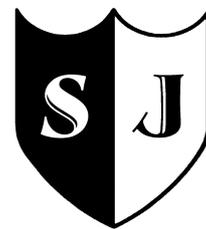


St. Joseph's Catholic Primary School

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Health and Safety Policy

Introduction

At St. Joseph's we are concerned about the welfare of the whole individual: emotional, spiritual and physical. We have a policy of inclusion, which respects the needs and talents of all individuals and recognises that God lies at the centre of all that we do. With these factors in mind, we consider that our responsibility to protect the health and safety of the school community is fundamental to our work at St. Joseph's. Therefore our Health and Safety Policy is central to our school philosophy.

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data / information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Our approach to Health and Safety is informed by the latest guidelines and legislation with particular reference to:

- Walsall Council's published Safety Management Standards and associated guidance
- Diocesan Education Service Guidelines
- DfE guidance
- Guidance from Professional Bodies

Responsibilities

The governing body shares with the Local Authority overall responsibility for health and safety.

For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Head Teacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as reasonably possible that their classroom / work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

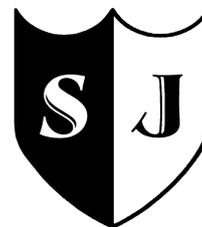
Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Site Manager, Bursar or Head Teacher will liaise with contractors as appropriate.



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Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

- Safety in Science;
- Safety in Art;
- Caretaker's Training Manual.

A termly check will be carried out by a governor, the Site Manager and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety. All new staff and visiting staff, as part of their induction, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The termly check will be used to identify need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The Site Manager will monitor school grounds and premises daily.

Monitoring by governors will be via the Building Committee and the Head Teacher's Report.

The Health and Safety Governor for 2013 – 2014 is Mrs. Ann Thompson.

The policy will be reviewed annually.

Equipment

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Head Teacher.

Electrical equipment will be tested annually in accordance with Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

Curriculum - Use of Resources

We follow current guidelines for health and safety in curriculum subject areas. It is the responsibility of the subject coordinator to ensure that these guidelines are in practice for their subject.

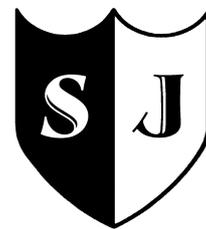
In addition the following have higher risk aspects:

- Science reference should be made to the Science Policy
- Art reference should be made to the Art Policy
- Technology reference should be made to the Design and Technology Policy and 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document (NAAIDT) available in the Head Teacher's Office.



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PE

Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school prospectus.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of maneuverability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish by the children is not permitted in school. If ears are pierced, studs only may be worn until they can be removed and they must be taped over. A watch may be worn. It is our policy to collect all such items prior to the lesson and store safely.

If adults wear jewellery it is their responsibility to ensure that it is appropriate to what is being taught and it creates no health and safety issue for themselves or others.

Our Jewellery Policy is available in the school prospectus.

Hair

It is part of our uniform policy that, for safety reasons long hair is tied back away from the pupils' face to minimise the possibility of it getting caught in any equipment.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with each new class. Children should be stationed at the corners of each piece of equipment.

Swimming

We ensure that our swimming teachers hold the appropriate certification to ensure the health and safety of the children. Our approach to Health and Safety is directed by HSE publication 'Managing Health and Safety in Swimming Pools.'

General Safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use two entrance gates. One gate for Foundation and Key Stage 1, one for Key Stage 2. These gates are locked at 9.10 a.m. and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

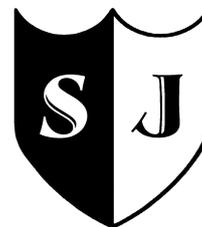
The main entrance is locked, allowing access on request from the school office, via an intercom.

Vehicles

Parents are requested not to bring their cars onto the school site, unless there are issues of access or disability.

Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.





Wherever possible deliveries should be made once the children are safely in the building. Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis should be equipped with a personal mobile phone.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police are not already on the premises the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police if concerned about their own or the school's well being.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety.

The Fire Policy Statement is detailed in this policy.

Evacuation Procedures

Evacuation procedures, detailed at Appendix B, are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed in each room, which are available from the Head Teacher or the Site Manager.

Control of Legionella

Nant Limited checks the water systems regularly for legionella. A full control assessment was made in September 2013 and regular monitoring checks are made. Risk assessments are made based upon the findings of these reports and appropriate remedial action taken.

Control of Asbestos

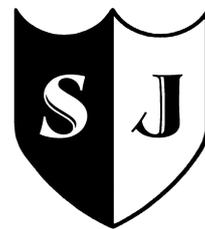
When maintenance work is carried out at the school due regard is made to the Use of Asbestos Safety Management Standards.

A level 3 Asbestos Survey was carried out in December 2007, prior to the building of an extension to the school.



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Supervision of Children

School Hours

Key Stage One

Morning Session 8.50 a.m. - 12.00 noon Morning Break 10.40 a.m. - 10.55 a.m.

Afternoon Session 1.00 p.m. - 3.10 p.m. Afternoon Break 2.00 p.m. - 2.15 p.m.

Key Stage Two

Morning Session 8.50 a.m. - 12.15 p.m. Morning Break 11.00 a.m. - 11.15 a.m.

Afternoon Session 1.00 p.m. - 3.15 p.m. Afternoon Break 1.55 p.m. - 2.15 p.m.

Children should not arrive at school before 8.50 a.m. or after 9.00 a.m. Members of staff are available to supervise the children from 8.50 p.m.

The classes are collected from the playgrounds by their teachers at 9.00 a.m.

The school policy is that all children should be collected promptly, by an adult, at the end of the school day.

Breakfast Club

The school currently runs a breakfast club which begins at 7.45 a.m. Children must be taken into the school hall by their parents where they are supervised until 8.50 a.m. when they join the other children outside.

Office Hours

The school office is open between 8.30 a.m. and 3.30 p.m.

Duties

A timed bell indicates all significant school times.

A member of staff needs to be on the playground areas from 8.50 a.m. to supervise children arriving for school. There is a rota for this in the staff room... We have a coach, which brings some pupils to school. On arrival they are supervised in the hall with the Breakfast Club children until 8.50 a.m. The bell is rung at 9.00 a.m.

At 3.10 p.m. and 3.15 p.m. the class teachers supervise the children leaving school. We have a coach to collect some pupils a member of staff will supervise these children onto the coach. There is a rota for this in the staff room.

At break times members of staff are on duty according to a rota in the staff room. We have a supervisor ratio of one member of staff for two classes for the morning and afternoon breaks. Staff collect their children from the playground at the end of each break time.

If it is a wet playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.

All members of staff are responsible for making sure that their classroom is clear of children.

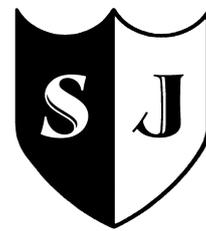
Lunch-time Supervision

The Principal Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of 5 Supervisory Assistants.

The Head Teacher, Deputy Head Teacher and senior members of staff also provide support at lunchtime, when necessary.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.





A teacher or Teaching Assistant must supervise any children working in classrooms or activity areas.

First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained first aiders – All members of Teaching and Support Staff and 5 Dinner Supervisors have Certificates for Emergency First Aid and Mrs. C. Nield has certification for Emergency First Aid at Work.

Staff receive regular first aid training.

First aid equipment and treatment is available in Foundation, Key Stage 1 and Key Stage 2 areas.

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First aid boxes for school journeys are stored in the Head Teacher's office.

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives an injury which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book and accident slips given to pupils. This is kept in the Medical cupboard. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and an accident form completed, which is kept in the Head Teacher's office.

Medication Policy

If a child requires prescribed medicines whilst in school, the parent must complete an Administration of Medicines / Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school medical file.

All medication should be stored safely either in the fridge in the Staff Room or in the Head Teacher's office.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines / Treatment Form, which is kept in the school medical file.

It is the responsibility of the class teachers to ensure children have access to inhalers / medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be distributed to staff. Class teachers are issued with lists informing of any medical issues concerning children. Staff have been trained to administer adrenaline via an EpiPen when necessary.

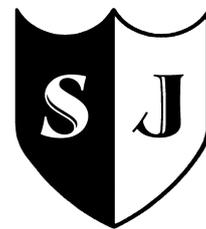
Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. We follow the Department of Health guidance on advice / reporting of diseases, specifically 'Guidance on Infection Control in Schools and Nurseries' which is available in each class and in the school medical file. If in doubt we contact the



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School Health Advisor.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Head Teacher, senior staff or the school's health and safety representative as soon as possible. The Head Teacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible. Appropriate arrangements will be made to offer support and guidance using, where necessary, external agencies.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the Hall.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

Information on safe lifting techniques is provided in the Caretakers Training Manual.

Violence

Staff should always take steps to minimise the possibility of violence in school.

Staff should never see parents who are known to be violent or aggressive unless another adult is present.

VDU Operators

Staff using VDUs should vary their work routines and follow guidance on regular eye tests.

Off Site Activities

The Head Teacher as the Educational Visit Coordinator must approve any visit off site. Before any visit goes ahead a Risk Assessment is undertaken and a form is completed showing the details of the visit, the staff and other adults involved, transport arrangements, timings, pupil / adult ratio and costings. This form is signed by the Head Teacher prior to the visit taking place.

For any visit to take place off the school site, a letter home requesting permission is required.

At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance. Also, at the start of the year, parents are asked to give emergency contact names and phone numbers to be used in an emergency.

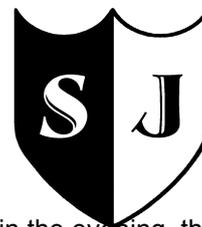
A list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. If the party is traveling on two or more coaches it should be clear on the official list of children and adults who is traveling on which coach. Each adult on the visit should have a copy of the list.

The pupil / adult ratio recommended by the Local Authority for the activity must be met. Where transport is by car (either teacher or parent) a confirmation of appropriate insurance will be requested. Each adult should also carry an official list with the names of their



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passengers, and appropriate emergency contact details. Where the visit is in the evening, the

leader must hold the home telephone numbers of senior members of staff.

All coaches hired by the school will have seat belts fitted; adults should ensure that they are used. Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured. Children should not sit in the front seats of the coach or in the centre back seat. Children should not be seated by an emergency exit. Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

- Plastic gloves
- First aid kit (containing the school name and telephone number)
- List of adults and children on the trip with contact numbers
- Paper towels and hankies
- Sick bags
- Mobile phone

The class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

Critical Incidents

Fire Policy Statement

St Joseph's Catholic Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Site Manager will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or boiler room).
- Waste containers stored externally propose a minimal risk of fire or arson attack.

The named Fire Safety Coordinator is the Head Teacher or in his absence the Deputy Head.

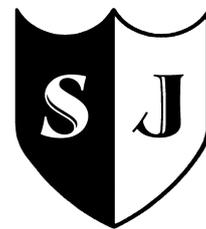
The Health and Safety Representative is Claire Nield.

The Health and Safety Governor is Stephanie Beechey.

Responsibilities

- Checking all areas: Head Teacher - overall supervision.
- Junior toilets – Deputy Head Teacher
- Infant toilets – Mrs. C. Henson
- Foundation Toilets – Mrs. S. Smith
- Classrooms – class teachers
- Staff toilets – Admin Staff
- Phoning fire service – Admin Staff





- Registers and visitors book – Head Teacher / Admin Staff

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are posted in each room. A full set is available in the Fire Risk Assessment File.

The fire alarm is tested weekly by the Site Manager and recorded in the Fire Risk Assessment File, which is kept in the Head Teacher's office.

A fire drill is completed once a term. A record is kept in the Fire Risk Assessment File, which is kept in the Head Teacher's office.

The Health and Safety Representative and the Health and Safety governor carry out a fire safety risk assessment each term. A report is then presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Risk Assessment File.

The Fire Safety Co-coordinator will be responsible for the upkeep of the Fire Risk Assessment File.

The Fire Safety Policy will be reviewed annually.

Evacuation Procedures

The overall aim is to save life; therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

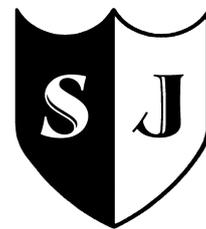
Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Risk Assessment File, which is kept in the Head Teacher's office.

On hearing the alarm

- Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the school Field.
- Ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest, safe exit.
- School Bursar or Admin Assistant will call the fire brigade and check that the staff toilets are empty
- Designated members of staff will check the children's toilets are empty.
- The Head Teacher or admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points.
- The Head Teacher or designated member of staff will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building.
- As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration been recorded in the school office.
- Teachers should be mindful of any child that is later taken off site for illness or an appointment.
- If any visitors are present the adult they are working with should ensure that they know what to do.





If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm

- Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the school field.
- Everyone on site, children and adults, must leave by the nearest safe exit.
- Lunchtime Supervisors will check the toilets
- Admin. staff will call the fire brigade and check that the staff toilets are empty.
- The Head Teacher or admin staff will issue registers and check the signing in book.
- Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.
- The Head Teacher or designated member of staff will check that all adults and children are accounted for.

Nearest Alarm Points

These are recorded in the Fire Risk Assessment File

Fire Extinguishers

These are recorded in the Fire Risk Assessment File

Evacuation of the School Site

We have a reciprocal arrangement with Rough Hay School to enable us to use their facilities if we have to completely evacuate the school site.

Critical Incident Planned Response

Road Traffic Accident involving Pupils/Accident during School Trips

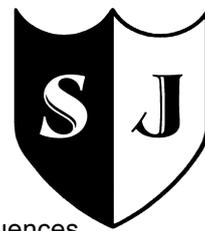
Immediate action

- Remove children from danger if possible / appropriate
- Contact emergency services
- Bring children home as soon as possible
- Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible

- The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from school (e.g. use mobile / fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school).
- Give the same level of information to everyone; provision of a script is sensible. The Head Teacher and Deputy Head will be responsible for drafting of a script.
- The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Head Teacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only





facts should be given, do not speculate on the causes and consequences.

- The Head Teacher or Deputy Head Teacher will contact the Local Authority and Chair of Governors.
- The Head Teacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.
- If there is need for an assembly point the school hall should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

All external doors at the front of the school can only be opened from the inside. A switch in the office can activate the front entrance door lock. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed:

- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.
- The Head Teacher should be informed.
- If the situation is out of control the police should be called.
- In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The Head Teacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher / school.
- No comments will be given to the media and the press officer will be informed if necessary.
- In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

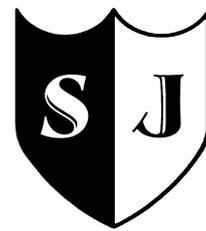
Immediate action

- If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).
- Contact emergency services.
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.
- If the incident occurred outside of school hours accurate information should still be



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sought so that discussions in school can be based on fact.

Action as soon as possible

- Inform children of the incident. This should be told simply and without fabrication.
- Keep incoming phone line clear so that emergency services are able to provide updates.
- If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.
- Attempt to stick to normal school routines as soon as possible.

Later action

- Give staff "Permission" to talk.
- Head teacher to contact outside agencies where appropriate (e.g. EP's)
- Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects on all involved.
- Organise treatment if necessary.

Policy Revision

This policy was revised in September 2014 and was presented to Governors during Autumn Term 2014.

