



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School
and
Woodentops Day Nursery**

HEALTH and SAFETY POLICY & PROCEDURES

The Proprietors intend to maintain a healthy and safe environment for pupils – in school and on off-site visits, employees, visitors and volunteers to The White House and Woodentops Day Nursery. They aim to ensure that the work and activities carried out by the school do not adversely affect the health and safety of any person. In order to achieve this aim they recognise the need for consultation and communication with all staff on Health and Safety issues. They also recognise the need to seek expert advice, where necessary, in order to determine risks to Health and Safety.

The Proprietors will take all reasonably practical steps to fulfil this responsibility and will pay particular attention to meeting the requirements of the *Health and Safety at Work Act 1974*, '*Health and safety: responsibilities and powers*', DCSF/DofE (2001) guidance, '*The Regulatory Reform (Fire Safety) Order, 2005* and associated regulations such as the *Management of Health and Safety at Work Regulations 1999*. The Health and Safety Executive (HSE) enforce it.

The Proprietors require employees at all times to pursue their objectives in respect of health and safety.

HEALTH and SAFETY PROCEDURES

1. Organisation and delegation of duties.

Proprietors

The 1974 Act places overall responsibility with the Proprietors.

- The Proprietors are also responsible to brief any new employees on the School's Health and Safety policy. This responsibility passes to the Headmaster as appropriate.



Principal Mrs M. McCahery Cert Ed Headmaster Tony Lewis, BD, MA, PGCE
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(Induction). A copy of the H&S policy will be provided for members of staff as they join the school. Induction further covers Trips & Visits, Medical, Fire and Emergency procedures and protocols.

- They should remind all employees and pupils of these matters and of their individual responsibilities (employees) at least once a year **most normally at the start of the new school year.**

Employees

All staff hold responsibilities for the Health and Safety of their areas of the school. Risk Assessing the environment is a dynamic and ongoing activity. Any employees noticing a hazard or defect, which might give rise to an accident, should report it immediately.

- The public areas of the grounds and the building are inspected every morning before the pupils arrive.
- Class Teachers are to inspect daily (i.e. every morning before children enter their room/area) their areas of responsibility for hazards, or defects, which might affect safety and sign their registers to confirm their areas are safe and hazard free. Teachers must Risk Assess constantly and respond appropriately to any perceived risk.
- Any Hazards found are to be reported to the **School Office, Headteacher or Proprietors/Principal** immediately and as is most available. The school appoints a **Staff H&S Rep** who provides a further point of reference for all staff.

Employees must take reasonable care of their own and other's health and safety and co-operate with their employers. They must carry out activities in accordance with training and with instructions given and inform the employer of any serious risks.

Any employee wishing for advice in a health and safety matter should approach the Headteacher or the Proprietors.



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Shared responsibility

All members of the school community (Proprietors/Principal, Headteacher, staff, pupils, parents etc) share in the duty and responsibility to be alert to the possibility of accidents occurring and to report potentially dangerous situations to their Principal or Headteacher. It is the duty of the person receiving the report to do all in their power to rectify the dangerous situation as soon as possible.

2. Arrangements made to put in place, monitor and review measures necessary to reach satisfactory health and safety standards.

Formal inspections of the premises, including outside areas, will be carried out half yearly and recorded. Inspections will be carried out by the Proprietors and the Headteacher who are responsible for ensuring any Health and Safety problems identified by the inspection are dealt with including those concerning lifting, carrying, tripping, slipping and falling.

Controlling risks in curriculum areas:

It is the responsibility of the teacher to ensure that any damage to classroom equipment is reported immediately as above.

- Equipment should be checked and cleaned weekly.
- Milton should be used for disinfecting toys that are used by the children. A record log will be kept of all cleaning.

It is the responsibility of all staff to ensure that pupils are aware of any potential hazards and to check that all reasonable precautions are taken.

- Scissors, knives and tools should be stored safely and children should be instructed in the correct usage of these.
- Children using craft knives, glue guns etc. should never be left unsupervised.
- ICT equipment must not be allowed to overheat the area of the room in which it is contained.

Sport, Games and PE

The Head of Sport will ensure all physical education equipment is checked regularly for defects. However other apparatus may be used in EYs or other areas (e.g. ballet and gymnastics)



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therefore those staff introducing the equipment have a responsibility to ensure it complies with H&S standards.

- It is the responsibility of the teacher, teaching assistant or Early Years Practitioner to ensure that apparatus have been correctly erected before children begin to use it.
- Apparatus must be sited and spaced so that collisions are unlikely to occur. The number of children using any one piece of apparatus should be limited to reduce the likelihood of accidents.
- Children should work quietly when using apparatus so that the teacher or Early Years Practitioner may be heard easily.
- Children who are stuck or unsure of their ability on certain apparatus must not seek help from other group members, but ask one of them to fetch the teacher or Early Years Practitioner.
- Each lesson should begin with warm-up activities and the need for these should be explained to the children e.g. to prevent straining of muscles.
- Children should change into appropriate clothing for PE lessons.
- Whenever possible where high apparatus is involved children should have bare arms and legs.
- For indoor work bare feet are preferable.
- Long hair should be tied back, and any jewellery removed.

In the event of an accident:

- all children must come down from the apparatus and sit on the floor.
- One child must be sent to the Headmaster or School Office and First Aider for help while the teacher or Early Years Practitioner stays with the class and keeps the children calm and away from the injured child.

Risk assessments for Fire Precautions, the prevention of accidents, building works in the school, engineering inspections, electrical safety and off-site visits by pupils and staff will be carried out by the proprietors and reviewed annually.



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3. Training of staff in health and safety including competence in risk assessment.

All staff should consult Headteacher or Proprietors/Principal on any Health and Safety issue they consider relevant to their activities as employees.

4. Off-site visits including school led adventure holidays.

- Staff must ensure that a member of the school or Day Nursery staff has always attended a venue before taking pupils and a **Risk Assessment** must be completed and signed by the Headmaster/Principal. These are to include the journey to and from the site as well as the visit itself.
- School led adventure holidays must be preceded by a Risk Assessment by the lead member of the party. This is included in the school Educational Visits Policy.
- **Staff pupil ratios must be at least:**
 - 1:4** - Early Years
 - 1:6** - Prep School (Key Stage 1),
 - 1:10** - Prep School (Key Stage 2).
- Staff member should take a school mobile on the trip in case of emergency.
- A class list with parent/carer contact telephone numbers should be held by the teacher in charge of the group however communication should be with the school/office in the first instance with agreed contact with parents/carers.

Travel:

- Key Stage 1 and Early Years pupils may walk or travel by coach, with seat belts.
- Only Key Stage 2 pupils may travel by train or tube, with the express permission of the Principal.

Parents and Trips:

- Parents may be encouraged to accompany children as additional helpers. Staff must ensure all passengers, including parents, wear seat belts during journeys.
- Parents are always informed of off-site visits and written consent obtained, most usually at the beginning of the year for day trips and then specifically for residentials.



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Road safety procedure

On the occasion when it is necessary to walk the children from one location to another, there are guidelines set out for the staff to ensure the safety of all the children:

- The members of staff in charge will have a clear idea of the route to be taken before leaving to avoid any misunderstandings.
- The children will be counted before departure, at regular intervals along the route and on arrival at the final destination.
- Members of staff should ensure that enough time is allocated so that children do not have to hurry.
- The children are encouraged to walk quietly and sensibly as this enables the staff to be immediately aware of any problems.
- Walk in pairs.
- Members of staff will walk on the road-side of the pavement so that they are between the children and the traffic.
- On crossing roads always use a recognised crossing where available, i.e. controlled traffic lights or zebra crossing or crossing island where available. A member of staff will first ensure that there is no moving traffic and then stand in the middle of the road before the children start to cross. There will always be a member of staff at the beginning and the end of the line of children to ensure a safe crossing.

5. Selecting and controlling contractors.

The selection and control of contractors is the responsibility of the proprietors. The presence of workers other than those employed in school may create potentially hazardous situations.

Contractors should discuss with the school the potential hazards that might be caused by the work e.g. materials, machinery noise, dust and traffic. It is the responsibility of the proprietors to check the safety record of the contractor. On completion of the contract the Proprietors should do a full inspection.



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When children are on site contractors require a current DBS, if this is not in place they will always be accompanied by a member of staff. Contractors should avoid any direct contact with children.

6. First Aid and supporting pupil's medical needs (See First Aid Policy and Administration of Medicines)

There are designated First Aiders available at all times. EYs staff are trained as Paediatric First Aiders and a high proportion of other staff are similarly trained.

- Parents of pupils with medical problems that require treatment at school are asked to provide specialist information so that the staff concerned are fully aware of their conditions.
- Staff must only administer medicines in accordance with the school's **Administration of Medicines Policy** which includes provision for signed permission from parent and in the presence of a second member of staff. All medicines are stored in the School Office unless there is good reason for them to be stored in a place adjacent to a child e.g. inhalers or if they have acute reactions to allergies requiring epipens and/or piriton.
- All staff will be made aware of any child who has asthma, diabetes or could suffer from anaphylactic shock and the appropriate emergency procedures to be taken.
- Currently there is no separate room to provide welfare or medical facilities within school. However the School Office provides for welfare facilities for staff and children as it can provide a discrete quiet area adjacent to a bathroom and is supervised during the school day.

7. School security. (GDPR/Storage & Retention of film)

- CCTV cameras are in use at the three main entrances.
- To prevent unauthorised access to the premises, the outside front door must be kept locked when not in use, as must the side gates.
- The back door opens on a code, which must not be given to any visitor or pupil.
- Visitors to the school will be only allowed access with the express permission of the Principal or Head and must have photographic identification checked (e.g. Id card, driving licence) and sign the visitors book on entry and leaving. Visitors books are located by the front door and in the school office.



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8. Occupational health services and work related stress.

Employees are encouraged to discuss with the Head and Proprietors any stress related matters as soon as they have concerns.

9. Consultation arrangements with employees.

Communication of Health and Safety information is a two-way process. The Principal and Heads are responsible for circulating all relevant Health and Safety bulletins/updates to staff who need them.

- The Health and Safety Policy will be circulated to all staff annually and to new staff on appointment.
- Staff who identify a Health and Safety issue or hazard are responsible for bringing it to the attention of the Headmaster or/and Proprietors.

10. Workplace safety for teachers, pupils and visitors.

- Visitors to the school are required to sign the visitors book on entry and again when they leave. **By signing the visitors book visitors are agreeing to comply with all H&S and Safeguarding Policies operated by the school.**
- Visitors should be escorted at all times unless they hold a valid DBS check and have express permission from the Headmaster.

Dismissal and collection of pupils

- Children may only be collected by a parent unless a parent has provided written/email confirmation giving the name of the other person collecting the child, **OR the parents have personally instructed a member of staff of their child returning with someone other than their parent.**
- Older children will be allowed to go home with other adults if confirmed with the Headteacher and/or Principal.



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11. Manual handling.

The Proprietors should ensure that employees do not have to lift, carry or move any load so heavy that it is likely to injure them. All lifting should be done by two people or left for the Proprietors to deal with.

12. Slips and trips.

Safe Use of Step Ladders

1. The ladder will be secured with a locked chain.
2. The key for the chain will be kept in the office.
3. Staff using the ladder must also have one helper with them at all times.
4. The member of staff plus the helper must sign a book stating time and date of use. This book will be kept in the office.
5. The ladder must never be used on the stairs at any time.
6. The ladder must not be used in the vicinity of children at any time.
7. Staff must not climb on desks or chairs at any time to put things up on the wall.
8. The ladder will have a safety sticker attached to explain safe use.
9. All staff must read the safety instructions and sign a letter saying they have read and understood instructions.
10. If these rules are not followed, an immediate warning will be issued.

The Proprietors do not allow any employee or pupil to climb on desks or chairs for any purpose. The possibility of these occurring should be minimised by ensuring that pupils wear appropriate footwear and do not run in passageways. Floors are to be kept dry except during cleaning and keeping floors and passageways free of obstructions. Steps should be illuminated and outdoor paths kept free of snow and ice by clearing and applying salt. Signage is put in place should there be a threat of a slippery surface e.g. when raining and pupils tread water into the building.

13. Onsite vehicle movements. – Please see Vehicles on Site policy

Vehicles may only enter the grounds by permission of the Principal. Pupils may not enter or leave the buildings when vehicles are moving on site.



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14. Management of asbestos.

There is no known asbestos in the buildings which has been confirmed by inspection. Specialist contractors should be employed for removal if any asbestos was discovered.

15. Control of hazardous substances. (COSHH) – Maintained by Atlantic Cleaning Contractors

A COSHH assessment will be made for all substances used on the school premises. Safety data sheets must be obtained for all products designated as hazardous following COSHH assessment. Copies of the safety data sheets will be kept in the cleaners' storeroom and in the school risk assessment file in the office. It is the responsibility of staff wishing to introduce a new substance into school to ensure that a COSHH assessment is carried out before the product is used. The COSHH assessment will be reviewed annually. The Proprietors/Atlantic Cleaning are responsible for carrying out COHSE assessments.

16. Maintenance and when necessary examination and test of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety.

- All electrical sockets in Early Years will be covered when not in use.
- All electrical equipment in school including audio-visual, computer and copying machines will be checked by a qualified electrician.
- Fixed installations will be checked every five years.
- The Gas system will be tested annually.

Recommended room temperatures are 18C for classrooms and 15C in Halls. There must be adequate ventilation.

17. Recording and reporting accidents to staff, pupils and visitors – including those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Certain types of injuries, diseases and dangerous occurrences must be reported to the HSE. These include:

- Any injury resulting in absence of work for more than three (3) days.



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- Any injury requiring admittance to hospital for more than twenty-four (24) hours.
- Road traffic accidents related to a work activity.

If a child is sent to hospital by ambulance following an injury or illness at school, or if there is any serious accident, illness or injury to, or death of, any child while in the care of the school:

- This incident and any action taken must be reported to Ofsted as soon as is reasonably practicable but not more than 14 days after the incident. (See Serious accidents, injuries and deaths document.).
- Notification must also be made to local child protection agencies. The school must then act on the advice from those agencies.

For clarity the definition of accident includes an act of violence to an employee and any such incident will be treated with the utmost seriousness.

The Principal is responsible for reporting all incidents to the HSE.

Accident notification procedure.

- All accidents must be recorded on the Accident Sheets, which are kept on the ground floor, in the school office and in Early Years.
- Parents will be notified immediately of any serious accident involving their child.
- Where a child has had a bump on the head, the teacher responsible for the child will also accompany the child to their parent/carer at the end of school and explain the incident and ask them to sign the accident sheet – these will be filed in pupil's personal file.
- If the bump is serious the child will be taken directly to hospital and the parents informed by telephone.

Termly Review:

The Head reviews all accidents and related issues on a termly basis. Consequent to this the Head may make recommendations for action to address any perceived issues.



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18. Fire safety, including testing of alarms and evacuation procedures.

The White House Preparatory School and Woodentops Day Nursery is a no smoking environment.

In the event of a fire (See **Emergency Plan**) the assembly point is the Grafton Tennis Club for the White House and the tennis courts at the Kindergarten.

- The fire alarm will be tested termly in rotation and recorded in the fire logbook.
- Termly fire evacuation drills will be carried out and also recorded in the fire logbook.
- Mary McCahery, Tony Lewis and Juliette Watson are fire marshals and supervise termly fire drills.
- Tony Lewis and Juliette Watson deliver fire induction to all staff that join the school as part of the induction process and brief all staff at the beginning of the school year.

Fire-fighting equipment will be inspected annually and checks recorded on the equipment, as per Fire Precautions (Workplace) Regulations 1997, Fire risk assessment will be carried out annually. (see Fire Log.)

Fire Evacuation procedures are visible throughout the building.

19. Safe use of School Kiln

Security and Access

Fire safety regulations require only trained individuals to use the kiln. Children are not allowed to access the kiln room and firings should only take place out of school hours. Staff are responsible for turning off the heaters, lights, locking the cupboard and all doors on leaving the pottery.

Safe Practice

The main dangers in any pottery are from heat and electrical equipment, sharp and heavy objects. It is as well to remember that all ceramic materials can be hazardous but the following guidelines are given:-



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- Do everything possible to reduce dust by keeping surfaces, equipment and clothing clean. Take care not to create dust when mixing slips and glazes.
- Keep all ceramic materials away from the mouth
- Do not use toxic materials for making food containers.
- Members should learn to lift heavy objects properly. Get help if necessary. Heavy objects should not be stored above head height.
- Do not rub your fingers over kiln shelves or newly fired pottery for your own safety.
- Never touch electrical switches with damp hands.
- Members must ensure that all sharp objects such as wire cutters, scissors, knives and tools are put away in the locked cupboard.
- Reduce dust by wet washing all surfaces – never dry brush.
- Clear all spillages immediately and thoroughly.
- Cover cuts with water proof plasters.

Kiln

- Kiln is only loaded, fired and unloaded by a trained member of staff (Art leader), Shan Simpson. The kiln room is kept locked and may only be opened by teachers. Children are not allowed in the kiln room at any time.

Equipment

- Kiln is checked regularly and any faulty items repaired or discarded.

Room layout

- Room layout and equipment is arranged to allow safe movement about the rooms and minimal risk for fire.

20. Dealing with health and safety emergencies – procedures and contacts.

The Head or Proprietors are responsible for contacting the emergency services if required, see Emergency Plan below.

21. Substance abuse and staff taking medication:

Smoking, drugs and abusive substances are not allowed on the school premises. Alcohol is permitted only for an agreed social occasion (e.g. September drinks party, end of term)



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celebration) or as a gift in which case it must not be consumed on the school premises. Any staff found at school in possession of or to be under the influence of alcohol or illegal drugs would be sent home and this would be considered to be a matter of gross misconduct.

Children's health and well-being is of the utmost importance for the children in our care. In accordance with childcare legislation, the school operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

Parents are respectfully required to abstain from smoking whilst on the premises. This rule also applies to staff, students, carers, visitors, contractors etc.

Staff accompanying children outside the school are not permitted to smoke e.g. whilst on an outing.

If a member of staff is taking medication which may affect their ability to care for the children, they should seek medical advice, regarding their fitness to work. The Head must ensure that staff only work with children if medical advice confirms that the medication is unlikely to impair their ability to look after the children properly; also that medical advice supports that member of staff in continuing to work. Staff medication should be stored securely and out of reach of children.

22. Food Poisoning

As registered providers we will notify OFSTED of any food poisoning cases affecting 2 or more children cared for on the premises. Notification will take place as soon as is reasonably practicable, but in any event within 14 days of the incident.



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EMERGENCY PLAN

1 INTRODUCTION AND DEFINITION

- 1.1 The purpose of this Emergency Plan is to define the school response to a major incident particularly in London. For the purposes of the Plan a major incident is likely to be one which involves major site failure or trauma, also possibly an event in the immediate vicinity of the school. The plan deals with the logistics of response for both during and outside the working day.
- 1.2 This document should be read in conjunction with the school's Health and Safety Policy. The plan is updated annually or more frequently as necessary.

2 ACTIONING THE PLAN

- 2.1 The Emergency Team comprises the Principals, Head teacher, Deputy Head and Early Years Lead, any of whom may determine that a major incident has occurred. An early action should be to alert the Emergency Team to what has happened. If the incident has occurred outside normal working hours, all available members of the team should liaise with each other as soon as practicable.

3 ACCESS AND INFORMATION

- 3.1.1 Outside the working day, senior management are able to access the school and deactivate the alarm system.
- 3.2 Pupil information including addresses and emergency contact numbers are available on a manual system, stored in the office in the black file. This is regularly up-dated and includes staff details.
- 3.3 A list of essential contact numbers is given overleaf.





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4 PRINCIPLES OF MANAGEMENT

- 4.1 A major incident may be characterised by
- incomplete or inaccurate information as to what has happened
 - panic or emotionally charged responses (particularly during the school day)
 - the urgent need to provide information for emergency services
 - the need to isolate or evacuate areas of school to ensure safety of staff, students and visitors
 - requests for information from parents, pupils and the media which may jam the school's telephone system.
- 4.2 In dealing with a major incident the Emergency Team must assert control, create a sense of calm and work proactively in liaising with the other services and parents ensuring that as much accurate and detailed information is made communicated to relevant parties..

5 EXTERNAL COMMUNICATION

- 5.1 In the event of failure/jamming of the school's telecommunication system, mobile phones are available.

6 EMERGENCY TEAM ROLES

- 6.1 The roles defined below may not all be required however this will be reviewed as soon as the Emergency Team has been gathered, and then roles will be allocated. Liaison with the media will usually be the role of the Headteacher together with Grace McCahery.
- 6.2 Co-ordination and Media
- Keep an overview of what is happening/who is doing what





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- Co-ordinate action taken
- Act as point of contact with emergency services
- Decide which agencies need to be brought in
- Out of school hours, decide which staff need to be brought in
- Receive information from other staff
- Regularly update emergency team/staff on situation as it develops
- Respond to media contact and/or statements to be read to media

6.2 Managing Information/Calls In/Out

- Receive information on situation as it develops
- Log all calls
- As necessary, brief/oversee other staff fielding calls
- Pass new information to co-ordinator for dissemination
- Identify pupils, parents and others to be contacted
- Liaise with police and emergency services/first responders on individual information
- Make telephone contact as necessary using information for co-ordinator
- Log all calls

6.3 Managing Site and Pupils

- Respond to parents, etc., who arrive on site (use information given/avoid speculation)
- In school day - identify areas of site to be isolated/evacuated
- Brief staff on emergency action to be taken
- Co-ordinate action
- Liaise with support/emergency services in relation to site
- Lead planning and contingency arrangements for subsequent running of the school
- Co-ordinate pupil support services (e.g. counselling)

7 MEDIA

- 7.1 Managing the media needs careful and, where possible, proactive handling. All approaches should be dealt with by the Grace McCahery as Vice Principal or the Head Teacher.





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- 7.2 As soon as practicable the Head Teacher should brief the chair of the WAPS Committee and provide direction for management and communication of information.
- 7.3 Instructions regarding special arrangements or school closure should be given through e-mail and telephones (mobiles & land lines).

8 AFTER THE INCIDENT

- 8.1 The Emergency Team should review the events and co-ordinate arrangements for contingency or other work which may be required.

9 MAJOR SITE FAILURE

- 9.1 In the event of major failure of equipment which would prevent the school from opening, information will be communicated to parents via text/e-mail/telephone.

10 ENFORCED CLOSURE

- 10.1 In the event of enforced closure due to unforeseen circumstances, such infectious disease outbreak or extreme weather conditions, parents will be contacted by text messaging / email between 7:00am and 7.30am to provide further information.

ESSENTIAL CONTACT NUMBERS

Police	020 7326 1212
London Electricity (freephone)	0845 600 102
Gas - 24 hours	0800 111 999
Water - 24 hours	0845 9200 800
Lambeth Council Emergency	020 7926 1000
Health Protection Unit	020 7939 3670 / 020 3049 4280
Let Me Entertain You - Catering Services	020 7720 4697 / 07958569066



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Mobiles

Tony Lewis
Mary McCahery
Laura Randall
Grace McCahery
Phoebe Cowen
David Side

Headmaster
Principal
Vice Principal
Vice Principal
Deputy Head
Caretaker

07500668911
07956 836233
07917862938
07779 578696
07753 111798
07497 712247



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EVACUATION PROCEDURE

Action to be taken by a member of staff on discovery of an event requiring evacuation of the building e.g. fire.

1. Clear everyone from the immediate area.
2. Raise the alarm by breaking the nearest fire alarm glass and contacting the Principal or Head Teacher who will contact the emergency services.
3. The teacher timetabled to be in charge of the class/group/individual, at the time the alarm is raised, is responsible for ensuring that the pupil(s) in their charge exit the building/playground/annexe with the class register.
4. Evacuate everyone from classrooms or areas of activity, leaving by the nearest fire exit, walking quickly and silently.
5. Contact details, Registers and Visitor signing in/out book:
 - a. Years 3,5&6 Registers and signing in book will be collected from the School Office by the School Secretary together with a hard copy of parent and staff contact details.
 - b. From the main building by Head of Curriculum.
6. Senior staff will check all areas for children before finally exiting the building as follows:

Deputy Head: Senior Annex

Head of Curriculum: Main Building

Pre Rec lead and Fire Warden: Pre Reception

Senior TA: Staffroom annex



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7. Close all windows and doors on exit from the building.
8. The first assembly point is on the right of the school on the grass verge opposite the block of flats at 26 - 56 Thornton Road, when the class registers are checked.
9. The class teacher is responsible for informing the Principal or Headteacher of any discrepancies. The Emergency Team will check attendance and identify any person, child or adult who is suspected as missing.
10. Pupils are then escorted to the Grafton Tennis Club grounds at 70A Thornton Rd where they will stay until collected by their parents.
11. Staff will be briefed on management of pupils and pick up arrangements together with their roles.



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Lock Down Procedure

- Short pulsed bell is the signal – actioned from Head’s/School office
- Children & staff in garden alerted by shout of “Lockdown! Lockdown! Lockdown!”
- From the garden, staff escort children into the main building and into classrooms unless instructed otherwise.
- Staff inside the building ensure children are inside classrooms.
- Children outside of classrooms move to the nearest classroom available.
- Classroom and all room doors are closed and secured from the inside by use of lock if available or barricade using furniture.
- Children and adults move away from any line of sight.
- Turn off lights, computers and boards
- Cover windows with shutters/blinds as available.
- School remains secure until all clear is announced.
- If the fire alarm sounds, remain where you are – this may be an attempt to get children out of secure rooms and into the open.
- Staff will need to calm and reassure children – they will look to you for this and important to be the appropriate role model.
- Emergency services will be alerted by school office or/and member of SLT.
- All clear will be announced in person by a recognisable senior member of staff or a member of the emergency services. If in doubt, remain in the classroom and ensure it is secure.
- No one should or will be allowed to leave the premises until the school is safe and secure and all clear, all those registered as on site are accounted for fully, or until as full and proper investigation has taken place.

Parents will be alerted and informed of any such event.

All communications with the media will be managed by the Proprietors, Head and SLT.



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Lock Down Drill

This drill has the potential to scare the children therefore need to rehearse effectively will be balanced by supporting children, parents and staff in managing this safely and with minimum anxiety. Feedback will always be sort.

1. Parents will be informed in advance of a drill so they can support and prepare their children at home.
2. Staff will be advised so they can rehearse with the children in as unthreatening manner as possible.
3. Timing and nature of the alert will be posted internally.
4. Specific guidance will be provided for in use Office, Garden, Studio and Staffroom also for management of any visitors on site including regulars such as dinner ladies and peris.
5. **Classrooms:** Secure children inside the classroom or agreed area, turn off lights, secure the door (bar with a desk or other), be silent. NO need to hide under desks as have checked lines of sight however stay away from all windows - most important on ground floor and in EYS but all areas.
6. **Office** - clear office to Focus Room (old ICT room) having secured door from the Garden (Important keys are returned to entrance hall after morning unlock).
7. **Staff Room** - turn off lights and secure the door.
8. **Head** will tour the school starting from inside the main building then staffroom then from outside to check lines of sight; enter senior area (from Day Nursery door to check how secure) and then go into main building to check doors. All doors will be tested, not aggressively, the aim is to be as unthreatening as poss.
9. Aim is to complete drill within 5 minutes.
10. **All clear:** Head will ring doorbell to EYS, ring the Garden Bell in stairwell of main building and then into senior area.
11. **Feedback:** Need feedback from every class/area including Office - email Orshi/Office in first instance so we have written feedback but speak to the Head also.



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Risk Assessment List - Sept 2020

Currently held centrally:

Whole school
Day Nursery

Fire - whole school
Fire – Day Nursery

Classrooms
First Aid and Venues
Outside Play
Off-site Visits
Overnight Stays
Pregnant Workers
Specialist Activities
SCHS Drama Hall
Travel
Walking to Agnes Riley
Walking to Bus Stops
Walking to Tooting Common

Risk Matrix
COSHH Forms



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RISK ASSESSMENT MATRIX
In-line with Risk assessment Policy

		<u>SEVERITY</u>				
		<i>Minor Injury</i>	<i>First Aid Injury</i>	<u>Day Injury</u>	<i>Major Injury</i>	<u>Fatality</u>
<u>PROBABILITY</u>		1	2	3	4	5
<u>Remote Possibility</u>	1	1	2	3	4	5
<u>Might Happen</u>	2	2	4	6	8	10
<u>Feasible</u>	3	3	6	9	12	15
<u>Highly Probable</u>	4	4	8	12	16	20
<u>Invariably Happen</u>	5	5	10	15	20	25



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RISK FACTOR ACTION TABLE

Risk Factor

Action Required

16 - 25	Unacceptable Risk – Immediate action required
10 - 15	Risk reduction required – High priority
6-9	Medium risk – Action required so far as is reasonably practicable
3-5	Low Priority – Further risk reduction may not be feasible or cost effective
1-2	Low risk – No further action required



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DISPOSAL of BODILY FLUIDS

Nappy Changing and Toileting Policy.

Nappy changing

The setting will provide a range of different size nappies and wipes for the children. If parents wish to provide their own type of nappy they may do so. Any creams need to be provided by the parents.

Children wearing nappies will be changed at 4 regular intervals throughout the day to keep them comfortable and avoid nappy rash. They will also be changed as necessary if they have soiled or wet.

Nappy changing procedure:

- Ensure that you have everything that you require eg. Nappy, wipes, nappy sack and creams
- Put apron and gloves on
- Place child securely on the mat (never leave a child unattended)
- Remove nappy and dispose of in the nappy bin
- Clean child thoroughly with wipes and dispose
- Place clean nappy on child and re-dress child
- Remove child from mat
- Spray and clean mat with antibacterial spray, between each child
- Remove apron and gloves and dispose of in nappy bin
- Wash hands thoroughly with antibacterial soap
- Record on daily record sheet.

Staff to interact and engage with the children during nappy changing time.



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Toilet training

The staff will advise you when your child is ready for toilet training and will support you through this process. The toilets at the Nursery are size appropriate. Children are encouraged to use the toilets and potties are available if preferred.

Parents will be informed of the child progress during this time.

Children are rewarded and praised during the toilet training stage.

Disposal of Bodily wastes procedure

To minimise the risk of infection we ensure that:

- All staff wear disposable gloves and aprons when toileting/nappy changing children
- Soiled nappies, wipes etc. are placed in nappy sacks and disposed of in the nappy bin
- Bodily fluids e.g. vomit, blood is cleaned by disposable paper towels and placed in a bag in the nappy bin or in the outside bin, and these are disposed of in the same way.
- The nappy bin is emptied at least twice a day.
- Changing mats are cleaned after every use with disposable paper towels and anti-bacterial spray.
- Any soiled clothes are placed in a nappy bag.
- Used gloves are placed in the nappy bin.
- Hands washed thoroughly using anti-bacterial soap.

The nappy bins are provided by CLD hygiene service. The yellow nappy bin is emptied weekly by the company.



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Policy will be reviewed annually			
Policy reviewed:	Sept 16	By:	Headteacher & H&S Officer
Policy reviewed:	Sept 17	By:	Headteacher & H&S Officer
Policy reviewed:	Sept 18	By:	Headteacher & H&S Officer
Policy reviewed:	Sept 19	By:	Headteacher & H&S Officer
Policy reviewed:	Sept 20	By:	Headteacher & H&S Officer
Policy reviewed:	Sept 21	By:	Headteacher & H&S Officer
To be reviewed:	Sept 22	By:	Headteacher & H&S Officer



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