



ST PAUL'S CATHOLIC PRIMARY SCHOOL AND NURSERY

Health and Safety Policy

Our Mission Statement

"Do everything with love."

(St Paul's first letter to the Corinthians 16:14)

This means that we will...

- *Show our love for Jesus in everything we say and do*
- *Respect everyone by recognising that God made us all different but equally valued.*
- *Strive for excellence and find ways to share, develop and celebrate our talents.*
- *Promote a safe, happy and enjoyable environment.*
- *Actively support our school, parish and the wider community.*

Ratified on

Date _____

Signed _____

Review date _____

RATIONALE

At St Paul's Catholic Primary School we welcome everyone into our school family. This policy outlines the responsibilities of that family to ensure that the school environment is a safe, healthy and secure place to be. This policy does not replace the Health and Safety at Work Policy of Portsmouth City Council, but is in addition to it.

AIMS

The aim of this policy statement is to ensure that all reasonable steps are taken to secure the health, safety and welfare of all persons using the premises:

- 1 to establish and maintain a safe and healthy environment throughout the school
- 2 to establish and maintain safe working procedures among staff and children, and others working on site.
- 3 to establish effective procedures in the case of fire or other emergencies and for evacuating the school premises
- 4 to establish procedures to be followed in the event of accidental injury
- 5 to establish procedures for reporting accidents and monitoring the effectiveness of safety measures
- 6 to establish procedures for joint consultation on safety and health
- 7 to teach safety to children as an integral part of their work
- 8 to provide information, instruction and training to staff and children as is required to ensure safety
- 9 to develop amongst all staff and children, responsible attitudes towards safety throughout the school.

THE HEAD OF SCHOOL

The ultimate responsibility for all school safety organisation and activity rests with the Governing Board. The Governing Board will hand over day to day responsibility for Health & Safety to the Head of School. They will:

- 1 be the focal point for day to day references on safety and give advice or indicate sources of advice
- 2 co-ordinate the implementation of the approved safety procedures in the school
- 3 maintain contact with outside agencies able to offer expert advice
- 4 report all known hazards immediately to the Local Authority (LA) and the Executive Headteacher and stop any practices or the use of any plant, tools, equipment, machinery etc, he/she considers to be unsafe, until satisfied as to their safety
- 5 make recommendations to the LA and Executive Headteacher for additions or improvement to plant, tools, equipment, machinery etc, which are dangerous or potentially so
- 6 make or arrange for investigation of premises, places of work and working practices on a regular basis, through the Governors Health, Safety & Buildings Committee and ensure that he/she is kept informed of accidents and hazardous situations
- 7 review annually:
 - i) the provision of first aid in the school
 - ii) the emergency regulations and make recommendations for improving the procedures laid down
- 8 review annually the dissemination of safety information concerning the school
- 9 recommend necessary changes and improvements in welfare facilities
- 10 inform the Governors at least annually of the safety procedures of the school
- 11 Update training of staff in Health & Safety procedures annually.

OBLIGATION OF ALL EMPLOYEES

The Health and Safety at Work Act states:

All individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. In addition, it is their duty to co-operate with their employer or any other persons having a duty or requirements imposed on him or her by the Health & Safety at Work Act or any other associated relevant statutory provision.

The Act also states:

"No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

In order that the laws be observed and responsibilities to children and other visitors to the school are carried out ALL employees are expected:

- 1 to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied
- 2 to make themselves familiar with all Risk Assessments applicable to their area of work and to bring to the attention of the Head of School all instances where they consider appropriate risk assessment has not been carried out.
- 3 to make themselves familiar with the Critical Incident Plan and Fire evacuation procedures and in the case of off-site activities staff will follow the advice given in the PCC Information and Emergency Support Team guidance.
- 4 to observe standards of dress consistent with safety and/or hygiene
- 5 to exercise good standards of housekeeping and cleanliness
- 6 to know and apply the emergency procedures in respect of fire and first aid
- 7 to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- 8 to cooperate with other employees in promoting improved safety measures in the school
- 9 to cooperate with the appointed safety representative and the enforcement officer of the Health and Safety executive or the Public Health Authority.
- 10 to sign in and out when entering and leaving the premises.
- 11 to record any hazard in the Hazard Log Book and verbally report to the Health and Safety Coordinator/ Site Manager.
- 12 to take responsibility for personal possession i.e. bags, money, phones to be placed in lockers.

Staff must never be alone on the premises.

The Staff Health & Safety Representative/ Health & Safety Governor

Shall:

- 1 Carry out a regular safety inspection of the site and, where necessary, submit a report to the Head of School and Governing Board.
- 2 ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees, children and visitors to avoid hazards and contribute positively to their own safety and health at work.
- 3 Propose to the Head of School requirements for safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- 4 Ensure that on site risk assessments are carried out regularly and are kept in risk assessment book in the school office.
- 5 Review records of accidents/incidences and submit report to Governing Board at least once a year – preferably at first full governors meeting each year.

Special Obligations of Class Teachers

The safety of children in classrooms, and other areas of work, is the responsibility of class teachers; teachers have traditionally carried responsibility for the safety of children when they are in their charge.

If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility; he/she should discuss the matter with the Head of School before allowing practical work to take place.

Class teachers are expected:

1. to exercise the effective supervision of the children and to know the emergency procedures and Critical Incident Plan in respect of fire, bomb scare and first aid, and to carry them out.
2. to take responsibility for taking the class register and when completed it should be returned to the school office within 10 minutes of the start of the morning and afternoon sessions
3. to know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied, i.e.
 - when using equipment, scissors, tools, P.E. apparatus.
 - when moving around the school and playground.
 - when carrying out investigations e.g. a pond, pollution, soil studies.
 - when on educational visits.
 - when crossing the road.
4. to give clear instructions and warnings as often as necessary
5. to follow safe working procedures personally
6. to call for protective clothing, guards, special safe working procedures, etc where necessary.
7. to make recommendations to the Health and Safety representative, eg on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
8. When working at height (e.g. displaying materials), step-ladders or kick-stools should be used and appropriate Risk Assessment checked. Chairs or tables must not be used for this purpose.
9. Children and staff should only lift equipment and furniture within their individual capability and after review of the appropriate Risk Assessment. Training will be provided for any hazardous moving or handling activities, particularly if they relate to support for children with physical disabilities.

School Administrative Officer

This person shall:

- 1 telephone the emergency services if needed
- 2 request DBS certificates if appropriate
- 3 warn visitors to the school of any hazards, or safety arrangements, which are applicable at that time and issue emergency evacuation procedures
- 4 ensure all visitors to the school sign in visitor book and issue them with a badge
- 5 ensure that an adequate supply of First Aid items is available at all times.
- 6 make themselves familiar with the Critical Incident Plan and carry out the function assigned to the Administrative Officer

Children

Children are expected:

- 1 to exercise personal responsibility for the safety of self and peers
- 2 to observe standards of dress consistent with safety and/or hygiene, in particular in relation to physical or craft activities. The wearing of jewellery likely to cause a risk of accident to self or others is not permitted.
- 3 to observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency
- 4 to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

Visitors

Regular visitors and other users of the premises must wear a visitors badge while on the site, and are required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Supervision of Children

1. The school is responsible for the well-being and safety of children with effect from 10 minutes before and after the beginning and end of the school day.
2. During the school day children will not be left in the classrooms unsupervised.

- Children are allowed into breakfast club from 7:45am and school staff are responsible for them. Legal responsibility for the safety of other children rests with the parents until 8.45am when children will be allowed into class where they will be met by the class teacher.
 - During break times a teaching assistant is based in the first aid room and 8 members of staff are on duty outside. In the afternoons it is the individual teachers who are responsible for their class.
 - Lunchtime - all children are supervised in the dining hall whilst eating and on the fields and playgrounds at play by the Midday assistants. Nursery children attending the dining hall for dinner are supervised by a member of the Nursery team. After which they return to the Nursery setting.
 - After school children are supervised leaving at 3.30pm. Children that have not been collected at the end of school must wait in the school library. Younger children should be collected by a known adult and any change should be notified to the school office before the end of the day. Children will not be released to another adult without the permission of the child's parent/carer. (Please see the Missing/Lost child and End of Day annex in the Child Protection policy).
3. Teachers and TA's must ensure that on duty days they are available to meet children as they leave respective teaching areas and return as appropriate at break times. Movement to and from classrooms should be orderly and quiet.
 4. Children on regular medication must report to the school office and complete the appropriate form. Parents/carers will be required to sign and give permission for the teacher or class TA to give prescribed medicines to their child. In the case of asthma/hayfever medication, teachers should be aware of the medication and be prepared to administer this if the need arises
 5. Children with long term health conditions are monitored by Inclusions Leader and health plans are adapted accordingly
 6. Class teachers will be given a list of children receiving medication or have a known medical problem at the beginning of each term. It is the duty of the school office to inform teachers of any changes that they have been made aware of by parents. Equally, class teachers should make the school office aware of changes so that records can be kept updated.
 7. All staff must reinforce the need for orderly movement around the school. Running inside the school building is not permitted. KS1 and Reception children who are sent on messages should normally be accompanied by a peer in.
 8. In all physical and craft activities the need for suitable behaviour and dress must be observed and where necessary and appropriate Risk Assessment completed.
 9. In the interests of the safety of all children, parents and visitors to the school must observe sensible appropriate driving standards. All drivers must observe the one way system in the car park.
 10. When Contractors are on site it is paramount that children are aware of any dangers inherent in their presence.

First Aid

- 1 First Aid boxes are located in the Medical room.

- 2 The Medical Room is located on the Infant corridor and certain members of staff are designated First Aiders. Staff in Reception and Nursery have undergone the extended three day Paediatric First Aid training course which is updated every 3 years. Other members of staff have been trained to give basic First Aid updated every 2 years. A list of these First Aiders is available and displayed in the Medical Room.
- 3 If the accident is more serious, the aim of the school is to get the child to qualified medical attention as quickly as possible. Parents are informed straight away and if necessary; an ambulance sent for.
- 4 Any child having suffered a head injury must take a standard letter home informing parents of the incident. In addition, we telephone the child's parent / carer to inform them if they have had a head injury. A copy is kept in the First Aid Book. Class teachers of any injured/ sick child should also be informed.
- 5 Any child who is kicked or injured in their genitalia must see a First Aider and have a visual check with 2 adults present or the parents informed immediately.
- 6 First Aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible reassurances and, if necessary, removed from danger.

Transport to Hospital

If an ambulance is required the emergency "999" service should be used. It may be appropriate to transport a child to a casualty department without using the ambulance service, but it should be noted that this should be on a voluntary basis. (If a member of staff uses his own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company). These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied.

For less serious accidents or illness to children it may be more appropriate to initially contact a person with parental responsibility.

Accidents

Accidents fall into five categories.

- Death
- Major injury
- To employees resulting in more than three days' consecutive absence.
- Specified industrial diseases.
- Specific dangerous occurrences.

Accidents in the first two categories should be reported immediately to the Health and Safety Executive at Portsmouth Civic Offices using the accident/Incident Report Form and the Diocesan Education Department. See attached '**Accident Reporting Procedure**' **Portsmouth City Council.**

The accident should be reported immediately by telephone and then confirmed in writing. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days.

If the accident is more than a minor one for a child or adult, it should be reported immediately to the Head of School or Deputy Head of School who should send for an ambulance and contact parents.

Major Injuries or Condition

- Fractures other than to the fingers, thumbs or toes.
- Amputations.
- Dislocations.
- Loss of sight whether temporary or permanent.
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

See Accident Documentation for further details.

Accident Documentation

The following documentation is attached:

- Reporting of school accident to Riddor and the Health and Safety Executive at Portsmouth City Council. Accident/ Incident.
- HS1A Non-employee Accident/Incident Report
- HS-FAR 1 First Aid Recording Form

Employee Accidents

This applies to all Education employees and self – employed persons on the school premises.

All accidents to an employee resulting in a visit to hospital must be reported to the Health and Safety Executive, Riddor and the Health and Safety Executive at Portsmouth City Council. Any major incident resulting in serious injury or death must be reported immediately to Portsmouth City Council and Riddor.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than seven days [excluding the day of the accident] there is no need to telephone, but Form 2508 must be completed and sent to the Health and Safety Executive within 7 days of the accident.

Pupil Accidents: [including accidents to any visitor not at work]

Fatal and major injuries to school pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises.
- Plant or equipment on the school premises
- The lack of proper supervision.
- The child has attended hospital.

Fatal and major injuries to school pupils occurring on school; sponsored or controlled activities off the school site [such as field trips, sporting events or holidays in the UK] must be reported if the accident arose out of, or in connection with these activities.

Dangerous Occurrences.

Dangerous Occurrences are when an accident occurs without reportable injury, however the potential was there. Dangerous Occurrences involve:

Lifting machinery
Pressure systems
Electrical incidents
Breathing apparatus
Diving Operations
Collapse of Scaffolding
Fairground equipment

Reportable Diseases.

Reportable Diseases are those listed in the school office as well as any cases of

Specific poisoning
Skin diseases such as occupational dermatitis or skin cancer
Lung diseases – asthma and asbestos related cancers
Viral or bacterial infections such as hepatitis, tuberculosis, legionellosis and tetanus.
Musculoskeletal disorders and hand – arm vibration syndrome.

There may be occasions when we ask that a child be excluded for the child's wellbeing and that of the staff and other children. Children who are unwell with an infectious disease should not attend school or nursery. Only when they are better and no longer pose a risk of infection to others may they return.

Children should not be brought into school or nursery if suffering from the following

- Impetigo
- Vomiting and diarrhoea (with or without a specified diagnosis)
- German measles, glandular fever
- Whooping cough, measles, mumps and chicken pox
- Hand, foot and mouth disease
- Scabies, ringworm

- Scarlet fever

Advice should be sought from the appropriate qualified health professional as to the recommended period of time the child should be kept away. There is a 48hour recommended exclusion period for vomiting and diarrhoea.

If a child becomes unwell at school or nursery the parent/carer will be contacted and a member of staff will monitor the child until they arrive.

Health & Hygiene

- 1 Children should be encouraged to wash their hands before meals and after going to the toilet.
- 2 Whenever possible the school will encourage a healthy lifestyle among the children and staff.
- 3 Parents are requested not to bring dogs into the school grounds.
- 4 In the interests of the health and safety of all at our school, St Paul's is designated a NO SMOKING establishment.
- 5 All equipment and resources must have a deep clean at least once a term or on the request of the Head of School.

School Visits

Before undertaking a school visit a full Risk Assessment must be carried out. The appropriate and advice on offsite activities can be found in the Offsite Activities and Educational Visits Folder in the staff room, they are also available from the Hampshire County Council website. This should be returned to, the Head of School at least twenty four hours before the trip takes place. No visit may go ahead until the Head of School has given her approval. Adequate adult supervision is essential. A minimum of 1:8 is required and 1:6 in Early Years. A copy of all risk assessments are kept in the school office. Early Years staff must tell the school office of any spontaneous visits and ensure that a generic risk assessment is in place for these visits.

Details of any visit must be sent to parents/carers and children asked to wear appropriate clothing for the planned activity. Special care must be taken when planning for pupils with particular behavioural and medical needs. A First Aid Kit must be taken. A full class list, which includes details of medical conditions of each child and includes information on the accompanying adults should be left in the school office and a copy of this file is taken on the trip. A staff member should carry the school mobile phone.

Spare clothes for whole school to use on all trips – kept in a central place.

Fire and Emergency Procedure

It is the duty of all members of staff to be conversant with and carry out the procedures as displayed prominently in each area of the school.

Procedures

- 1 Any person discovering a fire will immediately sound the nearest fire alarm.
- 2 On hearing the alarm the teacher responsible for each class will line up the class in single file and leave the school by the nearest available outside door.
- 3 The children will walk in silence and proceed to their assembly point on the lower playground where they will line up in pairs. Silence must be maintained so that registers can be checked speedily and accurately. Teachers are required to stand at the head of their line and hold their register above their head to indicate that they have completed their registration procedure.
- 4 All classes will line up on the lower playground facing towards the school building.
- 5 All children are to leave the building at once without collecting any coats or other belongings.

The Administrative Officer on hearing the fire alarm:

- 1 Will immediately telephone the fire brigade to inform them of the fire and unlock the necessary emergency exit gate
- 2 Take class registers, visitors books and asbestos register to the assembly point.

The Head of School will:

- a Make sure that the occupants of the building are aware of the alarm.
- b Ensure that all children have been accounted for.
- c Check that the fire brigade has been summoned.
- d Direct staff to search for missing children – however no one is to re-enter the building.
- e This procedure will be practised at least once a term in accordance to PCC guidelines and recorded in the Fire Safety Log book which is kept in the school office.

Other Adults in the school should leave by the nearest exit and proceed to the lower playground where they will be registered by the Administrative Officer.

Bomb Scare

On receiving a bomb warning the person receiving such a warning should immediately activate the alarm and then telephone "999" to seek emergency assistance.

UNDER NO CIRCUMSTANCES SHOULD A SEARCH BE INITIATED BY ANY MEMBER OF STAFF.

Action in the case of all other incidents are to be carried out in line with the Critical Incident Plan as directed by Portsmouth City Council.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonable practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement or Environmental Health Inspector, the Head of School should immediately advise the Governing Board and the Executive Headteacher. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with the statement of organisation and arrangements or other advice/guidance issued by the authority or the Head of School in pursuance of the safety policy should immediately report the circumstances to the Head of School. The Head of School should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter he/she should then report the matter to the Portsmouth City council Chair of the Health, Safety and Buildings Committee. If no action is seen to be taken the Head of School should be consulted again and, if still no action is taken, the member of staff should report the circumstances to the safety representative at the school, one of the officers mentioned above or the Governing Board

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head of School.

A review of the procedure should take place each year in time for the commencement of the new academic year.

Telephone Numbers:

Emergencies: 999

Cosham Police Station: 101

Hants Fire & Rescue Service HQ: 023 8064 4000

QA Hospital, Cosham: 023 9228 6000