

HEALTH AND SAFETY POLICY



School's own policy

*"We are called to be the hands and face of Jesus
as we learn, love and grow together"*

Document Date: Summer 2016

Review Date: Summer 2017

Reviewed by: Safeguarding Committee

Ratified at Full Governing Body meeting

Signature: Chair of Governors Date ratified:

1. Introduction

St. Vincent de Paul School should be a happy, healthy and safe place to work, to learn in and to visit. In the pursuit of this goal, the school relies on the co-operation and support of all governors, staff, children, parents and visitors. All must recognise the importance of a healthy environment for teaching and learning and make a commitment of joint responsibility to uphold the Health and Safety policy of the school.

2. Responsibility

The overall responsibility for the implementation of the School's Health and Safety policy rests with the governors of the school, and the staff and Senior Leaders of St. Vincent de Paul School.

The Headteacher is responsible for the Health and Safety of all those on the premises who are pursuing school-related business. A regular report to the Governors concerning Health and Safety issues that affect the school will be made by the Headteacher.

Teaching staff are responsible for their own classroom environment and they should be diligent in considering: their own Health and Safety; that of the children in their care; their assistants and visitors.

Co-ordinators need to be fully familiar with the Health and Safety considerations of their curriculum areas.

Teaching Assistants should be informed and aware of Health and Safety guidelines that directly affect any work they may undertake in support of the Class Teacher.

Administrative staff should be familiar with policy and other documentation that affect their working environment and dealings with those pursuing school-related business.

Lunchtime Supervisors are responsible for the care of the children in their charge during the lunch hour; for maintaining the ethos of the school and for reporting any accidents or unhappy situations.

All visitors and helping parents must report to the office on arrival to sign in and collect a badge of identification to be worn for the duration of their visit. They should sign out as they leave the premises.

All members of staff and voluntary helpers should undergo a DBS check or other currently recommended check.

First Aiders are responsible for taking the correct action in potentially serious health threatening situations and for updating their qualifications as necessary. They are responsible for keeping First Aid supplies in stock.

The Site Manager is responsible for the day to day general maintenance of the school and should be aware of Health and Safety regulations and documentation regarding the building, their safety and cleanliness. He is also responsible for the contractors working in school who, in their turn, need to comply with his guidelines for their own safety and for cleaning our school.

All employees should: comply with the policy of the school, endeavour to update their own awareness of Health and Safety issues through documentation and courses where applicable, value and respect their own health and safety as well as that of their colleagues and charges and co-operate with their colleagues for the good of the school.

Children should be encouraged to be responsible for their own actions and to keep themselves and all those around them at school, safe and happy.

3. Implementation

The Health and Safety Governor will undertake a termly check along with the School Business Manager and Site Manager.

Any potentially hazardous or worrying faults or problems should be notified, in writing, immediately they are discovered.

Our school buildings should be clean and tidy at all times. It is important that each person on the premises is aware of the need for a healthy and safe environment and thus takes responsibility for their own work space. In school hours all entrances and exits should be uncluttered and accessible at all times.

Any equipment used should be suitable for the job and instructions for use should be followed carefully.

There should be no trailing leads, exposed wires or projections that could prove hazardous.

Sockets should be, where possible, concealed from children and plugs removed by an adult.

Unsafe conditions or equipment faults should be reported immediately.

All electrical appliances will be tested according to County Council regulations.

Tools and materials used in the classroom or workshop areas will be stored and handled in a safe and sensible fashion.

All hazardous substances should be stored safely and indicated by appropriate signs out of the reach of children.

In the event of a major injury a trained first aider must be called. They will assess the situation and the appropriate treatment given. Should the injury require medical assistance (i.e. parent called or hospital treatment/ambulance) a member of staff dealing with the incident should:

Calling an ambulance:

- either make the phone call for an ambulance from the nearest phone or
- contact the office staff (if the incident is outside) and they will contact the emergency services

Calling parents:

- Contact the school office and they will inform the parents

IDOR (Injury or Dangerous Occurrence Report)

If a child/adult requires hospital treatment then an IDOR form (online via SOLA) must be filled in and recorded. If the injury is sustained through an accident then this must be investigated by the appropriate member of staff. Forms available from the School Office.

RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

If a child/adult receives a major injury requiring hospital treatment and more than seven days off work/school then this must be recorded in accordance with HSE regulations. All those involved in the incident/accident are interviewed and it must be recorded via SOLA.

4. First Aid

According to Hertfordshire County Council First Aid Regulations 1981, there should be an adequate and appropriate number of suitably trained First Aiders, who are members of staff, to serve the needs of our school.

First Aid certificates must be renewed every three years.

First Aid equipment should be regularly checked and restocked by First Aiders, to comply with the listing in the County Health and Safety document.

Details of any accident should be recorded in the accident book, which will be kept in the medical room.

Employees should be regularly given updated information about First Aid arrangements.

In accordance with the advice given by the National Asthma Campaign any child under treatment for an asthmatic condition should have immediate access to his/her inhaler. This is to encourage the child to self-manage the condition. The school nurse is always available to discuss any concerns regarding the management of asthma.

Staff are not required to administer medication to pupils. Any request from parents should be referred to the school office.

Staff receive EpiPen training on an annual basis.

5. Fire and Lockdown Procedures

Fire

On discovery of a fire the alarm bell should be sounded immediately.

The emergency services should be alerted.

Procedure must be strictly adhered to as it is set out in the Fire Drill and Evacuation Procedure. (See appendix 1). These should be familiar to every member of staff.

In a calm and steady manner children and any visitors will be directed by staff to a designated area on the junior playground, furthest away from the buildings. Teachers should be aware of the meeting place that is designated for their own class.

The two members of staff, who are responsible for registers, late book and visitors book will collect them and bring them to the meeting place.

Teachers will call their registers.

In case of missing persons, no personnel should return to the building. The Fire Brigade should be notified immediately.

There will be no return to the building until the all clear has been given by the person who is in charge of the situation.

Fire drill rehearsals will be held regularly to familiarise all on site with procedure.

In the event of a fire oxygen cylinders will be removed by a nominated member of staff from storage. (currently not applicable).

Lockdown Procedure

Please see Appendix 2 for procedures to follow.

6. Members of Staff

To avoid unnecessary stress the adults in our community need to strive to create a calm and professional atmosphere. Each person has a right to their own opinion and deserves to be heard. Different opinions, when shared, often create the best results. We must support and nurture each other for the good of the school.

Each member of staff is responsible for taking care of themselves and those in their care, thus attempting to avoid hazardous situations.

In case of illness members of staff should ensure that, if they have had to be absent, they return to school only when fully fit. A hasty return may lead to further absence which may prove to be more of a problem to all concerned. Similarly an early consultation with a Doctor may prevent personal discomfort or absence.

No member of staff is permitted to remain in either building alone after dark unless another responsible adult is made aware.

If it is necessary to climb above head height there must always be another adult in the vicinity. Any such task must be approached with due caution.

Avoid slipping, tripping and falling. Staff members should read "Slips, Trips and Falls"- a leaflet from HCC – copy in the Staff room.

When using a Visual Display Unit all equipment should be positioned correctly for the comfort of the user. Short, frequent breaks away from the screen are better than occasional longer breaks. Office staff whose work at a V.D.U. is prolonged should have their eyes tested at the expense of the School. Staff should ensure that projectors are positioned so that no one looks straight into the light.

In consideration of the latest Children Act, compromising situations must be avoided for the benefit of staff and children alike.

All personal valuables must be locked away when not in use.

When dealing with incidents all members of staff should respond in an appropriate and professional manner:

- a. response must be immediate
- b. the pupil, if necessary, should be removed from an audience
- c. the full attention of the pupil should be gained
- d. appropriate eye contact should be used
- e. body language must be non-aggressive and facial expressions must be consistent with any message
- f. it is best to aim for a firm, clear, low-pitched voice
- g. the act and not the child should be the focus
- h. alternative, desired behaviour should be indicated
- i. awareness and recognition of emotions is essential
- j. any victim should be supported
- k. all such incidents should be noted by the Class Teacher and Headteacher when appropriate
- l. all action taken must protect the health and safety of everyone involved.

7. Pupils

The children of our community must be taught to understand that rules and regulations are imposed for the common good and their own personal safety.

Every adult employed by the school to work with the children or working in individual classrooms as a helper will be treated with respect and obeyed immediately.

Running in the buildings (with the exception of PE lessons) is forbidden.

Large ball games on the playground are not permitted.

Fighting games and use of the Martial Arts are forbidden at playtimes.

Bicycles are not to be ridden in the grounds of the school.

Walking on the driveway is dangerous and is not allowed.

Each child must respect other children and avoid, rather than invite, confrontation.

Any child spotting danger or feeling threatened must alert an adult immediately.

When a child expresses a fear or concern to an adult, time must be allotted for confidential speaking and listening.

8. Illness

Our school should be a healthy place in which to teach and learn. To that end we must strive to keep disease at bay.

A copy of Hertfordshire Health Authority's advice and guidance for the control of communicable diseases is pinned to staff room notice board.

Children must be clear of the symptoms of a stomach infection for 24 hours before returning to School.

9. Curriculum Matters

Personal and Social Education

The well-being, safety and happiness of the children in our community is of prime importance. There are so many dangers and possible bad influences in the world with which they could be confronted. Any major, delicate or dangerous issues that may affect members of our school will be dealt with, if they arise and where they may have an effect, in a professional, informed and educational fashion.

These issues may include abuse or drug misuse and there is documentation supporting such teaching in the Headteacher's office.

The Hertfordshire PSHE team is always available for advice.

Science

There are a number of scientific modes of experimentation and types of equipment which are no longer deemed to be safe. When planning any scientific work, teaching staff should consult the Herts. "Be Safe" booklet (on The Hertfordshire Grid)

Technology

By the nature of some of its activities, Technology is a potentially dangerous area of the curriculum. Tools and materials must always be handled and stored in a safe and sensible manner. Children should be supervised appropriately. Reference should be made to the Herts. "Be Safe" booklet.

Physical Education

PE is a challenge to growing children, setting goals, which in order to be met, demand a mixture of skill, fitness and personal judgement. The risk of accident and injury is always present.

Teaching staff must be extremely diligent, presenting activities in a safe environment, in order to minimise the risks.

All equipment must be regularly checked for safety.

Lessons must be thoroughly prepared.

A high level of concentration and good behaviour must be demanded of every pupil.

In Service Training should be sought for in any weak areas of expertise.

In the interest of Health and Safety, no jewellery should be worn by children.

All teaching staff should familiarise themselves with the book 'Safe Practice in Physical Education' which gives comprehensive coverage of safety issues in this area of the curriculum.

Art

It is a requirement of the National Curriculum that "pupils are taught to use materials, tools and techniques for practical work, safely and in accordance with Health and Safety requirements". Staff should refer to the HES document "Health and Safety in Art and Design: Key Stages 1 and 2.

10. In the Classroom

We must strive to make our classrooms calm and safe for the benefit of all who work in school.

Instructions must be clear and comprehensive and should be followed precisely.

Equipment should be handled correctly and safely.

Children must sit on chairs properly and carry them as instructed if they need to be moved.

Fire Drill and Evacuation Procedure

1. On discovery of a fire or other reason to evacuate the building/s the alarm bell should be sounded immediately.
2. The emergency services should be alerted by the Office Manager.
3. Procedure must be strictly adhered to as it is set out on posters in every work area of the school. These should be familiar to every member of staff.
4. In a calm and steady manner children and any visitors will be directed by staff to a designated area on the junior playground, furthest away from the buildings. Teachers should be aware of the meeting place that is designated for their own class.
5. The two members of staff who are responsible for registers, late book and visitors' book will collect them and bring them to the meeting place.
6. Teachers will call their registers.
7. In case of missing persons, no personnel should return to the building. The Fire Brigade should be notified immediately.
8. There will be no return to the building until the all clear has been given by the person who is in charge of the situation.
9. In case of extreme emergency, evacuation from the School grounds will be via the back gate to Fairland's Valley Park, to assembly point at the Boating Lake Car Park.
10. Fire drill/evacuation rehearsals will be held regularly to familiarise all on site with the procedure.

St Vincent de Paul Catholic Primary School



Lockdown Procedure

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

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Document Date: Summer 2016
Review Date: Summer 2017
Reviewed by: Safeguarding Committee

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

The school's lockdown plan is as follows:

Signal for lockdown	Three short start-stop-start-stop bell rings on the fire alarm system
Signal for all clear	Verbally from staff member via classroom telephones and/or walk round

Rooms most suitable for lockdown	All classes to remain in own classrooms
Entrance points (e.g. doors, windows) which should be secured	External doors Fire Doors Internal doors <u>All windows</u>
Communication arrangements	In person or classroom telephones

Lockdown Drill

Staff will be alerted to the activation of the lockdown drill in advance.

When the three start-stop-start-stop bell rings on the fire alarm system are activated staff must take the following action:

- Pupils who are outside of the school buildings are brought inside as quickly as possible and return to their classroom (outside staff will be informed by a senior member of staff)
- Those inside the school should remain in their classrooms and check corridors and toilets for pupils or staff
- All external doors and, as necessary, windows are closed (depending on the circumstances, internal classroom doors must also be closed).
- Blinds should be drawn and pupils sit quietly
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via the internal telephone system and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services
- If it is necessary to evacuate the building, the fire alarm will be sounded and the usual fire drill procedure will then take place
- Parents will be notified as soon as it is practicable via Parentmail and the website (only when appropriate via guidance from Emergency Services)

Pupils will not be released to parents during a lockdown.

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Lockdown Drill – All clear

Once the incident has been assessed as safe all classrooms will be either visited by a senior member of staff or via classroom telephone and told the situation is under control and the class can resume activities as normal.

Communication between parents and the school

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown.

Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.

<p>Staff will ALWAYS have advance notice of a Lockdown drill, therefore if the signal occurs without warning staff must assume it is NOT A DRILL.</p>
