

CORPUS CHRISTI CATHOLIC SCHOOL

Health and Safety Policy

2018-2019



Co-Head Teachers:

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Assistant Head Teachers:

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Address:

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Date of Policy:

September 2018

Introduction

Corpus Christi School is committed to safeguarding and promoting the welfare of the children and expects all staff, governors and volunteers to share this commitment

The “Health and Safety at Work etc. Act 1974” (HSWA) and subsequent regulations place legal duties upon employers, their employees, and the self employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These duties have been developed over the years since the original HSWA and through the issuing of Regulations and Approved Codes of Practice.

One of the most significant changes was the introduction of the Management of Health and Safety at Work Regulations in 1992, revised in 1999, which requires all employers to “manage” issues of health and safety in the same way we manage any other part of the organisation, i.e. finance or quality. The Regulations require organisations to have an up to date safety policy and risk assessments.

Our Health and Safety Policy serves the dual purpose of drawing together into one document those procedures and guide-lines, provide by a number of sources, including HSE, which have been developed within the school in response to these regulations.

Responsibility for the production, updating, and development of this policy lies with the Co-Head Teachers and Governors, but the actual updating and amendment may be delegated.

All staff and contractors, working in the school are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All staff and contractors have a legal obligation to work and act with due regard to their own health and safety of and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Co-Head Teachers and Governing Body and its requirements are binding upon all staff.

Three important Health and Safety documents have been added, for reference, at the end of this Policy.

All Staff Members and School Governors are required to read this Health and Safety Policy online. A hard copy is available from the Co-Head Teachers Office.

A copy of this policy is available in the documents section on the schools web site for future reference and ease of access.

Jim Mann

Health and Safety Consultant

04/09/2018

HEALTH & SAFETY POLICY STATEMENT

In accordance with its duty under Section 2(3) of the Health & Safety at Work Act 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Governors of Corpus Christi have produced the following Statement of Policy in respect of Health and Safety.

“It is our aim to create a working environment for the children, parents and staff which is free from work-related accidents and ill-health and stress and to this end we will continue to look for improvements from year to year.”

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining all equipment safely.
- Establishing and enforcing safe systems for work.
- Only appointing contractors and tradesmen who have the skills, abilities and competence commensurate with their role and level of responsibility to comply with our standards of Health & Safety.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform safely and successfully.
- Ensuring that Health and Safety awareness and competence is maintained through the provision of refresher training, as appropriate.
- Promoting awareness of Health and Safety and of good practice through the effective communication of relevant current information.
- Providing sufficient funds needed to meet these objectives.

All staff for their part are encouraged to contribute actively towards achieving a work environment that is free from accidents, ill health and stress.

Our Health & Safety Policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances and to comply with legal requirements and advice from HSE.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the Health & Safety Policy for Corpus Christi School.

Chair of Resources Committee

Dated:.....

Roles and Responsibilities

The Governors

- Whilst Governors do not have to actually implement the Health and Safety policy of the school, they do have an important role in ensuring that the school has a suitable Health and Safety policy in place and that it is acted upon.
- By ensuring that the Health and Safety Policy is developed and implemented the Governors will be discharging their legal requirement of ensuring the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.
- The Governors will also ensure that the school's Senior Leadership Team (SLT) maintains safe school premises with safe equipment, materials and substances.
- The Governors will also ensure that the advice, policies and standards laid down by the HSE are adhered to.
- To ensure that the above are in place the **Governors Resources Committee** will, periodically inspect the school and ask specific questions of the SLT to ensure compliance with all aspects of Health and Safety legislation and guidance.
- Governors may also carry out regular inspections of the premises to identify faults that could lead to accidents or ill health, i.e. torn carpets causing slips, trips or falls, high levels of stress etc. The Governors carrying out such an inspection will provide the Co-Head Teachers with a report containing their findings and will also make a report to the Full Governing Body of Corpus Christi Catholic Primary School.
- The Governors will ensure that a Health and Safety Report is received and discussed at the meeting of the Resources Committee each term.
- The Governors will ensure that sufficient funds are provided for implementing of the policy and for any necessary Health and Safety improvements or works.
- The Governors along with the SLT will help to promote an active interest and awareness for Health and Safety matters throughout the school.

The Co- Head Teachers

The Co- Head Teachers' duties include activities organised on behalf of the school either in or outside of the school and will include any activities undertaken away from the school site.

The Co- Head Teachers will:

- Take day to day responsibility for all health and safety matters and will ensure that the school has access to competent Health and Safety advice.
- Ensure effective communications on Health and Safety matters exists between the school and the relevant Safety Advisers.
- Ensure compliance with health and safety law.
- Provide reports to the Governors' Resources Committee each term.
- 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; i.e. ensure risk assessments are carried out, acted upon and revised as required.
- Prepare for Critical Incidents and the Evacuation of all in school should the need arise and prepare and update a Critical Incident and Evacuation plan.
- Provide equipment and equipment 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 needs of 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 HSE, 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 regular Fire Risk Assessments are carried out and kept up to date.
- Keep the school's Health and Safety Policy under review and bring any amendments to the notice of all staff.
- Ensure that adequate emergency procedures exist in relation to fire, gas leak, intruders and that Emergency Plan and Critical Incident Plans are updated and ready for implementation, should the need arise.

Assistant Head Teachers

The Assistant Head Teachers (AHTS) may be delegated any of the duties of the Co- Head Teachers as long as they are aware that they have been delegated to them and are competent to carry them out. If any have been delegated permanently they will be removed from the Co-Head Teacher section and shown here.

In addition to the duties listed for the Assistant Head Teachers, the AHTS will also assume the Health and Safety duties of the Co- Head teachers when deputising for the Co- Head Teachers. It is therefore important that the AHTS are fully familiar with all aspects of the school's Health and Safety Policy and safety procedures.

All staff

All staff must read and 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 which come to their notice.** Where health and safety is compromised relating to the school environment, this **must** be logged at the school office with the Premises Administrator.
- **Participate with the school to improve the standard of Health and Safety.**

The Premises Assistant and Health & Safety Consultant

The Premises Assistant & Health & Safety Consultant have specific and important roles to play in the implementation of the Health and Safety Policy for the school.

The Premises Assistant & Health & Safety Consultant will ensure that:

- Staff are adequately trained or instructed to perform the duties for which they are employed;
- The Control of Substances Hazardous to Health (COSHH) assessments have been carried out, are up to date, and the assessment sheets available to staff who need them; including cleaning staff.
- All staff using chemicals will 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 will be informed of the first aid treatment required in the event of them coming into contact with the chemicals;
- All relevant risk assessments are carried out.
- All weekly drills are carried out and recorded.
- All annual/bi-annual health and safety tests are carried out by approved contractors.
- The Governors and SLT will be made aware of any new legal health and safety requirements as they come into force.

Risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.

Procedures for Compliance

1. Accident reporting
2. Administration of medication
3. Animals in school
4. Asbestos
5. Asthma
6. Auditing the safety system
7. Blood, avoiding contamination
8. Chemical safety
9. Contractors
10. Electrical safety
11. Fire safety
12. First aid and School Health Matters
13. Flammables
14. Gas safety
15. Guard-rails on Stairs and Landings
16. Glazing
17. Health and safety assistance
18. Inspections of the school
19. Lone Working (working alone)
20. Ladders and step ladders
21. Manual handling
22. Office safety
23. Off site visits
24. Pregnancy – Expectant Mothers
25. Risk assessments
26. Safety training
27. Security
28. Stress
29. Waste disposal
30. Water systems

Additional Documents.

- Critical Incident Plan
- Fire Plan
- Stress policy

1. Accident Reporting

All accidents must be recorded in the School Accident Book.

Minor accidents must be recorded in the books kept by TA's. Parents **must** be informed of head bumps or serious physical harm immediately by phone and a slip is sent home. Accident books are audited by the assistant headteachers regularly to check for any trends.

More serious accidents to pupils and any accidents to staff, visitors, or contractors will be notified to the HSE. Records should be retained by the school no less than 3 years after the incident.

All serious accidents must be reported to a member of the SLT.

RIDDOR

Notifiable injuries should be declared to the Health and Safety Executive local office, or more commonly these days to the HSE "RIDDOR Contact Centre" at Caerphilly and the LA.

Contacting the centre at Caerphilly can be by:

Telephone on 0845 300 9923

Via their web site www.riddor.gov.uk

Via the HSE website www.hse.gov.uk

By e-mail: riddor@natbrit.com

By post: Incident Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

Where a child is taken directly to hospital from school, the Health and Safety Executive will be notified.

Where a child has suffered a head bump, or other minor injury, an assessment will be made by the designated 1st Aid member of staff to notify a parent/carer and monitor the child.

The Accident Book will 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.

Copies of serious accidents/incidents will be kept in case of investigation by HSE

More serious accidents will be investigated to try to prevent them from happening again.

Any investigation will be documented.

2. Medication administered by the school

The school's policy is that it will administer any form of medication to pupils, following clear guidance in the school's Administering Medication Policy. A designated member of trained staff, listed in the policy, will administer prescribed medication after a consent form containing clear instructions has been completed by a parent/carer and kept in the school office.

If the child is attending a residential school trip then medication will be administered, by a member of trained staff. All medication administered will be logged in the school journey trip folder.

Inhalers and Epipens are normally outside of this procedure and other arrangements are made such as them being stored in the class room in the red Emergency rucksacks.

Emergency rucksacks are to be taken on school trips and to the fire assembly areas when evacuating children.

A list, together with photos the children who may need to use these Inhalers and Epipens is kept on the notice board in the staff workroom and key areas around the school.

Reference. See DfE publication "Supporting Pupils at School with Medical Conditions" September 2014.

3. Animals in School

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only "suitable" animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school. This procedure is a guide to the precautions taken by the school. Approval to bring and any animal into school **must be obtained from a member of the SLT, before any animal is brought into school.**

- Teachers and TA's **must** be aware that there are some animals and plants that cannot be taken from the wild. Corpus Christi School will only obtain animals from reputable suppliers.
- Teachers and TA's should have a reliable reference book available on the animal such as those produced by the RSPCA. Children will not be allowed to bring dead or injured animals in to school.
- **Teachers and TA's will ensure that children wash their hands before and after handling animals.**
- Animal houses will be kept clean and disinfected as required. If animals wander on to floors or tables..... wash afterwards.
- Teachers and TA's will not allow contact between school animals and wild animals to avoid transmission of disease.
- At Corpus Christi School we will teach children how to handle the animals with care and to feed animals correctly. Any animal bites and scratches will be washed carefully and teachers and TA's will seek medical advice if there is any risk of infection.

4. Asbestos

Asbestos has been the main cause of occupational ill health since the 1950s and is still the greatest single work-related cause of death from ill health. (From Health and Safety Executive publication).

Under The Control of Asbestos Regulations 2006 there are duties placed on all employers to manage asbestos safely in their premise.

The Co-Head Teachers or Premise Assistant will ensure that there are adequate systems in place to manage any asbestos that may be in the building in such a way so that staff, pupils or visitors will not be exposed to the asbestos.

As Corpus Christi is an academy it is the Governors responsibility up to ensure that an asbestos management procedure is followed. This will normally mean that any contractors must be made aware of the presence of any asbestos and any maintenance or building work to be undertaken is not started until full consideration is given to the asbestos survey.

It is therefore assumed that the school will follow the HSE's advice for the management of asbestos.

The school has a **Local Asbestos Management Plan (LAMP)**, which specifies all aspects of managing and the responsibilities, which the school takes to meet its legal duties. This plan is reviewed annually by the Resources Committee and the school's Health Safety Consultant.

A copy of this plan is kept in the School Business Manager's office.

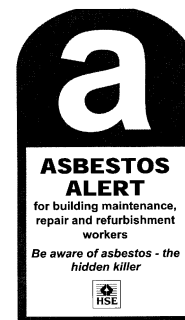
Brief summary of the regulations

Groups of workers most likely to disturb asbestos and therefore creating the greatest risk to both themselves and others are:

- Demolition contractors
- Electricians
- Roofing contractors
- Painters and decorators
- Construction contractors
- Joiners
- Heating and ventilation engineers
- Plumbers
- Telecommunications engineers
- Gas fitters
- Fire and burglar alarm installers
- Plasterers
- General maintenance staff
- Builders
- Computer installers
- Building surveyors

Most or all of the people on the above list are likely to carry out work in schools therefore the school needs to be aware of the school's Asbestos Policy (Co- Head Teacher's office) and will then need to stick rigidly to the asbestos management programme and ensure that contractors do as well

The SLT has the overall responsibility for the management of both building and has a duty to manage the asbestos in the building.



The main duties are:

- Review and implement any issues raised by the **LAMP**.
- Take reasonable steps to identify the location and condition of the asbestos.
- Presume materials contain asbestos unless there is good evidence that they do not.
- Keep an up to date record of the location and condition of asbestos.
- Assess the risk of anyone being exposed to asbestos fibre.
- Prepare a plan as to how the asbestos will be managed.
- Put the plan into action.
- Review and monitor the plan periodically.
- Provide information on the location to anyone who is likely to disturb the asbestos, i.e. those on the list above.

Any asbestos in the building will be clearly labelled.

The most recent asbestos survey, conducted in April 2009 stated that “All **asbestos found within the school are in good condition and that no asbestos required urgent attention**”

Use of outside contractors

The SLT are responsible for ensuring that the work undertaken by contractors, or authorised by the School's Architects, Burns, Guthrie, will not cause exposure to asbestos and that any contractor working in school will be required, by the Schools Governors to implement appropriate preventative and protective actions.

5. Asthma

Some of the children in the school are likely to have an asthmatic condition. Guidelines for dealing with an asthmatic attack will be made known to all staff and regular training will be arranged by the Co-Head Teachers. The school's Asthma Policy requires parents/carers to give written consent and detailed instructions on the administering of their child's asthma inhaler. In accordance with guidance from DfE “Guidance on the use of emergency salbutamol inhalers in schools” March 2015 Policy, the school has an emergency salbutamol and spacers in each of the two school sites (school office and Class 10), checked by the designated 1st Aid members of 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 and where spare inhalers are stored.

Parents will be consulted if their child's condition requires special attention, other than an inhaler. If this is the case, all relevant information and training to support the child will be given to the child's teacher.

6. Auditing of the Safety System

Once the safety system has been set up and introduced into the school it is a legal requirement that it is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by a safety audit/risk assessment check. This is best carried out by a person independent of the day to day administration of the safety system. It is often carried out by a Safety Advisor, by one of the school Governors, if knowledgeable enough, or by an independent auditor.

At Corpus Christi this responsibility will be delegated to the Resources Committee and the Health and Safety Consultant.

The system will be audited regularly; this could be once every two years. The purpose is to ensure that the system remains effective. During the audit, the management procedures shown in the Safety Policy will be checked to ensure that they are still being put into practice and that all staff are actually aware of them. This check will establish if the system is an active one, or if it is just words on paper?

As part of the audit, the auditor will also walk through all parts of the school to look for failings in the system. This walk-through also shows if the policy is being put into practice, i.e.

- If there are no up to date fire signs it will indicate that a fire risk assessment has probably not been carried out.
- Looking at the accident book will show if the Governors actually review it and sign it off during their checks.

The safety system /risk assessment check will be audited by: The Co- Head Teachers, a Governor or a person appointed by the Governing Body to carry out these duties.

The safety system will be audited every two years, normally during the Autumn Term and a report will be given to the Co- Head Teachers for action.

7. Blood and Body fluids: avoiding contamination

All staff must be made aware of the school's procedure if there is a possibility of coming into contact with blood or bodily fluids.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought if necessary.

Then follow this procedure.

- **Wash hands first and put on disposable gloves.**
- **Clean any wound as necessary or ask first aider to treat and dress any wound if necessary.**

Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin. If there is a yellow bag system in place, use the yellow bag.

**Wash hands thoroughly again.
Record incident in the accident book.**

VIP.

To minimize the risk of infection whilst administering first aid for example, from hepatitis B and HIV, first-aid personnel must cover all exposed cuts on their own bodies with a waterproof dressing and wear disposable gloves before administering treatment. They should wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood should be wiped away using a clean cloth or handkerchief.

Dealing with spills.

Disposable gloves and aprons must be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising cleaning agents, should be used to mop up any spillages or splashes. All disposable items should be placed in plastic bags or can be kept within the latex plastic glove used turned inside out, and put into a sanitation bin. If there is a yellow bag system in place, use the yellow bag. Contaminated work areas should be disinfected. Guidance can be found in the school office copy of "1st Aid Reference Guide" St John's Ambulance 2014.

8. Chemical Safety

The most hazardous chemicals used in the school are likely to be the cleaning chemicals used by the cleaners or the premises assistant. These must be kept locked at all times when they are not being used. **Teachers and other staff must 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.

Teachers and TA's must never use food or drink containers to store chemicals.

Any spillages should be cleaned up at once.

All staff will 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 strippers etc., and warn of the dangers.

Staff must 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.

9. Contractors on Site

Contractors on site need to be supervised by the Co- Head Teachers, Business Manager or Premises Assistant who should be aware of the school's responsibilities regarding contractors.

Checks must be made for competence and insurance.

Before starting any works the contractor will be asked to provide appropriate the Risk Assessment.

The following guidelines should be followed.

Before any work commences, the school will hold a meeting on site with the contractor to agree how potential problems and disruption can be avoided.

When using local contractors the schools may use our own "approved contractors list". This will ensure that only suitable contractors are brought into the school to perform tasks. There are many advantages in setting up an approved list, such as:

Knowing who to call quickly in the event of an emergency;
Other staff will know who to call in the absence of the Co-Head Teachers;
The contractor will have been checked beforehand.
References will have been taken up and checked;
Once the contractor is on the approved list he will be checked once per year rather than going through the checklist each time one is used.

For a contractor to be added to the approved list they should satisfy 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 an up-front payment.
- Be able to supply several satisfactory references, which will be checked.
- Is a member of the relevant trade association.
- Has sufficient and up to date **Public Liability Insurance**. The school's Business, manager will ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal.
- Has an up to date and meaningful safety policy and documented risk assessments.
- Will agree to abide by the school safety policy and rules (in writing).
- Will 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.

10. Electrical Safety

Electricity is potentially the most dangerous hazard 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 must be adhered to in the use of electricity:
- All portable electrical appliances should be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used. **The PAT test, for portable items will be carried out in the October Half Term by a licensed tester every year.**
- Staff should 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 Co-Head Teachers 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. **NICEIC Registered.**
- All staff should be aware of the dangers of trailing cables and must not have trailing cables 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 will be tested at a maximum of five yearly intervals by a qualified electrical contractor and a certificate issued.

The latest test, for fixed electrical installations, has been completed in 2016

The next test will be due in the Summer Term 2021.

11. Fire Safety

Fire drills will be carried out at least once each term. The time taken to evacuate the school will be recorded. If it takes longer than the “recognised time”, the SLT will investigate and consider repeating the drill again. In most primary schools, the evacuation time should normally be about two minutes. During the evacuation drill, **we may** block off one of the escape routes to more closely simulate a fire situation.

Corpus Christi’s electronic fire alarm system is, tested by an approved contractor (**FUEGO**) on a regular basis.

- Any faults on the systems to be reported to the contractor immediately.
- Break glass points will be tested regularly.
- Emergency lighting will be tested monthly by the Premises Assistant.
- All records of the alarm system tests and fire drills will be kept.
- **Fire assembly points should be known by all members of staff.**
- They should be clearly marked.
- Fire extinguishers are to be checked and serviced every six months.
- Fire exit routes to be checked weekly, if not in regular use, to ensure that they are not blocked.
- Fire exit doors to be checked weekly to ensure that they are in good condition and can be opened, especially if they are not in regular use.
- Fire signs to be adequate and up to date to comply with recent regulations, i.e. running man and arrow.
- **All TA’s are designated as Fire Marshals and it will be their duty to “sweep” the building in the event of a fire or alarm to ensure it is empty and that doors and windows are closed.**

Regular training, for all fire marshals will be organised by the Safety Consultant.

If anyone is to fight a fire, they are to be properly trained.

Staff should fight a fire only as a last resort.

“Don’t delay, Get away” is the phrase to keep in mind if a fire breaks out.

All staff, and particularly supply teachers, will be made aware of the fire safety arrangements before taking a class.

A bi-annual Fire Risk assessment will be conducted by an external company and the results will be shared with the staff and governors. The next one is due in September 2019 and will be conducted by Work Place Fire and Safety Ltd.

Fire risk assessments will be completed to comply with the latest legislation, the Regulatory Reform (Fire Safety) Order 2005

12. First Aid and School Health Matters

Corpus Christi School will endeavour to have at least two qualified first aiders to allow for cover during school visits. The school will always have more than this minimum to cover for lunch times, sickness absence etc.

Where possible the remaining staff will have received First Response or Paediatric first aid training.

A list of the qualified first aiders will be available in strategic places throughout the school. All staff, including supply teachers will be made aware of the first aiders and their location and the arrangements to call for assistance.

First aid kits are available in the school and their contents checked and replenished as necessary by the designated 1st Aiders, or whoever is assigned the task. 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 will 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;
-

The school follows the guidance from the **Health Protection Agency (HPA)** where contagious illness occurs in the school, including notification to parents and logging the number of incidences. In the event of an apparent epidemic, the school will consult with the Health Authority to monitor the impact throughout the school. The health of all children, parents and staff will always take precedence in any decision making.

A defibrillator is located at the school reception office and staff will be regularly trained in its use.

**Dial 999 and ask for an ambulance,
CALL PARENTS IMMEDIATELY.**

A copy of the document “School Health Matters” ([Health Protection Agency](#)), which is kept in the Business Manager’s Office is available for advice. This guide contains a comprehensive guide, from the Health Protection Agency (HPA) about communicable diseases and infection control.

13. Flammables

It is highly unlikely that Corpus Christi Catholic Primary School will have any quantities of flammables, particularly flammable liquids. Some cleaning items however are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will keep to a minimum.

Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaner's or Premises Assistant's store.

14. Gas Safety

All boilers and gas heaters are checked and serviced annually, by R.Frampton Heating, a Gas Safe registered company. Annual gas soundness tests are carried out.

Gas safe certificates are issued on completion of the tests. This work is carried out during the Summer Break every year.

15. Guard-rails on Stairs and Landing.

Falls down stairwells are a major risk to pupils and staff in schools with multiple floors. **To minimise the risks staff must ensure good discipline in these areas making sure that pupils do not run or play about on stairs or landings and should take care themselves** The guardrails on the stairs and landings have been checked to ensure they meet the requirements of the Health and Safety (Workplace) Regulations 1992 (at least 900mm on stairs, measured vertically from the stair nose to the top of the rail and at least 1100mm on landings, both sufficiently in-filled so that gaps do not exceed 100mm and which prevent easy climbing).

16. Glazing

The vulnerable areas of glazing have been protected with anti-shatter film to prevent serious injuries in the event of breakage. This includes all wired glass in doors/side-panels and below that 800mm from the floor. In addition the glazing in windows facing the playground and all glazing below 2 metres in the Hall have been safeguarded. The Summer House is fenced and access is supervised by staff.

17. Health and Safety Assistance

To satisfy its legislative requirements, of having access to a **Competent Person**, the school may seek the assistance of the Health and Safety department of the Local Authority, or from outside "providers" or other "experts". Playground and external doors are checked daily and logged by designated staff and monitored weekly by the Co-Head Teachers. Any areas of concern are recorded and reported to the school's premises officer, Health & Safety Manager and Co-Head Teachers for action.

Corpus Christi school will use the HSE a source for advice and guidance on health and safety law and for guidance about what the school needs to do to comply with all current legislation.

18. Health and Safety Inspections at Corpus Christi

The school is inspected regularly by the Co-Head Teachers and the Premises Assistant for any defects that could lead to an accident or ill health of any child, member of staff, parent or visitor. These inspections are carried out normally, at least once per half term and the results briefly recorded in the school log or inspection book. The Health and Safety representative for the school may be invited to accompany these inspections.

The Resources Committee will carry out regular safety inspections and will submit a report to the Governing Body and to the Co-Head Teachers for action.

19. Lone Working (working alone)

It may be necessary for staff to work in situations which are “remote” from other members of staff; including after school or in the evenings and weekends.

In such circumstances risk will be assessed by the SLT to ensure that any possible risks are minimised

Any member of staff wishing to work outside normal school hours must have prior agreement from the Co-Head teachers or their line manger.

20. Ladders and Stepladders

Extending Ladders

Where extending ladders are used, normally by the Premises Assistant, then proper instruction or training should have been received. It is recognised that this training could have been received during previous employment i.e. “used to be a Fire Fighter and received training from the Fire Service”. Roof work, even retrieving balls, should not be undertaken during windy or severe weather. When not in use all ladders will be safely locked away, to prevent un-authorized use.

Stepladders and Kick stools

The school will provide sufficient stepladders or kick stools around the school to prevent staff from using chairs for access to high shelving or putting up displays.

Staff will 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, i.e. do not lean out to the side, 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.

21. Manual Handling

All staff will be made aware of the risks associated with manual handling. Staff will be 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 assisting in the moving and handling of a pupil is needed, it is likely that specialist assistance will be required to prevent injury to both the pupil and the person providing the assistance.

Where staff need 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.

22. Office Safety

The School offices are checked regularly to ensure that trailing cables from computers do not cause tripping hazards. The school will ensure that there is adequate storage provided for files etc. Space under the desk and open floor areas will not, where possible, be used for storage.

A **Visual Display Assessment** will be carried out to ensure that the School Business Manager and other office staff are not exposed to risks from repetitive strain injury, work related upper limb disorder or eye strain.

23. Off-Site Visits and School Journeys

An off-site visit or any School Journey is where the children are taken away from the school site.

- Detailed and specific 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. The Education Visits Co-ordinator (EVC), Mr Martin Calvey, will monitor and review all risk assessments annually and undertake regular appropriate training.

Mr Calvey has revised and issued, to all staff, the “[Off Site Emergency Procedures & Advice](#)” document for use if the need should arise.

- **All HSE and government guidelines will be followed before any off site visits take place. All necessary documentation must be completed before the visit takes place.**
- Where activity providers are used, their competency, experience and insurance are checked prior to the activity taking place.
- The risk assessment process determines the level of first aid cover for the visit.
- First aid kits are always taken on the visit.
- All arrangements for off site visits will be checked and authorised by the Educational Visits Coordinator with risk assessments authorised before the visit commences.
- The school has its own Risk Assessment procedure, which **must** be completed and copied to the Co-Head Teachers, before authorisation to proceed will be given.

24. Pregnancy- Expectant Mothers and Paternity Entitlement

When a member of staff becomes pregnant the school should be notified and an appropriate assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

The Governors of Corpus Christi School also makes provision for Paternity leave, which should be discussed with the Co-Head teachers, to establish entitlement.

Current advice about entitlements and other aspects, as specified by HSE is available from the school office. Specific entitlements, for all staff, are listed in individual contracts.

A specific pregnancy risk assessment will be carried out and documented.

25. Risk Assessments

Risk Assessments will be carried out by the school to comply with legislative requirements. The Risk Assessment will be initiated by the Co-Head Teachers or Safety Consultant and will include as many staff as possible. Risk Assessment is best 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, and 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 once annually but will also take place if there are changes that require it, such as building work being carried out at the school, or changes in legislation. Staff undertaking Risk Assessments will have received training in the Risk Assessment process.

The Governors often use accredited companies to conduct specialised Risk Assessments, including for Fire Risk. The school will act upon any advice or suggestions provide by these assessments.

26. Safety Training

The safety training needs of the school will be considered by the SLT and the appropriate training will be arranged for staff. This training may be delivered as part of the revised Induction programme.

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, before they are assigned a class. They should also be made aware of this safety policy and the procedures for implementing it.

27. Security

Visitors, including contractors.

- All visitors to Corpus Christi will be made to feel welcome and at ease. We always try to chat to visitors, especially supply teachers, when they are in the staff room and ensure that they have all the essential information that they need. An induction pack will be given to supply teachers, detailing the school's policies and processes, particularly relating to Safeguarding issues.
- Visitors to the school should be directed to the Main Reception by signs.
- Visitors, even regular visitors, contractors etc, must sign the visitor's book at reception. All staff, governors and visitors must wear the personal, colour coded, identification badges at all times in school and Visitors should sign out at the end of the visit.
- If unknown visitors are encountered in any part of the school, or people not wearing a valid badge, refer to the "intruder" section below.
- Contractors must ensure that their work area is secure if they leave it and not to compromise security.
- It should be possible to make the school secure during the day. Doors should not be left open where this would allow access to uninvited "visitors".

- All staff will follow the schools two stage Lockdown Procedures for partial and total lockdown situations. Reference needs to be made to the school's "Lockdown Procedures 2018".

Valuable Equipment.

All valuable equipment (say over £100) should be security marked and an inventory will be compiled and maintained by the school office.

Cash Handling.

The Co-Head Teachers will devise a method of cash handling. Cash will not be stored on the premises for longer than necessary and only for Petty Cash purposes. Monies owed will be collected through individual Parent Pay accounts. Staff will be allowed up to £30 petty cash for trips. Above this amount staff will need to submit to the Business Manager a claim form which will be reimbursed by a school cheque.

Personal Property.

- All members of staff are responsible for the security of their own personal items. These can be deposited in their lockers during the day.
- Pupils will need to follow arrangements from the school's guidance on the use of mobile phones in school, including handing it in to a member of staff at registration.
- Pupils will only bring money into school for specific purposes and must it be given to a responsible adult, for safe keeping, dependant on age. Older children will need to store small amounts of money in their blazer zip pockets.
- Parents are constantly reminded to identify pupils' clothing by securing name tags to them.
- **Staff should not leave bags with wallets, purses, mobile phones and other high value items in "Open View".**

Intruders

The security of the children and staff is of the highest priority. Each member of staff is responsible for the security of the children and their colleagues and must always be vigilant.

Intruders in school – What to do!

- Act promptly.
- Politely ask them if you can help them.
- Accompany them to the school office and stay with them.
- **Do not confront them in any way.**
- Remember that any genuine official visitor will have some form of identification.
- **Always report incidents to the Co-Head Teachers, or other members of the SLT.**

28. Stress

The school has a dedicated policy for coping with stress, which includes the following as a minimum. (attached).

- All staff should be aware that stress is not a sign of weakness and that it should be discussed openly with the Co-HTs or a mentor.
- Staff are always encouraged to support one another.
- Co-Head Teachers and members of the SLT should be aware of the signs of stress in staff and pupils and know how to deal with it.
- Stress should be considered when carrying out the risk assessments for the school.

The Co- Head Teachers and members of the Senior Management Team will always pay particular attention to signs of stress during difficult periods i.e. coming up to and during Ofsted Inspections, deadlines, dealing with Child Protection issues, parent complaints, etc. Phase Group Leaders will need to monitor workloads of their staff and extend PPA time as required.

29. Waste Disposal

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. Waste bins are chained 6 - 8m away from the building, in specially designed and secure area to prevent them being used for an arson attack. If bins start overflowing action is taken to either reduce the production of waste by increasing re-cycling or if this is not possible, larger bins are used or more frequent emptying undertaken.

30. Water Safety Management

There is a procedure in the school to manage the risks from the water system. The main risks from the water system are scalding from hot water and Legionella from contaminated water.

Managing Legionella.

The school uses the services of the specialist contractor to:

- Identify and assess sources of risk from Legionella.
- Prepare a scheme for preventing or minimising the risk.
- Implement and manage the scheme of precautions.
- Keep records of the precautions implemented.

The contractor tests the water supply for biological samples to check for the presence of Legionella bacteria, inspects the water tanks, inlet and outlet temperatures of the hot water storage facilities. They also check the operation of mixing valves. The school has a dedicated policy for the management and prevention Legionella, which is kept in the school office.

There are also regular maintenance actions by the Premises Assistant to assist in the management of the water system.

- Cleaning shower heads where fitted.
- Cleaning spray taps.
- Checking and recording the temperature of the water at nominated points

Scalding

Water is stored at a high temperature to prevent the growth of Legionella bacteria and is reduced in temperature at the point of use. This is achieved by the use of thermostatic mixing valves and the outlet temperature is checked on a regular basis by the Premises Assistant. Taps used by staff are not temperature reduced but warning signs are placed by the tap to inform of "Hot Water".

Critical Incident Team (C.I.T.)

The purpose of The Critical Incident Team is to co-ordinate a response to any emergency which may threaten the safety of anyone, children or adults who may be studying or working at Corpus Christi Catholic Primary School.

Team Members.

Mrs Jean Connery.	Co-Head Teacher.
Mr Rob Coyle.	Co-Head Teacher.
Mrs Josephine Namusisi-Riley.	Chair of Governors.
Mrs Hilda Bellamy.	Vice Chair of Governors.
Mrs Sinead Cole.	Assistant Head Teacher.
Mrs Kate Smart.	Assistant Head Teacher.
Ms Sandra Ruiz	School Business Manager.
Ms Isabel Cullen.	School's Premises Assistant.

In the event of an Emergency the Team will ensure that:

- All children and adults on the school premises will be immediately evacuated to designated Assembly Points and accounted for.
- The appropriate Emergency Services will be contacted and asked to provide help and support. **N.B.** Refer "Police Advice on Critical Incidents in schools" document kept in the School Business Manager's office.
- The Chair of Governors, or Vice Chair and the LA will also be contacted.
- A thorough sweep of all parts of the school buildings and site will be carried out to ensure that no one may be left inside the buildings.
- Wherever possible and where it is safe to do so, all **power** will be turned off.
- The need to inform, or contact, parents will be assessed by the C.I.T. If it is thought it is necessary to do this then Ms Ruiz and members of the school's office team will do this. In the event of a power failure mobile phones will be used, **outside** of the school's buildings.

After an Emergency has been resolved the Team will:

- Following advice from Emergency services, the C.I.T will decide when children and adults may return to school.
- Following an Emergency, the C.I.T. will take any necessary remedial action, to ensure that the school can function safely again.
- The C.I.T will meet as soon as possible, after an emergency, to analyse its response to the Incident and to provide a written assessment of the Team's handling of the Emergency.
- A copy of this statement will be available to the school's Governors and to all members of staff and parents.

The school already has an Emergency Fire Plan in place.

Fire Plan

FIRE PLAN

If you discover a Fire :

Fight the fire if safe to do so, using the equipment located:

If you hear:

Evacuate the building using:

Escape routes will be identified

Shutting all doors as you leave, and go to the Assembly Points situated in:

Where a roll call will be taken using the:

Operate The Nearest Fire Alarm Call Point

At Strategic Positions Around The Workplace

The Fire Alarm sounding

Using All Available Exits

'To Fire Exit' And 'Fire Exit' Signs

The School Playgrounds

List of Persons on Site

The Office Staff	or	Ms Ruiz School Business Manager	Will call the Fire Service.
Class Teachers	or	Teaching Assistants	will carry out the roll call
TA's	or	Teachers	Will check that the building is empty, and that all persons are accounted for.
Mrs Connery	or	Mr Coyle	Will liaise with the fire service when they arrive. Either Co-Head Is the "Responsible Person".

Do not re enter the building until authorised by the attending fire crews

Mrs Connery or **Mr Coyle** to discuss the incident with the Senior Fire Officer present and to incorporate any suggestions or lessons learnt, into updating our fire risk assessment.

Stress Policy

Introduction

The Governors of Corpus Christi Catholic Primary School are committed to protecting the health, safety and welfare of all of our staff. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

Our policy will apply to **everyone** working in Corpus Christi school. The Governors have delegated the responsibility for the implementation and day to day oversight of this policy to the Head Teachers, assisted by their Senior Leadership Team (SLT) and are committed to providing the necessary resources.

Definition of stress

The Health and Safety Executive (HSE) define stress as the “adverse reaction people have to excessive pressure or other types of demand placed upon them. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress, which can be detrimental to health.

Our Policy

The Co Head Teachers and Senior Leadership Team will:

- Support sympathetically and with discretion any member of staff showing signs of stress.
- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult with the staff governor on all proposed action relating to the prevention of workplace stress.
- Provide training for all line-managers and supervisory staff in good management practices. This training may be provided by the school’s consultant to the Governors.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.
- Provide adequate resources to enable all line-managers to implement the Governors’ agreed Stress Management Strategy.
- Give guidance to line-managers implementing the stress policy.
- Help to monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Support members of staff who have been off work with stress and advise them on a planned return to work.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the Governor’s via the Resources Committee of any changes and developments in the field of stress at work.
- Provide termly updates, from their health and safety consultant about any issues or developments related to the control of stress, to the Resources Committee.
- Provide appropriate PPA time dependant on staff responsibilities and deadlines for work, such as pupil reports, coursework for school initiated training, preparations for meetings and training, etc.

Responsibilities

Line-Managers will:

- Conduct and implement recommendations of risk assessments within their areas of responsibility.
- Ensure good communication between senior & middle leadership and staff, particularly where there are organisational and procedural changes.
- Ensure that all staff is fully trained to discharge their duties.
- Ensure that all staff is provided with developmental opportunities.
- Monitor workloads to ensure that staff are not overloaded.
- Monitor attendance and ensure support is provided where needed.
- Monitor working hours and additional working hours to ensure that staff are not overworking, or subject to undue levels of stress.
- Monitor holidays to ensure that staff are making best use of their holiday entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated.
- Be vigilant and offer additional support to any member of staff who is experiencing stress outside work e.g. bereavement or separation

Staff

Staff Members should always:

- Raise issues of concern with their line-managers and or members of the School Leadership team (SLT).
- Accept opportunities for counselling or support, when offered.
- Advise members of the SLT, if they feel that a colleague may be showing signs of stress.
- Be consulted on any changes to work practices which could precipitate stress.
- Be meaningfully involved in the work gathering stress process.
- Complete the Governors' stress risk assessment form, when invited to do so.

The Resources Committee

The Governors' Resources Committee will perform a pivotal role in ensuring that this policy is implemented in line with the school's Mission statement. This places great value on each individual's contribution and well-being at the centre of everything that takes place in the daily life of Corpus Christi Catholic Primary School.

This policy will be reviewed annually by the Resources Committee in the Autumn Term of each school year.