



in God's hands

St Ignatius Primary School Health and Safety Policy

Policy Originator	St Ignatius Primary School
Person / Governor Responsible	Head Teacher – Mr Bonner Caretakers – SOS Contracts
Status	Statutory
Last reviewed	March 2018
Ratified on	
To be next reviewed	March 2019
Signed	

The Head Teacher of St Ignatius Primary School fully accepts his responsibilities under the "Health and Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The school is committed to identifying, then eliminating or controlling, any hazards encountered in the school or on the site.

The Head Teacher will monitor this safety policy and revise it as necessary.

The school is also committed to the safety of others, not employed by the school, who may be affected by the activities of the school, i.e. pupils, parents visitors contractors.

This statement, together with the safety policy, will be communicated to all members of staff via the school's regular training sessions and through induction training for new staff.

A copy of the policy is displayed in all staffrooms and is available to every member of staff.

Roles and responsibilities.

Governors

- The Governors will ensure that the senior school management operates safe school premises with safe equipment, materials and substances.
- The Governors will ensure that the policies and standards laid down by the LEA are adhered to. To ensure that the above are in place it will be necessary for the Governors to periodically inspect the school and ask specific questions of senior school management to ensure compliance.

Head Teacher

The Head Teacher retains overall responsibility for ensuring the health, safety and welfare of all the

employees and the health and safety of pupils, visitors and contractors. The following duties normally relate to the Head Teacher but any of them may be delegated to suitable staff. Note that even if duties are delegated, overall responsibility rests with the Head Teacher to ensure they are carried out.

Head Teacher duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- Take day-to-day responsibility for all health and safety matters affecting the school
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- Ensure effective communications on health and safety matters exist between the school and the Education Department Safety Advisers
- Ensure compliance with health and safety law;
- Provide Governors with an annual report on matters affecting health and safety within the school;
- Together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- Provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- Ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;
- Maintain first aid and accident reporting systems that are suitable for the school

Evaluate the need for health and safety training for school staff and arrange for its delivery;

- Bring to the attention of the Governing body or the LEA, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to any person;
- Liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of any persons exposed;
- Ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing
- the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained;
- Ensure adequate fire drills are carried out and their results recorded;
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.
- Ensure that the school has access to competent health and safety advice

Assistant Headteacher

The Assistant Headteacher) may be delegated any of the duties of the Head Teacher so long as the Assistant Headteacher is aware that they have been delegated to her, and is competent to carry them out.

The Health and Safety Officer shall keep the school's health and safety policy under review and bring any amendments to the notice of the staff.

In addition to the duties listed for the Assistant Headteacher, the AHT will also assume the duties of the HT when deputising for the HT. It is therefore important that the AHT is fully familiar with all aspects of the school safety policy.

All employees

- All employees are to be familiar with the school safety policy and:
- Ensure that they work in ways that are safe and without risk to themselves, the pupils other staff or visitors;
- Co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety;

- Report any unsafe practices that come to their notice;
 - Participate with the school to improve the standard of health and safety
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Caretaker in conjunction with SOS Services

The Caretaker has a very specific and important role to play in the implementation of the health and safety policy for the school.

- The Caretaker under the supervision of the Health & Safety Officer will ensure:
- Staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- That hazardous substances, i.e. cleaning substances are properly used, stored and disposed of
- The COSHH assessments have been carried out (working under the supervision of the Health & Safety Officer) that records are up to date, and the assessment sheets available to staff who need them;
- All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them from being harmed;
- All staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- Risk assessments have been carried out on all hazardous activities undertaken by the caretaker and cleaning staff i.e. using ladders, entering boiler rooms cleaning procedures etc.

Teaching staff and Classroom Support Staff

All teachers and classroom support staff should:

Check classrooms regularly for any potential hazard or risk, including electrical plugs, sockets and equipment; radiators, furniture, extension leads and cables, the storage of sharp or potentially dangerous resources and equipment (e.g. drawing pins, scissors, paper trimmers, D.T. tools); uneven flooring; failure

of lighting. The teacher will take any immediate steps to minimise any risk. All concerns should be reported to the Headteacher/Health and Safety Officer.

Teach children safe routines and procedures and ways of behaving in school. This includes using the corridors and stairs safely and not running inside the building; the use of safe setting up and dismantling all P.E. equipment; using Science, D.T. and I.C.T. equipment safely.

Teach children about personal health and safety.

Take obvious health and safety precautions on any school trip. (All members of staff must familiarise themselves with the School Educational Visits Procedures).

Not take hot drinks into the playground, or give empty crockery to children. They should not lift heavy equipment or climb ladders on their own.

Teach children how to behave in case of fire.

Check that fire exits are free from obstructions when using a classroom with a fire exit.

Enter personal accidents in the Accident Book.

Team Leaders for Health and Safety

Nursery Building S. Allan

Campion Building M Ellis

Anne Line K.Taylor N.Walshe

Briant M.Masterson

Health & Safety Team Leaders will inform the Headteacher of any breach of the Health and Safety Policy within their building.

This includes

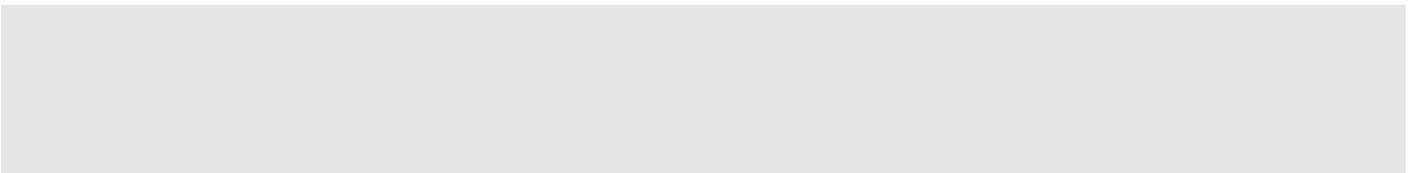
- a) The provision of adequate Health and Safety information, instruction and training (especially as part of the staff pupil induction process) relating to their building. Guidance can be sought from the Health & Safety Officer)

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SendCo

It is the duty of the SendCo to ensure that all outside agencies working within the school are made aware of the school's Health & Safety procedures. They should be specifically made aware of first aid arrangements, accident reporting and evacuation procedures for the buildings in which they are working. The Sendco will ensure that any representatives of outside agencies are provided with a visitors Health and Safety information sheet.

An advice sheet should be collected from the Office by any member of outside agencies before commencing work in the school.



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1. Administering medication in school.

It is recognised that teachers do not have any obligation under their contract to administer medication to

pupils. There is a requirement however under the DfE to assist pupils with medical needs.

The school has a policy that it will not administer any form of medication to pupils but with the exception of situations outlined in Notes 1&2

Where a pupil needs prescribed medication the following is assumed.

Most medication prescribed today is three times a day. The parent can therefore administer medication before school, after school and before bed. Medication should not therefore be required during the school day.

If medication is required at lunchtime, the parent will be invited to come into school and administer it.

School Trips

If the parent is not attending the school trip then no medication will be administered.

This policy will be brought to the attention of all parents by inclusion in the school prospectus.

Note.1. Inhalers are normally outside of this procedure and other arrangements are made such as them being stored in the class room or central location. A pupil can be assisted by a member of staff to use their inhaler if required.

Note 2 Where a child has recognised medical needs medicine can be administered if a medical care plan has been drawn up in consultation with the parent/carer/school nurse/and Sendco.

The person administering the medicine has to be in full agreement to carry out this procedure.

This is to comply with the DfE requirement to assist pupils with medical needs.

2. Asthma

Some children in the school have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff.

Details of all of the children in the school who have an asthmatic condition are contained in the school medical register which all staff have access to.

All teachers should be aware of the location of each child's inhaler.

For Nursery children the teacher will keep inhalers in a box clearly labelled with a red cross out of reach of children in the staff room/kitchen.

The Nursery Nurse will be responsible for seeing that the asthma box is taken out to the Assembly Point at the Main gate if the building has to be evacuated in an emergency.

For children in Campion Building inhalers are kept in labelled boxes marked with a red cross in the library area within easy access to the classrooms and playground.

Inhalers will be administered under the supervision of the Welfare Assistant.

If the building has to be evacuated in case of an emergency the Welfare Assistant will be responsible for seeing that asthma boxes are brought out to the Assembly Station on Campion Building playground.

In Anne Line and Briant Buildings inhalers are kept in a box marked with a red cross in a prominent place near to the teacher's desk.

Asthma boxes are brought to a central location (library for Anne Line and the ground floor entrance cupboard for Briant) at lunchtime.

For sports activities inhalers are brought to the venue from the classroom at the time of the lesson.

In Anne Line and Briant building each asthma box is removed from the classroom by the teacher or a nominated person if the building has to be evacuated.

3. Accident reporting.

All accidents should be recorded in the school accident book.

More serious accidents to pupils and any accidents to staff, visitors, or contractors should be notified to the LEA.

Notifiable injuries, as shown by the LEA, should be declared to the Health and Safety Executive local office and the LEA. Reportable accidents to HSE and further guidance is available on their website key in

HSE RIDDOR.

Where a child is taken directly to hospital from school, the Health and Safety Executive should be notified. Where a child has suffered a head bump, a letter is sent home to advise the parent. Parent/carers of infants are also informed when they are collected. When more serious situations give concern parents/carers are contacted immediately.

The accident book should contain the following information:

name of injured person;

time, date and place of the injury, what happened to cause the injury, the injury sustained,

treatment given,

name of any witnesses

More serious accidents should be investigated to try to prevent it happening again. This investigation should be documented.

4. Auditing of the safety system.

The safety system is a legal requirement that is regularly checked to ensure that it remains up to date and effective.

The safety system should be audited by: the Borough Senior Health and Safety Officer.

The safety system should be audited annually. During the audit, the management procedures shown in the safety policy will be checked to ensure that they are still put into practice and that staff are actually aware of them. A report will be given to the Head Teacher for action.

5. Blood, avoiding contamination.

- All staff should be familiar with this procedure before having to handle blood.
- Ask First Aider to treat accident victim, they should:
- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask first aider to treat.
- Dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in the metal bins for medical waste located in all buildings, seal if possible
- Wash hands thoroughly again.
- Record incident in the accident book.

6. Chemical safety.

The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or caretaker. These should be kept locked at all times when they are not being used. Teachers should not keep their own small stock, or spray, for their own cleaning jobs.

Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings showing clearly on the container.

Never use food or drink containers to store chemicals. Keep only small quantities of the chemicals.

Any spillages should be cleaned up at once.

Teach children to recognise the orange warning symbols, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.

Ensure protective clothing is available when using chemicals.

COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

Reference: The Control of Substances Hazardous to Health Regulations.

7. Contractors on site.

Checks need to be made for competence and insurance. The contractor should be asked for risk assessments.

The following guidelines should be followed.

- Contractors on site will be supervised by the Caretaker and the Head teacher
- A meeting will be held on site with the contractor to agree how potential problems can be avoided

The school uses the Local Authority's "approved list" of contractors.

This ensures that only suitable contractors are brought into the school to perform tasks. Where local contractors are used the contractor will have been checked beforehand and references will be taken up and checked.

Contractors on the "approved list" must fulfill the following criteria

- Be capable of carrying out the work in a competent manner, either by qualification or experience
- Can supply the resources to satisfactorily complete the job, without up front payment
- Can supply several satisfactory references, which should be checked
- Is a member of the relevant trade association
- Has sufficient, and up to date Public Liability Insurance, a copy will be taken of the certificate and kept on file with a note in the diary of the expiry date
- Has a meaningful safety policy
- Has documented risk assessments
- Agree to abide by the school safety policy and rules, in writing
- Clearly state what work will be done, at what cost and by when, in writing before the work commences so that understanding and agreement can be reached

8. Electrical safety.

Electricity is potentially the most dangerous thing in the school and must be treated with respect. The

Electricity at Work Regulations imposes certain duties on organisations to ensure the safety of those who may be affected by it. The following procedure should be adhered to in the use of electricity:

- All portable electrical appliances are PAT tested annually.

- Staff should be instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.

- Any faults must be reported to the Head Teacher immediately and the equipment taken out of use until it is suitably repaired.

- No one is allowed to work on any electrical circuitry or equipment unless competent to do so.

- Staff should be aware of the dangers of trailing cables and not have them across walkways.

- Four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The fixed electrical installation should be tested at five yearly intervals.

9. Fire safety.

- Fire drills are carried out once per term. The time taken to evacuate the school is recorded. This time should normally be less than two minutes.
- If the fire drill is unsatisfactory a repeat drill may be rescheduled.
- During the fire drill, one of the escape routes is blocked to more closely simulate a fire situation.
- An approved contractor tests the fire alarm system on a regular basis
- Any faults on the systems are reported to the contractor immediately.
- Break glass points are tested weekly from a different point each time
- Emergency lighting is tested regularly
- All records of the alarm system tests and fire drills are kept.
- Fire assembly points are made known to all.
- Registers are taken to the assembly point to carry out a roll call.
- Class first aid boxes containing pupils' medication e.g asthma pumps epipens are taken out
- Fire extinguishers are serviced annually.
- Fire exits are checked to ensure that they are not blocked.

- Fire exit doors are checked regularly to ensure that they are in good condition and can be opened.
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- Fire signs to be adequate and updated to comply with recent changes to regulations.
- Fire Wardens are appointed to "sweep" the building in the event of a fire or alarm to ensure it is empty and that doors are closed as long as it is safe to do so.
- All staff, and particularly supply teachers, are made aware of the fire arrangements.
- An annual fire risk assessment is carried out by Office Test one of our providers

10. First aid

The school will endeavour to have at least two three day qualified first aiders to allow for cover during school visits. Where possible the remaining staff will have received the basic one-day first aid training. The school at present has 4 First Aid at Work trained staff (3 day course) and for the purposes of administration are known as Senior First Aiders.

A list of the qualified first aiders is available in all buildings. All staff, including supply teachers are made aware of the first aiders and their location.

Should a child's injury or illness cause concern the parent/carer is called immediately.

Minor issues can be dealt with by a Teaching Assistant who has been trained in first aid if available. All injuries will be recorded in the first aid book.

If required the pupil will be seen by a Senior First Aider. This is particularly correct if the pupil has had a head injury.

Only a Senior First Aider in consultation with the Headteacher/Senior Manager should decide if a pupil is to be sent home.

The teacher and Office Administrator needs to know about the decision to send a pupil home.

Head injuries

It is policy to inform parents/carers when a child has had a head injury.

For minor 'bumps' Junior children will take a letter home with parents/carers of infants being informed when they are collected. For more serious cases in any department of the school parents/carers are called immediately.

First aid kits are available in the school and their contents checked and replenished as necessary by the nominated first aider. Only first aid items may be held in a first aid kit. There must be no creams, lotions, tablets etc. in the kit.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

unconsciousness;
severe bleeding;
object stuck in
throat;

deep cut that may require stitching;

suspected fracture;

severe asthma attack;

severe reaction to bites or stings;

swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance, inform the Office and an administrator will

CALL PARENTS IMMEDIATELY.

The Headteacher will be informed concerning the circumstances or a member of the Senior management

team if he is not available.

11. Flammables.

The school should have very small quantities of flammables, particularly flammable liquids. Some cleaning

items however are flammable and some highly flammable. When these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum.

Where such items are required in the school, they will be stored in a suitable locked metal cabinet.

12. Health and safety assistance.

To satisfy its legislative requirements, of having access to a competent person, the school seeks the assistance of the health and safety department of the Local Education Authority. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law.

13. Inspections of the school.

The school is inspected regularly by our own Health and Safety Officer for any defects that could lead to an accident or ill health of any occupant. These inspections are carried out normally each week and the results are communicated to the head teacher for action.

The Governors will carry out safety inspections on an annual basis and submit a report to the Head Teacher for action.

14. Ladders and stepladders.

Extending ladders.

The Caretaker is not expected to use extending ladders

Stepladders, kick stools.

There should be sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

There should not be any chairs in storerooms.

15. Manual handling.

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils

who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training will be provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks.

16. Office safety.

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A Display Screen Assessment needs to be carried out to ensure that the School Administration Officer is not exposed to risks from repetitive strain injury or work related upper limb disorder. The School Administration Officer is involved in the assessment.

There should be adequate storage provided for files etc.

Space under the desk and open floor areas are not used for storage.

17. Off site visits.

An off site visit is any visit where the children are taken away from the school site.

Risk assessments will be completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

Staff are advised to make pre visits before taking children to an off site visit

All LEA or DfE guidelines are to be followed before any off site visits take place.

All necessary documentation is to be completed before the visit takes place, signed and returned to the

Education Visits Co-ordinator

Where activity providers are used then their competency is to be checked and they should provide risk assessments.

The risk assessment process determines the level of first aid cover

on the visit. First aid kits are always taken on the visit.

All arrangements for off site visits must be checked by the Head Teacher/EVC before the visit commences. Permission for off site visits by pupils is sought from parents/carers

18. Pregnant workers.

When a member of staff has become pregnant the school should be notified. An appropriate assessment is carried out by the school's management according to Borough of Haringey guidelines to ensure that the duties performed do not cause her, or her unborn child, any harm. This risk assessment is monitored by the Health Safety Officer and Head teacher.

19. Risk assessments.

Risk assessments will be carried out by the school to comply with legislative requirements. The risk

assessment will be led by our Health&Safety Officer/ senior school management', but will include as many staff as possible. Risk assessment is better carried out by several people together rather than as an individual exercise. The risk assessment will look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment will be brought to the attention of staff and the assessment reviewed and revised as necessary. The review will take place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

20. Safety training.

The safety training needs of the school will be considered by senior school managers Health & Safety

Officer and the appropriate training arranged for staff.

Safety training will be given to new or supply teachers as soon as they join the school. As an absolute minimum, this basic training will include the procedures for fire and first aid. They will also be made aware of this safety policy and the procedures for implementing it.

The Head Teacher will arrange refresher training as necessary.

21. Security.

It should be possible to make the school secure during the day. Gates should not be left open where this would allow access to people or pupils to leave without permission.

CCTV cameras have been installed in various parts of the site.

Visitors.

- Visitors to the school should be directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc, should sign the visitor's book at Reception. Visitors are given a copy of emergency procedures and badges are provided
- If unknown visitors are encountered in the school, or not wearing a valid badge, refer to the intruder section below.
- Visitors should sign out at the end of the visit and return badges

Valuable Equipment.

All valuable equipment should be security marked and an inventory compiled and maintained by a delegated person

Personal Property.

- Staff are responsible for the security of their own personal items.
- Lockers are available to staff on payment of a refundable deposit.

- Pupils are discouraged from bringing valuables into school.
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- Pupils can ask the class teacher to look after small quantities of money they may bring in to school.
- Parents are reminded to identify pupils' clothing by securing nametags to them.

Cash Handling.

The Head Teacher will devise a method of cash handling. All monies should be kept in the school

safe. Cash should not be stored on the premises for longer than necessary.

Intruders

- Great care should be taken if a staff member suspects that a person is an intruder.
- Staff should never put themselves at risk
- The suspected intruder should be challenged in a way as not to be intimidated i.e. "Can I help you? Are you looking for the School Office?"
- If a suspected intruder fails to comply with reasonable requests or behaves in a threatening way leave and call the police from the nearest telephone
inform the Office about what has occurred
- If you suspect that an intruder is in a classroom contact the police via the School Office
- If a pupil needs to be removed from the vicinity of an intruder instruct the child to a) leave and go to the Office or b) instruct the pupil to accompany you away from the area and leave immediately

22. Stress.

The school should have a dedicated policy on stress, which should include the following as a minimum. Make all staff aware that stress is not a sign of weakness and that it should be discussed openly.

Staff should be encouraged to support one another.

Head Teachers and senior school managers should be aware of the signs of stress and how to deal with it. Stress should be considered when carrying out the risk assessments for the school.

Pay particular attention to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.

23. Waste

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory. Consideration is given to the need for removing clinical waste in yellow bags

24. Lettings

The Governors and head teacher must ensure that:

- The means of access and egress are safe for the use of hirers and that all plant and equipment made available to the hirers is safe. If the Head teacher knows of any hazard associated with the above, they should take action to make hirers aware of it;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes and fire alarms. Notices regarding emergency procedures should be prominently displayed;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff.
- When the school is used by outside organisations e.g. clubs they are given a copy of the evacuation procedures

Associated Policies

Please read the above Health and Safety Policy in conjunction with the Medical Needs and First Aid Policy, the Safeguarding Policy and the other respective Safeguarding related policies.

