

St. James the Great Roman Catholic Primary and Nursery School



Health and Safety Policy

Date Created: Spring 2011
Date Reviewed: Autumn 2016

Our Commitment

It is the safety policy of our school to:-

- Establish and maintain a safe environment throughout our premises.
- Establish and maintain safe working procedures among our staff, volunteers and children.
- Establish procedures in the case of fire or other emergency; and for evacuating our buildings.
- Establish procedures to be followed in the event of accidental injury.
- Establish procedures for reporting accidents; and monitoring to measure the effectiveness of safety activities.
- Establish procedures for joint consultation on safety and health.
- Teach safety as an integral part of our curriculum.
- Provide such information, instruction and training to our staff and pupils as is required in all safety matters.
- Develop safety consciousness and responsible attitudes towards safety throughout our school.
- Comply with Health and Safety legislation.

The Law

The Health and Safety at Work Act 1974 (also known as HASWA or HSW) is an Act of the Parliament of the United Kingdom that defines the fundamental structure and authority for the encouragement, regulation and enforcement of workplace health, safety and welfare within the United Kingdom.

According to the laws all **employers**, including school and early years settings, are obliged to have a health and safety policy in place and must:-

- Make the workplace safe.
- Prevent risks to health.
- Ensure that plant and machinery is safe to use and that safe working practices are set up and followed.
- Make sure that all materials are handled, stored and used safely.
- Provide adequate first aid facilities.

- Inform people about any potential hazards from the work being done, chemicals and other substances used, and provide information, instructions, training and supervision as required.
- Set up emergency plans.
- Make sure that ventilation, temperature, lighting and toilet, washing and rest facilities all meet health, safety and welfare requirements.
- Check that the right equipment is provided and is properly used and regularly maintained.
- Prevent or control exposure to substances that may damage health.
- Take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation.
- Avoid potentially dangerous work involving manual handling; if it cannot be avoided, take precautions to reduce the risk of injury.
- Provide health supervision as needed.
- Provide protective clothing or equipment free of charge if risks cannot be removed or adequately controlled by any other means.
- Ensure that the right warning signs are provided and looked after.
- Report certain incidents, injuries, diseases and dangerous occurrences to either HSE or the Local Authority.

All **employees** have responsibilities under Health and Safety legislation. These include:-

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do.
- Co-operating with their employer.
- Not interfering with or misusing anything provided in the interests of health and safety welfare.
- Using all equipment safely.
- Reporting situations which may present a serious and imminent danger.
- Reporting shortcomings in health and safety arrangements.

Specific Responsibilities

The Governing Body:-

- To provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
- To safeguard the health and safety of pupils, staff and visitors.
- To set the Health and Safety policy, appoint one Governor to have oversight of health and safety matters; to keep the policy under review and to review it either annually or in response to any major incident.
- The Governing Body will participate in and/or arrange for regular inspection of the premises. This will be undertaken **once per term** in order to identify and institute remedial work necessitated by any risk to health and safety as derived from the premises, materials or equipment.
- The Governing Body will ensure, through the Head teacher, that those contractors employed to undertake work at the premises, undertake that work in a safe manner. This is to ensure that they do not expose employees, or persons using the premises, to health and safety risks.
- The Governing Body will appoint the Chair of the Premises Committee to assist them in undertaking the measures they need to take to comply with the requirements and prohibitions imposed by or under relevant statutory provision.
- The Premises committee will set a Health and Safety agenda item at their meetings. Issues that arise will be reported to, and discussed, by the full Board of Governors at the termly general meeting.
- The Governing Body will, with other agencies as appropriate, make arrangements to:
 - Provide appropriate training for safety.
 - Disseminate health and safety information.
- The Chair of the Premises committee will ensure that contractors' safety policy statements and safe working methods will be requested and examined prior to work commencing.

The Head teacher:-

- To take day to day responsibility for all health and safety matters in the school.
- Liaise with Governors and external agencies as appropriate on policy issues.
- Arrange for staff training and ensure it is up-to-date.

Health and Safety Representative:-

To be elected by the staff. They **will not** act as agents of the Governing Body or local managers and do not carry legal liability for their acts or omissions as safety representatives.

They will act like ‘watchdogs’ in a close working relationship with Senior Management. Time will be set aside by management to carry out these activities.

- Investigate potential hazards and dangerous occurrences and examine the causes of accidents (this will involve a termly review of the accident book).
- Investigate complaints by staff and make representations accordingly.
- Arrange and carry out safety tours/inspections on a termly basis.
- Receive information related to matters affecting the health and safety of employees.
- Attend approved training courses.

All Staff:-

The safety of students is the responsibility of the class teacher. If for any reason this responsibility cannot be accepted it must be discussed with the Health and Safety Representative before any activities take place. These rules also apply to student teachers who must be made aware of their responsibilities by their class teacher mentor.

A class teacher is expected to:-

- Know the emergency procedures in respect of fire and first-aid and the special safety measures adopted in his/her own teaching areas and to ensure they are applied.
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area.
- Give clear instructions and warnings as often as necessary (notices, posters, handouts are not enough).
- Ensure that students’ coats, bags, cases, etc are safely stowed away.
- Integrate all relevant aspects of safety into teaching practice and, if necessary, give special lessons on safety.
- Follow safe working procedures personally.
- Call for protective clothing, guards, special safe working procedures etc when necessary.
- Make recommendations on safety matters.

Classroom Checklist

It is useful to go over this list every half term.

- Make sure that you **know** what to do in case of fire and make sure the instructions for your class are clearly displayed for any other person who may be in your area at any time, eg a supply a teacher.
- Classroom displays and work displayed in corridors may be a fire risk if they are hung near light fittings.
- All doors, especially fire doors **must** be kept clear.
- Furniture in your area should be arranged to make it easy to move around or exit the area quickly.
- Check plugs and leads of all electrical equipment to make sure there are no bare or loose wires.
- Make sure that leads cannot trip anyone up.
- Do not overload sockets.
- Make sure that anything fixed to the walls eg shelves or book racks, is fixed securely.
- Avoid having anything made of glass in the classroom, in general use or even on display.
- Make sure that all substances used in art, science, technology activities are safe to use and dispose of them correctly.
- Report any concerns over heating, ventilation or cleanliness.

General

- All corridors must be clear and safe.
- Check playground and field for safety hazards when on duty or during PE lessons.
- PE equipment is regularly checked but if you notice anything that could be dangerous, please report it.
- Make sure that you are aware of any pupils who have special health problems and that you know what action to take should an emergency occur. This information should be contained within the Green Folders.
- Do not let any pupil use potentially dangerous equipment unsupervised.

Reporting Concerns

Concerns are to be reported to the Premises Manager either personally, in the case of a concern which needs immediate action, or via the notice board outside the Premises Manger's office. Less urgent concerns should be reported to the Health and Safety Representative, or in their absence, a member of the SLT.

In the event of any accidents, incidents or dangerous occurrences to any persons, a form, available from the Finance Officer, should be completed.

Areas of Potential Concern

School Location

- Built up area with high traffic density.
- Limited parking facilities, regulations often flouted.
- One main entrance/exit onto busy road.

Electrical Facilities

- Switch room off Kitchen corridor - access limited to key staff

Storage of Hazardous Substances

- Caretaker's Store and Cleaner's Store - access limited to key staff

Areas with Potentially Dangerous Equipment/Utensils

- School Kitchen - sharp implements/ovens
- Staffroom - sharp implements/microwave
- Meeting Room 2 - sharp implements/microwave/hot water
- Technology Store - sharp implements/ovens
- Kiln Room - glazes/ heat of kiln
- Central Store - access limited to key staff
- Caretaker's Room - access limited to key staff
- Boiler Room - heat of boiler

Supervision

Leaving the school building

Children **are not** allowed to leave the school during the school day for any reason unless permission has been given.

If a child has a doctor/dentist etc appointment, the child must be collected by a parent or guardian.

The child's departure must be reported to the child's teacher. Any telephone messages about absences **must** be recorded in the school office and be available to the class teacher. Notes regarding absences should be kept in the OMR register.

Playground

No child should be allowed onto the playground without supervision. A playground duty rota is arranged at the start of the school year and is available in the staffroom and Deputy Head's office.

The staff members on duty must be on the playground **promptly**. It is important to patrol all areas of the playground, paying special attention to areas where children may be lost from sight.

If staff members know they will not be in school on the day of their playground duty, they should endeavour to swap their duty with another staff member in advance.

Lunchtimes

Following dismissal, lunchtime supervision is the responsibility of School Meals Supervisory Assistant.

- Children should not be left unattended, especially in classrooms and corridors at break and lunchtimes.
- Wherever practical, use children as messengers rather than leave children unsupervised.

Movement about the School Site

Movement about school should always be in an orderly fashion. Children should walk calmly to their destination. A high level of courtesy should be actively encouraged by **all staff at all times** by setting a good example and pursuing high standards.

Tools and Equipment

Children should not use tools for woodwork/technology unless the teacher is present. If the teacher has to leave the room then the teacher should collect in all tools until their returns. The use of saws, glue guns, craft knives etc should always be strictly supervised. Children must receive appropriate instruction before being allowed to use a saw.

All electrical appliances will be tested annually and heating systems regularly serviced.

Visitors

All visitors should report to the school office. All staff have a responsibility to report any strange visitors to the Head teacher immediately and should try to take a description.

If a child reports any unusual strangers on the way to or from school, take details and inform the Head teacher.

The Health and Safety Representative at St. James the Great School is

Mr Chris Andrew (Head teacher)

FIRST AID

In law we are called upon to act like ‘prudent parents’. Any complaint of illness should be given careful consideration. If in doubt send the child to a first-aider.

Where a spinal injury is suspected unless the child is in a life threatening situation do not move the casualty. If the child is seriously injured on the playground, send another child to the staff room to summon extra help.

If the condition is a matter of significant concern or shows no sign of improvement then a first-aider or member of the Senior Leadership Team will make the decision to contact the child’s parents/guardian and have them taken home.

Medicines in School

Any medicines to be administered during school time must be agreed by the office and the designated first aider and accompanied with written permission by parent/guardian. All medicines administered during the school day must be recorded in the medicine book held in the school office.

If a child is on antibiotics these can be administered if they are to be taken four times a day.

All medicines must be stored in the cupboard in the Deputy Head’s room, and when administered, written in the medicine book kept in the office. All Epipens/Anapens are kept in this cupboard along with the children’s careplans. A list of children who require Epipens/Anapens is on display within the cupboard, the Kitchen, the Staffroom and the Deputy Head’s room. In addition all class teachers have a copy of this list.

If a medicine is to be kept in the fridge please check it is clearly labelled.

MEDICINES MUST NOT BE SHARED

Inhalers

The juniors are responsible for their own inhalers and these should be kept in their trays. Please check these are clearly labelled.

Infant inhalers are kept in the classroom and are only administered by an adult. Please check they are clearly labelled. They will be administered with written permission from the parents when needed. Every time a child uses an inhaler it must be written in the medicine book in the office.

First Aid Boxes

Each year group has its own first aid kit. These boxes include gloves, an assortment of plasters, scissors, pressure bandage and triangular bandage. Our medical room contains other essential first aid facilities and equipment. Gloves must be worn at all times where contact with any bodily fluids are involved.

Clearing up

All used first aid equipment (including cotton wool and gloves) must be put in the plastic bin in the medical room.

Should a child be sick, the area should be covered with sawdust and cleared. This is primarily the responsibility of the premises staff. Should they be off site, this responsibility passes down to the First Aid Staff/Head teacher and finally the teacher in charge of the child.

Recording and Reporting

Any first aid administered in the classroom must be written in the accident folder in the medical room. If it is a bump or cut to the head, a letter **must** be sent home to the parents or guardian. These are kept in the accident folder in the medical room.

All children seen in the medical room must have their names entered in the accident folder.

Outings

A first aid box must be brought along on all trips out of school. There are spare first aid boxes available in the medical room cupboard and from Mrs Parfitt. These are basic and if you need a more substantial first aid box ask a first aider.

Staff must ensure that if going on an outing, any inhalers, Epipens, Anapens etc. are taken along, and upon return to school, returned.

If first aid is administered, this should be recorded in the accident folder in the medical room upon return to school.

During Lesson Time

It is anticipated that minor first aid issues will be dealt with by Learning Support Assistants as far as possible within the child's classroom. Only more serious matters need to be referred to one of the school's designated first aiders. A complete list of first-aid trained staff is available in the Head's Office, Deputy Head's Office, School Office and from members of the SLT.

FIRE SAFETY

Teachers should know where to lead their class to safety in the event of a fire in the school and ensure a fire notice is on display in every classroom.

Fire alarms will be tested by the Premises Manager / Head teacher. Fire drills will take place once a term without warning.

What to do when the fire alarm sounds

When the fire bell or school bell rings continuously, the building must be evacuated as quickly as possible. The teacher should instruct children to stand quietly, push chairs under tables and lead out silently in single file to their assembly point. The children should be reminded not to run.

Do not try to rescue goods and equipment – remember they can be replaced, lives cannot.

A register must be called at the assembly point and any missing pupils reported to the appropriate Key Stage Coordinator or Deputy Head when they confirm your register check.

UNDER NO CIRCUMSTANCES RETURN TO THE BUILDING

Any decision to summon the Fire Brigade will be taken and actioned by the Head teacher, or in his absence, the Deputy Head.

Upper junior toilets and cloakroom area to be checked by the Year 6 and Year 5 LSAs on alarm sounding.

Lower junior toilets, Year 6 locker rooms and cloakroom areas to be checked by the Year 4 and Year 3 LSAs on alarm sounding.

Support staff to check Infant and Nursery cloakrooms and toilets on alarm sounding.

The Catering Manager, or her Deputy, is responsible for the evacuation of school meals and supervisory staff as appropriate.

The office staff will check the Oratory, Reception, Head teacher's Office, Deputy Head's Office and Staffroom on alarm sounding.

All Junior classes exit by classroom fire doors and assemble on the field at assembly points 3, 4, 5 and 6.

Classes R1 and R2 exit by classroom fire doors and assemble on the field at assembly point R.

Classes 1.1 and 1.2 exit by classroom fire doors and assemble on the field at assembly point 1.

Classes 2.1 and 2.2 exit by classroom fire doors and assemble on the field at assembly point 2.

Nursery Classes exit by playground door and assemble on the field at assembly point N.

*PUPILS WORKING WITH TEACHERS OTHER THAN THEIR OWN CLASS TEACHER
SHOULD JOIN THEIR CLASSES AT THE NORMAL ASSEMBLY POINT*

All teachers should ensure their classroom and any areas they pass through are evacuated. Where there is no level of risk all doors and windows should be closed. The Head teacher will carry out a final sweep of the building.

Note:-

- Nobody must re-enter the building whilst the fire bell is sounding.
- Attendance registers must be with teachers at **ALL TIMES** they are with a teaching group. (It is suggested that a monitor be appointed within the class to make sure the register is taken with the class for lessons conducted outside of the classroom.)
- During times of mixed class group teaching, staff are responsible for the safety of the group in their charge. It is essential therefore that staff are aware as to which pupils are registered to them on each occasion.
- No return to the building is permitted until authorisation has been given by the Head teacher, or in his absence, the Deputy Head.
- Evacuation of the **MAIN SCHOOL HALL** is as follows:-

Classes 6.1, 6.2, 5.1 and 5.2 by fire exit door adjacent to PE store.

Classes 4.1 and 4.2 by fire exit door opposite The Oratory followed by exit through Oratory.

Classes 3.1 and 3.2 by fire exit door opposite The Oratory followed by exit through main entrance doors.

Classes 1.1 and 1.2 and 2.1 and 2.2 by fire exit door adjacent to the tea bar turning left and leaving the building through the meeting room.

Classes R1, R2 and Nursery by fire exit door adjacent to the tea bar turning right and leaving the building via the delivery entrance.

Pupils should proceed to their normal class assembly points staying in a line.

During the lunch break the mid-day supervisors are responsible for the movement of pupils to their assembly points. The Head teacher, or in his absence, the Deputy Head, has an overall responsibility as detailed above.

Putting out a fire

Attempts to put out fires should only be made if the fire is small and lives are not put at risk in so doing. Staff should acquaint themselves with the location of fire fighting equipment. The appropriate extinguisher should be used for the type of fire involved, i.e. electrical, fat, should not be tackled with water.

Linked Policies

- Educational Visits
- Child Protection
- Emergency Action Plan