



St Faith & St Martin CE Junior School

Health and Safety Policy

1. Statement of Intent for Health & Safety Policy

The Governing Body is committed to:

- The provision of safe and healthy conditions for pupils, staff and visitors
- Compliance with all the relevant health and safety legislation
- Seeking the co-operation of staff, pupils, parents and contractors to minimise injuries and work-related ill health.

The Governors and Headteacher recognise the importance of safety, health and welfare in the successful operation of all its activities. They believe in the active participation of every child and every adult in order to achieve and maintain the highest practicable standard of accident prevention. Success in this relies on the initiative and the co-operation of all staff, pupils and their families.

2. Introduction

This policy covers activities of St Faith & St Martin C of E Junior School (SFSM). It is to be read in conjunction with the Corporate Health & Safety Policy of Lincolnshire County Council (found by following this link: <https://www.lincolnshire.gov.uk/jobs/manuals/health-and-safety-manual/health-and-safety-posters/>)

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements are implemented to control the risks. The main hazards and risk control arrangements are detailed in this policy.

If any member of the school community is in doubt about any respect of health and safety, they should ask the Headteacher, Site Manager or School Business Manager. Where necessary specialist advice will be sought.

The Governors and Headteacher are required by the Health and Safety at work Act 1974 to afford facilities for consulting with Trade Union safety representatives and to establish safety committees where requested.

3. Organisational Responsibilities

It is the responsibility of the Governing Body and the Headteacher to ensure that the policy remains valid and is operated effectively within the establishment, ensuring the communication of the relevant information to all staff.

The Health and Safety at work act 1974 makes it the legal duty of the Employer and its employees to take reasonable care for health, safety and welfare of themselves, other employees and all other persons who may be affected by their acts or omissions.

All staff are responsible for reporting to the Headteacher, or a responsible person nominated by the Headteacher, any hazards or safety defects which they cannot eliminate themselves. The designated officer to deal with health and safety issues is the Site Manager.

All new members of staff must be given a copy of the Health and Safety Policy during their induction meeting. Their duties under that policy must be discussed and understood. New members of staff should be made aware of any special responsibilities under the policy.

Supply teachers, sports coaches and volunteers must be made fully aware of any local arrangements for emergency action, i.e. fire evacuation, accident procedures and reporting of any other safety arrangements which may affect them during their time spent on the school premises.

Staff should be vigilant at all times regarding personal, pupil and school security.

Pupils are expected to exercise personal responsibility for their own health and safety and that of others, observe standards of dress and behaviour consistent with the safety of themselves and others and to observe the schools rules, in particular the instructions of staff.

4. Competent Persons

A safety professional from Lincolnshire County Council has been appointed as a competent person, as required under the Health & Safety Management Regulations 1992. They are available for advice and guidance on hazards and legislation affecting the activities of education establishments. They can be contacted at Lincolnshire County Council 01522 836717.

5. Security of the School Site

External doors and windows are checked daily by the Site Manager. School is opened at 7.30am and closed at 6pm. This is mainly carried out by the site Manager.

The main school gate is opened at 8.40am for the pupils to enter classrooms and locked at 8.50 when the school day starts. This gate is generally kept locked by means of a padlock during the school day. Any visitors or contractors are always escorted onto the school site.

The main reception can only be entered through an access controlled door, the button is located behind the reception desk and can only be operated by office staff. Access to the main school is gained through an access controlled door. All staff gain access by using a 'bullet'. The other side of these doors there is a green button, however, pupils are made aware that they should not press it unless they are told to by a member of staff.

The school is fitted with a burglar alarm which is checked and maintained to ensure working correctly. All key holders have a fob to ensure that the alarm is set before the school is locked at night.

6. Visitors to School

All visitors access school via the main reception and are asked to sign the visitors signing in book which includes date, name, purpose of visit, time in/out and they are asked for ID. Once the nature of the visit has been established, they are given a visitors badge which must be displayed at all times.

Volunteers, sports coaches and anyone regularly working with pupils will need a DBS check prior to commencing their work. The School Business Manager is responsible for ensuring that the necessary checks are undertaken and that the Single Central Register is kept up to date.

7. Machinery and Electrical Equipment

Electrical equipment and systems are subject to the Electricity at Work Regulations 1989. The Chief Property Officer is responsible for arranging the routine testing of sockets to ensure proper earth continuity and correct phase/neutral connections. The testing will be carried out every 5 years.

The Headteacher is responsible for maintaining an up to date inventory of all portable electrical equipment. All items of portable electrical equipment must be tested by a competent person on an annual basis in accordance with the Electricity at Work Regulations. All equipment maintenance inspections must be formally recorded.

All pieces of portable electrical equipment must be fitted with safety type plug heads BS1363

8. Physical Education

PE equipment will be serviced annually. It is good practice for teachers and children to check equipment before and during lessons. Any damaged, worn or unsafe equipment should be reported to the Headteacher or School Business Manager. Equipment including apparatus should be returned to the place it was taken from and left in a tidy state.

PE should only be delivered by a qualified teacher or appropriately qualified coach. During each PE lesson, the adult/s leading the session should be visible to all the pupils so that supervision can be maximised and any potential accidents identified.

PE mats must be used sensibly during lessons and should not be used for landing from a great height but only for a planned controlled descent of a pupil. At least 2 children should carry PE equipment, for example each end of a bench.

Adults and children must wear suitable clothing and footwear for all PE sessions. Long hair must be tied back and any ear-rings must be removed or suitably covered. Adults should consider the possible risk of injury to others from their own jewellery

9. Fire Precautions

Notices are posted around the school buildings and in classrooms showing the location of the fire exits and fire extinguishers. Staff should familiarise themselves with these and make sure that pupils are aware of the procedures should there be a fire. All staff are responsible for knowing the location of fire exits. They should also know the location of assembly points in the event of a fire.

The Site Manager has prepared maps and marked them around school with marked the nearest fire exit. There is also a map and a corresponding number in each classroom. The assembly points are also marked out on the school playground.

The Headteacher is responsible for ensuring that termly fire drills are carried out, that the fire alarms are regularly tested and that the emergency lighting is also tested on a regular basis. These duties are routinely carried out by the Site Manager and findings detailed in the Fire Risk Assessment.

The most important part of fire control is prevention. All staff should be aware of the fire hazards certain materials and substances may cause.

10. General Safety in Corridors, Classrooms and communal areas

Adults and pupils must walk quietly about the school building. Adults must stop and remind all pupils who are not walking

All areas of school should be kept tidy and free from obstructions or trip hazards. Good practice should include:

- Tuck chairs under tables
- Return equipment after use
- Keep exits and doorways clear
- Pick up items found on the floor
- Keep cupboard doors closed
- Wipe up spillages
- Ceramic plates and cups to stay in the staffroom

Pupils should be reminded not to rock on their chairs as this can cause serious head and back injuries. Pupils should never be permitted to stand on chairs or tables.

Specific attention should be given to wires trailing from computers and other electrical equipment, particularly in the classroom. Any trailing leads should be channelled through either purpose designed equipment or products sold for this purpose.

Staff should not attempt to lift or move anything they consider to be too heavy or awkward and should always ask for equipment or help to move any such objects. There are trolleys located around school to transport heavy goods, such as cleaning materials and bulk orders of stationery. The Site Manager will move these goods on request.

Workstations should be regularly assessed to ensure that staff are not subject to any kind of injury such as Repetitive Strain Injury (RSI) when using a computer keyboard. Staff should be aware of this type of injury and any discomfort reported immediately. These checks should be carried out when required or at least annually.

11. First Aid for Pupils

It is the policy of the school to train as many teachers and midday meal supervisors as possible in emergency first aid so that there is always cover for the most likely times that injuries occur and for absences/school trips etc. (list of trained first aiders) This training is repeated every 3 years to maintain competence.

First aid boxes stocked with the recommended contents are located in the school office and dining hall and the Office Assistant has been made responsible for checking the contents on a monthly basis and replacing any items used. All staff should familiarise themselves with the location of these so that, in the event of an injury or acute illness, these can be located quickly.

Staff should administer first aid treatment in accordance with their training and always err on the side of caution by referring pupils for further medical attention as set out below or when in doubt.

Head injuries can easily be underrated. Any significant knock to the head which shows signs of swelling, grazing, crushing, or which changes the behaviour of the pupil, should be referred immediately for further medical attention. Slight knocks to pupils who have had previous head injuries could be serious and these also should be referred immediately for further medical attention. Parents are to be contacted immediately where further medical attention is necessary and informed via the standard letter of any non significant head bumps which show no signs or only slight reddening.

Broken bones may sometimes not be obvious in children. Any injury which results in continued pain or changed mobility should be referred immediately for further medical attention.

Aids and hepatitis B viruses are a risk to staff involved in the provision of first aid. The universal precautions for cleaning up body fluid spillages detailed in the Department of Health poster 'Guidance on infection control in schools and nurseries' should be followed to prevent the spread of infection. This poster is displayed in the School Office.

All accidents are recorded and monitored. (Please see form at the end of this policy). All staff hold an emergency first aid certificate. Regular emergency first aid courses are held for all staff. Notifiable accidents and incidents are recorded and passed to the LA as appropriate.

Slips to parents informing them of accidents to their children are recorded on an accident slip which is sent home with the pupil. The accident book is checked each half term for trends of accidents. Slips are always sent to parents when children have a bump on the head.

Plastic, disposable gloves are available and all staff are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance is called to transport a child to hospital. Wherever possible, the parent should accompany their

child. If this is not possible, the child is accompanied by two members of staff. In a non emergency situation, staff can transport a child, but should ensure they have correct insurance cover, otherwise a taxi must be used.

12. Injury Reporting

Minor pupil injuries/first aid treatments will be recorded by the person administering first aid in a book kept in the office.

All employee injuries and significant injuries to pupils will be recorded on report form PO3. See links at the end of this document.

The Headteacher is responsible for telephoning Health & Safety executive (HSE) 0845 300 9923) or online at www.hse.gov.uk/riddor in the event of 'Fatal', 'Major' or 'Over 3 Day Absence' injuries, 'Reportable Diseases' and 'Dangerous Occurrences' as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

'Major' injuries to pupils and visitors are those which require them being taken directly to hospital. This only applies to injuries which arise out of or in connection with work, either through a premises fault or through work organisation, such as lack of care. Injuries arising out of curriculum sporting activities, requiring hospital treatment, are reportable. Injuries which arise from play activities or health conditions are not reportable, unless these happen in connection with work, or as a result of work activities.

'Major' injuries to staff are basically any break of the large bones or any injury which requires hospitalisation for more than 24 hours.

'Over 3 day' absence are injuries to staff do not count the day of the injury but every day after when they were unable to carry out their normal duties is counted, irrespective of weekends, holidays etc.

Injuries to people not at work (in particular pupils – but includes visitors, parents etc) there is a different reporting criteria, set out in paras 45-49 of L73 (Guide to RIDDOR).

'Reportable Diseases' are those notified by a doctor's certificate. These diseases are numerous but rare and include injuries from repetitive movements, infections such as Leptospirosis, Tetanus Hepatitis and Legionellosis conditions from exposure to substances such as occupational dermatitis. The Health and Safety Team (01522 836713) shall be contacted for further details if there is any suspicion of a reportable disease.

Injuries to self employed persons working on school premises must be reported in the same way as for school staff.

Some incidents which do not result in injury must also be reported to the ICC. These are known as 'Dangerous Occurrences' and are only those which are specified by the Regulations. These are mainly large incidents in the construction and manufacturing, but do include the failure of a lift and fires or electrical short circuits which disrupt activities for more than 24 hours. Refer to Schedule 2 of the regulations for more detail.

Please see the table at the end of this policy as a guide for reportable and non reportable accidents.

13. Medicines in School

Administering medicine to pupils during the school day should only occur when it is not possible for parents to come in and administer it. On these occasions, a form must be completed and signed by the parent prior to any medicines being given.

If a child becomes ill during the school day and parent permission is given over the phone to give calpol/nurofen/allergy medicine, then the parent must come in and sign a form when they next visit school.

These forms will be kept in the medicine cupboard and the Office Assistant is responsible for ensuring they are signed by parents for **all** medicines administered.

14. Pupils engaged in off-site activities and school trips

All activities of this kind must be undertaken with adequate supervision for the type of activity in question. Where parents are used to help on these activities, they should be made fully aware of safety precautions before helping out.

Pupils who are involved in off-site activities must be given full and clear teacher instructions and safety procedures and potential hazards. First aiders and first aid equipment must be taken on these activities.

Risk assessments must be completed for all types of off-site activities and trips. All staff must ensure that they are fully complying with the Lincolnshire County Council Policy and conditions relating to insurance and advanced notification of visits.

Risk assessments for residential visits should be approved by the Headteacher and the local authority. Standard Operating procedures (SOP's) and Codes of Practice are available to ensure the safety and well-being of all.

15. Closure of School

A decision to close the school will be made by the Headteacher by 8am on the day to give as much notice as possible to parents before the start of the school day. Parents will be notified by Parentmail and staff will be notified using the contact information sheet. Staff should ensure that their contact details are up to date and to notify the School Business Manager of any changes.

When a decision has been made to close the school due to severe weather conditions, it is imperative that children are cleared from the school as soon as possible. Parents will be contacted as above to inform them and to request that they collect their child/children. No child will be allowed to go home alone unless permission has been given by parents/carers.

Staff will remain in school until all pupils have gone.

16. Manual Handling

The Headteacher will assess all manual handling operations (lifting loads, lowering loads, pulling, pushing, carrying etc). Wherever possible manual handling operations will be eliminated. If this is not possible then suitable arrangements will be made to reduce the risk of injury.

Manual handling equipment will be provided if necessary and the relevant staff will receive training if applicable.

17. Control of Substances Hazardous To Health (COSHH)

The Headteacher will ensure that all work involving hazardous substances has been assessed. The assessment must be formally recorded where there is significant risk to health. The Headteacher will ensure that the relevant safe systems of work, appropriate control measures and monitoring systems are in place and working. The individual departmental arrangements for dealing with COSHH can be found on the Health and Safety Executive website.

Training and guidance will be provided to any staff dealing with hazardous substances.

18. Premises Management

The Site Manager is responsible for using all cleaning chemicals in accordance with the manufacturer's instructions. Full product information, safe working methods and COSHH assessments have been provided for all products used within school.

The Site Manager is responsible for storing cleaning materials in a safe manner and locked away out of the reach of children. The Site Manager's office has a lock on which can only be opened with a key code. **This room will be kept locked during the school day.** Cleaning materials will not be left in classrooms, communal or toilet areas.

The Site Manager is responsible for the maintenance of floor surfaces to ensure there are no tripping hazards or slippery surfaces. In the event of the floor surface becoming dangerous, it must be reported to the Headteacher immediately.

Weekly walks around site are carried out by the Headteacher, Site Manager and School Business Manager. Any areas for improvement or actions required for the premises are noted and actioned.

19. Behaviour relating to practical activities

- The movement of children carrying scissors, craft tools and needles must be carefully controlled
- Care must be taken in the selection of tools being used: these must be appropriate to the age and ability of the pupils using them
- All tools must be kept under strict teacher issue and control
- Use of saws etc must form part of an initial training programme before careful and controlled issue
- Safe storage arrangements must be made for school tools
- Care must be taken in selection of glues for practical tasks
- Staff must ensure pupils wash their hands after any craft session

20. Behaviour linked to physical activities

- The setting out and putting away of PE and games apparatus should be taught/revised during the first teaching session of a unit of work
- Adequate supervision must be maintained whilst children are changing for swimming. Pupils must be made fully aware of the need to walk carefully in the pool area to avoid slipping. The wearing of jewellery including earrings is forbidden for swimming.

20 Local Monitoring of Performance and Review

Regular monitoring of the policy is the responsibility of the Governing Body and the Headteacher. This will include analysis of the accident book and first aid logs to identify any patterns forming and to consider what adjustments need to be made.

The Headteacher and Governing Body will carry out a safety inspection of the premises at least once a year. Regular monitoring of the safety within the school will be carried out by the Site Manager and Headteacher.

21. Grievance and Disciplinary

All matters concerning health and safety matters will be dealt with under the standard

grievance and disciplinary procedures as laid down in the appropriate terms and conditions of employment.

22. Review

The Governors and Headteacher will review the school Health and Safety policy in line with the Workplace (Health, Safety and Welfare) Regulations 1992.

The Headteacher, Site Manager and School Business Manager will produce a rolling programme of improvements which will ensure the school meets the standard under these regulations and any other relevant guidelines. This will be ensured by regular site walks, regular review of the accident book, and reporting of any health and safety concerns by staff.

23. Statutory Notices

A 'Health and Safety Law' poster is located in the staffroom.

24. Employee Induction Procedures

The capabilities of all new staff with regard to their own health and safety and that of pupils in their care will be taken into account before employment starts. Adequate information and training will be given to ensure that they are aware of the school's health and safety arrangements, particularly:

- evacuation procedures
- first aid and injury reporting arrangements
- any other relevant emergency procedure

Useful Links:

[The LCC incident reporting webpage](#), this contains the G4 policy, user guidance for the new on-line system, RIDDOR guidance.

[A direct link to the PO3 on-line system](#)

ST FAITH AND ST MARTIN CE JUNIOR SCHOOL

ACCIDENT / INJURY RECORD SHEET

DATE.....

NAME OF CASUALTY.....CLASS.....

(please circle)

Pupil / staff / visitor

LOCATION OF INCIDENT: (Please circle) time.....

Classroom / playground / corridor / toilets / hall

Other.....

What happened? (include the cause and nature of accident / injury)

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.....
.....
.....

Treatment given:

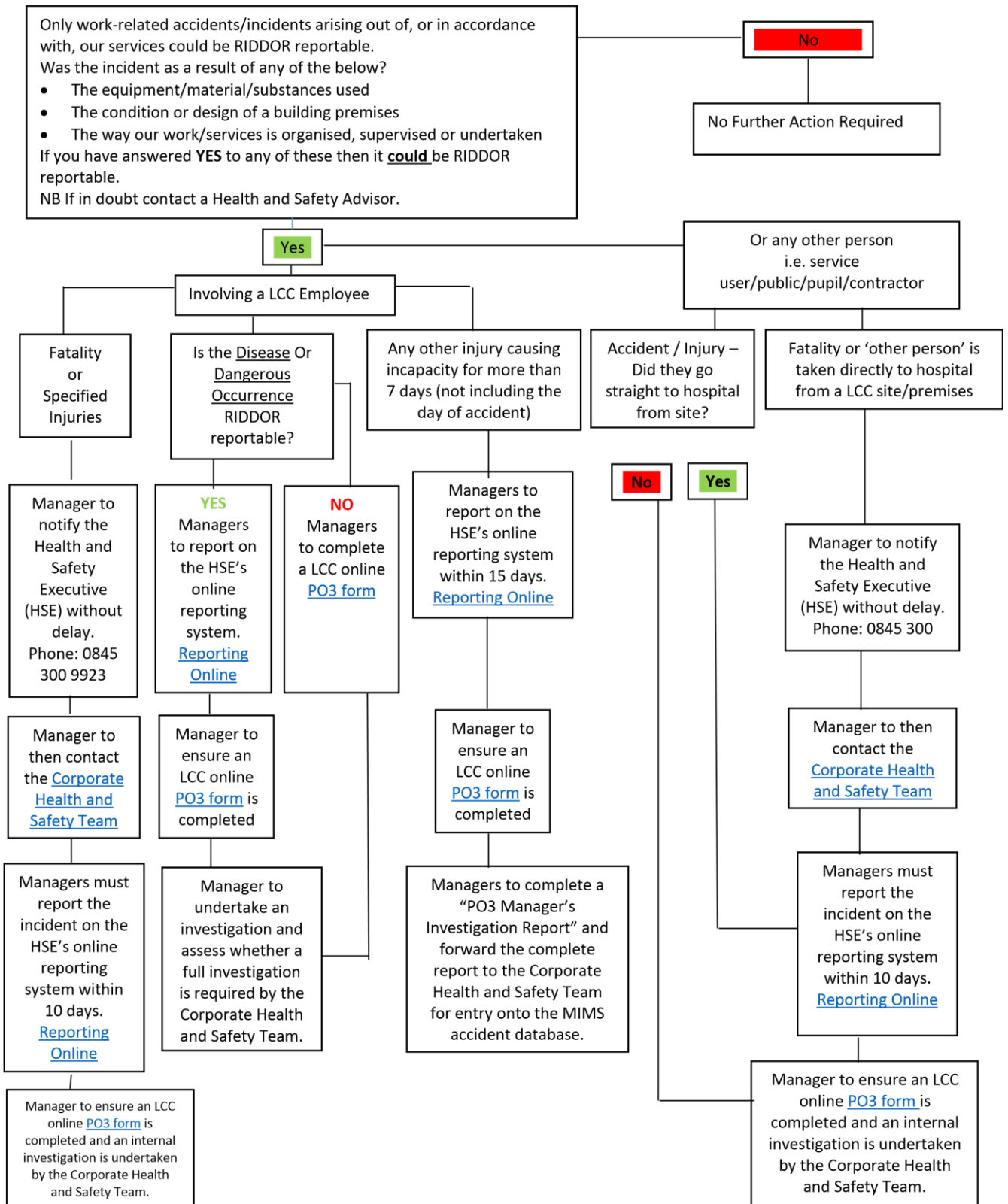
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Parent telephoned Y / N

Note sent Y / N

Signed.....

Is the Accident/Incident RIDDOR Reportable or Not?



Significant Findings of Risk Assessments

Assessment Number		Area/Activity		Carried out by		Date	
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Hazard	Who might be harmed	Existing controls	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk