

Health and Safety Policy

Persons responsible The Governing Body in consultation with the Headteacher for review:

Review Date October 2020

Next Review due October 2021

Reference

Schools Health and Safety Website LA Resources Directorate

Supporting pupils at schools with medical conditions DfE December 2015

Adopted at Full Governing Body meeting 15 November 2020

Health and Safety Policy

1. Rationale

At St. Joseph's we aim to promote a learning community based on the Gospel values of Love, Trust and Respect where the achievements of everyone are recognised and celebrated

Living, Learning and Loving together with Christ

In line with our Mission Statement, St. Joseph's Catholic Primary School shall preserve and develop its Christian character in accordance with the Trust Deed and therefore, shall seek to glorify the One God (who exists as Father, Son and Holy Spirit), and to serve its community by providing, within the context of biblical belief and practice, a stimulating learning environment which promotes the best life chances for all pupils.

The Health and Safety at Work Act 1974 places a duty on the Governors of St. Joseph's to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by St. Joseph's activities

All staff at St. Joseph's have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to St. Joseph's and to observe the health and safety requirements relevant to their activities.

Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them.

All staff are requested to support St. Joseph's in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

The policy will be regularly reviewed and updated as necessary, or at least annually.

Chair of Governors

Headteacher

Signed

Signed

Date

Date

2. Responsibilities and Duties

Governors and staff shall provide and maintain a positive health and safety culture within the school.

Governors and staff, as those, who whilst undertaking their duties, are committed to the promotion of the health and safety of others, as well as themselves, shall neither intentionally nor recklessly interfere with nor misuse any equipment or fittings within the school that are provided in the interests of the health, safety, and welfare of all who enter the school building and premises.

The Governing Body, with the aid of specialist advice when necessary, shall determine the risks to health and safety within the school, and the measures or precautions required to deal with them. (LA Health and Safety/Educational Visits Service Level Agreement)

The Governing Body, primarily through the Staffing and Finance Committee, shall ensure that a Health and Safety Audit and a Fire Safety Risk Assessment (within LA Service Level Agreement) is completed every 3 years and carry out an annual risk assessment of the school buildings and premises, and ensure, as far as is practicable, that they are safe for people to use and do not pose a risk to the health and well-being of those who enter them.

The Governing Body, by means of the Staffing and Finance Committee and staff, shall ensure that risk assessments (Annual School's Risk Assessment completed/reviewed early in the Autumn Term) on all activities associated with the school, both on and off site (in accordance with LA Educational Visits Policy and Educational Visits Advisory Service) are carried out and recorded so as to promote and maintain the health and safety of employees, pupils and others involved in them

The Governing Body, through the Finance and Staffing Committee and the Headteacher, shall ensure that issues raised in audit reports (e.g. Fire Safety Risk Assessments, Legionella and Asbestos inspections), accident reports and action plans are appropriately addressed and implemented.

The Governing Body, without prejudice to the distinctive Christian ethos of the school and its own responsibility to promote and foster the highest standards of health and safety, shall ensure that the best practice advocated by the Local Authority (LA) are adopted and implemented within the school.

3. Specific Arrangements in School

All staff should be aware of the following arrangements

Managing asbestos

Annual SLA with LA. The caretaker implements the Asbestos Management Plan and actions any recommendations on a prioritised basis. Additional Asbestos Inspections are completed prior to building works as recommended by Diocesan Approved Architects who project manage building works on behalf of Governing Body.

Managing the risk of legionella

Annual SLA with Integrated Water Services (IWS) through the LA who complete monthly checks. The caretaker actions any recommendations on a prioritised basis. Following a school holiday all taps are run for a period of 2 minutes. Water sources in areas which are not used on a daily basis are run for a period of 2 minutes every week and a record made of this.

Working at height

The caretaker receives training from Facilities Services. The caretaker ensures all ladders and stepladders in school receive a regular recorded inspection. Staff can put up displays etc provided they are below 2m high and they use an appropriate means of access e.g. small stepladders, hop up stool (elephants foot) etc. and are supported/supervised by a colleague. Chairs, desks or any other items of furniture must not be used to gain access to height. As a guide staff must not work at height (**over 2m**). Any work at height (**more than 2m**) must be undertaken by the caretaker.

PE Equipment

Staff must check the condition of equipment prior to use in the lesson. Any equipment found to be faulty must not be used and reported to the Headteacher.

Managing chemicals

The caretaker is responsible for storing/using chemicals in line with Facility Services Guidance. Staff must not bring any chemical substances into school.

Electrical Appliances

All Portable electrical appliances are tested annually. Staff must not use any electrical equipment in school which has not been tested/approved. Prior to using electrical equipment staff should visually check the plug, cable and socket to make sure they are in good condition and free from any obvious signs of damage. Any electric equipment found to be damaged must not be used and reported to the Headteacher.

Selecting and managing contractors

School use Diocesan approved architects to project manage all building works funded through DFC LCVAP Funding.

The caretaker seeks out 3 quotes for repairs and maintenance work from contractors/firms used previously or recommended by other schools. A Service Level Agreement with Hillstar is in place for minor repairs and maintenance.

Manual Handling

The caretaker receives training from Facilities Services. Staff must check with the caretaker before undertaking manual handling activities to assess risk and ensure risk is appropriately controlled (e.g. correct use of appropriate methods/equipment).

Accidents

Accidents shall be reported to the Headteacher who will maintain a dated log of them. Accidents that result in an injury to a person which required that person to be either treated in hospital or

to go home shall be recorded on an accident form and the completed form shall be forwarded to the LA after a copy has been made of it.

Vehicle safety within the premises

To ensure the safety of children at the beginning and end of the school day, deliveries to and collections from the school shall not be made between 8.30am and 9.15am, between 10.45am and 11.20am, between 12 noon and 1.15pm, and between 2.45pm and 3.30pm.

To ensure the segregation of pupils from vehicles, the cars belonging to and used by staff shall be parked within the designated area provided for their vehicles.

Regular reminders are included in school newsletters regarding staff vehicle access at the beginning of the school day when children are arriving to Breakfast Club. Staff are aware to drive with extreme caution as they arrive/depart from the school grounds.

School Minibuses are parked in designated bays.

The 'Daily Checklist' is completed before buses are used.

Buses are usually moved when children are not present on the yard. If children are present on the yard when buses are being moved ready for use, children are lined up at a safe distance and closely supervised by staff.

Designated staff who drive the minibuses have completed initial minibus driver training, either with Tyne and Wear LGV Driver Training Centre Limited or MIDAS Training at Trinity Academy, and have the full D1 PCV entitlement. Refresher training takes place as required.

(See Policy/Documentation for Driving School Minibus)

The buses are maintained/serviced by the LA as part of the Service Level Agreement (Reference 'Driving School Minibuses, Advice for Schools and Local Authorities') Electrical and Fire Equipment Tests

The LA service providers, as part of the school's Service Level Agreements shall test Electrical and Fire Equipment annually.

Emergencies

In the event of an electrical fault, fire, flood, gas leak or other emergency, the school shall be evacuated in line with the procedures followed in all evacuation drills. If an evacuation of the school is not necessary but the closure of the school is, parents and carers will be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless accompanied by a responsible adult.

(Reference 'Critical Incident and School Continuity Plan' and 'Emergency Plan')

Evacuation Drill

Practice evacuation drills will be carried out at least once per term and the results shall be recorded in the Fire Precautions File.

First

Aid

The names of the persons qualified and appointed to administer First Aid shall be displayed on the Staffroom notice board, outside of the First Aid Room and in the Hall.

First Aid boxes shall be kept in the First Aid Room, IT suite and School Office.

A Travel First Aid box shall be taken on all organised visits from the school.

A pupil requiring a visit to hospital where it is deemed to be an emergency shall be taken in an ambulance called for that purpose and not in a car belonging to a member of staff. All First Aiders will wear PPE when administering First Aid.

Information Sharing and Training

On joining the school staff team, all new members of staff shall be given copies of the school's Health and Safety Policy and be made aware of the risk assessments, policies and other health and safety information available on the health and safety website and the schools and community nurseries home page.

Each member of staff shall sign an appropriate form to signify that the information, mentioned in paragraph above has been brought to their attention, and that they have been issued with any school specific risk assessments.

Staff shall receive health and safety training as required.

Health and safety issues shall be an item on the termly agenda of staff meetings, the agenda of the termly Governors' meeting, and all meetings of the Governors' Staffing and Finance Committee.

Whenever a member of staff identifies a health and safety issue in the working environment it shall be reported to the Headteacher.

Medication

Reference should be made to DfE Guidance 2015 'Supporting Pupils at schools with medical conditions' which is based upon guidance from the Department of Health and 'Supporting Pupils with Medical Conditions' Policy (Reviewed October 2020)

Section 3 of the Children Act 1989 provides a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child.

Staff's own medication

Staff shall ensure at all times that any medication that is brought on to the school premises for personal use shall be kept safe and out of the reach of children in a secure cupboard.

Administration

The school will not administer any over the counter medication. All prescription medication, including inhalers, must have both the pharmacist's instructions and the name of the pupil for whom the medication is prescribed upon the container in which the medication is stored. When a pupil requires prescription medication which is required to be administered during the school day either the pupil's parent or carer shall come into the school to administer it if the pupil is unable to administer it themselves or pupils may be supervised/supported by the appointed First Aider.

Should a pupil require medication during the school day, this will either be short term or ongoing. In both cases a written agreement must be made between the parent/carer and the Headteacher concerning the administration of the medication.

Written Agreement

Where a school supports or supervises the administration of medication, detailed, dated records shall be kept of all medication administered in the school and communicated with parents/carers as appropriate. In the case of a residential visit a specific written agreement with parents around admin of medications in line with EV Policy

Storage

All prescription medication for pupils in the school are stored safely for administration by designated staff. Emergency medication e.g. blue inhalers, auto injector are freely accessible for use as and when required including at extra-curricular activities. All medication is checked for expiry dates.

The school holds a generic salbutamol inhaler kit (Ref DoH 'Guidance on the use of emergency salbutamol inhalers in schools' Sept 2014) for use in school with parental consent for children with a formal diagnosis of asthma.

At the end of each academic year all medication kept in the school for a pupil must be removed from the school by the pupil's parent(s) and all remaining medicines shall be removed and taken to a local pharmacy

For further information regarding supporting pupils at school with medical conditions please contact the school office.

Supply staff are made aware of children with medical needs, including emergency procedures, and supported by the classroom assistant.

Maintenance Work and Repairs

Whenever maintenance or construction work is needed in the school the governors shall select contractors whose competence has been vetted by either the school architect or the city council.

Before maintenance or construction work takes place within the school building or premises a meeting of the Headteacher with the contractor shall be held at which health and safety issues will be discussed and agreed e.g. method statements, location of asbestos containing materials, vehicle access, segregation etc.

All construction work shall be fenced off so as to prevent pupil or staff access to the danger area. The Headteacher shall intervene with the contractors and stop the work if and when any health and safety concerns arise.

Risk Assessments

Risk assessments required for activities in the school shall be carried out by the Headteacher / staff as appropriate.

Generic Risk Assessment produced by LA is reviewed annually, checks made that control measures are implemented and any supplementary RA for activities not covered will be produced.

Risk assessments required for educational visits shall be carried out by the visit leader, and recorded on a School Educational Visit form in line with the EVOLVE system (online information management system for the notification, approval and monitoring of educational visits which came into effect on 1 September 2016) and handed to the Headteacher 4 weeks before the date of the visit.

Security of the school premises

The doors of the school building shall be open when pupils enter or leave the building at the beginning and close of the school day and during break times but all other times the doors shall be closed so as to preclude all unauthorised access to the school.

The main entrance of the school building shall be closed at all times with entry on hearing the buzzer and identity of caller verified (audio and visual - using CCTV).

All visitors shall be admitted to the school building only by a member of school staff and all visitors shall sign the visitors' book at the reception desk of the School Office when they enter and leave the building.

A visitors' badge must be worn and clearly displayed at all times.

In the event of a person threatening to be violent on the school site the alarm shall be raised and the police called.

(Reference 'Policy on Security and Access to School')

Snow and Ice

In the event of adverse weather conditions, such as snow and ice, the Caretaker shall ensure that pathways are cleared and made safe before staff, parents and pupils enter the school grounds.

Parents and carers shall be given notice of the school's closure due to adverse weather conditions by means of the school website and / or text message.

If the school needs to be closed during the working day parents and carers shall be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless they are accompanied by a responsible adult.

Waste Disposal

Waste disposal arrangements shall be carried out by LA service providers as part of the school's Service Level Agreements.

4. Review

The Governing Body shall review this policy every year.