



St Joseph's Health and Safety Policy

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1. Introduction

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Responsibilities

The governing body shares with the local education authority overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Premises Officer, Senior Admin Officer or Head teacher will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- Safety in Science;
- Safety in Art;
- Caretaker's Training Manual.

A yearly check will be carried out by a governor, the Premises Officer and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

- The yearly check will be used to prioritise need and to inform planning.
- The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary and be kept in the school office.
- All staff will carry out monitoring on a day to day basis.
- The Premises Team will monitor school grounds and premises daily.
- Monitoring by governors will be via the Resources Committee and the Head teacher's Report.

The policy will be reviewed annually.

2. Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head teacher.

Electrical equipment will be tested regularly. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire - fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum - Use of Resources

With regard to science, ICT, technology, art and PE every care is taken to upgrade equipment appropriately.

In addition the following have higher risk aspects:

Science reference should be made to the 'Safety in Science' document;

Art reference should be made to the 'Safety in Art' document; and

Technology reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.

PE - Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, earrings must be removed or taped over. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

4. General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. . The gates are locked at 8.50 a.m. and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office, via an intercom.

Vehicles

Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the main entrance on Commerell Street.

Wherever possible deliveries should be made once the children are safely in the building.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis, should be equipped with a personal mobile phone.

Security lights are present in the car park.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Safety Procedures have been issued to each member of staff (and are included in Induction procedures).

Evacuation Procedures

Evacuation procedures practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is displayed in the staff corridor and in each classroom.

Supervision of Children

School Hours: Key Stage One

Morning Session 8.50 a.m. - 12.00 noon Morning Break 10.30 a.m. - 10.45 a.m. Afternoon Session 1.00 p.m. - 3.20 p.m

Key Stage Two

Morning Session 8.50 a.m. - 12.15 p.m. Morning Break 10.30 a.m. - 10.45 a.m.

Office Hours

The school office is open during school hours.

Duties

A member of staff needs to be around the playground area to supervise children arriving for school. School gate opens at 8.40am.

At 3.20 p.m. the class teachers supervise the children leaving school.

At break times four members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: the staff on duty cover the playground. The bell should be rung promptly at the start and end of break.

Indoor Duty: If it is a wet morning playtime staff stay with their classes until they have made contact with another member of staff and arrange to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the weekly timetable.

Lunch-time Supervision

The Senior Midday Meal Supervisor is responsible for the organisation and management of lunch times, and works with a team of Meal Supervisors.

The Head teacher and SLT members also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

5. First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

All support staff receive regular first aid training. There is an allocated trained first aider for each year group and area of the school. Details can be found on the wall opposite the hatch in Reception area. Also the named first aider for each class is indicated on the wall next to the Fire Evacuation Plan.

First aid and medical treatment is available in every class room and in the ICT suite at lunchtime. On Fridays it is available in the KS1 and KS2 playgrounds. At least one trained first aider is on hand in each playground each day. Office staff are also trained.

Disposable gloves and apron should always be used when dealing with blood and then be placed in the medical bin. Extra gloves and aprons are available in the outer room to the Mens downstairs toilet.

First aid boxes for school journeys are prepared in the week before the trip, including a school first aid record book, and other items required to be on hand during a journey including medication for individual children with a care plan.

Midday Meals Supervisors have the responsibility of dealing with minor accidents at lunchtime and all have a basic first aid kit on them. If a child receives a bump to the head parents will be sent a standard text and if the injury is not a cause for concern the decision will be to leave the child to recover and return to class. They also have a first aid record book which they are required to complete. The white slip is given to the parent at the end of the day.

If the bump is considered serious by a trained first aider the parent will be telephoned to come and collect the child to take them to a walk in centre or A&E to have the child checked. The school checks this has happened.

A first aid slip is completed for all incidents reported by children by the person giving the care. The white slips are given to parents and the pink carbon is kept by the school. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed. The HT reviews the records of First Aid incidents at least half termly to look for patterns and near misses that may require further action.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.

Medication

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office. At the end of the period of use these forms are filed on the child's school record.

All medication should be stored safely either in the fridge or in the office.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office.

It is the responsibility of the class teacher and support staff to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be in a special file held in the staff room, in the HT office, in the school office and information in the SEN file. All staff will be informed of the individuals involved and invited to meet with the school nurse if further information is required. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary. Epipens are in the child's classroom and in the DHT office in a named box with their photo on.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow borough guidance on advice/reporting of diseases.

If in doubt we contact the school nurse and ask for further advice.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred. On occasion the whole school will receive information.

6. Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Head teacher, senior staff or the school's health and safety representative as soon as possible. The Head teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A free and confidential counselling service is available to all employees. Details can be obtained from SAO.

All employees have been given a copy of the Greenwich publication 'Your Guide to Managing Stress'.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. Stepladders are available on each floor for use around the school.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

Violence

Staff should always take steps to minimise the possibility of violence in school.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present. It is good practice to see a parent with another member of staff.

VDU Operators

Admin staff using VDUs should vary their work routines and follow guidance on regular eye tests.

7. Off Site Activities

Any visit off site must be approved by the Educational Visits Officer (currently DHT) and the Head teacher. There is a separate Educational Visits policy.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for local visits. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

Where the visit is in the evening, the leader must hold the evening contact telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach or in the centre back seat.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

NB: The class teachers and support staff are responsible for ensuring children have access to inhalers and their medication where necessary.

8. Fire Safety & Procedures

Fire Policy Statement

St Joseph's Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Premises Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Head teacher, Michaela Mouquet, or in her absence the Deputy Head, Judith Harvey. The Health and Safety Representative is Rebecca England

Responsibilities:

Fire marshals have been assigned their area to check. Headteacher - overall supervision.

Classrooms - class teachers

Staff toilets and office area /Registers Office Staff

Unlocking gates to allow access - Lita Dingley

Copies of fire safety procedures are available in each classroom and floor plans show escape routes.

The fire alarm is tested for different zones on a weekly basis by the Premises Officer and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Premises Officer or Headteacher and the Health and Safety governor each term. This is reported to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Procedures are reviewed annually.

APPENDIX B

Fire Safety Procedures

The Governing Body of St Joseph's Primary School accept that in the case of a fire occurring the safety of the pupils, staff and visitors overrides all other considerations such as salvaging property or extinguishing the fire.

- If you discover a fire (however small) or smell burning, you must raise the alarm immediately by activating the nearest and/or safest fire alarm call point.
- Do not wait to speak to any other person or feel that it is not for you to raise the alarm.
- Under normal circumstances the Office will call the Fire Brigade. However if you are concerned that the fire has taken hold and you are in serious risk dial 999 from the classroom telephone and alert the emergency services.
- Do not attempt to extinguish a fire unless the appropriate firefighting equipment is at hand and you have received the necessary training for safe use. If you are uncertain as to whether you are capable of fighting the fire then LEAVE IT ALONE.
- Leave the area in which you are working and evacuate the building as quickly as possible without running. The evacuation routes for the school are as follows:-

KS1 BUILDING

Year R - through the fire exit at Car Park end and assemble in the Junior playground;

Year 1 - Take stairs down to fire exit at Car Park end of building and assemble in Junior playground.

Year 2 - Take stairs down to fire exit at Car Park end of building and assemble in Junior playground.

PPA - Take stairs down to fire exit Car Park end of building and assemble in Junior playground

ICT - Use fire exit at Car Park end of building and assemble in Junior playground.

If it is not possible to use the staircase then remain in your classroom with the door closed. The doors are specifically designed for this purpose and will withstand a fire to allow sufficient time for the emergency services to reach you.

If any of the exit points are blocked then use the alternative exit at the other end of the building and assemble in the alternative playground. DO NOT walk around the school to reach your first option assembly point.

KS2 BUILDING

Year 6 - Take emergency fire exit from classroom into Junior Playground.

Year 5 - Use route through link room and take emergency fire exit stairs from the classroom into Junior playground.

Staffroom - Use Year 3 route.

If any of the exit points are blocked then use alternative route down main staircase and leave through nearest exit point. Assembly point will remain as Junior playground.

Year 4 - Take emergency fire exit from classroom into Junior playground.

Year 3 - Take emergency fire exit stairs from classroom to Junior playground

If any of the exit points are blocked then use route through link room.

Group room - Take main entrance to Junior playground.

Hall - Use closest emergency exit and assemble in Junior playground.

Kitchen - Use closest emergency exit to Junior playground.

Offices - use main entrance and assemble in Junior playground.

- Do not collect any belongings including coats.
- If possible close all doors behind you as you exit, particularly any designated fire doors removing any door stops.
- Teachers should print off an register every morning and this should be brought to your assembly point. The office will also bring copies. Any discrepancies must be reported straight away.
- Stay at your assembly point and **DO NOT** re-enter the building until you have been told by the Head Teacher or SLT that it is safe to do so.

Try and remain calm throughout the exercise and if the alarm is sounded **DO NOT** assume that it is a fire drill!! If you are in doubt on any of the procedures then please ask.

9. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices B - D for the following Critical Incidents Planned Responses:

Road traffic accident involving pupils/accident during school trip

Aggressive or violent incident in school; and

Disaster in the community.

APPENDIX B

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove children from danger and if possible/appropriate contact emergency services. Bring children home as soon as possible. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school office will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message. Use text service

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school).

Give the same level of information to everyone, provision of a script is sensible. The Head teacher and Deputy Head will be responsible for drafting of a script.

The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.

The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in class. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Chair of Governors. The Head teacher or Deputy Head will contact the borough and the diocese. No direct contact should be made with the Press. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school hall should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX C

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

All external doors can only be opened from the inside unless a fob is used. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed.

Remove children if possible.

Seek immediate help (ask a child to go to next door teacher).

Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.

Staff going to aid the teacher should be accompanied by another adult.

They should remove the children if they are still present.

The Head teacher should be informed.

If the situation is out of control the police should be called.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The Head teacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases and with the support of the governing body, may forbid the parent from further contact with the teacher/ school.

No comments will be given to the media and the borough and diocese press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX D

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible.

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission" to talk.

Head teacher/admin officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff

Always inform borough and diocese for further advice.

Monitor effects of all involved. Organise treatment if necessary.

Date of Policy March 2017