

# St Paul's Church of England Primary School



## Health and Safety Policy – Website Copy

*This copy of the policy is for inclusion on the school's website. Sections 1-3 cover the core responsibilities, structures and functions of the school's Health and Safety policy. There are further sections and appendices that are kept and maintained in hard copy by the school. For further information on these, please contact the school office.*

**Adopted by: Resources Committee**

**On: 5<sup>th</sup> October 2018**

**Review: Spring 2021**

### SECTION 1 - POLICY STATEMENT

The Governing Body recognises its duty under the (Health and Safety at Work Act 1974 section 2(3) to ensure the health and safety of staff, pupils and visitors. It recognises that effective, proportionate health and safety measures underpin the success of the school and its pupils.

We are committed to:

1. Preventing accidents and work-related ill health.
2. Providing adequate control of the health and safety risks arising from curriculum and non-curriculum work activities.
3. Providing adequate training to ensure that employees are competent to do their work.
4. Engaging and consulting with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
5. Developing and maintaining a positive and proportionate health and safety culture, through induction, communication and consultation with employees.
6. Implementing emergency procedures – evacuation in case of fire or other significant incident.
7. Maintaining safe and healthy working conditions, provide and maintain plant, equipment and other resources, and ensure safe storage/use of substances.
8. Ensuring adequate welfare facilities exist in school.

In discharging these responsibilities we recognise that:

- Children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.<sup>i</sup>

## SECTION 2 - RESPONSIBILITIES

### *General Responsibilities*

#### **The Governing Body**

The Governing Body has the responsibility to ensure:

1. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
2. Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
3. That those with health, safety and welfare responsibilities have sufficient experience, knowledge and training to perform the tasks required of them.
4. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
5. Sufficient funds are set aside with which to operate safe systems of work.
6. Health and safety performance is measured both actively and reactively.
7. The school's health and safety policy and performance is reviewed regularly.

#### **The Headteacher**

The Headteacher has the following responsibilities, some of which may be delegated to members of the SLT:

1. Ensure that a clear written policy for Health and Safety is created.
2. Ensure that the policy is communicated adequately to all relevant persons.
3. Ensure that appropriate information on significant risk activities is given to visitors and contractors.
4. Ensure appropriate consultation arrangements are in place for staff and their professional bodies.
5. Ensure that all staff are provided with adequate induction, information, instruction and training on health and safety issues.
6. Make or arrange for risk assessments of the premises and working practices to be undertaken.

---

<sup>i</sup> *Health & Safety: Advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies, DfE, December 2012, pg 4*

7. Ensure safe systems of work are in place as identified from risk assessments.
8. Ensure emergency procedures are in place.
9. Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
10. Ensure that records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, testing records etc.
11. Ensure arrangements are in place to monitor premises and performance.
12. Ensure that all accidents are investigated and any remedial action required are taken or requested.
13. Report to the Governing Body regularly on the health and safety performance of the school.

### **Senior Leaders**

Senior Leaders have the responsibility to:

1. Ensure that the school's health and safety policy is applied in their work.
2. Ensure that all staff under their control are familiar with the health and safety risk assessments of the activities for which they are responsible.
3. Ensure that the health and safety policy and procedures are shared with staff on induction and through the annual CPD programme.
4. Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
5. Carry out health and safety risk assessments of the activities for which they are responsible.
6. Assure the effectiveness of risk assessments prepared by members of staff for whom they have responsibility.
7. Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
8. Investigate any accidents that occur within their area of responsibility.

### **The Premises Manager**

The Premises Manager has the following responsibilities:

1. Ensure that the school's health and safety policy is applied in his/her work.
2. Carry out daily checks of the school's premises to ensure that the school is safe to open to staff and pupils.
3. Ensure that the school site is shut down and secured effectively at the end of day.
4. Ensure that all staff and contractors under their supervision are familiar with the health and safety procedures for their area of work.

5. Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
6. Carry out regular tests of safety equipment such as fire alarms, emergency lighting and other equipment, including fire drills to ensure that the school's statutory requirements for health and safety are met.
7. Keep records and a schedule of testing of all site resources etc. to demonstrate statutory compliance.
8. Ensure that remedial actions identified in site testing which present a risk to statutory compliance are shared with the Headteacher and that remedial actions are carried out promptly and correctly.
9. Facilitate the testing of fire, electrical and other statutory testing by appropriate organisations.
10. Ensure appropriate infection control measures are carried out by cleaning contractors when necessary.
11. Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher or senior leader any problems to which they cannot achieve a satisfactory solution within the resources available to them.
12. Investigate any accidents that occur within their area of responsibility.

### **School Business Manager**

The School Business Manager has the responsibility to:

1. Ensure that the school's health and safety policy is applied in their work.
2. Ensure that all staff under their control are familiar with the health and safety risk assessments of the activities for which they are responsible.
3. Carry out health and safety risk assessments of the activities for which they are responsible.
4. Provide advice and oversight for the Premises Manager.

### **Administrative and other non-class based staff**

Administrative and other non-class based staff have the responsibility to:

1. Ensure that the school's health and safety policy is applied in their work.
2. Ensure that all staff under their control are familiar with the health and safety risk assessments of the activities for which they are responsible.
3. Carry out health and safety risk assessments of the activities for which they are responsible.
4. Ensure that the school's records are up-to-date in order to assure effective school evacuation etc. Fire evacuation registers are printed and refreshed daily, following morning registration.
5. Ensure that visitors to the site are recorded, checked and supervised appropriately. That they have appropriate information regarding the school's health and safety procedures and are accounted for in cases of school evacuation.

6. Promptly report any faulty, damaged or dangerous equipment, furniture or location to the Premises Manager.

### **Welfare Staff**

Welfare staff have the responsibility to:

1. Ensure that the school's health and safety policy is applied in their work.
2. Carry out health and safety risk assessments of the activities for which they are responsible.
3. Ensure that first aid records, first aid resources, allergy and medical condition registers, stored medications etc. are maintained, up-to-date and available to relevant staff.
4. Ensure that accidents are reported to a member of the senior leadership team.
5. Ensure that parent letters are distributed in classes affected by contagious diseases/illnesses.
6. Ensure that 'notifiable' diseases are reported to the appropriate authority.

### **Class Teachers and Teaching Assistants**

Class teachers and teaching assistants have the responsibility to:

1. Ensure that the school's health and safety policy is applied in their work.
2. Exercise effective supervision of their pupils, knowing and carrying out the procedures for fire, first aid and other emergencies.
3. Give clear oral and written instructions and warnings to pupils when necessary.
4. Follow safe working procedures.
5. Promptly report any faulty, damaged or dangerous equipment, furniture or location to the Premises Manager.
6. Conduct risk assessments for curriculum activities, which occur outside the usual school environment. The degree of assessment required should be confirmed with the relevant senior leader.
7. Integrate all relevant aspects of safety into the teaching process, including teaching pupils to identify and avoid risks in line with National Curriculum requirements for safety education.

### **School Health and Safety Representatives**

The Governing Body recognises the role of Health and Safety Representatives from appropriate professional bodies. These appointed individuals have a consultative and representative role to enable the effective implementation of the policy and representation of staff.

They have access to relevant health and safety data and provision will be made to support them in attending appropriate training courses. They are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

## **All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

1. Comply with the school's health and safety policy and procedures at all time.
2. Co-operate with school management in complying with relevant health and safety law.
3. Use all work equipment and materials in accordance with instructions, training and information received.
4. Report any hazardous situations and defects in equipment found in their work place to the Premises Manager and their line manager.
5. Act in accordance with any specific health and safety training received.
6. Exercise good standards of housekeeping and cleanliness.
7. Respect and not misuse or interfere with items provided for their health and safety.
8. To challenge, where safe, any person on the site during school hours who is not known to them and not wearing appropriate identification.

## **Pupils**

Pupils, allowing for their age and aptitude are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe all health and safety rules of the school and in particular the instructions of staff given in an emergency.
3. Respect and not misuse or interfere with items provided for their health and safety.

## SECTION 3 - HEALTH AND SAFETY PROCEDURES AND ARRANGEMENTS

### CORE SITE HOURS AND PUPIL SUPERVISION

The core site hours for staff are from 7:30am to 5:45pm. Staff wishing to access the site outside these hours should refer to the Solitary Working Policy and Procedures.

The school day hours are 8:55 – 3:30

Responsibility for pupils on the premises is accepted for 10 minutes on either side of these hours.

A breakfast club operates from 8am until the start of the school day. Children who have been registered with the club can be left in the supervision of the school by their parents from 8am.

An aftercare club operate from 3:30 until 5:45pm.

### FIRST AID PROVISION

There is a dedicated welfare area. The Welfare officer has responsibility for the provision of first aid. The following staff: Denise Richardson, Shama Punwani, Andrea Brown and Sue Handley hold a current pediatric first aid certificate, in line with requirements for Early Years settings.

The welfare area is stocked with basic first aid supplies. All visits to the first aid area are recorded in the relevant accident book.

A first aid kit and prescribed medication is always taken on any outing or journey from the school.

Regular prescription medication for pupils is kept in a medical bag in each classroom. The bag travels with the class between sites and can be accessed easily. Where children can self-medicate we support this, otherwise staff help children to take their medication.

Short-term prescription medication is kept in the school office or welfare room and administered by the welfare staff and administrative team.

### ACCIDENT RECORDING

It is our aim at St Paul's CE Primary School to minimize accidents. We do this by:

1. Providing training to staff on how to use new equipment.
2. Using school assemblies and lessons to remind children of the school rules and code of conduct regarding the health and safety of themselves

and others, and of the need for self discipline to minimize harm to themselves and others.

Accidents are recorded immediately by the welfare staff. If this member of staff is not available, all members of staff are aware of the accident logging procedure. Accidents are logged in the school's accident books, which are located in the Welfare area. The Accident book has a carbon copy slip, which is detached and sent on to the parent at the end of the day. The administrative officer records all accidents which are reported to the LA.

Accident books are audited on an annual basis to assess the frequency and location of accident types and to modify risk assessments and control measures.

Accidents which cause more serious injuries are reported on to a member of the SLT. The location, time and context of the accident is recorded and a risk assessment is made to reduce the risk of recurrence.

#### ACCIDENT REPORTING

We recognise our responsibilities under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* to notify the HSE of exceptional incidents. This responsibility lies with the governing body and is delegated to the headteacher.

We report the following incidents:

1. Work-related accidents, including those resulting from physical violence. This involves accidents which result in death or major injury (see section below) or accidents which prevent the injured person from continuing their normal work for more than seven days. These are reported to the Local Authority, who proceed the RIDDOR process.
2. Reportable occupational diseases, following a written diagnosis from a doctor. Details of the reportable occupational diseases can be found in *Incident reporting in schools (accidents, disease and dangerous occurrences)* Guidance for employers, HSE, April 2012
3. Outbreaks of communicable diseases are report to the local HPU, following the guidelines in *Guidance on Infection Control in Schools and other Childcare Settings, HPA, 2010*.
4. Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school, where: i) the accident results in the death of the person and arose out of or in connection with a work activity; or ii) the accident results in an injury that arose out of or in connection with a work activity AND the person is taken from the scene of the accident to hospital.

In determining whether an accident to a pupil 'arises out of or is in connection with work' the headteacher should consider whether the incident was caused by:



- a failure in the way a work activity was organised (e.g. inadequate supervision on a trip);
- the way equipment or substances were used; and/or
- the condition of the premises (eg poorly maintained or slippery floors).

Further guidance on the reporting of school related incidents can be found in *Incident reporting in schools (accidents, disease and dangerous occurrences) Guidance for employers*, HSE, April 2012

5. Dangerous occurrences. These are near-miss events. A full list of reportable near-miss events can be found in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*. Guidance on sports related incidents can be found in *Incident reporting in schools (accidents, disease and dangerous occurrences) Guidance for employers*, HSE, April 2012

Reportable major injuries include:

- a fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent)
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from electric shock or electrical burn (including any electrical burns caused by arcing or arcing products) leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness, or unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin; i) an acute illness requiring medical treatment; or ii) loss of consciousness;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent, its toxins or infected material.<sup>ii</sup>

### Physical Violence

Some acts of non-consensual physical violence which result in death, a major injury or the person being incapacitated for over seven days are reportable. In the case of an over-seven-day injury the incapacity must arise from physical injury and not as a result of a psychological reaction to the act of violence.

---

<sup>ii</sup> *Incident reporting in schools (accidents, disease and dangerous occurrences) Guidance for employers*, HSE, April 2012, pg 2

Incidents involving contractors working on the school premises are normally reportable by their employers.

Incidents resulting in death must be reported to the HSE immediately and accidents which result in the injured person being prevented from continuing their normal work for more than seven days must be reported within 15 days of the accident.

#### ANIMALS

If teachers wish to bring an animal on site then the permission of the headteacher must be sought. Hygiene and welfare arrangements for the animal must be in planned for.

Farm visits and other off-site contact with animals are subject to EV (Educational Visit) risk assessment .

The school keeps chickens in an external coop, these are currently housed off-site as a result of the school's fire (August 2013). A specific school adult is designated to oversee the welfare needs of the animals.

Parents are not allowed to bring dogs on to the school site.

#### ASBESTOS

The SPS school site was surveyed for asbestos following the fire (August 2013). Asbestos is not believed to be present within the school. On the AH site, the majority of asbestos present in the building was removed as part of the renovation process. There remains one site of asbestos, which was sealed and identified in the school's plan on completion of the renovation work in 2014.

The Asbestos report is shared with contractors when they conduct work on the school site.

Any member of staff believing they may have discovered asbestos on the school site will immediately vacate the vicinity and evacuate others, where this is practicable.

The concerned member of staff will immediately inform the headteacher of the possible presence of asbestos. The headteacher will then make an initial assessment with the Premises Manager and contact an appropriate contractor to carry out an asbestos survey.

#### ASTHMA & ALERGIES

Asthma inhalers are available in class welfare bags. The welfare officer is responsible for informing class teachers of cases of asthma amongst their pupils. Medical conditions are also listed on the school's MIS system and can be accessed by school staff. For nursery children, inhalers are kept in the nursery.

Children are encouraged to self-medicate with their inhalers. Class Teachers record the use of inhalers in the record book, kept in the bag.

Prescribed Epi-pens and anti-histamine medications are kept in clearly labelled boxes in the welfare space. Staff are given training on the symptoms for anaphylaxis and the administration of epi-pens. The welfare space is accessible to all staff.

During the admissions process specific medical information is sought. This information is shared with teachers and other staff by the welfare officer. An easily-accessible, visual record of significant health conditions and allergies is kept on the wall of the welfare space. It is the responsibility of the welfare officer to keep this up-to-date. Medical condition details are kept on the school's IT management system and are accessible to all staff.

Inhalers, epi-pens and other prescribed medications are carried on all off-site activities and returned to the welfare officer on return.

#### BOMB PROCEDURE

Any suspicious package or object found on site should be reported immediately to the Premises Manager or, in their absence, a member of the SLT. The police will be called and the area evacuated if it is believed to be suspicious and it is safe to evacuate.

Should the school receive a bomb threat, the administrator/SLT member will record the message accurately taking account of background noise. We will then phone 999. The Police will advise whether: i) the bomb call is a hoax; ii) to conduct a search, iii) to evacuate.

The fire alarm is NOT SOUNDED, unless there is little time to evacuate the building.

If the school has to be evacuated, the staff and children will be directed to the designated refuge point – St Paul's Church or Brentford School For Girls.

Once the site has been vacated, the fire alarm will be switched on and a notice placed on all school entrance gates stopping people from entering the premises.

#### BUILDING MAINTENANCE

If an area is unsafe it is immediately sectioned off and reported to the Headteacher or member of the SLT. The Premises Manager will either repair the problem or, with the agreement of the headteacher, contact the relevant contractor.

The Premises Manager checks contractor work before signing it off and the headteacher checks work completed by the Premises Manager.

## CLEANING

The school employs its own cleaning staff, under the line management of the Premises Manager. Cleaning on both sites takes place at the start and end of the school day.

The premises team are responsible for emergency cleaning during the school day. In their absence, basic cleaning materials are available in the cleaners' store cupboards. The key code for this store room is shared with all staff.

When there are incidents of communicable illnesses, such as vomiting, the welfare officer/admin team will advise the Premises Manager. The Premises Manager will ensure that the cleaners use an appropriate anti-bacterial product to clean all hard surfaces, including all door handles and door push covers, tables, switches etc.

## CLEANING – BODY FLUIDS

Staff will:

- Wear disposable, non-permeable gloves when dealing with body fluid. Then use an anti-bacterial hand-cleaning product after cleaning up body fluids.
- Used gloves, soiled dressings, swabs and vomit bowls, cleaning granules etc. are disposed of in the bins marked 'first aid waste' in the welfare area.
- Body fluid cleaning granules or disinfectant sawdust are used to soak up and disinfect spills. A dedicated brush, dustpan, mop and bucket are kept in the cleaners' store on each site to clean up the cleaning granules. Staff wear a disposable apron and gloves when cleaning up body fluids.
- Any staff or children who are bitten (where the resulting injury breaks the skin) will be taken to the A & E unit for advice and possible post exposure immunisation.

## CLEANING – BROKEN GLASS

Broken glass is wrapped thoroughly in newspaper and labelled clearly as 'broken glass'. It is then kept safely and passed to the premises team for safe disposal. Glass is not used in school unless it is essential or unavoidable.

## COMMUNICABLE DISEASES

The *Guidance on infection control in schools and other childcare settings* document produced by the Health Protection Agency is displayed in the Welfare Rooms on both sites. It is referred to by the Welfare Officer, and other staff, caring for children who become sick during the school day. It is also used to advise parents who notify the school of a child's absence through illness.

Where there is an outbreak of many common communicable diseases, the parents in the class concerned are notified and asked to be vigilant for the symptoms in their own child.

## CONTRACTORS ON SITE

The school has a *Contractors on Site Policy*. All contractors on site sign in and report to the Premises Manager or Senior Leader on site. All contractors must show their ID and give their DBS number. Where a contractor is unable to supply a DBS number or ID whilst there are children on site, they need to be supervised by a member of staff.

All contractors should be given an induction to the site as set out in the *Contractors on site policy*.

## COSHH

The Premises Manager has responsibility for the management, storage, safe use and disposal of COSHH substances on site. He carries out an annual COSHH assessment and audit, using the *Working with substances hazardous to health, A brief guide to COSHH*, HSE, October 2012. A register of COSHH substances is maintained by the Premises Manager. Cleaning substances are stored in the cleaners' store cupboards or in the COSHH store cupboard in the kitchens or premises store. Cleaning chemicals are not stocked in classrooms.

## DISPLAY SCREEN EQUIPMENT

The administrative staff at school are considered 'users' as they use display screen equipment more or less continuously on most days.

The administrative staff complete the HSE's *VDU workstation checklist* annually. We aim to achieve the appropriate office environmental conditions (space, lighting, heat and humidity). The outcome of the VDU checklist audit is used to modify/improve conditions, where possible.

Staff who habitually use visual display units (VDUs) as a significant part of their normal work are entitled to eye tests, paid for by their employer, in line with Section 5 of the Health and Safety (Display Screen Equipment) Regulations 1992. The governors recognise this responsibility and makes appropriate arrangements for those members of staff who are entitled to and request this provision.

## ELECTRICAL SAFETY

Electrical maintenance, upgrading or modification works are carried out by qualified electricians. Very basic electrical maintenance tasks, such as the changing of bulbs and fuses, can be carried out by the premises team.

All staff have a responsibility to use electrical equipment safely and to stop using, remove (where possible) and report any damaged or dangerous equipment to the Premises Manager immediately. The equipment should not be used until it has been repaired.

In meeting our obligations under The Electricity at Work Regulations 1989 and The Provision and Use of Work Equipment Regulations (PUWER) 1998, the Premises Manager works to assess the need and provide for regular PAT testing (Portable Appliance Test). The regularity of the PAT testing and the inspection levels for electrical equipment is determined using the PAT testing website (frequency section): <http://www.pat-testing.info/frequency.htm>

The school does not buy second-hand electrical equipment. Staff are not permitted to bring any electrical equipment into school without the prior permission of the headteacher.

Inspections and PAT records are kept in the H & S Policy folder in the school office.

#### FIRE SAFETY

Fire Drills are organised by the Leadership team and are held at least termly. These are recorded in the Fire Safety folder. Included in the record is the time taken for evacuation. An evaluation is made of each drill and improvement measures are recorded and enacted where necessary. Fire alarm drills and soundings are recorded in the Headteacher's report to governors.

All fire extinguishers are checked annually by an appropriately qualified contractor.

- All corridors and fire doors are kept free from obstruction.
- Visibility panels on fire doors are always kept clear.
- Fire doors are labelled and should not be wedged open.
- All fire exits and primary evacuation routes are clearly labelled.
- There is an emergency lighting system in place to support evacuation.

There is a plan for evacuation, supported with fire signage, which is shared with staff. The plan also includes staff responsibilities.

#### FOOD HYGIENE

The Chef Manager and the school's cooks are responsible for hygiene in the kitchen.

Packed lunches are stored on trolleys. They are stored away from radiators and sunlight, by the classrooms.

Food Hygiene rules are taught as part of any cooking activity in the curriculum.

#### INTRUDERS ON SITE

The school sites are secured during the school day. Entry is only permitted through the visitors' entrance on SPS, via the intercom entry system. The Headteacher will exclude people from the premises if pupils or staff feel threatened. The Police will be called if an intruder presents a threat. Staff have

the responsibility (where safe) to challenge or report to the SLT any adult found on site without visitors identification.

#### LETTINGS

The school has a number of out of hours lets, a yoga group and The Immanuel Church. As part of the letting process a key holder is identified and induction given to enable them to open, use and close the school appropriately.

The governors of the school subscribe to an additional Public Liability Insurance to cover school lets.

#### MAINTENANCE OF EQUIPMENT

The following plant and equipment are tested by appropriately qualified contractors. Records of the checks are kept in the health and safety file:

Annual checks:

- Gas appliances
- Chimneys/flues
- Portable appliance testing – see section on Electrical safety
- Water quality sampling
- Portable fire fighting equipment
- Powered stair lifts

The following are other checks with alternative time frames:

- Gas boilers: three times a year
- Fixed electrical wiring installation: five-year test
- Fire alarms: quarterly
- Air conditioning units: every year  
Fluorinated Greenhouse Gases check every 5 years for energy efficiency.

Local exhaust ventilation: timescale as required (annually or less)

#### MANUAL HANDLING

Effective manual handling procedures are taught explicitly when children move P.E. equipment or classroom furniture.

#### MEDICAL CONDITIONS

Information on children's medical conditions is collected on admission and stored in the school's *Management Information System*. The Welfare Officer keeps a list of all significant medical conditions requiring regular or emergency medication. A health care plan is completed by the Welfare Officer for all relevant pupils and kept in a file in the welfare room.

The Welfare Officer works closely with the assigned school nurse to ensure that medical conditions are managed effectively in school.

## MENSTRUATION

Sanitary Towels and disposal bags are kept by the Welfare Officer. Year 5 and 6 children are taught about menstruation as part of the Health Education element of the curriculum. An appropriate member of staff in the upper juniors explains and supports girls who need to use and dispose of sanitary products.

The school uses an external contractor to supply and maintain sanitary bins in the female staff toilets.

## OCCUPATIONAL HEALTH – WORK RELATED STRESS

Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be referred to the OHS for support or professional advice.

In-school support for stressed employees include:

- Assessment of workload, to identify potential beneficial modifications.
- Signposting support organisations and counsellors
- Recommending consultations with their GP
- Appropriate absence from school
- Direction to Occupational Health Service

## PHYSICAL RESTRAINT

The school has arrangements for physical restraint, which is always a last resort, in the behaviour policy.

## PLAYGROUND SAFETY

A minimum of two members of staff are on duty at break times in the main playgrounds on St Paul's site and Alexandra House Site. SMSAs are on duty during lunchtime. Members of the SLT also provide some supervision at break and lunchtimes.

The school's behaviour code is shared through staff training and induction with all staff.

The premises team conducts a daily check of the playgrounds and apparatus within it before school. Potential hazards are addressed before school opens or reported to a member of the SLT.

## REPORTING TO PARENTS

Minor accidents and first aid injuries are reported to parents using the pink carbon slips from the school's accident books. These slips are sent home on the day of the accident. More serious accidents and head injuries are reported by telephone or in person at the end of the school day by a member of staff. Where accidents result in a call for an ambulance, parents are contacted immediately.



Incidents of communicable disease are reported to parents using the proforma letters in the school's office. These letters state that there has been an occurrence of a communicable disease, the symptoms to look out for and the action that needs to be taken. They also ask parents to contact the school should their child contract the illness. Where appropriate the letters state the recommended period of absence from school – these recommendations come from the *Guidance on infection control in schools and other childcare settings* document produced by the Health Protection Agency.

#### RISK ASSESSMENTS

There are comprehensive risk assessments for premises and equipment. These are located in the health and safety section of the staff portal on the website and in the health and safety folder. These are renewed and added to throughout the year and audited on an annual basis.

The premises team inspects the site daily for potential risks. Any problems are reported to a member of the SLT if they cannot be resolved before the school opens.

A site inspection is made termly by the Premises Manager, the governor with responsibility for Health and Safety and a member of the SLT. Remedial actions are noted and executed.

It is the duty of all staff to report potential hazards and risks to the Premises Manager.

#### ROAD SAFETY

Assemblies, curriculum activities and Travel Plan workshops are used to teach and remind children of road safety issues. Members of the SLT regularly monitor traffic during the drop-off and pick-up times and challenge dangerous road use.

#### SAFETY REPRESENTATIVES

The school works with employees and representatives from professional bodies to develop and disseminate effective health and safety procedures and address potential hazards.

#### SCHOOL TRIPS

Risk Assessments are conducted for all off site trips, as appropriate to the nature of the activity. Written assessments are prepared and authorised by a member of the SLT for visits out of the local area for a full day or longer.

Parental permission is sought at admission, using the DfE's 'one-off' *CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES*. The completed form is kept on the pupil file. Parents are always informed when a trip outside the immediate locality is planned. Details of the activity, the curriculum area, the arrangements for transport, lunchtime arrangements and

any cost are outlined. Parents have the opportunity to withdraw their child from any particular school trip or activity covered by the form.

#### SLIPS AND TRIPS

Slip hazard signs are used when surfaces have been recently mopped or when they are wet. External doors have doormats inside them to wipe wet feet on. The premises team is informed if a surface needs drying.

#### SCHOOL SECURITY - VISITORS & VOLUNTEERS

Exterior Gates are kept locked and are managed on a keycode/intercom system.

In the morning, the main gates are opened at 8:45am and closed at 8:55am. The school dismisses pupils from the both sites at 3:30pm. Gates are opened at 3:15 (Reception) and 3:25 (Alexandra House and St Paul's Site). They are closed at 3:25 (Reception) and 3:40 (Alexandra House and St Paul's Site). It is the responsibility of the SLT, admin staff or premises team allocated to the gate to open and secure the gates. The nursery gates are closed at 9am, once the session starts. Arrival and dismissal from the nursery takes place in the nursery playground.

Children staying for after-school clubs are dismissed by the activity leader, who supervises their exit from the school premises.

All visitors sign in at the school's reception desks. They are given a visitor's pass, which they wear whilst in the school. Essential Health and Safety information is printed on the reverse of the visitor's pass.

Visitors who are or are likely to come into contact with children and work with them in isolation should produce evidence of ID and DBS numbers. Where such a visitor is unable to supply a DBS number or ID, they need to be supervised by a member of staff. The lanyards on the staff badges indicate types of visitors and whether or not they need supervision.

Regular visitors are required to follow the school's health and safety policy. Volunteers are briefed on the school's health and safety procedures through the school's induction procedure. Parents helping out in school are made aware of the school's health and safety policy through briefings with the recruiting staff member and through guidance published for volunteers.

#### SUN CARE

We have a winter and summer uniform. During summer months, pupils are encouraged to wear a sun hat and appropriate sun cream. There are shady areas in the playgrounds and children are encouraged to make use of them in hot weather. There are external water fountains. In classrooms children are encouraged to bring a water bottle to school. Staying safe in the sun is taught as part of the PSHE curriculum in both key stages.

## SWIMMING

Parents are informed through the curriculum plans and a letter, before the unit of work starts, that their child will be attending swimming lessons as part of the PE curriculum. The school uses Brentford Leisure centre pool. The allocated class travels to and from the pool by coach. Parents are advised what equipment is needed. Medications (inhalers, epi-pens etc.) are taken to the pool. Children changing are supervised by a member of staff. Instructors from the pool conduct the lessons. St Paul's staff remain at the pool side in case of emergency and to support discipline.

Children needing to go to the toilet should go in pairs, with a member of staff providing appropriate supervision – being by the entrance to the toilets and checking their return to the pool.

The school collects an annual Risk Assessment checklist (SV10) from the Brentford Leisure centre management. This is shared with the class teachers leading swimming groups.

## TRAINING & INDUCTION

We have a staff handbook and an induction checklist, which the relevant member of the SLT works through with new staff and regular volunteers. The Health and Safety Policy is included in the induction checklist. We also have a staff handbook, which is updated annually and shared with all staff in the Autumn term INSET days. This includes essential Health and Safety information including first aid, accident, fire and emergency.

Staff are aware that failure to follow health and safety procedures is a disciplinary offence.

Health and Safety training is provided in-house or through an appropriate training provider e.g. the LA or the school nurse.

## VIOLENCE TO STAFF

All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack. Staff are encouraged to avoid working late where possible and to follow the school's solitary working policy and procedures where it cannot be avoided.

Through the school's CPD programme we address working with parents and other adults in school. We recognise that in extreme situations, parents and other adults may react violently. To deter this we train staff to be emotionally astute. We encourage staff to meet with a member of the SLT where potential conflict or difficulties are anticipated. Meetings take place at times when colleagues are present on site and in rooms, which allow for appropriate monitoring by colleagues. Staff should always sit nearest the door, so that they can leave the room if they need to.

If an adult becomes angry during a meeting staff should:

- Remain calm;
- Diffuse the situation by arranging to meet on another day with a member of the SLT;

If a member of staff is concerned for the safety of a colleague, they should:

- Where safe, interrupt the meeting and ask to have a word with colleague – waiting outside for them to come.
- Send for a member of the SLT to help diffuse the situation.

The Headteacher can order any person off the school site if they present a danger to staff or pupils. If they fail to leave immediately, the Police will be called to intervene.

In the case of assault taking place, the Governors recognise the traumatic effect it can have on the victim. In such circumstances, an appropriate colleague will be released to support and look after the victim.

Assaults against staff are fully recorded, evidence is kept and reported to the appropriate authority where necessary.

#### Publicising the Policy

The policy is shared with staff as part of the induction process.

#### Review

The policy is reviewed every three years.

SECTION 4 – SITE & GENERIC ACTIVITY RISK ASSESSMENTS

SECTION 5 – FIRE EVACUATION PROCEDURES

SECTION 6 - INSPECTION & MAINTENANCE SCHEDULES, LOGS & SERVICE RECORDS

SECTION 7 – HEALTH & SAFETY ACTION PLAN

SECTION 8 – HEALTH & SAFETY SITE WALK RECORDS

SECTION 9 – SCHOOL ASBESTOS REPORT & MANAGEMENT PLAN

SECTION 10 – BOROUGH H&S RETURNS/COMMUNICATIONS

SECTION 10 - APPENDIX – SUPPLEMENTARY DOCUMENTATION