



## **St John's Primary School Health and Safety Policy**

### **General Statement**

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

This policy supplements Newcastle City Council's health and safety policy statement.

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

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

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

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

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

## Organisation

1. The responsibilities of the governing body
  - Monitor and review health and safety issues through the discussions held with the Head Teacher.
  - Ensure adequate resources for health and safety are available.
  - Provide plant, equipment and systems of work, which are safe, and without risks to health.
  - Make arrangements for handling, storage and transportation of articles and substances.
  - Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
  - Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
  - Ensure sufficient funds are available to provide, as necessary, equipment to all staff employed in the school.
  
2. The responsibilities of the Head Teacher
  - Be responsible for the day-to-day implementation of school safety organisation and policy. Ensure that all staff fulfil their duties to co-operate with the policy.
  - Develop a culture of safety throughout the school.
  - Report to Governors on pertinent issues.
  - Report accidents and incidents of violence to the Governing Body and where relevant the local authority and other outside agencies
  - Formulate and co-ordinate safety procedures.
  - Ensure relevant staff members have access to appropriate training.
  - Liaise with outside agencies to offer expert advice
  - Ensure that all staff fulfil their duties to co-operate with health and safety policy and guidelines
  - Report to School Business Manager (SBM)/ facilities manager and governing body on any issues regarding health and safety that are brought to their attention
  - Ensure all adults coming into contact with children are prohibition list checked as a minimum and DBS enhanced disclosure has been sought for those adults who work with children directly.
  
3. The responsibilities of the (SBM)/facilities manager
  - Review first aid, fire/evacuation and risk assessment procedures with relevant staff on an annual basis and where necessary report back to the governing body
  - Ensure that they are familiar with the school's health and safety policy
  - Meet regularly with the Head Teacher and the Premises & Community sub committee of the Governing Body to conduct site checks and discuss any issues relating to Health and Safety

- Ensure that all cleaning and kitchen staff are aware of any implications relating to Health and Safety as it affects their work activities e.g. safe storage and use of equipment, materials and substances
- Ensure regulations regarding allergens are fully adhered to in meal preparation
- Ensure that all risk control measures relating to the kitchen are in place
- Report to the Head Teacher any defects of hazards that are brought to their attention
- Inform the Head Teacher and any other relevant people whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- Ensure that means of access and exits are safe for use
- Ensure that all equipment that is made available is safe and that hirers are fully aware of how to use any such equipment safely
- Ensure that fire exits are clearly marked
- Ensure that hirers are briefed about the location of telephones, fire escape routes, fire alarms, fire fighting equipment and first aid supplies
- Make arrangements for checking the security and conditions of the premises and equipment used

#### 4. The responsibilities of all staff

- Ensure that they have read the health and safety policy
- Fully support health and safety arrangements
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Report any defects and hazards to the SBM or facilities manager.
- Not interfere with any health and safety provisions
- Report and complete 'Accident / Incident / Violence' form, available from the School Office, in the event of a significant accident, incident or near miss of violence.
- Comply with this policy, risk assessment and instruction provided by the Head Teacher
- Promote healthy and safe practices within their classrooms
- Exercise effective supervision over those for whom they are responsible, including pupils
- Ensure that, as far as practicable, pupils use tools and equipment safely and these meet the accepted safety standards.
- Report any concerns of abuse of pupils using safeguarding procedures
- Complete appropriate accident/incident documentation
- Keep all relevant people updated with regard to any pupils specific medical needs
- Co-ordinators should be sufficiently knowledgeable about health and safety issues relating to their subject, promote safe practice within it, and be able to offer advice to all other members of staff
- All staff should question any unfamiliar people that may be seen on school premises and direct them to the office to allow them to follow procedures for signing in. Any such incident should be reported to the Head Teacher as soon as is practical.

5. All pupils are expected, within their expertise and ability, to:
- Exercise personal responsibility for the safety of themselves and their fellow pupils
  - Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
  - Observe all safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
  - Use and not wilfully misuse, neglect or interfere with equipment provided for safety purposes.

IT IS THE RESPONSIBILITY OF THE HEAD TEACHER AND STAFF TO ENSURE PUPILS ARE AWARE OF THESE RESPONSIBILITIES THROUGH DIRECT INSTRUCTION, NOTICES AND THE SCHOOL PROSPECTUS

## **Arrangements**

All staff should be aware of the following arrangements: -

### **1. Fire safety arrangements**

Please see the fire safety file held in the administration office. This contains the fire evacuation plan, any individual plans as required, risk assessments and equipment check information.

The fire risk assessment carried out by the LA is to be kept up to date. The SBM will ensure that the fire precautions provided remain effective, and the required checks/tests on the fire safety hardware are carried out at the correct intervals identified in the fire precautions log book.

The Head Teacher/SBM will ensure that fire drills are carried out each term, with records kept.

### **2. Managing asbestos**

A full asbestos plan is available in the H&S file held in the administration office. Checks are carried out on an annual basis by local authority approved contractors purchased through SLA. All records are kept up to date.

### **3. Managing the risk of legionella**

A full risk assessment is available in the H&S file held in the administration office. All actions reported by the LA approved contractor are acted upon immediately.

### **4. Risk assessments**

The Head Teacher will ensure suitable & sufficient Risk Assessments are in place for the activities the school undertakes. These risk assessments shall be reviewed on an annual basis or as and when necessary to reflect any significant changes. Staff will undertake risk assessments for areas/activities within their control and discuss these with the Head Teacher.

### **5. First Aid**

The Head Teacher is responsible for ensuring that there are adequate numbers of qualified First Aiders. Posters showing the names and pictures of all first aiders are displayed throughout school.

### **6. Reporting procedures for accidents, incidents and dangerous occurrences**

Any pupil complaining of illness or who has been injured is sent to the qualified First Aiders to examine and, where appropriate, administer treatment. Unless an accident has occurred that requires treatment in situ. All accidents, incidents, ailments and treatment are reported in the appropriate report book/form available from the school office.

All accidents will be recorded on the council's accident report form and copies sent to the Health & safety section.

## **7. School security**

School security arrangements are managed through the local authority. There are three key holders for the whole school site:

Head Teacher

SBM

Facilities Manager

The school buildings are alarmed, the alarms are monitored by ADT through a local authority service level agreement.

Apart from the main entrance, all access gates are locked during the school day. Access is via an intercom system at the main door. All visitors must sign in at reception and are given a visitor badge.

## **8. Working at height**

It is not expected that any member of staff will work at significant height. For display work the school has provided low level safety steps which must be used. The local authority guidance is attached as an appendix to this document.

## **9. Medications**

See separate Supporting pupils With Medical Conditions policy

## **10. Vehicle safety within school premises**

The following have been implemented within the school premises:

- Separate route for pedestrian and vehicles by the provision of adequate pavements, where necessary.
- When transporting children, mini buses to be stationary with the engine turned off until children either safely on board or taken to a place of safety eg. pavement.
- Restricting vehicle movement to times outside those periods when considerable pupil movement takes place e.g. at the start and end of the day and during lunch breaks. Where this is not practical appropriate warning notices are posted at the entry to grounds prohibiting commercial traffic movement during periods when pupils will be in the area and the restrictions are actively enforced.
- Good visibility.
- Avoidance of reversing, where possible.
- Adequate speed restrictions by the use of signage.

## **11. Educational visits**

The Head Teacher will appoint an educational visit co-ordinator; all visits and trips away from the school site must have a specific risk assessment which will be

submitted in accordance with the online Educational Visit Advisory Service. The Head Teacher will ensure that the guidance contained in 'Safety in Educational Visits and School Journeys' is followed. Please see separate educational visit policy.

## **12. PE equipment**

Play equipment complies with relevant BS/EN standards, is safely set up and supervised, and is maintained in a safe condition. Manufacturer's guidance is followed. Inspection arrangements are in place, appropriate to the risks and type of equipment involved. The principles of an inspection regime are:

- Frequent inspections must be carried out by employees to ensure there is no physical damage or deterioration.
- Annual inspections by a trained and competent inspector.

## **13. Managing chemicals**

The school is responsible for providing a COSHH assessment for hazardous substances in school, compiling and maintaining a list giving details of these substances. All substances used should be used in accordance to supplier's instructions and the Head Teacher will monitor this.

## **14. Portable appliance testing**

All items of portable electrical apparatus and equipment in use at the school are inspected and checked biennially. All alterations to electrical equipment should only be made by a qualified electrician. When a fault is suspected, the Head Teacher should be informed and action will be taken to have the item removed from use and inspected

## **15. Selecting and managing contractors**

The SBM will ensure that all works planned are organised with contractors who comply with the school's permit to work procedure. Onsite meetings and planning will be carried out for any works. The Head Teacher/SBM will closely liaise with existing contractors to ensure that any work carried out by/on behalf of the contractor is also planned and organised in a safe manner.

## **16. Manual handling**

At no time should staff, pupils or supervising adults attempt to lift objects which could exceed their own individual capability. All staff will complete online manual handling training.

## **17. Plant and Equipment**

The Head Teacher is responsible for ensuring that all plant and equipment are appropriate for school use and are inspected following manufacturer guidance. A service level agreement is in place with the local authority.

## **Procedures**

For ensuring involvement of all members of the school community involve:

- 1 regular review of health and safety issues through staff meetings, open to all members of staff, Governor Sub-Committee Premises Meetings and house captains' meetings
- 2 training for midday supervisors and kitchen staff
- 3 governor training
- 4 open debate about health and safety issues at full governor' meetings.

For providing children with opportunities to discuss health and safety issues:

- 1 Personal and Social Education discussions designed to promote mutual respect, self-discipline and social responsibility
- 2 the compilation of a set of rules to begin the school year by each class at the beginning of the autumn Term
- 3 assemblies when a variety of issues pertaining to health and safety are discussed
- 4 general rules which are contributed to by teachers and children through their House Captains.

For accident, prevention, reporting and investigation include:

- 1 vigilance by all staff and children to spot potential causes of accidents and take action to prevent these whenever possible
- 2 promptness in reporting any potential hazard using the appropriate form
- 3 immediate response to such reports involving investigation and rectification of the hazard
- 4 reporting all accidents to the Head Teacher by completing the correct accident form
- 5 keeping a note of all accidents, the administration of medicines and inhalers in specific school books/forms
- 6 notifying parents as soon as possible in the case of accidents to children
- 7 prompt investigation of all accidents by the Head Teacher or SBM in order to establish the cause and adopt remedial measures.
- 8 Annually update the risk assessments for the areas of responsibility in school.

For first aid provision include:

- 1 the use of hygienic first aid practices by all staff. This means that disposable gloves should be worn at all times when dealing with first aid and changing children who have vomited or soiled/wet themselves
- 2 the presence of trained first aiders in the school at all times
- 3 the provision of a fully stocked first aid box in the Assistant Heads' Office and Early Years, which is regularly checked
- 4 summoning of an ambulance where necessary by office staff or any responsible member of staff. If the school is unable to



contact a parent or nominated contact, a member of the school staff must accompany the child to hospital and wait there until the arrival of a parent.

For infection control

1. Promote good hygiene at all times
2. Take advice from School Health

If there is an infection break out current Health Protection Agency guidelines will be followed.

For ensuring road and metro safety include:

- 1 regular visits from road safety officers and visits to Safetyworks. In addition, all year 4/5 pupils have the chance to carry out cycling proficiency training in the summer term.

For ensuring personal hygiene include:

- 1 encouragement of high standards of personal hygiene for staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this e.g., paper towels and soap
- 2 the provision of sanitary disposal equipment in the ladies toilets, kitchen toilet and KS2 girls' toilet, which is regularly serviced by an external contractor.
- 3 the provision of a nappy bin in early years toilets

For ensuring playground safety include:

- 1 conscientious supervision of playgrounds involving two staff for playground areas and dinner supervisors at lunchtime. If only one class is outside during break time, then only one member of staff is required for supervision.
- 2 regular inspection of the playground/grassed areas to ensure that any dangers are removed promptly
- 3 school rules about playground behaviour designed to maximize playground safety.

For ensuring safety within the curriculum include:

- 1 training children to use tools and other equipment safely and properly
- 2 warning staff that scissors with points should never be used by any child
- 3 teaching children about the dangers of pointed pencils and ensuring the safe use of compasses.

For ensuring a safe physical environment include:

- 1 regular inspection of the whole school by the SBM and facilities manager. Regular walks about the school are undertaken by members of the

- Premises and Community Sub-Committee by the Governors
- 2 a no-smoking policy (including e-cigarettes) in all areas of the school, advertised by the posting of notices
  - 3 a no dogs policy in all areas of the school (with the exception of guide dogs and the school dogs)
  - 4 provision of the correct sized furniture for pupils. Storage of materials at an appropriate height for the user as far as is practicable
  - 5 teaching children to dispose of litter correctly and the regular emptying of bins by the caretaker
  - 6 any weed killers must be used only in school holidays and only if safely dispersed before children resume school
  - 7 a variety of security measures including outdoor microphone restricted access, panic buttons and outside security lighting
  - 8 The work of the facilities manager who is responsible for the maintenance of the premises and who responds rapidly to rectify damage.

For sharing health & safety related information:

1. All health & safety related policies will be published on the school website.

**Review Date:** January 2023

**Next Review due:** January 2025 (biennial basis)

**Persons responsible for review:** Premises and Community committee for initial review, final sign of by full Governing Body

## **Appendix One**

### **First Aid procedures**

As stated in the main part of this Policy, there are a number of trained first aiders in school.

Serious accidents are always dealt with at once. Parents are informed of accidents immediately if they are serious, less serious accidents are reported to parents at home time.

During lesson times and lunchtimes any first aider treats children with accidents or illnesses. More serious accidents or illnesses are brought to the attention of the Head Teacher or Assistant Head Teachers.

The First Aid Box should contain, as a minimum:

- First aid guidance leaflet
- Contents list
- Disposable gloves
- Resuscitation face shield
- Water resistant plasters
- Medium sterile dressing
- Large sterile dressing
- Eye pad sterile dressing
- Finger sterile dressing
- Burns dressing
- Triangular bandage
- Conforming bandage
- Alcohol free moist cleansing wipes
- Safety pins
- Adhesive tape
- Foil blanket
- Sterile eye wash
- Scissors

With the increase in hepatitis and HIV, it is essential that disposable gloves are used by anyone who deals with a bad cut, or a sick child as infection can be caught from body fluids. These gloves should only be used once and then, together with soiled dressings, placed in bags, which can be sealed and disposed of in the correct bins provided.

### **The common playground accidents**

**Bumps:** Bathe with cold water or apply a cold compress-if ice is used, it should not be put directly onto the skin but in a cover and calm the child down. If it is a bad bump on the head or if a child is sick, dizzy or loses consciousness, even for a very short time, a doctor should see the child. Take to Accident and Emergency Department of the local hospital (dial 999 if necessary). Always contact the parent and ask them to meet you at the hospital, as many hospitals will not treat the child without parental consent.

**Cuts and Grazes:** Wash with water. Dry well and cover with a plaster or non- allergic dressing only if necessary.

**Stings:** Many children panic if a wasp or bee comes too close to them. By waving their arms about and screaming they are almost certain to be stung. Wasps do not leave the sting in the wound. Bee stings can be removed with tweezers.

Observe the child for a time to check that they do not have an allergic reaction.

**Splinters:** These can be removed with tweezers. Then wash well and apply a plaster only if necessary.

**Nose Bleed:** Sit child up and let them hold bridge of their nose fairly tightly. Do not let them blow their nose or bleeding will recommence.

If nosebleeds do not stop after treatment or they reoccur almost immediately, then a parent may need to be contacted, as medical treatment is sometimes needed.

**A possible fracture:** Immobilise limb as far as possible with triangular bandage and take to hospital. (Dial 999 for ambulance if necessary). Do not try to move the limb. Get help in moving the child if it is safe to do so.

If there is any doubt about moving the child, leave him/her where they are and summon immediate help. It can be extremely dangerous to move spinal injuries. Reassure child until help arrives (Once again, dial 999 immediately).

**Swallowing something poisonous:** Remember many dangerous substances can do damage coming back up again so beware of using an emetic. Call an ambulance.

**Allergies:** there seems to be many more children now who are allergic to certain foods such as peanuts. No one may be aware of this until the child comes into contact with this food for the first time, which may be in school. The child becomes red and swelling can appear, often followed by breathing difficulties which can be fatal if not dealt with quickly.

The child may have an inhaler or a syringe loaded with adrenaline if he/she has had such an attack before. If not, use the emergency EpiPen held in the Assistant Heads' office, dial 999 or take to A&E department of local hospital quickly. The same allergic reaction may occur with such things as bee stings. Treatment is the same for any serious allergic reaction.

N.B. Children may also be allergic to Elastoplast. Always ask the child before applying a plaster to a wound etc.

**Asthma Attacks:** it will usually be known if a child is asthmatic and the child will have an inhaler in school for his/her use. Calm the child down and don't panic yourself. Use the inhaler as directed. If no inhaler is available and/or it is serious attack, get the child to a doctor or hospital quickly. Children are encouraged to carry their own inhalers or if too big they can be kept in the Assistant Head Teachers' Office.

Do not panic if another child uses someone else's inhaler; they are unlikely to suffer any harm. It is, however, school policy to explain to pupils with inhalers that they are for personal use only and are not to be shared around with others! Non-prescription inhalers are available from the Assistant Heads' office.

**Medication:** if a child has to have regular medication the parents can be asked to come in to administer it.

Please see the medication policy for more detail.