

FEDERATION OF ST ANNE'S AND ST MARTIN'S CATHOLIC PRIMARY SCHOOLS



Live, Love. Learn as Children of God



Let the Children Come to Me

Health & Safety Policy

Approved by FGB May 2017
Next Review date: May 2020

STATEMENT OF INTENT

The arrangements for Health & Safety have been drawn up following an assessment of risk and are in accordance with the Management of Health & Safety Regulations (1999), together with the Guidance on supporting pupils at school with medical conditions (2014)

The Federation accepts its responsibility to provide, as far as is reasonably practical, a safe and healthy environment for children, staff and all users of the premises.

The Federation adopts the Reading Borough Council Health & Safety Policy in full. Nevertheless the Governors, the Executive Head Teacher (also referred to as the Head Teacher) and staff believe that it is essential that we specifically state our intent with regard to areas which are pertinent, and perhaps exclusive, to the environments of our schools.

The schools will take all reasonable steps to meet this responsibility and expect appropriate support from children, staff and visitors, including contractors. For visitors, there is a sheet in the "signing in" book providing a synopsis of the policy. A member of the administrative staff will provide a full copy of the policy for any visitor who wishes to know more about any particular section.

RESPONSIBILITIES

Governing Body

The Governing Body takes the 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 & safety are made available;

consult with staff and ensure relevant training is carried out;

monitor & review the health and safety arrangements;

monitor & review accident statistics

appoint an H&S Governor responsible for liaising with the designated H&S person.

Executive Head Teacher

The Executive Head Teacher has overall responsible for health and safety performance and will:

develop a safety culture throughout the school;

take day to day operational decisions as appropriate;

ensure safety procedures are in place;

ensure staff are aware of their responsibilities;

update governors;

monitor the effectiveness of procedures;

delegate responsibility for day to day operational matters to other senior members of staff.

Deputy Head/ Assistant Head (as appropriate)

The Deputy Head/ Assistant Head will support the work of the Executive Head in relation to day to day health and safety matters as well as deputising for the designated officer if not available by:-

- taking day to day operational decisions as appropriate;
- drawing up safety procedures as necessary;
- ensuring staff are aware of their responsibilities;
- updating the Executive Head and governors;
- monitoring the effectiveness of procedures

Business Mangers

The Business Managers will support the work of the Executive Head/Deputy in relation to day to day health and safety matters by:-

- ensuring day to day operational decisions are made as appropriate;
- ensuring safety procedures are in place as necessary;
- ensuring staff are aware of their responsibilities;
- updating the Executive Head, Deputy and governors;
- monitoring the effectiveness of procedures

Staff

All staff will:-

- support the implementation of health and safety arrangements as required by health and safety legislation.
- take reasonable care of themselves, the children and all others.
- ensure, as far as is reasonably practicable, that classrooms or work areas are safe.
- report any concerns over Health & Safety, shortcomings or near accidents immediately to the Executive Head.
- read the attached policy and comply with the agreed standards.

Caretakers

The caretakers will, in addition to the above:-

- act as front line monitor on Health & Safety practices and report any findings to the Business Manager, Executive Head or Deputy;
- take responsibility for the security of the premises;
- ensure the safe condition of the floors;
- store potentially dangerous cleaning materials safely (see COSHH regulations);
- ensure play and external areas are safe and clean from debris (see job description);
- ensure any cleaning staff are aware of safe working practices and the school health & safety policy.

FIRST AID AND MEDICINES

First Aid

First Aid items are stored in the School Office. It is the responsibility of the Business Manager/Office Administrators to maintain these in their capacity as the designated First Aiders.

Treatment administered to a child for a more serious injury (bumped head, severe cut/abrasion) should be recorded on the accident form and kept in the office accident log folder and a note for bumped heads only completed for the child to take home.

Most members of staff are able to administer emergency first aid. All adults dealing with bodily fluids must wear disposable gloves.

There are details in the registers of children who have medical conditions.

For severe allergy sufferers that require the administration of EpiPen medication, there are details including photographs in the class registers. The individual care plans, photographs and medication are stored securely in the School Office.

Medicines

- Teachers must not keep or administer medicines in the classroom other than inhalers which are readily accessible to all children that need them. School policy for inhalers is that they should be instantly accessible at all times should children need them and to increasingly encourage children to take responsibility for their own inhalers. Medical equipment for children with diabetes will be kept securely in the classroom and when needed the children will normally administer the insulin themselves.
- Parents wishing their child to receive medicines in school should contact the school office. Parents will be required to sign a release form if any medicine or treatment is to be administered by members of staff. Antibiotics, approved EpiPens, salbutamol inhalers, other prescribed medicines, or anything else approved by the Executive Head at the request of parents are the **ONLY** medications that will be agreed to.
- If a child requires other medicines at school, parents may come in to administer it. If they are unable to do so they may nominate another member of their family or a responsible friend (well known to the child). All medicines must be kept securely out of reach of a child other than their own inhalers. The dose should be in a named container. If a child has asthma, then an asthma registration sheet must be completed by the parents and be updated regularly and the child will normally keep their inhaler with them in the classroom. Teachers have access to these registration sheets, which are kept in the office. The school will also stock inhalers for emergency use where children who are regular and registered users have forgotten or lost their own inhaler, subject to Parents giving their consent to these being used.
- All staff should be aware of children with specific medical conditions (e.g. diabetes, or severe allergies requiring EpiPens) and the location of their emergency treatment. EpiPens will only be administered by trained staff. Training will be undertaken by all staff annually.

Accidents and Incidents

- Accidents, other than minor injuries, and other incidents related to Health & Safety must be reported to the Executive Head and, in the case of a child, to the class teacher and parents.
- Telephone numbers for the local surgeries are kept on the children's records. The number of the local hospital is available in the office.
- If a child needs to go to the surgery or the hospital in an emergency, the parents should be informed immediately. If a parent is unavailable, a driver and a 'carer', at least one of whom will be a member of staff, should accompany the child, acting 'in loco parentis'.
- In an emergency an ambulance should be called. An ambulance should also be called for a child following the administration of an EpiPen.
- Accidents should be recorded in the yellow accident book kept in the office.
- Serious injuries and incidents affecting children or adults requiring medical attention as defined in the RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 must be reported to the LA Health & Safety officer and the Health & Safety Executive. Full details must be reported to the Head Teacher, or, in her absence, to the Executive Head/Deputy Head/Assistant Head, so that a report can be completed according to the regulations. ALL head injuries must be reported to the Head Teacher or the office staff, so that parents can be immediately informed, if the injury is serious.
- The Executive Head should monitor the accident book on a half termly basis to assess any need for preventative action.

GUIDELINES FOR CLEANING AND DISPOSAL OF BODILY WASTE

Equipment

Disposable gloves, aprons and clothes; yellow plastic bag for waste; bleach for hard surfaces only (not carpets); disinfectant and cleaner

Disinfectant Solutions

Hard surfaces: 1:10 bleach and cold water (i.e. an egg cup full of bleach to 1 pint of cold water.)

Carpets & soft furnishings: 2% solution of disinfectant in cold water (i.e. 2 complete strokes, up and down = 1 stroke, to one gallon of water).

Procedure

- Prepare disinfectant solution as above.
- Pour gently over spillage and cover with paper towels.
- Where possible leave for thirty minutes.
- Remove with paper towels and discard into yellow bags, together with gloves and apron.

Bleach must not be used for any other purpose and must be kept out of reach of the children in the caretaker's cupboard.

FIRE SAFETY ARRANGEMENTS

The school has a 'flight not fight' policy. Immediate evacuation of the building is paramount and Staff are not required to attack fires with extinguishers.

This emergency plan has been developed following completion of a risk assessment required under the Fire Precautions (Workplace) Regulations 1997. The plan specifies the action staff and other people need to take in the event of fire. It covers all operational phases of the school.

Fire Risk Rating

The fire risk rating of the school is low. The rating applies to all operational phases i.e. term time, holiday periods and during the evenings.

Alarm System

- Type: Electric break-glass with bell sounders.
- Maintenance: Service contract arranged by Property Services Department.
- Routine testing: Different call point tested weekly by caretaker.

Fire Extinguishers

These are serviced annually by a contractor.

Means of Escape

When the school is in session, the designated exits (classroom external doors) must be able to be opened from the inside without the use of a key. At other times staff will be responsible for assessing the level of risk and maintaining adequate means of escape.

Evacuation procedures

Fire Drill must follow the procedure laid down for 'emergency evacuations' as listed.

School evacuation (fire drill) should be carried out termly. The evacuation will take place at different times of the day. The time and length of the evacuation is recorded in the Fire Safety Manual, which is kept in the school office.

St Martin's assembly point for fire drill is on the junior playground, away from the main building. St Anne's assembly point for fire drill is on the playing field away from the main building – this ensures that the fire engine has access.

Fire safety notices, giving details of evacuation procedures, must be displayed in all rooms and corridors in a prominent position.

The Senior Management team should report to each other when they enter or leave the building during the day so that clear lines of responsibility are established in the event of an emergency evacuation.

All staff, visitors and contractors must sign in and out on entering and leaving the building. Visitors should be given a copy of the school's fire safety arrangements and wear a school badge. Children entering or exiting school not at the normal times should be entered under the relevant section of their Signing In and Out Book.

Fire Precautions

Do not store inflammable materials near a source of heat.

Ensure fire exits are always accessible, clearly marked, and kept clear ready for emergency evacuation.

Do not store spirits, paraffin, petrol or solvents (including correcting fluid) within reach of children and keep them away from direct heat.

Keep matches in a locked drawer or a high shelf in a cupboard.

Do not use naked flames as part of any free choice activity.

Always closely supervise any activity, such as birthday celebrations, Assemblies which use lighted candles.

Keep material displayed/stored in corridors to a minimum.

Contractors

The Executive Head, supported by the caretaker, will liaise with contractors working at the school so that fire safety is not compromised during their activities. Contractors are expected to comply with the school's health and safety policy and any instructions in work orders/specifications issued by the Borough Council.

Records and Monitoring

Records are kept of routine fire safety checks, fire drills, maintenance of equipment and staff training. These are monitored by the Head Teacher once a term.

All Staff will view the Fire Awareness DVD.

All Senior Management, Teachers and Staff with evacuation responsibilities will also view Fire Warden Training DVD.

The Business Managers will also be responsible for ensuring all staff firstly view the DVDs and all new recruits view the relevant ones as part of their Induction.

Review

The plan will be monitored following (3) Termly fire drills and if changes to the layout or use of the building occur.

Equipment Maintenance & Testing

The Business Managers will arrange for the fire equipment, as listed below, to be tested annually by firms under contract to the LA.

The Fire Alarm system should be tested weekly by the Caretakers, using random emergency call points.

All tests will be recorded in the Fire Safety Manual.

Maps are held in the Fire Folder in the school offices: - showing the location of the following

- a) fire exits
- b) fire extinguishers and type
- c) fire blankets
- d) smoke detector alarms
- e) fire bells

Emergency Evacuation

In the event of a fire the following procedure should be adopted: -

All Staff

If you discover a fire, raise the alarm using nearest call point.

On hearing the alarm leave the building immediately using the nearest exit.

Do **not** stop to collect personal belongings.

Close the door behind you.

Proceed to assembly point on the field for roll call.

Do not re-enter the building until told it is safe to do so by the Fire Officer or Head Teacher.

Business Managers

If safety allows, check no one is still in the building before exiting.

Ring Fire Brigade stating address of school.

Await Fire Brigade so as to direct them to the fire.

Office Administrator(s)

Take out registers, visitor log and pupil signing in and out book to assembly point and hand to teachers.

Carry out the Business Manager functions if they are off site.

Teachers

Ensure children evacuate calmly and **in silence** to the class's designated assembly point.

Call register and report outcome to Executive Head.

Executive Head (or, in their absence, the Deputy Head/Senior Leader)

Proceed to assembly point.

Confirm Office Administrator /Business Manager has called fire brigade.

Account for all children, staff and other persons and confirm that to the best of knowledge the premises have been totally evacuated.

Liaise with fire brigade.

Assume responsibilities of Office Administrator in their absence.

At lunchtimes, check toilets and take occupants to assembly point in the playground.

If safety allows, check that everyone has exited before leaving the building.

Support Staff

Check toilets and take occupants to assembly point in the playground.

If working with a group of children, take them calmly to their class assembly point and ensure this is done in silence.

Students/Helpers/Visitors/Contractors

Leave building by nearest exit following instructions given to you.

Proceed to assembly point.

People with Special Needs

Discussions will be held with people and/or the parents/guardians of children with special needs to see how their individual needs can be met. In case of evacuation of premises the class teacher to ensure that the requirements of people with special needs are met.

Staff Fire Training

Staff will be trained in fire safety procedures as follows: -

by provision and discussion of written information;

by carrying out a fire drill each term;

by viewing Fire awareness training/ Fire Warden training DVD.

The areas to be covered by training will include:-

action to take on discovering a fire;

how to raise the alarm and what happens subsequently;

action to take on hearing the alarm;

procedure for alerting children and others including directing them to exits;

arrangements for calling the fire brigade;

evacuation procedures to enable everyone to reach the assembly point safely;

location of escape routes, especially those not in regular use;

importance of keeping fire doors closed to prevent spread of fire, heat and smoke;

importance of general fire safety and good housekeeping.

As the school has a 'flight not fight' policy, hands on training in the use of extinguishers will not be provided but staff will receive information about the location, type and purpose of extinguishers in the building.

Smoking Policy

The school has a no smoking policy and all staff and contractors are expected to comply with this policy when on site.

General School Rules to ensure Safety

The staff should promote high standards of health and safety and set a good example to the children in their own regard and attention to health and safety issues.

To reduce the risk of accident and injury:-

Children must walk in school

Children are not allowed to:-

play with doors and windows

climb on furniture

shout and/or indulge in rough play

move around the school with shoelaces undone

play with water and/or sand in such a way that this becomes a danger to others

Supervision

The school day begins at 8.40 a.m. but children may enter the playground at 8.30 am. Infant children accompanied by their Parent/Carer may enter school from 8.30 am. Staff must be present to supervise children as soon as they enter the building. School ends at 3.15 p.m in St Martin's and 3.25 pm in St Anne's..

Children being collected by after school clubs or child-minders who are not present at the end of school should wait outside the office at St Anne's and in the hall at St Martins. Any child who is not collected at the end of the day should be supervised by a member of staff and the parents contacted by the Executive Head, Deputy Head or Office Administrator. In the event that by 4.00 p.m. the parents cannot be contacted, all other possibilities have been exhausted and the child still remains uncollected, the Executive Head will reserve the right to call in social services.

Except in an emergency, no teacher must leave a class unattended.

A member of staff will be on duty for morning playtime. Staff should be vigilant at all times.

At lunchtimes the Lunchtime controllers will monitor the children in the playground.

Particular care must be taken of supervision by the school gates.

All staff must exercise as much care and responsibility towards the children as that which would be taken by a caring parent.

In the case of a child who leaves the premises during school hours, the Executive Head or representatives of the school will try to contact the parents to tell them that the police will be informed as soon as necessary should the child not be located. Should it prove impossible to contact the parents it may prove necessary to contact social services

Dealing with intruders

The school has a key pad entry system. Nevertheless it is possible that someone could enter the school by other means. The first requirement is that the intruder is identified / classified as

- a) parent/guardian/relative of current pupil
- b) governor, known partner/relation/friend of member of staff, LA official
- c) former pupil
- d) stranger

If the intruder is classified as a stranger, NO approach should be initiated. If it becomes unavoidable, the approach should always be one of
being polite
being non aggressive
explaining your authority
not invading the intruder's personal space
noting the intruder's mood and attitude
keeping an escape route open
protecting yourself and/or the children rather than any property belonging to the school

Any physical injury should be reported to the Personnel Department of the LA and the police. A written account of the incident will be required for the record.

Staff working alone on premises

Whenever possible there should be not less than two adults on the premises.

Where one adult is however alone on the premises:-

- a) Have a mobile phone to hand
- b) Leave the premises, if not before, then not later than the time the caretaker locks up
- c) Advise parents, friends, partners, or roommates where you are and when you will be home
- d) Keep all lights on and make sure all doors and windows are securely locked

Offsite Activities and Outings

See separate specific policy on this subject

Maintenance and Use of Equipment

Faulty or dangerous equipment should be reported to the Executive Head immediately.

The Business Manager is responsible for ensuring security marking of new equipment is carried out and items are entered into the Inventory.

Risk assessments are carried out to ensure that visual display workstations comply with VDU regulations. Staff meeting the definition of VDU users are encouraged to undertake these risk assessments themselves from a standard procedure provided by the school.

The Business Manager is responsible for ensuring that the assessments have been completed for these staff.

Staff are encouraged to seek appropriate training where necessary.

Safety Inspections

The Designated Health & Safety Governor will carry out safety monitoring visits with the Business Manager at (3) termly intervals and record outcomes. Items for action are the responsibility of the Executive Head who notes the successful outcomes in their reports to Governors.

Microwave cookers should be tested every two years to ensure that there is no non-ionising electromagnetic radiation being emitted. The Business Manager will arrange for a suitably qualified person to carry out this duty.

Portable electrical appliances are tested every year and a record of the assessment is kept in the school office. The Bursar will arrange for a suitably qualified person to carry out this duty. In addition, the Bursar will record new electrical equipment as it arrives.

P.E. equipment, both indoors and outdoors, is inspected annually by an LA approved contractor.

Hazard Reporting Procedures

All Staff should be alert to hazards at all times and report any concerns immediately to the Executive Head, Deputy Head or Business Manager.

Slips, trips and falls account for a high percentage of injuries in school. It would be unrealistic to expect children not to fall, particularly at playtime. However, staff should be alert to, and report, any condition considered hazardous. Such conditions can include uneven surfaces, holes, wet or slippery surfaces, worn carpets and trailing cables. Extra care should be taken in late autumn when the leaves fall from trees and collect in the school grounds, resulting in some areas becoming extremely slippery. During winter, icy conditions can make all external activities even more hazardous.

Control of Substances Harmful to Health (C.O.S.H.H.)

A risk assessment of substances hazardous to health is carried out on an annual basis by the Executive Head and Health & Safety Governor in conjunction with the caretaker. Data sheets relating to the cleaning agents are kept in the caretaker's cupboard and maintained by him/her.

All harmful substances must be appropriately labelled and stored out of the children's reach.

In term time, the caretaker's cupboard should be kept locked during the school day. Protective gloves should be worn when using cleaning agents or substances which have been deemed hazardous.

Building Maintenance and Security

Contractors are selected from the LA 'approved' list.

All contractors should report to the school office to sign in and out and wear a school visitor badge, unless they have one of their own.

Relevant safety information (including the asbestos report) for building contractors to consult are kept in files in the school office.

Staff should ensure that access to fire doors is unhindered. This is monitored by the Executive Head.

Playgrounds and paths are to be cleared and/or salted by the caretaker in adverse weather conditions.

Thermometers are available to measure room temperatures to ensure they are maintained at an acceptable level.

Insurance and Legal Obligations

Cover is arranged through Reading Borough Council for the following insurance:-

- a) Public Liability Insurance
- b) Employers liability
- c) School journey insurance scheme

It should be noted that the following are not covered by insurance:-

- a) Equipment hired on loan
- b) Equipment owned by staff/pupils/community users.

All staff, who might be involved in the carriage of children by car must have the right type of motor insurance for their vehicles so that they are covered, in the event of an accident whilst taking a child home, or for emergency treatment.

The Governors are responsible for insuring

All contents within the school.

Staff Training and Induction

Employees currently in post are checked by DBS by way of an Enhanced Clearance. New employees will be issued with DBS forms when selected for interview. This should ensure all necessary clearances have been obtained before employment commences. If for any reason this is not in place, the Executive Head will undertake a Risk Assessment to determine the way forward. Supply workers and regular volunteers and Parent Helpers are also checked by the Disclosure and Barring Services.

All new staff, including work experience students and supply staff, have access to a guide sheet which outlines procedures relating to health and safety. It is the responsibility of the class teachers to ensure that no work experience student is given a task which is deemed to be hazardous. Safety routines in the classroom should be outlined before the start of the work experience.

Employee Assistance Programme

Contact numbers for the LA counselling service, which covers a variety of services, e.g. stress counselling, and are displayed on the staffroom noticeboard. The LA has paid for staff to access this confidential and free service as often as they feel it is necessary to do so. By calling the Freephone number below the Employee Assistance Programme can be approached for professional and impartial independent advice, information, and support and/or counselling. The LA has chosen to offer this service to its employees and their families so they can obtain the right advice at the right time. Telephone calls do not have to be work-related.

Freephone: 0800 282193

Moving and Handling Activities

Children and staff should only lift equipment and furniture within their individual capability. Training will be provided for any hazardous moving and handling activities, particularly if these relate to support for children with physical disabilities. When working at height (e.g. displaying materials), step ladders or kick-stools should be used. Chairs must never be used for this purpose.

General Health and Safety Arrangements

Potentially dangerous substances must not be stored in class areas.

Water, clay or any other potential 'slippery' material should not be left lying on any floor surfaces. Signs are available should an area become contaminated unavoidably.

If staff have medicines in handbags, these are not to be stored in class areas where children could have access to them.

Should any batteries begin to leak, dispose of them carefully. Rechargeable batteries should not be used by children.

If any equipment is taken home by a member of staff, a note should be given to the Office Administrator/Business Manager including the equipment serial number.

This is necessary for insurance purposes.

Guidelines for Safety in P.E Lessons

If stud earrings are worn micro pore tape/low adhesion plasters must be brought into school to enable them to be covered during P.E. lessons.

During P.E. lessons, long hair should be tied back.

Staff should wear plimsolls, trainers or bare feet for all P.E. activities.

Children should not use any P.E. apparatus unsupervised.

Guidelines for the use of the Playground and the Field.

Children: -

must be supervised by qualified staff;

must not climb on any of the fences or apparatus before, during, or after school;

must walk to and from the playground/grassed area;

should not play close to the rubbish bins.

Staff: -

should take care to monitor children when playing near shrubs and trees so that they do not become hidden;

must be vigilant with regard to dog faeces, broken glass or other dangerous objects.

Guidelines for use of Play Equipment

See separate policy for this subject

Monitoring and Review of Policy

The Governors and Executive Head will carry out an annual review of the health and safety policy to ensure that new regulations are adhered to and that the contents of the policy remain valid.

The views of staff will be sought.

Governors and the Executive Head will attend courses run by the LEA to assist them with effective monitoring.

Risk assessments will be carried out by the Executive Head or other senior members of staff on a regular basis. Governors are responsible for ensuring this is being done.

Accident statistics will be provided to governors three times a year

Critical Incident Management Plan

<p>Incident Management Team Executive Head Deputy Head/Senior leadership team Administrative Officer</p>	<p>Immediate Action - Executive Head to be informed - Incident Team meet - Gather information - Assess continuing risk - Executive Head briefs team</p>
<p>Executive Head Contact LA and agree support required Inform Chair of Governors Liaise with emergency services Review progress with team Management Team Member: Support as agreed in briefing sessions</p>	<p>Executive Head/Deputy Head Inform staff Inform pupils as appropriate Receive parents coming to school Office Administrator: Answer incoming calls Divert press to Press Office</p>
<p>Post Incident Review - Incident team review procedures - Debrief staff (and pupils in appropriate) - Write report as appropriate - Consider post incident counselling</p>	

Linked to:

Safeguarding Policy.

Staff Code of Conduct.

Whistleblowing Policy.

Positive Handling (Team Teach) Policy

Educational visits/Off-site activities

Guidance on supporting pupils at school with medical conditions (2014)

Policy for Managing Medicines in School (2014)

Guidance on the use of emergency salbutamol inhalers in schools, Department of Health, Sept 2014

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, HSE 2013