eg school publications (newsletter, prospectus etc.) media photographs and school website. We do not print a child's name with a photograph unless we have received prior permission.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

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- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- information displays in the main school entrance.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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|---------------------------------|--|--------------|--|
| Headteacher: | | Date: | |
| Chair of Governing Body: | | Date: | |