

St. Paul's Church of England Primary School
Policy for Health and Safety

Part One

Statement of General Policy

The Governing body of St. Paul's Church of England Primary School recognises its responsibilities under the Health and Safety at Work Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the headteacher and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

Part Two

Responsibilities and Organisation for Managing Health and Safety

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the governing body. The governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:

- 1 Ensure that the school has a current health and safety policy
- 2 Ensure that the school complies with the Council's health and safety policies, both in schools and on all school activities
- 3 Have in place procedures to identify hazards, evaluate risk and implement control measures
- 4 Create management arrangements for health and safety and periodically monitor its effectiveness
- 5 Ensure that an annual audit and inspection is carried out by a qualified person
- 6 Ensure that a governor attends any health and safety briefings held by the LA.
- 7 Have health and safety on the agenda at Governing Body meetings through the Resources Sub Committee
- 8 Ensure that adequate resources are made available for health and safety. This includes time as well as financial resources.
- 9 Ensure that the headteacher, as the key manager for health and safety, carries out appropriate responsibilities.

The Headteacher

The headteacher, as key manager, is responsible for the day to day running of the school and putting the health and safety policy into effect. The headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises. The headteacher will in particular;

- 1 Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises
- 2 Ensure that termly health and safety inspections are carried out
- 3 Ensure that the emergency evacuation procedure is practised, at least once a term and that the results are documented
- 4 Arrange for risk assessments to be carried out by a competent person
- 5 Put into effect any remedial measures or refer as necessary to the governors or the LA
- 6 Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives
- 7 Appoint an educational visits coordinator, from school staff, to advise and co-ordinate external school visits

- 8 Attend health and safety briefings and training arranged by the LA
- 9 Report regularly on health and safety matters to the governing body
- 10 Ensure that competent contractors are appointed and to monitor their on site working practices

Leaders

All leaders will familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day to day responsibility they will ensure that;

- 1 Risk assessments are in place for all activities
- 2 Safe working methods are in place
- 3 Supervision is adequate and training needs met
- 4 Termly health and safety inspections are carried out
- 5 Safety requirements for plant, machinery and equipment are in place and are adequate
- 6 Suitable personal protective equipment is available, in good condition and is used and stored correctly
- 7 Standards of health and safety are monitored and appropriate remedial action is taken when required

Educational visits coordinator

The educational visits coordinator is the headteacher. She is responsible for;

- 1 Ensuring that all visits meet the requirements as set out in the school's Outings Policy
- 2 Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school
- 3 Undertakes the functions outlined in the government document entitled 'Health and Safety of Pupils on Educational Visits'.

Premises Manager

The premises manager has particular responsibility for security and premises related issues and will;

- 1 Cooperate with the headteacher and ensure that they effectively monitor the condition of the premises
- 2 Report defects and monitor that appropriate remedial action is taken
- 3 Test the fire alarm system weekly and record the findings
- 4 Maintain records regarding the maintenance of risk assessments, such as annual electrical and gas checks and ensure appropriate risk assessments are updated

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to;

- 1 Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do
- 2 Cooperate with all health and safety arrangements
- 3 Report any defects or other health and safety matter that they are aware of
- 4 Correctly use equipment, tools and protective devices

Part Three

Specific arrangements for managing health and safety

Risk Assessments

A selection of risk assessments drawn up by staff are available in the staff room and on the shared

area. All staff must familiarise themselves with these.

Any new venture must be risk assessed. While there is a generic risk assessment for outings, all outings must also have their own specific risk assessment.

Fire Precautions

A contracted company checks our fire precautions annually. However all staff must be aware of the dangers of fire and ensure that all possible action is taken to prevent any accidental or purposeful ignition. Candles used in lessons must be placed in a sand tray. Other heating appliances used for lessons must have correct precautions applied.

Fire Drill will be held at least once a term and relevant details logged and communicated to all staff.

Accidents, Incidents and Dangerous Occurrences

All accidents, incidents and dangerous occurrences must be reported to the headteacher at the earliest convenience. Accidents to children are recorded in the accident book in the library area.

Accidents to staff are recorded at the school office.

All staff must do all they can to prevent dangerous incidents and occurrences. If these do happen, the main priority is to keep the children safe and wait for further instructions. The school has an Emergency Response Plan in place to deal with unexpected and dangerous events.

All incidents must be recorded.

DSE

All staff who work for large parts of their day at a computer should be the subject of a DSE risk assessment.

Stress Management

The Stress Management Policy refers to ways that the school tries to prevent workplace stress, and risk assessments are carried out to ensure stressful situations are minimised. Individual risk assessments should be done for staff suffering from stress in the workplace.

First Aid

All First Aiders have a job description. All staff are aware who the first aiders are and where they will be available.

All first aid supplies are kept in the store room.

First Aiders are called to the scene of the accident or injury.

Communication

All staff are made aware of the communication channels with in the school and with in the authority for health and safety. The headteacher will ensure that all health and safety guidance and advice is kept together in a file which is easily accessible to all staff. All such advice is communicated where relevant to staff and incorporated into the school's procedures.

Staff consultation

The Governing Body and the headteacher recognise the valuable contribution to health and safety that can be made from all staff, particularly staff safety representatives.

Staff Training

Initially all staff will be trained in basic health and safety by the headteacher. Other areas of training ie Fire safety, First Aid etc will be arranged as appropriate

Premises Hire

Please see Lettings Policy

Any hirers of the premises have the responsibility to ensure that it is used appropriately. The Governing Body recognises its duties as controller of premises and will ensure that;

- 1 Premises hired are in a safe condition for the purpose of hire
- 2 Arrangements for emergency evacuation are adequate
- 3 Fire fighting equipment is in place and in operational condition
- 4 Insurance requirements are met

Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their actions or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The headteacher will therefore ensure that where contractors are appointed directly by the school;

- 1 Contract meetings are held to agree health and safety measures prior to works commencing and during the project
- 2 Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises

Part Four

Keeping the Children Safe

It is the responsibility of the Head and all the staff to ensure that our children are protected from danger while they are at school.

All children are involved in discussing issues relating to their health and safety. They are thoroughly prepared for situations where these issues may arise. All visiting teachers and support staff are to be shown this policy.

In the Classroom

Classrooms are kept tidy and clean. Cloakroom areas in particular are kept tidy and are emptied of rubbish weekly.

Children wear sensible school shoes except for PE when they wear plimsolls or trainers with bare feet in the hall. They are taught the reasons for changing into appropriate kit during PE and for tying back long hair.

Children know that the only jewellery permitted are stud earrings in the ear which should be taped over during PE.

Furniture is suitable for the age group of children. All equipment is labelled and safely stored.

Children are trained in the appropriate use of some equipment; more dangerous equipment such as sharp scissors and knives, staple guns, tippex, varnish, fixative etc, is kept locked away or out of reach.

Children are taught about the dangers of electricity and how to treat electrical appliances.

Doors are kept closed with their windows unblocked. Windows are kept open to allow plenty of fresh air. **WINDOWS MUST NEVER BE FULLY OPEN.**

Children do not leave the classroom with out permission. They are never sent out for bad behaviour or injury unless accompanied by an adult.

Around the school

Children will be escorted to and from their classrooms at break times, lunch times, assemblies and at the end of the day. Their teacher will lead with support staff taking up the rear. All children will be encouraged to move around the school quietly and calmly.

Registration

Children are registered at the start of the day and the start of the afternoon. Any latecomers are registered by the HSLO. These names are kept and placed on the register later. However, they are kept secure in case of fire. Children who are taken off premises for an appointment etc must be noted in the register as must those who arrive late after an appointment.

Playtime

Football is organised sensibly when played at playtime. Teachers on duty check the toilets regularly to ensure children are not playing in there. They also check that children are not in the classrooms or on the stairs.

Play fighting or any rough play, carrying each other on one another's back, wearing coats fastened around the neck, playing chasing games with linked hands all need to be dealt with as issues of health and safety. Children must be encouraged to recognise the dangers of such games.

Children who are involved in any confrontation should be swiftly separated and put in areas of safety to calm down.

Observation is a key factor in playground supervision. Staff need to stand where they can see and be clearly seen. An alert member of staff can preclude more serious situations in the playground.

No children are allowed in school unsupervised at playtime under any circumstances.

Children are protected from extreme weather by sun hats and umbrellas in the summer, and they are encouraged to play quiet games. When it is wet, the children stay inside. Parents are required to provide children with warm coats and gloves in the winter for playtimes. If a child is not adequately dressed, the headteacher will inform parents.

Use of tools

The use of staple guns is for adults only. The removal of staples is a task for adult members of staff. The safety aspects of all potentially hazardous tools and implements should be emphasised to all children. They should be taught how to carry and use scissors, paper trimmer, glue guns etc.

Personal Hygiene

Children are trained to wash their hands after using the toilet. Only one child is allowed in each cubicle at a time. Children are also taught to wash their hands after handling food, soil, minibeast, glue paint etc.

Fire

All teachers are familiar with fire escape routes, not only from their own classroom, but also from the hall, library, computer suite and other rooms they may use. All children are trained in fire drill and also know what to do if the alarm sounds and they are not with their class. Each classroom has a fire notice on display. These directions are brought to the attention of supply and visiting teachers.

No adult attempts to use fire extinguishers unless fire is blocking their path.

Once in the playground the teacher will check attendance using a register. (Registers therefore must be up to date, late and absent children must be marked clearly.) Missing children and adults are reported immediately to the Head. Nobody goes back into the building until the headteacher has given permission.

Illness and Accidents

All spills and messes are cleaned up straight away. If a child is sick, or there is severe blood loss, the spillage manager or premises officer is alerted. Teachers and assistants involved are provided with disposable gloves for these occasions. Children are never asked to assist in the clearing up of body

fluids.

If a child wets themselves, they remove their own clothing and put it in a bag to take home. They are given clean clothes which they put on themselves. These clothes are available in the medical room.

Two adults should be present if a child is undressing.

If a child messes themselves they will need teacher/assistant help to clean up, gloves will be worn in this case. Parents may be phoned if the mess is severe or if there is diarrhoea.

If a child becomes ill during the day, they should be escorted to the office. The headteacher or deputy will be informed. The office will be asked to phone parents if necessary. If a child is very poorly indeed, a senior manager may decide to call the emergency services. Parents will be alerted first however, unless there is a dire emergency.

The office holds information about infectious diseases. This is used to decide whether an infectious child should be in school or not. The headteacher has responsibility for reporting infectious diseases to the appropriate authority. Specific advice about Ebola is kept in the staffroom.

Some individuals in the school have particular and very severe health problems. All staff must be made aware of these children and their conditions are observed sensitively.

Despite constant pleas, some parents do not inform school of their children's medical conditions. Therefore we are all careful with our children and take their complaints seriously.

School Outings

Procedure is clearly outlined in the School Outings Policy.

Medicines

Since September 2014, prescription medicines should be administered in school by staff apart from asthma pumps which the children take themselves. These pumps are kept in the children's bags for immediate access. However, younger children may leave these with their teacher for safer keeping. If a parent requires staff to administer prescription medication, the child should firstly be well enough to be in school, and secondly a consent form available in the school office should be signed. Epipens are also kept in school sometimes and only administered by those who have been trained. Other long term conditions requiring medication, such as diabetes, must only be administered by those who have been trained.

In the Hall

All PE equipment is stored correctly.

Children travel to and from the hall in their shoes and remove them for the lesson

The floor is swept after lunch ready for afternoon PE sessions.

The Fire Doors are kept clear and are ready to open freely.

All exits are always kept clear, whether there are children in the hall or not.

At the Beginning and End of the Day

Children wait in the playground until the bell goes. Teachers collect children from the playground.

Adults do not accompany teachers to class, they make an appointment if they need to see a teacher.

Children are brought to the playground at home time. They wait with their class in a designated spot until all children have been collected. Left children are taken to the office at 3.30 pm where the HSLO will take over.

Behaviour

Children are encouraged to travel about the school sensibly and quietly. They have routines in class for lining up and getting from class to class and to the playground. Sanctions and rewards are displayed in each class room; all children are told about the behaviour policy and the results of good

and bad behaviour.

Reporting Problems

All staff report health and safety problems to the headteacher. This includes near misses as well as faulty fixtures and fittings.

Personal safety

All personal valuables are locked away. Staff have lockers if they require and are encouraged not to bring expensive items to school. Unfortunately, the school cannot be responsible for lost or damaged personal items belonging to children or adults.

Staff are expected to dress sensibly to avoid accident and should not wear long nails, high heels, flip flops or hooped ear rings.

Children who need money at school are encouraged to give it to their teacher for safe keeping.

All visitors are asked to sign the visitor's book, to record their time of arrival and departure. They are asked to wear a visitor's badge clearly visible attached to their clothing.

Visitors to members of staff are asked to wait in the office area until that member of staff comes to them.

School is open at 7.00am and closes at 6.30pm. All staff must keep to these hours and must never work alone in the building.

Children are trained to alert adults to unknown persons on school premises. All staff are vigilant and will always challenge unknown persons.

MB October 2015

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