

# St. Paul's C of E Primary School

Documentation Information and Control

## Health and Safety Policy

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*Persons responsible for review:* The Governing Body in consultation with the Head Teacher

*Reference to other documents:* Child Protection Policy  
Safeguarding Policy  
The Staff Code of Conduct  
Fire Evacuation Plan  
Educational Visits Policy  
Physical Education Policy  
*Educational Visits Policy*, Newcastle City Council  
*Management of Health and Safety in Trust, Voluntary Aided and Academy Schools - General Risk Assessment and Guidance*, Newcastle City Council, September 2017  
*Safe Practice in Physical Education, School Sport and Physical activity, Ninth Edition*, Association for Physical Education  
*Supporting Pupils at School with Medical Conditions*, DfE, September 2014

## St. Paul's C of E Primary School

# Health and Safety Policy

### 1. Rationale

- 1.1 Recognising its historic foundation, St Paul's Church of England Primary School, Newcastle upon Tyne, exists
  - (1) to glorify Almighty God, and
  - (2) to serve the community by providing, within the context of biblical belief and practice, an excellent education.
- 1.2 The Governing Body recognises that all people owe their existence to God and are dependent upon him for their preservation day by day.
- 1.3 The Governing Body acknowledges that all people are accountable to God for all that they think, say, and do, including the way they care for, promote the well-being of others, and respect the property of others.
- 1.4 The Governing Body recognises, without prejudice to a parent's or a carer's responsibility for their child[ren], that those who work in St Paul's School act in the place of parents and carers.

### 2. Responsibilities and Duties

- 2.1 The Governing Body, primarily through the Building Committee, shall 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.
- 2.2 The Governing Body recognises and accepts its responsibilities, under the Health and Safety at Work *etc.* Act 1974 and other health and safety legislation, to ensure, so far as 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 the school's activities.

- 2.3 Governors and staff shall provide and maintain a positive health and safety culture within the school.
- 2.4 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.
- 2.5 The Governing Body, primarily through the Head Teacher, shall ensure that all employees are effectively consulted on health and safety matters and that, before the allocation of any particular health and safety function to an individual, the individual is consulted.
- 2.6 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.
- 2.7 The Governing Body, primarily through the Head Teacher, shall ensure that sufficient information (including all relevant documentation from the local authority) and training, relating to the risks to their and other school users health and safety within the school, is provided to all employees.
- 2.8 The Governing Body, by means of the Building Committee and the Head Teacher, shall ensure that risk assessments on all activities associated with the school, both on and off site, are carried out and recorded to promote and maintain the health and safety of employees, pupils and others involved in them.

- 2.9 The Governing Body, through the Building Committee and the Head Teacher, shall ensure that issues raised in inspection reports, accident reports and action plans are appropriately addressed and implemented.
- 2.10 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 City Council and Local Authority (LA) are adopted and implemented within the school.
- 2.11 The Governing Body shall ensure that an annual health and safety plan is compiled by the Head Teacher and, through the Building Committee, monitor the implementation of it.
- 2.12 The Head Teacher shall appoint a member of the Senior Management Team as a **Fire Safety Manager** and that person's responsibilities shall include:
- (1) completion of the Fire Management for Schools checklist on an annual basis,
  - (2) retention of it either in the fire precautions folder or in an electronic file,
  - (3) informing the Head Teacher if any concern arises, and
  - (4) reassuring the Head Teacher that appropriate fire safety arrangements for the school are in place.
- 2.13 When a member of staff uses his or her car to transport a child(ren) to or from a school activity off the school site he or she must:
- (1) ensure before a journey is undertaken that the motor policy in force includes business use and
  - (2) show the Head Teacher that both the driving licence and the motor insurance certificate of the driver confirm the same.

### **3. Specific Arrangements in School**

#### *3.1 Accidents*

(a) *Accidents to Pupils*

Accidents involving pupils shall be recorded in the Accident Log, which is kept for that purpose and maintained by the Administrative Officer, and the parent/carer of the pupil(s) shall be sent the relevant tear-off slip when practicable after the event.

(b) *Accidents to Pupils and Staff that require hospital treatment etc.*

Accidents involving pupils or staff that result in an injury to a person who needs to be treated in hospital or who needs 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.

(c) *Violent Incidents*

The forms to be completed are to be found on the T(eachers') Drive on the school's teachers' site.

#### *3.2 Cars and other vehicles*

(a) 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 8.45am and 9.15am, and between 2.45pm and 3.15pm.

(b) The main gates for vehicle access shall be locked between 8.45am and 9.15am and 2.45pm and 3.15pm to protect children as they arrive and leave the school premises.

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

#### *3.3 Electrical and Fire Equipment Tests*

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

(b) The fixed electrical installations shall be inspected by a competent contractor every five years.

### 3.4 *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.

### 3.5 *Evacuation Drill*

- (a) Practice evacuation drills will be carried out at least once per term and the results shall be recorded in the Fire Precautions File.
- (b) The school Fire Evacuation Plan shall be reviewed annually.

### 3.6 *First Aid*

- (a) The names of the persons qualified and appointed to administer First Aid shall be displayed on the Staff Room notice board.
- (b) First Aid boxes shall be kept in the Staff Room, the Nursery, the Reception wet area, the Key Stage 1 corridor, and Class 6.
- (c) A first aid box shall be taken on all school organised visits from the school.
- (d) A pupil requiring a visit to hospital shall be taken in an ambulance called for that purpose and not in a car belonging to a member of staff.

### 3.7 *Information Sharing and Training*

- (a) On joining the school staff team, all new members of staff shall be given copies of the school's Health and Safety Policy and the LA corporate safety policies and codes of practice.
- (b) Each member of staff shall sign an appropriate form to signify that the documents mentioned in paragraph 3.7.1 above have been received and read.
- (c) Staff shall receive health and safety training as required.
- (d) Health and safety issues shall be a standing item on the agenda of staff meetings, the agenda of the termly governors' business meeting, and all meetings of the governors' Building Committee.

- (e) Whenever a member of staff identifies a health and safety issue in the working environment it shall be reported to the Head Teacher by the member of staff.

### 3.8 Medication

- (a) Reference should be made to DfE Guidance *Supporting Pupils at School with Medical Conditions, DfE, September 2014*.
- (b) The parent responsible for a child is defined in the Education Act of 1996 and the Children's Act of 1989.
- (c) Staff shall always ensure that all over the counter and prescription medication brought on to the school premises for personal use is kept safe and out of the reach of children in a locked locker or cupboard.
- (d) No pupil shall bring on to the school premises any over the counter medication.
- (e) When a pupil requires prescription medicine, the pupil's parent or carer shall come into the school to administer it during the school day.
- (f) If a pupil needs medication over an extended period, including prescribed controlled drugs, a written agreement may be made between the parent/carer and the Head Teacher concerning the administration of the medication.
- (g) Dated records shall be kept of all medicines administered in the school.
- (h) All prescription medication for pupils in the school, excluding blue inhalers, Epi-pens and Jext pens, shall be kept in the designated locked medical cupboard, the keys to which will be held by the Head Teacher and the named person qualified and appointed to administer First Aid within the school.
- (i) All prescription medication, including inhalers, shall 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.
- (j) A blue inhaler shall be kept in the classroom cupboard appropriate for the pupil for whom it is prescribed to allow easy access for the pupil.
- (k) A brown inhaler for a pupil shall only be allowed in the school after a written agreement between a parent of a pupil for whom such an inhaler is prescribed and the Head Teacher has been established and it

shall be kept, during the school day, in the appropriate locked cupboard.

- (l) An Epi-pen or Jext pen shall be stored safely in an appropriate classroom cupboard accessible to any member of staff who would need easy access to it, especially in an emergency, for the benefit of the pupil for whom it is prescribed.
- (m) A personal health plan shall be drawn up for a pupil who has a known medical condition which requires medication, or whose medical treatment is affected by a religious belief, and the health plan shall be kept in the School Office.
- (n) When necessary, the appropriate member of staff shall take a copy of a child's health plan whilst that child is on an educational visit and shall ensure the safe carriage and administration of the appropriate medication during such a visit but if the medical needs of a pupil cannot be met during an educational visit the pupil shall not take part in the visit.
- (o) At the end of each term 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 destroyed by the Drug Liaison Officer for the Northumbria Police.

### 3.9 *Intimate Care*

- (a) Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas (e.g. cleaning up after a child has soiled him/herself).
- (b) In the cases of specific procedures only suitably trained staff will undertake the procedure (e.g. the administration of rectal diazepam).
- (c) Members of staff who provide intimate care shall be trained to do so. Suitable equipment and facilities shall be provided to assist with children who need special arrangements following assessment from physiotherapists or occupational therapists.

- (d) Wherever possible members of staff who carry out intimate care shall not be involved with the delivery of sex education to children in their care. This shall be an additional safeguard for staff and pupils.
- (e) Children shall be supported to achieve the highest level of independence possible.
- (f) Individual intimate care plans shall be drawn up where appropriate and parents and children will be involved in drawing up the plans. The plans will be reviewed regularly.
- (g) Careful consideration shall be given in each situation to determine how many carers shall be present when a child is taken to the toilet. One child will be cared for by one adult unless there is a sound reason for having more than one adult present. If more than one adult is present the reason(s) shall be documented.

### 3.10 *Physical Education Activities*

- (a) All staff who undertake physical education activities shall be both appropriately trained and competent to carry out such duties.
- (b) The guidance provided by the Association for Physical Education in the *Safe Practice in Physical Education and School Sport* (September 2016 edition) publication shall be followed.
- (c) A visual check of all equipment used for sport will be undertaken by staff before the equipment is used.

### 3.11 *Maintenance Work and Repairs*

- (a) 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.
- (b) Before maintenance or construction work takes place within the school building or premises a meeting of the Head Teacher with the contractor shall be held at which health and safety method statements will be discussed and agreed.
- (c) All construction work shall be fenced off to prevent pupil access to the danger area.
- (d) The Head Teacher shall intervene with the contractors and stop the work when a health and safety concern arises.

### 3.12 Risk Assessments

- (a) Risk assessments required for **activities in the school** shall be carried out under the direction of the Head Teacher.
- (b) Risk assessments required for **educational visits** shall be carried out by the visit leader and the findings entered on the Evolve System.
- (c) An **asbestos** assessment undertaken by the Local Authority in 2007 confirmed that the school is asbestos free. Appropriate action shall be taken each term to ensure that the school remains asbestos free.
- (d) An external contractor shall be engaged to ensure that the water system is properly controlled, to current Health and Safety Executive recommendations, so as to ensure that there are robust arrangements in place for the management of **legionella**. The report provided by the contractor shall be available for inspection.
- (e) All **chemicals and hazardous substances** (toxic, harmful, corrosive or irritant) shall be stored, used and transported correctly, following the manufacturer's guidance and, shall comply with the Control of Substances Hazardous to Health (COSHH) regulations.
- (f) Risk assessments shall be undertaken, and regularly reviewed, of the activities undertaken by the **Caretaker, catering and cleaning staff**. Such assessments shall include ensuring compliance with the **Work at Height** regulations and that staff are trained in the safe use of all powered equipment.
- (g) The school shall ensure that there is an inventory of all **pressure systems** within the school and that all are thoroughly examined by a competent person in accordance with a written scheme of examination. The guidance provided by the Consortium of Local Education Authorities (CLEAPSS) shall be followed.
- (h) Specific risk assessments shall be undertaken for all **pupils who have special needs** and the guidance provided by the Health and Safety Executive shall be followed.
- (i) The school shall comply with the standards set out in the **computer workstation** guidance provided on the HSE (Health and Safety Executive) guidance on Working with Display Screen Equipment (DSE).
- (j) Those involved in the **preparation and serving of meals** within the school shall comply with the Local Authority requirements.

- (k) The school shall provide a **safe work and meeting place** and shall ensure that appropriate risk assessments are undertaken for school functions.
- (l) Further to the requirements of sections 3.8 and 3.9 above, the school shall ensure that proper controls are in place in respect of dealing with **body fluids, syringes and needles**, so as to minimise the possibility of exposure to cross-infection.
- (m) The guidance provided by the Local Authority in respect of **lifting and handling people** and the **manual handling of objects** shall be followed.
- (n) All **inspection certificates** shall be retained and available for inspection.
- (o) The Buildings Committee of the Governing Body shall ensure, through its regular meetings each term, that the risk assessments listed above are undertaken and that the relevant certificates are retained, filed and available for inspection.

### 3.12 *Security of the School Premises*

- (a) The East and West doors of the school building shall be unlocked when pupils enter or leave the building at the beginning and close of the school day and during break times but at all other times the doors shall be locked and alarmed so as to preclude all unauthorised access to the school and to provide a warning to staff when a pupil leaves the building without permission.
- (b) The main entrance of the school building shall be unlocked when pupils enter and leave at the beginning and close of the school but it shall remain locked at all other times.
- (c) All visitors shall be admitted to the school building only by a member of the 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.
- (d) If a person threatens to be violent on the school site the police shall be called by pressing one of the red emergency buttons located in the Head Teacher's room and the School Office.

### 3.13 *Snow and Ice*

- (a) In the event of adverse weather, 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.
- (b) Parents and carers shall be given notice of the school's closure due to adverse weather by means of an announcement on local radio stations.
- (c) 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.

### 3.14 *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.