

# St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



## Health & Safety Policy

St Joseph's is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

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## STATEMENT OF INTENT

1. This policy is the local supplement to the Gloucestershire County Council (GCC) Health and Safety Policy Statement which should be read in conjunction with this policy.
2. St Joseph's Catholic Primary School Governing Body and Senior Leadership Team (SLT) recognise and accept their responsibilities both under law and under GCC delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed.
4. In compliance with the Health and Safety at Work etc Act 1974 (as amended), the schools Governing Body will ensure so far as is reasonably practicable that:
  - 4.1 The premises are maintained in a safe condition.
  - 4.2 All plant and equipment is safe to use.
  - 4.3 Arrangements exist for the safe use, handling and storage of articles and substances at work.
  - 4.4 Sufficient information, instruction, training and supervision is available.
  - 4.5 Safe access to and egress from the premises is maintained.
  - 4.6 A healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, pupils, contractors etc are or may be affected by the schools activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected.
6. The Governing Body will endeavour, within its allocated resources, to set aside adequate finance for the Health and Safety Policy Statement to be effectively implemented.
7. The Governing Body is committed to this policy and all staff are required to comply with its contents as a condition of employment. They are expected to support the Governing Body's commitment to continuous improvement in St Joseph's Catholic Primary School's health and safety performance. For the policy to be effectively implemented the school

must have the full co-operation of the employees and others who use the premises.

Employees are reminded of their own duties as follows:

7.1 To take reasonable care of their own safety and that of others.

7.2 To cooperate with the Governing Body and the SLT so that they may carry out their responsibilities successfully.

8. All relevant Regulations, Codes of Practice will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and safety of employees concerned.
10. St Joseph's Catholic Primary School will teach health and safety as part of pupils' studies.
11. St Joseph's Catholic Primary School cleanliness and state of repair of the building will be maintained to ensure that health and safety measures are adequately maintained.
12. A copy of this statement is provided to every member of staff, and will be made freely available to view as part of the schools online suite of policies. This policy statement will be reviewed at least annually and revised as and when necessary.
13. It is intended that this policy is maintained as a live working document which will be continuously amended, and updated to reflect health and safety legislation and safety issues relevant to St Joseph's Catholic Primary School.

## **PART TWO: ORGANISATION**

### **INTRODUCTION**

In order to achieve compliance with the Governing Body's Statement of Intent the schools management structure will have additional responsibilities assigned to them as detailed in this section of the policy.

#### **1. The Duties of the Governing Body**

The Governing Body, in consultation with the Headteacher will:

- 1.1 Familiarise itself with Glos CC's corporate Health and Safety Policy and any other advice and guidance provided by the Local Authority.
- 1.2 Ensure that there is an effective and enforceable policy for the provision of health and safety throughout St Joseph's Catholic Primary School.
- 1.3 Periodically assess the effectiveness of this policy, at least on an annual basis, and ensure that any revisions are made.
- 1.4. Identify and evaluate all risks relating to:
  - 1.4.1 The premises.
  - 1.4.2 School activities.
  - 1.4.3 Educational visits.
  - 1.4.4 School-sponsored events.
- 1.5 Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and all other visitors to the school.
- 1.6. Provide a safe place for staff and pupils to work, including safe means of entry and exit.
- 1.7 Ensure that plant equipment and systems of work are safe,
- 1.8 Ensure that safe and healthy work conditions take into account statutory requirements, codes of practice and guidance.
- 1.9 Ensure that supervision, training and induction is available to all governors, staff and pupils to enable them to perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities.

Where training is required by statute or considered necessary for the safety of staff, pupils and others, the governing body will ensure that such training is provided. Pupils will receive information as considered appropriate to the school related activities which they are undertaking. All training will be regularly updated;

- 1.10 Provide the required safety and protective equipment and clothing, together with information on its use, to ensure health and safety is maintained within the school.
- 1.11 Provide adequate welfare facilities for staff and pupils.
- 1.12 So far as is reasonably practicable will make arrangements, via the Headteacher, for all staff, including temporary and voluntary staff and helpers, to receive comprehensive information on:
  - 1.12.1 This policy.
  - 1.12.2 All other relevant health and safety matters.
  - 1.12.3 The instruction and training required to ensure that they can carry out their duties in a safe manner and without placing themselves or others at risk.
- 1.13 Carry out regular Health and Safety audits of the premises and grounds, but no less than once per year for condition of decoration and state of repair, suitability for purpose of use, Health & Safety, or other requested facility. Where specific equipment, resources etc require more regular inspections the appropriate interval of time will be adhered to. The frequency of inspections should provide useful outcomes and must not be seen as a bureaucratic exercise.
- 1.14 In order to effectively implement premises management, the school governors will annually nominate a governor with responsibility for Health and Safety. This governor has the responsibility for ensuring that deficiencies are repaired and that improvements, alterations and extensions to premises are carried out to appropriate standards and within budget. Health and Safety governor reports to the full Governing Body, being responsible for monitoring and advising on Health & Safety matters.
- 1.15 The Health and Safety and finance governors with the Headteacher, will prioritise works to be undertaken as identified in 1.13, ensuring that works are balanced within the budget. A timetable of works will be agreed with the Schools Leadership team in consultation with the Caretaker.

The basis for priority of work will be as follows:

  - 1.15.1 Work required on an urgent health & safety basis. This will include electrical safety, heating, dangerous walls, leaking pipes etc;
  - 1.15.2 Serious deterioration of building or fabric where delay will lead to increased costs.
  - 1.15.2 All other works including decoration.

Specifications and quotations will be drawn up for larger works. Contracts will be awarded on the basis of "best value" with regard to

quality. Final approval for the commencement of such works will rest with the Full Governing Body.

- 1.16 All routine maintenance will be undertaken by the Caretaker under the direction of the Headteacher. The Caretaker must be competent to carry out the functions required. Where specific training is required this will be undertaken before the task commences.
- 1.17 Maintenance contracts will be placed for specific items where the school does not have the manpower or expertise. These contracts will be reviewed annually by the Headteacher for cost effectiveness.

## **2. The Duties of the Headteacher**

As well as the general duties of all members of staff, the Headteacher has the responsibility of the day to day maintenance of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or engaging in activities sponsored by the school and will take reasonably practicable steps to achieve this through the cooperation with the Headteacher, SLT members, teachers and other staff as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that health and safety standards are adhered to at all times. In particular, on a day to day basis, the Headteacher will be responsible for:

- 2.1 Ensuring safe working conditions of the school premises and facilities.
- 2.2 Ensuring the health, safety and welfare of staff, pupils and others using school premises, facilities or services, or attending or taking part in school sponsored activities.
- 2.3 Ensuring safe working practices and procedures are followed throughout the school so that all risks are controlled.
- 2.4 Arrange systems of risk assessment to allow the prompt identification of potential hazards. Where appropriate ensuring that the Governing Body and the Local Authority are made aware of the findings.
- 2.5 Identify the training needs of all staff and pupils and ensure that, where identified, that staff and pupils receive adequate and appropriate training and instruction in health and safety matters.
- 2.6 Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk.
- 2.7 Collate accident and incident information and, where necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrences.

- 2.8 Monitor the standards of health and safety throughout the schools, including all school-based activities.
- 2.9 In consultation with the governors, consult with members of staff on health and safety issues.
- 2.10 Encourage staff and others to promote health and safety in the workplace
- 2.11 Ensuring adequate induction information or supervision is made available to persons visiting the premises
- 2.12 Restricting access (so far as reasonably practical) to unauthorised persons entering the premises.

### **3. Duties of the School Business Manager**

In addition to the general duties which all members of staff have, the School Business Manager, with some delegated responsibility to the Caretaker, will be directly responsible over all day to day responsibility for the implementation and operation of the schools health and safety policy. This will ensure that:

- 3.1 Safe methods of working exist and are implemented throughout their area of responsibility.
- 3.2 Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- 3.3 Staff, pupils and others under their jurisdiction, including new employees, are instructed in safe working practices.
- 3.4 Risk assessments are conducted within their area of responsibility and positive, corrective action taken as necessary to ensure risk is managed effectively.
- 3.5 Regular safety inspections are made in their area of responsibility as necessary, including ensuring the general cleanliness and safe condition of the site.
- 3.6 All plant, machinery and equipment is adequately guarded, maintained and in a safe working order, and restricted to authorised persons only as appropriate.
- 3.7 Appropriate protective clothing and equipment, first aid, and fire appliances are provided and readily available in the department in which they work.
- 3.8 Hazardous and highly flammable substances are stored correctly and labelled, and exposure is minimised.
- 3.9 All health and safety information is communicated to the relevant persons.

- 3.10 Any health and safety concerns are reposted to the Headteacher and Governing Body as appropriate.
- 3.11 Liaising with contractors to ensure an adequate exchange of health and safety information.
- 3.12 Undertake weekly checks on the fire and security alarms and water temperatures.
- 3.13 Monitoring and arranging annual safety checks on fire and security alarms, fire safety equipment, PAT testing, PE equipment, boiler service and five year check on fixed wire testing.
- 3.14 Displaying and implementing all COSHH legislation.

#### **4. Duties of Class Teachers**

In addition to the general duties which all members of staff have, Class Teachers are expected to:

- 4.1 Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out effectively.
- 4.2 Follow the particular health and safety measures to be adopted in their own teaching areas as they are laid down in the relevant Codes of Practice and to ensure that they are applied.
- 4.3 Give clear oral and written instructions and warnings to pupils where necessary.
- 4.4 Follow safe working procedures personally, including wearing protective clothing and guards as necessary.
- 4.5 Make recommendations to the Headteacher on health and safety equipment and on additions or necessary improvements to procedures, plant, tools, equipment etc.
- 4.6 Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- 4.7 Avoid introducing personal items of equipment or materials into the school without prior authorisation from the Headteacher, or in their absence a member of the SLT.
- 4.8 Report all accidents, defect and dangerous occurrences to the Headteacher.
- 4.9 Ensure high standards of housekeeping within storage areas for which they are responsible or regularly utilise; being mindful in particular of risks associated with overfilling shelving and trip hazards.



## **5. Duties of All Employees(including temporary, casual and volunteers)**

In addition to any specific responsibilities which may have been delegated to them, all employees must:

- 5.1 Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, pupils and any other persons within the school environment.
- 5.2 Observe all instructions on health and safety issued by the governors, the school, the LA or any other person delegated to be responsible for a relevant aspect of health and safety.
- 5.3 Act in accordance with any specific health and safety training received.
- 5.4 Report all accidents, incidents or near misses in accordance with current procedures.
- 5.5 Cooperate with other persons to enable them to carry out their health and safety responsibilities.
- 5.6 Inform their line manager, or in their absence the Headteacher, of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- 5.7 Inform their line manager, or in their absence the Headteacher, of any shortcomings they consider being in the school's health and safety arrangements.
- 5.8 Exercise good standards of housekeeping and cleanliness.
- 5.9 Know and apply the procedures in respect of fire, first aid and other emergencies.
- 5.10 Cooperate with the appointed Trade Union Health and Safety Representatives and the Enforcement Officers of the Health and Safety Executive.
- 5.11 All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
- 5.12 Employees delegated responsibilities for specific health, safety and welfare must satisfy themselves that those responsibilities are appropriately reassigned in their absence. The employee's immediate line manager must approve such reassignments.

## **6. Duties of Pupils**

Pupils, in accordance with their age and aptitude, are expected to:

- 6.1 Exercise personable responsibility for the health and safety of themselves and others.

- 6.2 Observe standards of dress consistent with safety and/or hygiene.
- 6.3 Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- 6.4 Use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their health and safety.

## **7. Duties of Visitors, Members of the Public and Volunteers**

- 7.1 Visitors, members of the public and volunteers are requested to cooperate with the health and safety arrangements put in place by the school to protect them when using the school premises or land;
- 7.2 Where volunteers are employed to undertake work on behalf of the School they will, for all intents and purposes, be regarded as employees (refer section 5 above). Line managers will therefore be responsible for ensuring the volunteers have received adequate information, instruction, training and supervision for the tasks that they will be undertaking.

## **8. Duties of Subject Leaders**

In addition to the general duties which all members of staff and class teachers have, Subject Leaders are expected to:

- 8.1 Ensure any relevant risk assessment within their subject areas have been completed.
- 8.2 Monitor the implementation of these risk assessments.
- 8.3 Carry out annual audits of resources to check for unsafe items, which if discovered should be removed and replaced if necessary.

## **PART THREE: GENERAL ARRANGEMENTS**

The following procedures and arrangements have been established within St Joseph's Catholic Primary School to minimise health and safety risks to an acceptable level:

### **1. Accident Reporting, Recording and Investigation**

1.1 The school will report and investigate all accidents, incidents and near misses seriously, adhering to the GCC procedures for reporting and investigation.

1.2 In line with this procedure all staff are encouraged to report accidents, incidents and near misses to the Headteacher who will investigate such incidents and identify and implement means to prevent a recurrence.

1.3 All pupil accidents, incidents and near misses will be recorded in the medical log which is held on the staff shared drive. Information relating to staff will be held in the staff members personnel file.

### **2. After School Activities**

2.1 Staff undertaking after school activities should keep a list/register of children who attend the activity.

2.3 If an activity is cancelled the parents/guardians should be informed via the staff member responsible for the activity where possible.

2.3 Prior permission from parents/guardians must be given for all children participating and parents/guardians made responsible for collecting them where applicable.

### **3. Animals**

3.1 Animals should only be kept on the school premises when they enhance the school curriculum.

3.2 Creatures used for observation e.g. snails, woodlice etc. must be well looked after and returned as soon as possible to their natural habitat.

3.3 If a child, member of staff or a visitor is bitten by an animal it must be reported immediately to the Headteacher and the appropriate follow-up action will be taken.

3.4 A risk assessment should be carried out if, and when ANY animal is present on the school premises by the staff member responsible for the animal and presented to the Headteacher for approval. Advice regarding any specific issues relating to individual species should be sought from recognised organisations.

3.5 Refer to specific Risk Assessments for further information.

#### **4. Arson Precautions**

- 4.1 Outside waste bins will be kept outside the school gates and will be routinely inspected to prevent the build-up of combustible materials.

#### **5. Art and Design**

- 5.1 There will be clear distinction between equipment which is for “general use”, for “use under direct supervision” or for “teacher use only”.
- 5.2 Children must be trained in the safe use of potentially dangerous equipment e.g. glue guns, craft knives, scissors, saws, drills, hammers etc.

#### **6. Asbestos**

- 6.1 To minimize the risk from asbestos containing materials on the school’s premises, the school will maintain a safe and healthy environment by adhering to the GCC guide to managing asbestos.
- 6.2 Where appropriate an asbestos register will be maintained and regular reviews of the affected equipment undertaken and finding reported to the LA as appropriate. The school is currently unaware of any asbestos containing materials on site.

#### **7. Classroom Equipment**

- 7.1 Cables must not trail across pathways.
- 7.2 No-one must touch electrical equipment with wet or damp hands, and no mains electrical equipment must be used near water.
- 7.3 Small electrical equipment e.g. shaper saws, glue guns etc. should only be used under supervision.
- 7.4 Spent batteries must be disposed of safely via the Caretaker.

#### **8. Contractors**

- 8.1 The school will follow the guidance issued by GCC in respect of contractors working on the school site.
- 8.2 The competence of the contractors and visiting workers should be assessed prior to the commencement of work. This can be judged from past experience, recommendation, pre-selection evaluation, or a combination taking into consideration the nature and scale of the works required.
- 8.3 Risk assessments to be examined as appropriate to check that the contractors and others have correctly interpreted any site conditions etc.
- 8.4 All contractors are to report to the office on arrival and their identity determined.

- 8.5 All arrangements for monitoring and controlling the works in progress are to be discussed with the contractors and the Caretaker, or in their absence the Headteacher. Key areas to focus on are:
- Segregation of traffic and pedestrians.
  - Segregation of contractors and occupants of the school where possible.
  - Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled.
  - Implications on fire precautions due to possible increased risk and interference with the fire alarm.
  - Systems and routes of evacuation.
  - Safeguarding the welfare of children, staff and visitors.

## **9. Caretaking (including cleaning)**

- 9.1 Small load trolleys should be used to move heavy articles and equipment to avoid strain.
- 9.2 Care must be exercised in the use of tools and equipment and appropriate risk assessments followed.
- 9.3 Cleaning equipment must be kept in the storage areas provided and not left to cause an obstruction.
- 9.4 All cleaning materials should be used in accordance with the manufacturer's instructions and must have a relevant safety data sheet, which is located in the school office. Under no circumstances are cleaning materials to be purchased for use in the school without prior agreement with the Headteacher.
- 9.5 Protective gloves are recommended and encouraged to be worn for all cleaning activities to avoid skin irritation.
- 9.6 Door and walkways should not be obstructed.
- 9.7 Fire doors should not be propped open.
- 9.8 Steps and ladders should only be used when children's safety is not at risk and they should be held by a second person. Climbing on furniture is forbidden.

## **10. Communication**

The school recognises that it is crucial that issues relating to working on the school premises are communicated effectively. In order to facilitate effective communication the school will:

- 10.1 Provide visitors/contractors with copies of appropriate hazard registers e.g. the asbestos register.
- 10.2 Inform all site users of any hazards on site.

- 10.3 Ascertain from visitors/contractors the hazards and risks which they are bringing onto the school site e.g. creating noise, dust, fumes etc.
- 10.4 Ask visitors/contractors about any possible interference with normal working practices e.g. rerouting of emergency escape routes.
- 10.5 Control access to the school site in order to ascertain who is on site at all times.
- 10.6 Ensure Visitors Book is completed for all visitors to site and Log Book by contractors following completion of works.
- 10.7 All staff, including works experience students, and volunteers will undertake a health and safety induction meeting with the Headteacher prior to commencing work at St Joseph's Catholic Primary School.

## **11. Curriculum Safety**

- 11.1 The school recognises that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.
- 11.2 Teachers will ensure that they are familiar with the risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- 11.3 All non-teaching assistants must be informed of the safety procedures and practices relating to any of the activities that they support.
- 11.4 Schemes of work will be reviewed to assess the risk in all activities in order to determine:
  - Where close supervision is required.
  - Suitable group size.
  - Suitability for whole class participation.
  - Where particular skills need to be taught.
  - What personal protective equipment is required.
  - The levels of hygiene required.

## **12. Disability Access**

- 12.1 The school will ensure that all children, staff and visitors have access to all areas within the school premises and grounds as appropriate, within the limitations of the construction of the building.

## **13. Drugs and Medication**

- 13.1 Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.
- 13.2 If medication has to be administered during the school day in the first instance this should be administered by the child's parent/guardian.

- 13.3 If this is not possible then a covering letter and the appropriate documentation, available from the school office, should be issued by the parent/guardian detailing the administering process for the medication. If no letter has been received from the parent then the medicine must NOT be administered to a child.
- 13.4 The medicine should be administered by two members of staff which should record the details including date, time and dosage instructions on the Medicine Administration form which is held in the school office.
- 13.5 The Medicine Administration form should be signed by the parent/guardian at the end of the school day.
- 13.6 All medicines should be stored in the school office, out of the reach of children.
- 13.7 Asthma pumps should remain within the individual pupil's reasonable reach.

#### **14. Emergency Closure Procedures**

- 14.1 The Gloucestershire County Council Policy for school closures will be followed.

- 14.2 Where the school closure is required during the school day the following procedure should be followed:

- Parents/guardians will be contacted by text and asked to make arrangements for the collection of their child.
- Children being returned home will be accompanied by an approved adult.
- Where contact has not been made with the child's first named contact then second contact numbers will be contacted as appropriate.

#### **15. Fire Precautions and Procedures**

- 15.1 Clear fire exit signs, fire appliance signs and evacuation instructions will be clearly displayed at St Joseph's Catholic Primary School and maintained in each room and pupil area.
- 15.2 A fire drill will be practiced each term.
- 15.3 The immediate response to fire is to safeguard the lives of children and staff.
- 15.4 The signal for the fire drill or emergency fire evacuation is the continuous ringing of the fire alarm.
- 15.5 The signal will be given by the person who discovers the fire. All staff will be made aware of how to raise the fire alarm.
- 15.6

- The Headteacher, or in their absence another member of the SLT, will be responsible for ensuring that all children and adults have left the building during a Fire Practice or actual emergency evacuation.
- 15.7 Members of staff will ensure that they are familiar with the fire drill procedures displayed in each room, and the location and operation of fire appliances.
- 15.8 The fire alarm will be tested on a weekly basis and recorded in the fire register.
- 15.9 A written statement of the Fire regulations will be given to all persons hiring any part of the school at any time.
- 15.10 No smoking will be permitted on the school site.
- 15.11 Any naked flames should be carefully supervised by an adult.
- 15.12 Flammable materials should be clearly labelled and be kept in a locked area. Good housekeeping will be practiced to prevent build up of combustible materials within storage areas or plant rooms.
- 15.13 Care should be taken to avoid overloading electrical sockets.
- 15.14 The doors from classrooms should be kept unlocked whilst the building is occupied.
- 16. First Aid**
- 16.1 The school will follow the statutory requirements for first aid and provide suitably trained first aid staff.
- 16.2 The guidance issued by the Department for Education on First Aid for Schools will be adhered to.
- 16.3 The First Aid Box will be held in the school office and at key medical designated areas within the school.
- 16.4 A separate box is located in the school office which contains individual pupil's medicines.
- 16.5 Where medicine is to be administered see *Section 13.2* above
- Protective gloves must be worn when tending to a child/ adult who has sustained even minor cuts or grazes.
- Staff should familiarise themselves with the chart in the main office detailing infectious diseases.
- 16.6 Emergencies that require more than basic First Aid e.g. suspected fractures, head injuries, convulsions, anaphylactic shock and major asthma attacks should be dealt with by calling an ambulance. If the Headteacher is available they should be consulted immediately or in her absence another
- 16.7 member of the SLT. Parents should be informed immediately or the child's



16.8 emergency contact if they are unavailable. Telephone numbers are held in the school office.

All playground accidents that require medical intervention will be logged on the computer and any accidents of concern will:

- a) Be reported to class teachers and/or the Headteacher; and
- b) Reported to their parents by the class teacher via the issue of an accident report slip which will be completed by the member of staff who dealt with the incident.

Any individual investigating the causes of an accident should make recommendations to the Headteacher to prevent recurrences.

The Headteacher, or in her absence another member of the SLT, will decide whether a GCC accident form should be completed and/or the Health and Safety Executive "Injury or Dangerous Occurrences Report Form". Both forms are held in the School Office.

## **17. Food Technology**

17.1 Extreme regard to cleanliness and hygiene with equipment, surfaces etc. must be followed when children are working with food.

17.2 The correct utensils must be used when working with and preparing food e.g. coloured chopping boards.

17.3 All long hair must be tied back.

17.4 Only coloured plasters are to be used on cuts when preparing food.

17.5 Protective clothing must be used as appropriate.

## **18. Glass and Glazing**

18.1 All glass in doors and panels must be safety glass.

18.2 All replacement glass is to be of safety standard.

18.3 Regular assessment is to be undertaken of the school glazing by the Caretaker to ensure that broken panes are identified and replaced, as necessary.

18.4 Any damage to glazing or general fabric of the building is to be reported to the Headteacher immediately upon identification.

## **19. Hazardous Substances**

19.1 The GCC procedures for the Control of Substances Hazardous to Health have been adopted by the school in respect of managing hazardous substances.

19.2 The school's COSHH Policy should be complied with in this respect.

19.3

## **20. Health and Safety Advice**

20.1 Health and Safety advice can be obtained from the Headteacher, who will refer to the SHE unit at Gloucestershire County Council for further guidance and support as required.

## **21. Handling and Lifting**

21.1 The GCC guidance for Manual Handling has been adopted.

21.2 Any activities that involve significant manual handling tasks shall be risk assessed and where appropriate training provided for staff.

21.3 Line managers are responsible for assessing the appropriate approach to handling task and can seek further advice from the Headteacher, who will refer to the SHE unit at GCC for further guidance and support as required.

## **22. Indoor Play**

22.1 On wet, hazardous snowy or windy days or when the temperature is dangerously hot, all pupils will remain inside in an allocated space such as the Hall or their classroom.

22.2 Lunchtime Supervisors will seek advice from the Headteacher as to whether it is suitable for the pupils to go out.

22.3 Pupils are expected to walk sensibly around the school buildings at all times.

## **23. Intruders and Security**

23.1 St Joseph's Catholic Primary School is alarmed for night-time and weekend security.

23.2 All visitors are requested to sign in and out with the times of entry and departure. This log is held in the school office.

23.3 Any stranger in the school or its grounds who cannot provide a valid reason for being there will be asked to leave and escorted off the premises.

23.4 The police will be called if suspicious circumstances are suspected.

23.5 All incidents of this nature will be reported to the Headteacher and a record taken.

23.6 A designated keyholder has delegated responsibility from the Headteacher to secure the building. The building will be opened at 7.30am and closed at 6.30pm. To support the work/life balance staff are encouraged not to be in school outside of these hours. Staff who are still on the premises outside of

these time periods will be delegated the responsibility to secure the site, which includes ensuring doors are locked and security alarms set.

- 23.7 When securing the building it is essential that all doors and windows are locked, blinds drawn and electrical appliances switched off (including computers, photocopiers and water heaters).

#### **Jewellery and Hair**

#### **24.**

Pupils are only permitted to wear watches and stud earrings.

#### 24.1

Pupils are requested to remove all jewellery for all PE activities including swimming.

#### 24.2

Pupils with newly pierced or sensitive ears are requested to wear plasters to cover them.

#### 24.3

Long hair must be tied up for all PE and technology activities.

#### 24.4

#### **25. Lone Working**

25.1 Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks, e.g. solutions may include the provision of mobile phones, radio's, in/out boards.

25.2 Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any system designed to provide for their safety.

25.3 Staff are advised NOT to be alone in the school building and are encouraged to leave the school site before the caretaker locks the school at 6.30pm. If it is unavoidable staff are requested to inform someone e.g. family member or friend of their whereabouts and let them know when they leave, to ensure their safety. This includes informing them of a contact number of a member of staff who can assist if the staff member does not return home at the designated time.

25.4 Prior to attending school during potential periods of lone working e.g. holidays, staff must text or call (and receive a confirmatory response) the designated keyholder or in their absence the Headteacher to advise them that they will be onsite. They must make themselves known to any hirers who may be using the building. Staff must carry a mobile phone on their person at all times whilst attending the site alone.

#### **26. Maintenance and Inspection of Equipment**

26.1 A record of equipment that requires regular maintenance and servicing will be held by the Caretaker.

26.2 All electrical equipment will be PAT (Portable Appliance Testing) tested on an annual basis and all recommendations identified complied with.

26.3 Any defective or damaged equipment must be reported to the Headteacher or Caretaker and should not be used until it has been deemed safe.

## **27. Outdoor Facilities**

- 27.1 All hard surfaces are to be checked regularly for defects and repaired as necessary.
- 27.2 In freezing conditions, playground and footpaths are to be cleared and/or gritted to reduce the risk of falls/injury.
- 27.3 All drains and manhole covers are inspected regularly for defects and repaired as necessary.
- 27.4 The protocols for the use of outdoor play equipment are to be adhered to at all times. All staff will be made aware of the safety procedures to be followed for individual outdoor play equipment in order to ensure the safety of the equipment users who are under their supervision.

## **28. Personal Protective Equipment (PPE)**

- 28.1 The school Caretaker and Line Managers as appropriate will assess, on the basis of risk assessments and COSHH assessments, the need for PPE.
- 28.2 Where it is assessed that PPE is required it shall be appropriately selected and provided by the school.
- 28.3 A record of PPE issue will be made by the Caretaker which will include details of expiry dates so that equipment can be replaced as and when is necessary.
- 28.4 Staff are responsible for ensuring that they use PPE where it is provided.

## **29. Physical Education**

- 29.1 Classes should be taught the need for safety appropriate to age, intelligence and experience e.g. children must be trained to move PE apparatus correctly.
- 29.2 Classes should be properly prepared for activities to be undertaken, with reminders of points previously covered explaining how to correctly and safely to use the equipment.
- 29.3 A warm up session is accepted as an integral part of every PE lesson.
- 29.4 No jewellery or watches must be worn. Newly pierced ears should have the studs covered. Long hair should be tied back from the face.
- 29.5 Accident reports should be completed as necessary.
- 29.6 Swimming should only be taught by persons holding the appropriate current water safety certificates.
- 29.7 A list of children with medical conditions will be available from the school office.

29.8 Physical education activities must be appropriate for the space available.

29.9 Pupils should be suitable clothed for any physical activity undertaken.

### **30 Pregnant Workers**

**30**

30.1 The guidance provided by Gloucestershire County Council relating to pregnant workers has been adopted.

30.2 Individual risk assessments will be carried out on any pregnant workers.

### **31. Risk Assessments**

31.1 Risk assessments are the responsibility of the school management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded for significant activities and areas.

31.2 Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the risk.

31.3 The outcome of the risk assessment should be recorded and communicated to those affected and maintained on record.

31.4 Risk assessments should be reviewed periodically or where there is a change in circumstances.

31.5 Copies of Risk assessments are held in the Headteachers office.

### **32. School Trips/Off-Site Activities**

32.1 Where children are being taken outside of the school building, the following must be followed:

- All parents must have signed declaration giving permission for their child to attend off site activities.
- The Leader in charge of the visit must take with them an appropriate emergency contact number.
- The Leader in charge of the visit must have access to a mobile phone, to be used in case of emergencies.
- Pupils should be kept together where possible. Teachers are responsible for ensuring everyone's safety.
- Any parent or staff vehicle being used to transport children must have a valid MOT certificate; fully comprehensive insurance with business use and three-way rear seat belts, which must be worn.
- **Lap belts are not to be used.**

32.2 All minibuses and coaches used to transport pupils must confirm to the standards and guidance as laid down by Gloucestershire County Council.

- 32.3 Staff who are required to drive minibuses must have passed the appropriate minibus driver assessment and must be re-assessed every four years as required by the Safety Code for County Council Minibuses.
- 32.4 When taking children off site, staff/adult: pupil ratios must be adequate i.e. Foundation 1:6, Key Stage 1 1:8; Key stage 2 1:12 and 1:3 for preschool children. Ratios must be considered in conjunction with activities to be undertaken and detailed in risk assessment.
- 32.5 At least two adults must accompany every outing.
- 32.6 All procedures and responsibilities must be made clear to all staff and helpers for the trip commences.
- 32.7 The emergency contact procedures to be followed are as follows:  
During school hours: Contact the school office in the first instance;  
Outside school hours: Contact the emergency services in the first instance, then contact the Headteacher who will advise who will contact the child's parents.

### **33. Smoking**

- 33.1 NO smoking is permitted on the school grounds. All staff have a responsibility to make this known to anyone found smoking on the school grounds including parents and contractors.

### **34. Staff Consultation**

- 34.1 The Governing Body, through the Headteacher, will ensure that full and proper consultation with employees on health and safety matters is undertaken.
- 34.2 The nominated safety representative of each accredited trade union or staff association will be offered a role in these consultations as appropriate.

### **35. Staff Health and Safety Training and Development**

- 35.1 Line managers within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered.
- 35.2 All training records are to be held centrally in the school office under the control of the Headteacher.
- 35.3 Where new jobs or tasks come on stream or where there are changes in health and safety legislation and competency issues, line managers will address training requirements as a matter of urgency.

### **36. Staff Well-being/Stress**

- 36.1 Line managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job

security etc., and implement appropriate control measures so far as is reasonably practicable.

36.2 Where workplace stress arises, managers will deal with this issue in a sensitive and constructive manner using all means available.

36.3 Further guidance and support will be arranged through the Safety Health and Environment (SHE) unit at GCC as appropriate.

### **37. Supervision of Pupils Before and After School**

37.1 Parents are asked to ensure that their children arrive at school between 8.40 and 8.50 am when they can enter their classrooms immediately.

37.2 Parents are expected to supervise their own children until they have entered the school building.

37.3 All children will leave the school at 3.15 pm through their classroom exit doors.

37.4 Any children who have not been collected by 3.25 pm are asked to wait in the After School Club/ Reception until collected. The office must be notified of these children in order that contact can be made with their parents.

37.5 Pupils are NOT allowed to go home with another parent unless prior arrangements known to the school have been made.

37.6 Any pupils attending after school clubs will be the responsibility of the teachers in charge. If they are not collected within 10 minutes of the end of the club their parents will be contacted and the child asked to wait in the school reception area until collected.

If a pupil is not collected within two hours, even after contacting all contact numbers, Social Services will be contacted and advice sought.

### **38. Transport**

38.1 The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law.

38.2 Employees who are required to use their private vehicles for official school business are personally responsible for ensuring that the driver has a valid licence and appropriate insurance, and that the vehicle is roadworthy and fitted with suitable seat belts for each passenger. Details must be provided and checked by the Headteacher prior to commencement of the journey.

38.3 Drivers of a hired vehicle must hold a current and valid driver's licence and all minibus drivers must hold a valid minibus drivers permit as appropriate.

### **39. Urinating and Bowel Management**

39.1 Spare clothing may be available in the school office or classroom.

39.2 If possible the child should clean themselves and change in private in a

toilet. If the child is unable to clean themselves their parents or other emergency contact should be contacted. Staff are advised NOT to try to clean the child themselves. If there is no alternative two members of staff should be present to ensure everyone's safety.

#### **40. Use of VDUs/ Display Screens**

- 40.1 The school will adhere to the Gloucestershire County Councils procedures on using display screen equipment (DSE).
- 40.2 All employees who are classified as users of DSE will have an assessment made of their workstations and may be entitled to a regular eye test subject to the findings of the risk assessment.
- 40.3 Users are employees who habitually use DSE as a significant part of their normal work. It is generally appropriate to classify an employee as a user if they:
  - (a) Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
  - (b) Use DSE in this way more or less daily; and
  - (c) Have to transfer information quickly to or from the DSE; and need to apply high levels of attention and concentration; or are highly dependent on DSE or have little choice about using it; or need special training or skills to use the DSE.

#### **41. Vehicles on Site**

The Governors will endeavour to:

- 41.1 Segregate access for vehicular and vulnerable (pedestrian and cyclists) traffic.
- 41.2 Wherever possible avoid same access for all.

#### **42. Violence to Staff/ School Security**

- 42.1 Risks to personal security, premises and property will be assessed through the risk assessment process.
- 42.2 Security in the school is the responsibility of the Headteacher and the Governing Body.
- 42.3 Regular contact will be made with the schools local Crime Prevention Officer.
- 42.4 All staff have a personal responsibility to ensure that their belongings and school equipment is stored in a secure manner where at all possible.
- 42.5 Managers are responsible for assessing the risk of violence to staff.
- 42.6 Where violence is identified as a significant risk line managers will ensure that appropriate control measures are put in place.



42.7 Staff and visitors must report incidents of violence and aggression in the same manner as accidents.

### 43. Weil's Disease

43.1 Weil's disease is caused by the *Leptospira* bacterium, which is carried in the urine of rats, voles and other rodents. Contaminated water, together with the soil and vegetation on the edges of ponds and streams, can be possible sources of infection. The bacteria can be found in any body of water, but the chances of their occurrence increase if the water is stagnant or slow-moving.

43.2 Weil's disease is not common. It can cause serious illness, requiring hospital treatment, and may lead to liver or kidney damage, or even death. It is, however, easily treated if diagnosed correctly; penicillin and other antibiotics are completely effective if administered early on. Symptoms of the disease include a raised body temperature, pains in the muscles and joints, [particularly those of the calf muscles], and a feeling of suffering from influenza.

43.3 The bacteria causing Weil's disease can enter the body through the skin, especially through cuts and grazes, and the mucous membranes of the mouth, nose and eyes. Occasionally, the mode of transmission may be through ingestion of contaminated food. Any cuts and abrasions should be covered by waterproof dressings to provide a first line of defence. In certain circumstances, children with, for example, severe cases of eczema should be advised to avoid contact completely with potentially infected water.

43.4 In order to minimise the risk from contamination from the water courses located near to the school grounds the following practices should be followed:

Children should wash their hands thoroughly as soon as possible after the fieldwork has been completed. The use of commercial preparations such as disinfectant-impregnated "wet wipe" cloths may be helpful until more thorough washing is possible.

Individuals should not consume any food and drink during their work at the pond or stream unless they have thoroughly washed their hands. All food should be kept securely prior to eating in an appropriate container.

Skin should be protected with waterproof plasters where appropriate. If recent cuts or abrasions are, however, on the hands, it may be sensible for individuals to be further protected by wearing plastic or rubber gloves.

No one should be allowed to wade into the water, unless wearing wellington boots, because of the risk of cuts from hidden objects.

Everyone should be warned not to touch their eyes, lips or nose with their wet hands to reduce the chances of bacterial transfer.

In the unlikely event of individuals developing 'flu-like' symptoms of illness shortly after field work has been completed, it would be wise for to inform appropriate authorities of the nature of the activities carried out. Alerting parents to potential dangers in advance of the fieldwork may prove to be counter-productive.

#### **44. Working at Height**

- 44.1 Line managers must ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate those risks.
- 44.2 Staff have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.
- 44.3 The school will provide the necessary equipment to ensure that safe working practices are adhered to when staff are working at height.

#### **45. Works Experience**

- 45.1 Line Managers will ensure that any works experience students or volunteers are made fully aware of the schools health and safety procedures.
- 45.2 The school will adhere to the guidance provided by the DFE "Works Experience: A guide for Employers" when engaging with students on works experience placements at the school.

#### **46. Workplace Inspections and Premises Risks**

- 46.1 Line managers, in consultation with the Headteacher, will be responsible for undertaking regular workplace inspections.
- 46.2 The Headteacher will ensure that hazards associated with the premises are monitored and controlled as appropriate.
- 46.3 The Business Manager will ensure that any hazards which cannot be eliminated or reduced to acceptable risk levels are reported to the Headteacher and Governing Body.

#### **47. Hot Drinks**

- 47.1 Hot drinks/liquids should only be available in the staff room and office areas where children are NOT permitted to enter unless in non-drip (covered) cups.
- 47.2 In order to prevent injuries from scalding, hot drinks must NOT be taken into classrooms or other school areas where children are present, including the playground unless in a non-drip type cup.

47.3

Care must be taken when providing hot refreshments during public events such as family assemblies etc. to ensure that children are not put at unnecessary risk from scalding and burns from hot liquids.

#### **48. Pupil Illness/Hygiene**

- 48.1 It is recognised by the Governing Body that teaching staff are not health professionals; but will from time to time be confronted with a situation where they may believe that a pupil is displaying symptoms, behaviours or a standard of hygiene which give them cause for concern regarding the health of the individual child, other pupils and themselves.
- 48.2 Teachers are therefore supported in using their best judgement and in making a conservative decision to request a child to be collected from school; in order to protect the health of the individual or collective, until such time as these concerns are addressed. This may for example be the absence of symptoms or in the form of written confirmation of fitness to attend by a healthcare professional.