



St Joan of Arc Catholic  
Primary School

# POLICY

# Health & Safety

2019-22

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# St Joan of Arc Catholic Primary School

## HEALTH & SAFETY POLICY AND PROCEDURES

### Mission Statement -

The Members of the Community of St Joan of Arc School, by respecting each other, learn and grow in the love of Christ.

The Governing Body is committed to ensuring that St Joan of Arc Catholic School is a safe and hazard free environment for its staff, pupils, parents and guardians and all other visitors.

Health and safety within the school is a shared responsibility. We must all play a part in ensuring that the school remains a safe place to work and learn. Detailed guidance on health and safety arrangements can be found in the school's health and safety policy, copies of which are available on request from the headteacher or the school administration officer. All staff are advised to familiarize themselves with the contents of the policy.

The policy includes information on the following:

- responsibilities of governors, management and all staff;
- fire and emergency procedures;
- first aid arrangements;
- general guidance on maintaining safety within the school, including adherence to specific regulations;
- responsibility for safety for school outings and journeys;
- security in school;
- arrangements for undertaking workplace health and safety assessments.

Health and safety will be reviewed regularly by the premises sub group. The group, which reports to the governing body, includes the headteacher, premises manager and governor representatives.

If you have any concerns regarding health and safety within the school, please ensure that you inform the headteacher, deputy head or the governors.

## The Headteacher

Day to day responsibility for health and safety rests with the Headteacher, who must ensure that the school's policy for Health and Safety is effectively implemented and understood at all levels.

The Headteacher is responsible for :

- fulfilling the employer requirements and ensuring that the day to day requirements of the health and safety policy are carried out;
- ensuring that all staff are aware of the requirements, including individual responsibilities as employees;
- incorporating health and safety into the induction programme for all new staff;
- appointing a Health and Safety Co-ordinator (this will generally be the Premises Manager);
- arranging training, including general health and safety, first aid and child protection for those who need it;
- ensuring appropriate level of health and safety awareness amongst children
- drawing the attention of visitors, including contractors, to the health and safety requirements and ensuring that suitable monitoring arrangements are in place;
- maintaining a record of accidents and dangerous occurrences and taking action to deal with hazards, consulting governors as required;
- informing parents or guardians of incidents involving their children;
- ensuring that the school premises, including grounds, are free from litter, refuse and other waste and that standards of cleanliness meet the requirements of The Environmental Protection Act 1990: Code of Practice on Litter and Refuse: January 1991;
- ensuring that appropriate checks are conducted on transport operators and other service providers prior to agreeing to use their services.

## School Staff

All staff must conform with responsibilities as specified. Staff must ensure that all persons under their control receive appropriate instruction and are provided with the necessary on the job or other training to enable them to operate in a safe and efficient manner. All staff have individual responsibilities and should report potential hazards and defects to the Health and Safety Co-ordinator or the headteacher. All staff have an obligation to make themselves familiar with all documents relating to health and safety within the school.

### Employees are responsible for:

- familiarizing themselves with the school Health and Safety Policy;
- ensuring work is conducted in a safe manner;
- abiding by employers instructions as disseminated by the Governors and management team ;
- reporting hazards and dangerous occurrences to management and taking reasonable action to avoid and rectify such hazards.

Unions have the right to appoint health and safety representatives

## Introduction

The Headteacher and governors at St Joan Arc Catholic Primary School are committed to establishing and implementing arrangements which will ensure that staff and pupils will be safeguarded whether or not on school premises, and that the premises for which they are responsible are safe for visitors, as well as pupils and staff.

So far as is reasonably practicable, all reasonable measures will be taken to fulfill these responsibilities within the framework of the Health and Safety at Work Act (HASAW)1974 and the Management of Health and Safety at Work Regulations 1992 and other related guidelines.

Every member of staff must recognise that there is both a personal and collective responsibility for health and safety which is required by the Act, the Regulations and thus by this Health and Safety Policy Statement.

The organisation and arrangements through which the Governors and the School aim to fulfil these requirements are set out in this policy. This policy will be brought to the attention of all staff and a copy will be available for all members of the school community (staff, governors, parents/guardians and visitors) to access.

## Responsibilities for Health and Safety

The Health and Safety at Work Act 1974 and the Regulations place legal responsibilities on employers (i.e. Governors) and all employees. The Health and Safety Executive is responsible for enforcing the law. Responsibilities within the school are set out below .

## Governors

The Governing Body has the responsibility of ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff pupils and others. However, individual responsibility cannot fall to anyone member of the governing body. The Head of the School or employees cannot avoid responsibility by referring urgent matters to the governing body for information and/or decision. The Governors should be kept informed of all developments relating to health and safety matters and the Clerk to the Governors should include such matters in the agenda of termly meetings.

The Governing Body as Employers is responsible for:

- overall health and safety of premises and activities, including security and welfare of staff children and visitors
- the overall policy statement
- management arrangements
- monitoring arrangements
- communication arrangements
- policy and practice documentation
- consultation arrangements
- training arrangements

The Governing Body has established a Finance & Premises (F&P) committee which has responsibility for carrying forward the actions required of the Governors as employers, including the regular reviewing of this policy. The Finance & Premises (F&P) committee comprises of members of the governing body and the headteacher. In addition there is a Health & Safety governor who meets regularly with the headteacher and premises manager. This governor then reports back to the F&P committee on health & Safety matters. The nominated governor, headteacher and premises manager will meet at least once a term, will ensure that risk assessments are undertaken in accordance with the requirements of the Regulations, will consider and act on the findings of these assessments, and will report to the Governing Body as appropriate. Minutes of all meetings of the group will be tabled at meetings of the Governing Body.

## Parents and Guardians

While on the school premises all parents/guardians have a responsibility to ensure high standards of Health and Safety standards are maintained. To achieve this we ask all parents/guardians:

- To comply with our non-smoking policy within the school grounds and up to 50 metres outside (including the non-smoking regulations that came into force on 1st July 2007)
- Not to bring dogs onto the school premises.
- Not allow their children to ride bicycles and scooters on the school premises. Where appropriate parents/guardians should ensure their children walk bicycles and scooters off the premises before they ride them home.
- Not to drop litter, and encourage their children to do the same.
- Report any Health & Safety concerns to a member of staff.
- Not to confront other parents or children about any concerns they may have but to report such matters to the Headteacher or school office.

## Behaviour

The school has a Behaviour Policy aimed at ensuring the safety of all users of the premises and those it has responsibility for when off the premises.

## Fire and Emergency Procedures

- The school maintains a contract for regular testing of the fire alarm system.
- Fire drills are carried out each term to ensure familiarity with evacuation procedures
- Fire exit doors must be kept free from obstruction at all times. All exit doors must be unlocked whilst there are people in the buildings. All external classroom doors are Fire Exits and must always be unlocked while the rooms are occupied.
- Copies of fire and emergency procedures will be placed in each classroom and other rooms occupied by staff and pupils
- The use of display material must be controlled in fire exit routes which must be kept clear of obstructions.
- Books, papers etc. Must not be placed or stored near gas radiators or electric storage heaters, or within half a meter of electrical sockets
- If a fire is discovered or there is any other reason to evacuate, or if the fire alarm sounds, the evacuation procedures set out on Appendix A must be followed.

## First Aid Arrangements and Procedures

The school has four qualified first aiders (the requirement is two). The names of the qualified first aiders are displayed in prominent locations in the school.

First aid boxes are located in every classroom and the large and small halls.

A member of staff is responsible for checking and maintaining the stocks of the first aid boxes.

Stock to replenish the first aid boxes and serious injury supplies are kept in the medical room. All serious injuries must be reported.

All staff are advised to contact the nearest of the four trained people when someone is in need of first aid. Further detail on these arrangements can be found in Appendix B.

## Children and Medicines

A list of children with on-going medical conditions, e.g. asthma, epilepsy etc. is kept in the Medical room and in the main school office, and is updated each term. A copy of the relevant pupil details is also kept in each class register.

The School's policy on medicines is that staff will not be responsible for the administering of medicines. Children who are on a short course of medicine such as antibiotics, who require administration during the school day, may return to school. Parents/Guardians can make arrangements for an adult to come into school to administer the medicine.

Children who are on long term medication will require a Individual Medical Plan. This will need to be implemented in consultation with the School Nurse and the School's Welfare Officer.

Teachers taking children off-site are responsible for taking essential medicines with them.

Detailed guidance on action to take following an accident can be found in Appendix B.

## General Health and Safety

**Storage; lifting etc.** -storerooms, stock cupboards and other storage areas should be arranged in such a way that the risk of accident, injury or fire is minimised or where possible eliminated

Care must be taken when lifting to avoid the risk of strain or injury. Those who are required to lift on a regular basis should receive training in the correct methods. Risk assessment should cover lifting as well as carrying.

**Smoking** -smoking is not permitted anywhere on the school premises or within 50 metres of the school building.

**Correcting Fluids, Spirit Pens etc.** -only staff may use correcting fluids or spirit based pens, as these are toxic.

Children are not allowed to bring such items to school and staff are asked to remove them where they find a child in possession of such items. Where this occurs the child's parents/guardians will be informed by the class teacher in person or by telephone

Staff must not use spray paints, varnishes, fixatives or such substances while children are present or in areas used by children. Children must not use such substances in any circumstances.

## Control of substances Hazardous to Health (COSHH) Regulations

The regulations relating to COSHH require that an assessment be made of the risks involved in using hazardous substances. If there is a risk, a non-hazardous substance should be used as a substitute, if one is available. If not, a safe system of work must be drawn up and documented by the relevant parties. This must indicate how to store, handle and use the substance, what protective clothing to wear and what action to take in the event of an accident, spillage or other incident.

Everyone who uses these substances must be informed about, as well as instructed and trained in their use. Regular monitoring and reviewing of these arrangements are required.

Cleaning materials must not be left where they might be accessible to children.

The cleaning contractor is responsible for providing COSHH information and training for their employees. However, it is the duty of the school to bring it to the Contractor's notice if the COSHH arrangements are not being adhered to, e.g. cupboards containing harmful substances not being adhered to, e.g. cupboards containing harmful substances not being locked.

**There must be nothing stored in the electrical cupboards.**

## General Awareness of Hazards

A hazard is the potential of a substance, article or situation to cause harm to individuals. It is the responsibility of every employee and other persons using the school to be on the look out for situations, including the actions of others, which have the potential for harm. Any incident or situation which gives cause for concern must be reported immediately so that action can be taken to rectify the matter. If there is immediate danger, steps must be taken straight away to minimise the risk whilst help is sought from the Premises Manager and/or Headteacher. For situations where there is a lesser risk and no need for immediate action, the matter must be reported, in writing, to the Premises Manager or Headteacher.

## Accident Reporting

Where an accident or dangerous occurrence takes place this must be formally reported. All staff should familiarise themselves with the procedures for reporting accidents or dangerous occurrences.

The Headteacher is responsible for notifying details of accidents or dangerous occurrences to the LEA, and where necessary, the Health and Safety Executive.

Procedures for dealing with accidents are contained in Appendix B

## Risk Assessment

The Health and Safety at Work Regulations 1992 require that regular risk assessments are undertaken. These will incorporate the assessment of the following:

- Furniture
- Storage
- Electrical Equipment
- Kitchen areas and toilets
- Corridors, walkways and staircases
- Windows
- Display screen equipment, photocopiers and other printing machinery
- Playground area including boundary walls and fencing
- Fire and general evacuation procedures

In addition to the above risk assessments, we will incorporate the following processes and procedures:

- Playtime
- Management of Midday meals
- Security within the school

The process will be carried out by the Health and Safety Co-ordinator in conjunction with the Headteacher and on occasion representatives of the Governing Body. It will involve identification of hazards, consideration of who might be at risk and how, followed by evaluation of the risks.

Each risk will be categorised according to severity, i.e. **HIGH, MODERATE, LOW, INSIGNIFICANT**. An objective assessment procedure will be applied to arrive at these, using numerical scoring to assess the hazard and likely occurrence. An action plan will be prepared setting out the hazard, the degree of severity, action proposed, who will take this and by when.

The Electricity at Work Regulations must be complied with. The Headteacher is responsible for ensuring that an annual check is made by an approved electrical contractor of all electrical appliances

All equipment must be logged and labelled to show that it has been tested. Any item of equipment that fails a test, must not be used until such time as it has been repaired by a qualified electrician.

Teachers and staff are responsible for conducting a basic visual check of equipment prior to using it to ensure that there is no evidence of damage or disrepair, including loose or damaged cable

The fact that risk assessments will be undertaken does not remove the responsibility on all individuals to be on the look out for potential risks and to act in a way which will not endanger others.

### Safety on School Outings and Journeys

The Educational Visits co-ordinator and/or Headteacher will ensure that, for school journeys and outings, the teachers with responsibility undertake, as part of the planning and preparation, appropriate checks and assurances as to the safety of pupils, both in relation to the journey and the final destination. The person organising and/or leading the trip is responsible for completing all paperwork and risk assessments one week before the trip. These are then checked by the headteacher and/or Educational Visits co-ordinator before being Signed off, which acts as authorisation. Residential trips have to be approved by the Governing Body.

### School Security

As part of their responsibility to ensure that employees and others are not exposed to risks, appropriate security measures will be put in place. Governors will report to parents on an annual basis on school security, including details of action taken to improve security. Security will be a standing item on the agenda for the Premises Sub Group, which will report back to the main governing body

The following general procedures will be applied as part of the day to day security arrangements:

- After 9:00am the gates to the Key Stage 2 playground must be kept locked for the remainder of the school day.
- The main school gate will be open from 8.30am – 9.00am, from 3:15-3:45pm. This gate will be kept locked at all other times.
- Once the school bell rings at 8.50am, children are expected to line up in their respective playgrounds at which point parents should leave the grounds promptly to enable the premises manager to lock the gate(s) at 9:00am.
- In the afternoon, parents/guardians are asked to collect their children from the playground and to leave the premises as quickly as possible.
- Access at all other times will be via the Northolme Rd entrance and by ringing the security buzzer and explaining the purpose of visit to the school office.
- Visitors to the school, including contractors undertaking work in the school, are required to report to the school office and will be required to sign the visitors book and wear a visitors badge.



## Violence and abuse to staff

The Governors are concerned about the possibility that staff may be subjected to any form of violence or abuse while working in the school.

- If any member of staff is subjected to any aggression (physical or verbal) on the premises they must inform the Headteacher or Deputy immediately
- Staff are asked to keep a written account of any such situation
- Appropriate steps must be taken by the Headteacher to deal with any situation
- The Governors and LEA will be informed and involved where necessary
- All staff should take reasonable precautions to ensure that they are not putting themselves unduly at risk

A record will be kept of all incidents of crime and loss. The police will be informed of any criminal incident and a separate record maintained of any incidents of physical violence, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## Dental and Medical Checks

Dental and medical examinations will be undertaken by qualified personnel from the local NHS trust. These will take place in the school medical room, which is on the ground floor, next to the Blue Room. Parents/guardians are informed in advance.

## School Meals and Facilities for Eating

The school uses Caterlink as their meals provider. Caterlink employs their own staff who set up the dinner hall (tables, dining equipment etc) everyday. The staff are governed by the Health and Safety requirements of Caterlink.

## Monitoring and Review

This policy will be reviewed and updated on an annual basis by the Finance & Premises Committee of the Governing Body, which includes the Headteacher.

## Appendix A

### FIRE AND EMERGENCY PROCEDURES

1. All external class doors are fire doors and should remain closed but unlocked when the classrooms are occupied.

2. If you discover a fire or one is reported to you:

- Raise the warning by operating the nearest fire alarm immediately;
- The Headteacher or a senior member of staff will call the Fire Brigade by dialling 999, giving the operator the school telephone number (0207 226 3920) and ask for 'Fire' when asked which service is required.
- When fire Service replies give the details clearly and concisely including specifying the full address of the school which is:

St Joan of Arc Catholic Primary School  
 Northolme Road  
 Highbury Park  
 London  
 N5 2UX

**NB Do not replace the receiver until the operator has repeated the address**

- If trained to do so, attack the fire using the equipment provided but DO NOT take any personal risks.
- The Headteacher or member of the office staff will check the toilets and staffroom and then proceed to the assembly point.

3. On hearing the alarm (which is continuous ringing)

- Quickly and calmly assemble your class by the nearest fire exit, with the following people responsible for checking toilets:
  - KS2 - Teaching Assistant
  - KS1 - Teaching Assistant
  - FS - Teaching Assistant
- Escort the children from the building to the relevant assembly point which is:

CLASS	LINING UP AREA	EXIT 1	EXIT 2
Nursery	KS2 Playground	Double doors	Doors @ back of
Reception A	KS2 Playground	Fire Doors (c/room)	Through corridor
Reception B	KS2 Playground	Fire Doors (c/room)	Through corridor
Year 1	KS 2 Playground	Fire Doors (c/room)	Through corridor
Year 2	KS2 Playground	Library Stairway	ICT Stairway
Year 3	KS2 Playground	ICT Stairway	Library Stairway
Year 4	KS1 Playground	Office Stairway	Stairway via Class N
Year 5 K	KS1 Playground	Stairway from Class	Office Exit
Year 5 L	KS1 Playground	Office Exit	Music Room
Year 6 M	KS1 Playground	Office Stairway	Stairway via Class K
Year 6 N	KS1 Playground	Office Stairway	Stairway via Class K

## **Appendix B**

### **FIRST AID ARRANGEMENTS AND PROCEDURES**

#### Nursery

Nursery staff will deal with Nursery casualties and will inform parents/guardians at the end of the day.

#### Reception, Key Stage 1 and Key Stage 2

At morning break, the Welfare Officer will deal with injuries or other incidents.

At lunch time and Afternoon break the Welfare office/First Aiders will deal with injuries or other incidents.

In the event of staff shortage a responsible child may be sent to the office to inform the Headteacher or Deputy of any incident

In the event of an accident happening when a teacher is on their own with their class a responsible child may be sent for the nearest first aider.

#### Accidents or Illness in Classroom

Each class has a timetable identifying the location of all staff at all times, as well as the times that the Premises Manager is on site. If there is no other adult in the classroom, a responsible child may be sent to the nearest location to call one. If any clearing up is required, the Premises Manager will be called.

#### Treatment

Minor injuries may be treated by any first aid trained member of staff who is immediately available at the time. Gloves must be worn when dealing with body spillage, e.g. vomit, urine, blood etc. Open wounds should be washed thoroughly with plain water and, if appropriate, a dry dressing applied. No ointments or medications may be used. A cold compress should be applied to sprains, bumps or bruises.

#### Major Injuries

Any incident which is deemed serious enough to warrant hospital treatment should be dealt with as follows:

- a First Aider should be called to the scene as a matter of urgency;
- if the child cannot be moved, the emergency services should be contacted and an ambulance called
- the parents/guardian should be contacted straight away;
- If the child is capable of walking, arrangements should be made to take them to the nearest hospital, accompanied by a first aid trained member of staff. This will normally be done by taxi.

#### Reporting Procedures

- always attend to the immediate needs of the victim first
- in the event of a serious injury, send first for the First Aider and/or Headteacher or senior member of staff
- as soon as possible and no later than the end of the day on which the incident occurs, complete the accident book. All accidents, including minor ones, must be recorded. Accident books are located with the First Aid locations around the school.
- in the event of any serious head injury, the parent/guardian must be informed by telephone immediately and a standard letter sent home with the child. The Headteacher or deputy must be informed of any serious head injuries
- in the event of a serious accident to pupils or adults, the LEA form must be completed and submitted to the Borough Health and Safety Officer. These forms are filled out online and can be done with Sue McGuire in the school office.

This Policy is reviewed triennially by

The Governing Body

It was last reviewed in

September 2019

It will next be reviewed in

September 2022