

ST JOHN FISHER RC PRIMARY SCHOOL

When You Love To Learn
You Learn To Love



Health and Safety Policy

All staff, student, volunteers and Governors have an enhanced CRB check.
An audit of this check is carried out termly.
All staff have completed and met the New Childcare Disqualification requirements

MARCH 2017

St John Fisher Catholic Primary School Health and Safety Policy

Declaration

The Governing Body of St John Fisher R.C. Primary School is committed to providing safe and healthy working conditions for employees and to ensuring that their work does not adversely affect the health and safety of other people.

The Governing Body acknowledges that it also has responsibilities for the health and safety of pupils and visitors.

Organisation

Level 1	Governing Body
Level 2	Head teacher / Deputy
Level 3	All staff

Allocation of functions

Level 1:

- Annually agree the Health and Safety policy appoint Health and Safety Committee to have oversight of health and safety matters keep the policy under review and to review it, either annually, or in response to any major incident.

Level 2:

- Take day-to-day responsibilities for all health and safety matters in the school
- Liaise with Governors/LEA/Archdiocese, as appropriate, on policy issues
- Ensure adequate arrangements for chairmanship of school health and safety committee and that policy is implemented.
- Arrange for staff training as appropriate.

Level 3:

- Check classroom/work area is safe
- Check any equipment used is safe before use
- Ensure safe procedures are followed
- Report defects to level 3 or level 2

The Governing Body will participate in and/or arrange for regular inspection of the premises at least once a term in order to identify any risk to Health and Safety and ensure that any identified hazard is rectified. The Governing Body will arrange for a risk assessment to be made, and will record its findings and any group of employees identified as being especially at risk.

They will ensure that contractors employed to undertake work at the premises, undertake that work in a safe manner so that they do not expose employees or persons using the premises to health and safety risks.

The Governing Body will ensure that the school undertakes any measures they need to take to comply with the requirements and prohibitions imposed by, or under, relevant statutory provision.

A report of health and safety committee meetings will be given at each of the Governing Body full meetings.

The Governing Body will, with other agencies such as the LEA and Archdiocese, as appropriate, make arrangements to:

- (i) Provide appropriate training for safety
- (ii) Disseminate health and safety information

Miss Griffin will investigate incidents which cause, or have the potential to cause, injury to staff, pupils or visitors, and will report the findings to the Governors.

The staff will ensure that any premises defect etc., when reported, is rectified and/or action taken to prevent persons being affected by that defect. It will be recorded and reported, together with the action taken to rectify the situation;

In order to measure the degree of compliance with the standards set, an annual audit of health, safety and welfare performance will be undertaken, following consideration by the Governing Body. The results will form the basis of action to agree objectives for the future.

This policy will be reviewed as part of the school development plan, and amended as and when necessary. All amendments will be discussed with school safety representatives and committee prior to implementation.

Responsibilities

Daily	Weekly	Termly
Monitor accident and hazard reports	Test fire alarms	Report to health and safety committee and premises sub-committee
Notify defects Make safe immediately.	Monitor electricity, water and fuel consumption	Take part in the committee's H & S walk
Take action to rectify, or put in order to contractor.	Check building condition	
Short grounds condition check	Short health and safety check	
Check perimeter fencing	Grounds condition check	
	Walk perimeter	

Annually

Ensure that safety checks are carried out: fire equipment, Pat testing, security systems

Health & Safety Committee

Check mechanical and electrical equipment maintenance records

Review health & safety policy

Revise risk management and emergency plans

School Procedures

No pupil may go into the school or onto the playground before 8.30am with the exception, any pupil who has specific tuition, or on a wet or very cold / wet day when the pupils enter the school through the hall entrance.

Adults must enter the school through the main reception area. Pupils remain in the hall until the class teacher receives them at 8.55am

Registration By 9.00am and 1.20pm the registers should be completed and returned to the office. These are to be used for a pupil check in case of an emergency. Any child who arrives after registration, whatever the reason, is given a late slip to enable there to be accurate knowledge of all on site at any given time.

Staff on Site

All staff are required to 'beep' in and out.

Pupils are supervised at all times by a teacher or LSA, including break times.

Pupils are not allowed in the hall without a teacher.

If pupils are to be removed from the classroom because of misbehaviour they can:

- be sent into another classroom;
- be given work to do at a desk outside the classroom - but with the door left open, so that they can still be supervised by the teacher.

After School

At the end of the school day the pupils are dismissed at 3.15pm.

Adults (or sometimes secondary school pupils), collect the younger pupils from outside their classrooms. (F, KS1 and LKS2).

Older pupils are permitted to go home alone once the school has the parents' permission.

If a pupil is not collected by 3.25pm, the teacher takes them to the office and phones a parent to enquire when the child is going to be collected and what the collection arrangements are.

If the school has not made contact with a parent by 4.15pm social services will be telephoned to advise on the next steps to be taken. School staff should not attempt to take the pupil home, nor should the pupil be taken to the police station.

If pupils are required for practices etc., permission must be given in writing by parents in advance.

Behaviour

The behaviour policy details possible Health and Safety concerns. There is no detention after school. PE / Games and swimming are valuable areas of the curriculum, the only reason that these are used as a sanction is if there is a concern regarding Health and Safety

Parent helpers (mainly accompany school trips)

All parent helpers must be CRB checked.

Teachers are still under an obligation not only to directly safeguard their pupils, but also to take all reasonable steps to ensure that parent helpers take care for pupils' safety. Parent helpers are never be left in sole charge of pupils.

Playtime

No pupils are to leave their classroom until there is an adult on the playground. Playground activities should not be aggressive and the person on duty is proactive in ensuring that boys / football/ 4 square etc do not dominate the playground. In fine weather pupils may play on the field.

Wet Playtime

The KS2 classes go to the hall or at the discretion of the person on duty remain in classes and the younger pupils stay in their classrooms.

Medicines

We follow the Bexley Local Authority Code of Practice for Medicines and Drugs in School

The school is ready to co-operate in the medication of pupils at school, where this is absolutely necessary and only for allergies. In all cases, such medications must remain the responsibility of the parents, since teachers and the Local Authority can accept no such responsibility. For acute infection, it is inappropriate for the school to have to administer medicine e.g antibiotics, as the child should be kept at home.

However, where pupils are chronic sufferers of asthma, epilepsy and diabetes, we can only supervise self medication if written instructions are received from the parent. The medicine must be clearly labelled with the child's name, the dosage and the name of the chemist. It will then be kept in the fridge or the stock cupboard.

Medicines must be handed over by the parent, either to the Secretary or the Headteacher. On no account are pupils to be sent to school with medicine on them, as this will endanger all the pupils in the school. Medicines should be taken home at the end of the school year.

An up to date Medical Alert Book is kept in the school office with children recorded who have any medical condition. All staff have refresher medical training from the school nurse annually.

Medication

If meningitis, food poisoning or cases of scarlet fever are reported please report immediately to the Headteacher who will ring Dr Chadri on 298 6000 to ask for advice.

Asthma

The asthma pumps are in the filing cabinet in the secretary's office. All asthma pumps must be clearly marked with the pupil's name.

Teachers are responsible for carrying medication on visits and swimming.

A pupil should not use another pupil's inhaler. If the parent cannot be contacted and the pupil is in distress, then an ambulance must be summoned

Administration of Epipen

All staff are trained in administering an Epipen.

If the child reports or presents any symptoms of sickness he/she is sent with a child a to the Office for the Secretaries to consult with senior staff and possibly phone the parents.

Transport

All pupils are expected to behave in an exemplary manner when they leave the school site.

When catching a bus

Pupils should board coaches / buses in an orderly manner. The teacher should be on the outside of the pupils, between the pupils and oncoming vehicles, as they step up onto the coach. Pupils must remain seated, with seat belts fastened, whilst the coach is in motion. They are not to wave out of the windows distracting other drivers. The noise level should be kept reasonably low to avoid distracting the bus/coach driver.

On long journeys/visits, sick bags, obtainable from the stock cupboard must be taken along. Persistent 'vomitters' should have taken anti-sickness pills. (Check with parents in advance). The teacher, or other approved adult, should also carry on their person any medication for asthma/epilepsy that may be required by a pupil. Pupils should not eat during the journey. Pupils should not sit in front seat or near an emergency exit if possible.

When travelling by train the pupils must stand back from the platform edge. They must enter the train in the carriage indicated by the teacher. Pupils must sit or stand in a sensible manner and be respectful of all other passengers. The teacher should enter the train first and another adult should remain on the platform until all children are on the train. When leaving the train an adult must be the last to leave.

In addition there are extra instructions in the School Visits Procedures policy.

The movement of pupils between different parts of the building

Pupils should walk, not run. They should be encouraged not to make a noise. Do not send pupils through the hall during assemblies.

Physical education

Although P.E. equipment is assembled by teachers and pupils, teachers must ensure that it is safe before pupils start work on the apparatus. Please check bolts, that bars are screwed on properly and that mats are flat on the floor. Pupils should be trained to share the P.E. apparatus, but if necessary, the teacher must regulate the number using any one piece at a time.

Apparatus should be fixed or placed so that it is stable, and spaced so that collisions are unlikely. The P.E. co-ordinator is to undertake periodic checks on equipment. Pupils should be suitably dressed for physical activities. Plimsolls are suitable on hard surfaces, and will usually be safe on dry turf, but appropriate studs will be necessary for many activities on grass - wet or damp grass is unfit for activities for which plimsolls are worn. The risk of injury to other pupils from spikes and studs must not be overlooked.

On no account should pupils work indoors in stockinged feet, nor should they be allowed to work barefoot unless conditions are suitable. Coloured braids, which are sometimes worn to distinguish teams, might in some circumstances, be dangerous. Watches and jewellery should not be worn. Ear-rings are to be removed by the child and are the child's responsibility. Teachers are not to look after jewellery.

On no account are pupils to go barefoot on the field or playground due to the danger of glass and other sharp objects.

- Staff must be aware of hazards within the school environment and point these out to the pupils.
- Ladders or stage blocks must be used if display areas cannot be reached from the ground.

- Pupils must remove their own earrings before any lessons involving movement (PE, Drama, Dance, etc). Adults may not remove earrings for pupils
- The teacher is a role model and needs to be suitably dressed - particularly footwear needs consideration.
- Pupils must wear suitable footwear for the activity they are participating in. Apparatus work should be bare-footed unless a medical condition requires plimsolls to be worn. For everything else the pupils wear plimsolls.
- No pupil should be forced to remove any clothing - including shoes.
- In upper KS2 and, where possible, in lower KS2, pupils should change in gender groups.
- PE kits (blue shorts and white tee-shirts) must be worn.
- All staff **MUST** follow the Rules for Safety in the Hall.

Rules for Safety in the Hall

All these rules must be followed when working in the hall.

- Pupils must not wear outdoor shoes for physical activities (plimsolls, pumps or bare feet).
- Pupils must remove ties for any activity that involves movement in the hall.
- The noise level should be kept to a minimum (during a lesson using apparatus, the pupils should work in silence).
- The teacher should check all equipment at the beginning of each session. Any broken or damaged equipment needs to be reported to the PE Co-Ordinator and/or the Site Manager as soon as possible.
- All equipment needs to be kept tidy and this is the responsibility of all members of staff.
- If teachers are unhappy with any aspect of Physical Education, they must seek help / advice from the Co-Ordinator.
- Teachers should not use any large apparatus until they are sure of how it is set up and secured. An adult must set up the wall bars or rope climbing apparatus.

Car parking

Parents who drive their pupils to school are to drop and pick up their pupils outside the school gates. No parking is allowed on the yellow zig-zag markings outside the school gates. The delivery entrance is not to be used by parents.

Movement around the grounds / School

No adult is allowed to enter the school without signing in in the entrance office.

On dry mornings, all pupils report to the junior playground. On wet mornings all pupils report to the hall and the middle gate will be opened for pupils to enter and leave the premises. The middle gate is opened each day at 3.00pm.

The presence on site of contractors

Where possible, when contractors are working on site, arrangements should be such that their work area, and the access to it, should be physically fenced off from the rest of the school. Contractors on site will attract the attention of pupils. All staff should be extra vigilant at such times. The dangers of such work should be impressed on pupils, and they should be warned to give contractors a wide berth.

The Head is responsible, at all times, for what goes on at the school site. However, when contractors are engaged to work on site, a clerk of works or technician is appointed to oversee the work. Routine and minor problems with contractors should be dealt with through the appointee. Matters of an urgent nature should, nevertheless, be dealt with immediately by the Head, followed by a telephone call to the appointee to confirm/backup any action taken.

Asbestos

All known asbestos has been removed from the site except for in the classroom cupboards where the tiled floor may have low level asbestos.

First Aid Equipment

First Aid boxes are provided at suitable points. Each box contains only basic first aid requisites and a list of contents. Further First Aid requirements are available in the office.

Emergency Procedures

First Aid should be rendered, but only as far as knowledge and skills admit. The patient should be given all possible reassurances, and, if absolutely necessary, removed from danger.

All the staff are trained in first Aid but Mrs Sproat and Miss Griffin are the senior first aiders. If circumstances necessitate it, one of them must be summoned immediately to tend to the patient.

Staff dealing with cuts/vomit/diarrhoea must wear protective gloves/apron. All injuries to pupils should be recorded in the accident book kept in the Secretary's office. A brief statement of how the injury occurred, and treatment administered must be written in the book. The statement must be signed. The Teachers, Teaching Assistants and mid-day supervisors will administer simple first aid. Mrs Sproat will deal with more serious wounds. Serious injuries must be reported to the Supervisory Officer (Miss Griffin) Parents must be sent for in the case of more serious/dubious injuries involving bumps, cuts or limbs.

Transport to hospital. If an ambulance is required, the emergency "999" service should be used. No casualty should be allowed to travel to hospital unaccompanied. Parents must be informed immediately.

Accident forms. In the case of serious injury, as soon as possible after the incident, every case of injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from the School Secretary.

Completed forms should be passed immediately to Miss Griffin, who will investigate the accident.

If a child suffers an injury to the head, however slight, the parent must be informed either verbally or in writing at the end of the day. Please report incidents to the Secretary.

Employee accidents. These must be reported to the Supervisory Officer (Miss Griffin) who will fill in the Employee Accident Report Book (Form CSO 10/1). This is kept in the Secretary's office. If in doubt, please consult the booklet "Accident Reporting Procedure in Bexley" located in the Secretary's office and the staff room.

Fire/Bomb and Emergency Procedure -for during the school day

It is the duty of all members of staff to carry out the procedures as follows: A member of staff will summon the fire brigade. Operate the nearest alarm

When the fire alarm sounds, the teachers will line the pupils up quickly, and lead them through the nearest outside door to the allocated assembly points.

Registers will be brought to the class assembly points and the registers will be called. Any pupil missing must be reported to the head teacher or senior member of the staff on site.

Mrs Holloway will hand out the registers to Infants, Mrs Pooley to Juniors, and the teachers will take an immediate roll call. Names of missing pupils should be reported immediately to the Headteacher. Please note that there should be no panic, and that pupils should walk to the assembly point quickly (no running) and quietly. The pupils must remain quite. The Head teacher will check the visitors' log book.

Please note that if outside doors are the site of the fire/ blocked/ jammed etc., then the pupils must be evacuated through the nearest available safe exit.

These 2 fire exits are located at the rear of the hall and are for evacuation during assembly, P.E. etc.

There is an exit from the Computer Suite. A key hangs near the door. If the fire is near this outside door then exit through the door that leads into the teaching area and go out through Year 4.

Before or after school activities using the hall.

Main exit is through the hall door. The alternative exit is through the entrance hall.

Fire exits must not be blocked. Fire exit doors must be unlocked whilst the premises are occupied. Fire drills will be held once a term.

Fire fighting.

Staff should never put themselves at risk in attempting to fight a fire. The Business Manager should keep a log of all equipment, and record details of annual maintenance check.

The fire extinguishers are located:

1. in the hall (red).
2. outside Head teacher's office (red).
3. Boiler House (red).
4. Outside parents' room (red).
5. Pearl classroom (red).
6. Between Sapphire and Opal classrooms (red).
7. In Library area (red).
8. In Diamond classroom (black).
9. Electricity cupboard (black).
10. Kitchen (red).
11. Computer Suite.
12. Outside Secretary's Office (black).
13. One for electrical equipment located in Pearl Class (black).
14. . One for electrical equipment in the lobby between Sapphire and Opal (black).

Black fire extinguishers for electrical equipment.

Red fire extinguishers for ordinary fire.

Fire doors are to be kept closed. Fire exit doors must not be locked.

In the event of a fire alarm being activated or a glass being broken a spare glass and keys to the fire alarm cabinet are kept in a plastic folder pinned to the wall in the Secretary's office.

N.B. Review of Emergency Procedures.

From time to time, it will be necessary for Miss Griffin to review the provision of first aid in the school and the emergency regulations. Where necessary, she will make recommendations for improving the procedure laid down.

All staff and visitors/contractors in the school must sign in and out in the visitors'/contractors log books located in the Secretary's office

Use of Premises on Sunday

Whenever candles are lit for Mass, there must be a bucket of water nearby. Lit candles must never be left unattended. The Parish Priest has been trained on these procedures,

Any incidents must be reported to the Headteacher on Monday morning.

What else around the school could be a safety concern?

- Dangerous implements are to be locked away in the cupboard when not in use. In the infant department, this may include sharp scissors.
- Pupils should not be asked to carry heavy pieces of equipment (e.g. overhead projector).
- When using computers, one must remember the safety aspect with regard to trailing leads.
- It is important for safe working that furniture and equipment be arranged to allow adequate circulation space.
- Activities which demand particular attention and are of a potentially hazardous nature must be adequately supervised by the teacher.(cooking, science experiments etc.)
- Ensure that pupils know not to look directly into the glare of the projector

General Points

1. Money is a temptation to pupils, and should not be left lying around in the classroom.
2. No child is to stand on chairs or tables at any time, and adults are to remember to use the step ladder (kept in stock cupboard) if they wish to reach somewhere high.
3. Pupils are not allowed to bring into school or use "Tippex". Spirit based pens are not to be in the classrooms.
4. Keep fire doors closed.
5. Pupils should not be asked to carry hot drinks or any glass objects.

Evacuating of school during a Flood

This evacuation must take place in an orderly manner. Pupils are to be escorted up Knee Hill to Danson Youth Centre.

Internal Evacuating during an outside threat

The children have been trained to respond to specific signal and will immediately make their way to the hall and await stage 2 instructions. This is tested termly alongside regular fire drills.

Hazards

All members of staff should be checking for hazards as they go about their work. Hazards should be reported immediately to the Supervisory Officer (Miss Griffin) and/or the Site Manager, who will arrange for repairs.

The Supervisory Officer and the Health and Safety Committee will inspect the premises for hazards on a termly basis.

Environment

Defects in heating, lighting, ventilation etc., should be reported to the Business Manager.

Safety Representative

The Safety Representative is Miss Griffin.

Information

Health and Safety advice and information can be found in the staff room. This includes Bexley Education Authority Health and Safety Policy.

Substances

The names of any new substances will need to be recorded and a hazard assessment made. Inflammable liquids and hazardous substances are stored in the lockable cupboard in the business Manager's store room. The cleaning cupboard should remain locked, so as to prevent pupils tampering with cleaning materials.

Electrical Safety

A register of electrical equipment is kept in the Secretary's office. All electrical equipment is visually checked and any defective items repaired or written off. Teachers should check visually each time of use. Electrical equipment should be checked annually by a competent person. (PAT)

Pupils must keep away from Electricity Board equipment. Pupils should not plug in equipment.

No unauthorised electrical equipment is to be bought into school as all such equipment must be tested and certified before use.

Conclusion

It is the responsibility of everyone to make the school a safe environment and ensure, as far as is reasonably practicable, that working conditions are safe, and that the school life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements, or other advice/guidance issued by the Authority or Head in pursuance of the safety policy, should immediately report the circumstances to the Head.

The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter he/she should then report the matter to the Senior Education Officer (Finance, Administration and Development) or the Assistant Education Officer (Finance and Development).

If no action is seen to be taken, the Head should be consulted again, and if still no action is taken, the member of staff should report the circumstances to the safety representative at the school or one of the officers mentioned above.

Hazardous situations should also be reported immediately, and the same procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.

Child Abuse

If you see any mark on a child ask how it happened. If they say an adult had caused it and it was non-accidental:-

On no account must a child be asked to write down what has happened. The member of staff writes it down.

Report immediately to the Headteacher or in her absence the senior member of staff.

Teachers, Teaching Assistants or Mid-day Supervisors should not under any circumstances remove the child's clothing. They should only note the marks that they have noticed or which have been brought to their attention.

An adult should never give a blanket promise to a child to keep a secret. If asked to do so the adult should reply "I'll keep a secret if it is a good secret. If it's a bad secret I may have to tell someone else". Teachers/Teaching Assistants/Mid-day Supervisors will need to fill in the School Log - kept in the office.

For pupils on the "At Risk" Register please notify the Senior Management Team if the child is absent.

When a member of staff has referred the matter to the Senior Management Team the SMT will contact social Services and report the concern. A Referral Form will need to be filled in within 24 hours and passed to social services. More details of Child Abuse Procedures are the in the Staff Room.

Un-authorised Absence

If a child arrives after 09.30am, it is considered an un-authorised absence, unless a reasonable explanation is given. Un-authorised absences are referred to the Education Welfare Officer.

All registers must be returned promptly to the Secretary.

If a child is going on holiday during term time a Holiday Form needs to be completed. No Holidays are approved. Forms are available from the Secretary. (See Holidays in Term Time Policy.)