



## **Sacred Heart School**

### **Health & Safety Policy**

*At Sacred Heart School we all aspire to provide a happy, safe and secure environment in which every child is encouraged to achieve their full potential...*

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## CONTENTS:

<b>General Information .....</b>	<b>2</b>
<b>General Statement of Policy .....</b>	<b>2</b>
<b>Organisation and Responsibilities .....</b>	<b>5</b>
The Employer and Responsible Person.....	5
The Appointed Person.....	5
The School's Property Team .....	6
The Competent Person .....	7
Responsibility of Head/Bursar .....	7
Office Administrators .....	8
Responsibility of Paid and Volunteer Workers .....	8
Responsibility of Contractors .....	8
SafetyToolbox Online .....	9
Whistleblowing Policy .....	9
Contact Information .....	9
<b>Arrangements .....</b>	<b>10</b>
Accident Reporting.....	10
Major Incidents .....	10
Asbestos .....	11
Building Structure .....	12
Consultation .....	12
Control of Contractors, Building, Repair and Maintenance Work .....	12
Disabled Persons .....	13
Display Screen Equipment .....	14
Driving for Work.....	14
Drugs and Alcohol .....	14
Electrical Safety.....	15
Environment .....	15
Events.....	15
Fire Safety.....	15
First Aid.....	18
Food Safety .....	22
Hazardous Substances .....	22
Heating Equipment.....	23
Legionnaires' Disease .....	23
Lifting Operations and Lifting Equipment .....	23
Manual Handling .....	23

Migrant Workers .....	24
New Starters .....	24
Older Workers .....	24
Personal Protective Equipment (PPE) .....	25
Pregnant Workers .....	25
Safe Access, Egress and Workplace .....	25
Safe Environment and Welfare Facilities .....	26
Slips, Trips and Falls .....	26
Smoking .....	27
Work Related Stress.....	27
Working Alone .....	28
Working at Height.....	28
Risk Management and Performance Monitoring and Review.....	29
Risk Identification .....	29
Risk Assessment.....	29
H&S Performance Monitoring and Review.....	30
Health and Safety Audit.....	30

## **Appendices**

Appendix 1 - Accident Reporting.....	30
Appendix 2 - Fire Procedures.....	30
Appendix 3 - First Aid.....	30
Appendix 4 - Playtime Policy & Supervision of Pupils.....	41
Appendix 5 - Risk Assessment Policy .....	43
Appendix 6- Plan of School .....	45

## General Information

This document has been prepared in consultation with Safety Toolbox Ltd, our health and safety consultants and competent person.

### **The policy is in four sections:**

- General Information
- General statement of policy
- Organisation and responsibilities
- Arrangements

**This policy applies throughout the school**

## General Statement of Policy

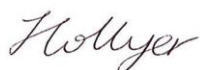
The Governors at Sacred Heart School on behalf of The Diocese of Arundel & Brighton (The Employer & Responsible Person) aims via this Health and Safety Policy to protect all those members of the school, visitors and others who may be affected by our activities and to secure the health, safety and welfare of everybody who visits our premises or who works for us in either a paid or voluntary capacity.

### **Our general statement of policy is to:**

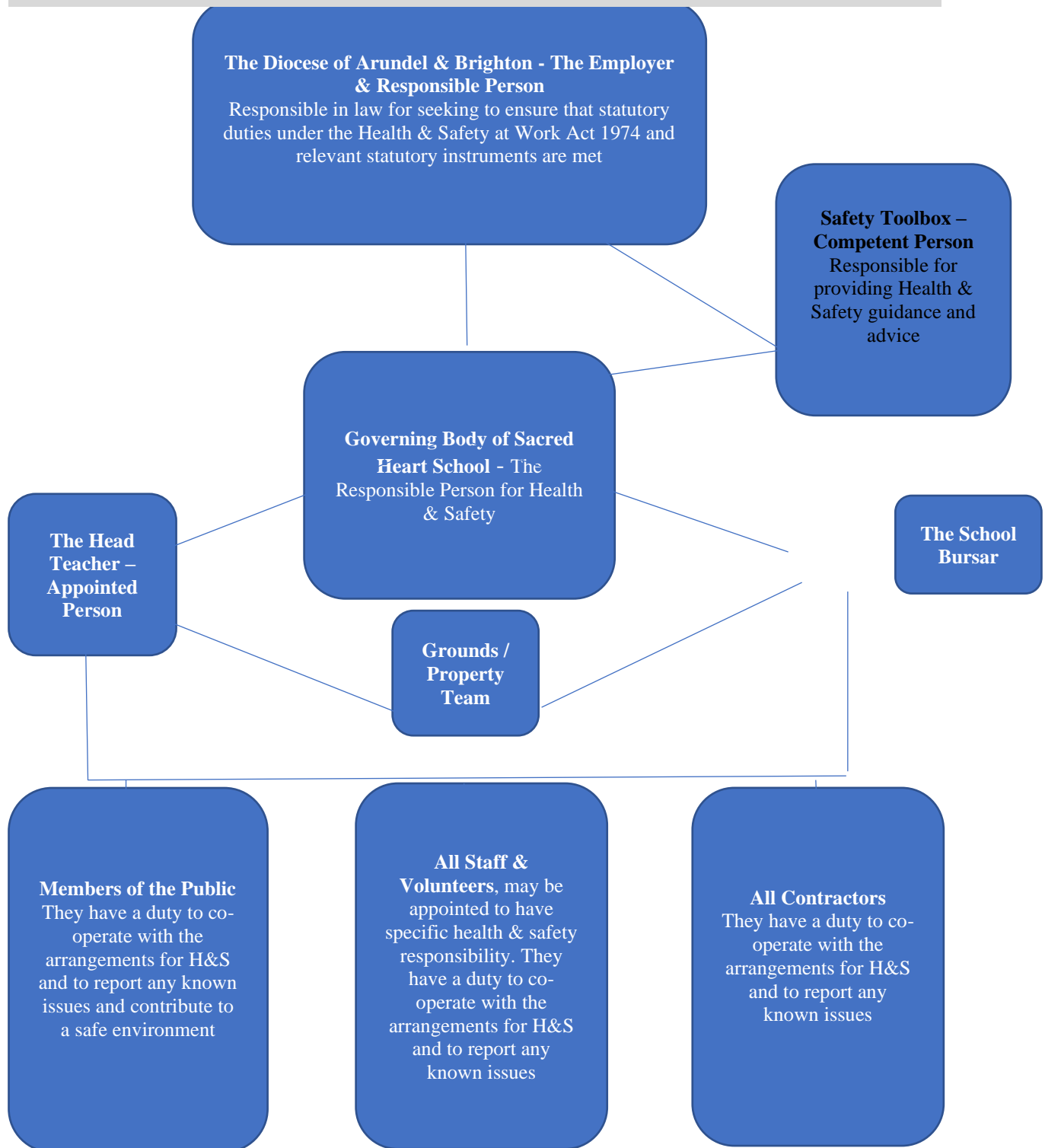
- Seek to ensure, as far as is reasonably practicable, the health, safety and welfare of all members of the school, visitors and others who may use our site and buildings.
- Seek to provide adequate control of the health and safety risks arising from our work activities.
- Consult with our governors, employees and volunteers and other relevant persons on matters affecting their health and safety.
- Provide information, instruction and supervision for our employees and volunteers.
- Seek to ensure that employees and volunteers are competent to undertake the tasks expected of them or provide access to suitable competence and training where necessary.
- Seek to ensure that all hazardous substances are handled and used safely.
- Provide and maintain safe equipment.
- Seek to maintain a healthy and safe environment for all those who use our facilities.
- Do all that is reasonable to prevent accidents and work related ill health.
- Monitor health and safety continuously and to review this policy, organisation and arrangements for implementation in the light of any changes.

In turn, all those who undertake work for the School, whether they are employees, volunteers, governors or contractors, are expected to act responsibly, to prevent injury to themselves and others, and to co-operate with us in all matters relating to health, safety and the environment.

**Signature:**



# ORGANISATION AND RESPONSIBILITIES



## THE EMPLOYER AND RESPONSIBLE PERSON

The Diocese of Arundel & Brighton have delegated duties to the Governors of Sacred Heart School, now known as The Employer and Responsible Person and they have a general duty of care set out in Section 2 of the Health and Safety at Work etc. Act 1974 to protect the health, safety and welfare of their employees and other people who might be affected by their business. This includes:

- Members of the school
- Volunteers (persons who are unpaid).
- People at particular risk including:
  - Workers with disabilities
  - New and expectant mothers
  - Young and inexperienced workers
- Non-employed Persons
- Members of the public including:
 

Section 3 of the Health and Safety at Work etc. Act 1974 imposes a general duty of care to ensure, so far as is reasonably practicable, the health and safety of non-employed persons including:

  - Persons visiting school premises as part of their work
  - Representatives of other companies or agencies
  - Contractors undertaking work on behalf of an authorised agent of the school
- Members of the public including:
  - Family members attending a service or event
  - Persons on adjacent premises

**The Governors aim to discharge this general duty of care by:**

- Providing a written health and safety policy statement setting out the commitment to health and safety matters in the School.
- Ensuring that health and safety management is adequately resourced.
- Establishing health and safety as a regular agenda item at meetings of The Governors to enable them to be kept informed of progress and matters, which warrant their attention.

The Head and Bursar represent the School on health and safety matters.

**THE APPOINTED PERSON**

The Head is appointed to the role of Appointed Person and assists and advises on matters such as:

- Ensure that all liability, embracing the statutory and business needs of the Diocese is covered by insurance.
- Prepare and maintain a health and safety policy and guidelines.
- Establish, implement, monitor and review an appropriate management system for health and safety.
- Establish and maintain an accurate risk profile for the Diocese and an action plan to manage risk.
- Establish and co-ordinate an adequate process for the distribution of information and where necessary providing training or access to competent advice in order that all those with a role in the management of health and safety are adequately supported.
- Provide a regular report to The Governors on health and safety matters that warrant their attention.

**THE SCHOOL'S PROPERTY TEAM**

The Head, Bursar and Maintenance Team (if applicable) will regularly consult on Health and Safety.

In addition to the responsibilities associated with membership of the Health and Safety Committee, the Property Team's role includes the requirement to:

- Monitor health and safety performance via Safety Toolbox Online and proactively approach members of the school to offer support in discharging their health and safety responsibilities
- Compile and maintain a list of relevant suppliers to support the schools needs in health and safety and property maintenance e.g. surveyors, electrical engineers, building contractors
- Assist in the communication of health and safety information and arrangements for training

- Report health and safety performance to the Governors and assist in the identification and implementation of measures to maintain/ improve adequate health and safety standards
- Liaise with the Health and Safety Competent Person on matters which require additional input
- Report serious accidents and incidents to the Health and Safety Executive Incident Contact Centre and coordinate an investigation into the root causes of the accident with the aim of avoiding recurrences
- Seek to ensure that relevant health and safety requirements are properly discharged in respect of building, repair and maintenance work e.g. Construction (Design and Management) Regulations, 2015 (CDM15)

## **THE COMPETENT PERSON**

Safety Toolbox Ltd is the organisation appointed by The Employer and Responsible Person to provide competent advice and support on the management and implementation of health and safety across the School.

## **RESPONSIBILITY OF HEAD / BURSAR**

The Head and School Bursar are responsible for implementing this health and safety policy and overseeing health and safety matters on a day-to-day basis within the school. This includes:

- Providing paid and volunteer workers with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Recording accidents, potentially serious non-injury incidents and work-related ill health of which they are made aware.
- Assisting with the identification of the significant hazards associated with the activities of the school and the regular assessments of these risks.
- Assisting with the management of risks associated with the activities of the school.
- Ensuring that, where appropriate, safety procedures are in place e.g. lone working, fire procedures etc. Such procedures are to be communicated to all relevant persons and must be subject to regular monitoring and review to ensure they remain appropriate and are followed.
- Advising the appropriate person of any defect in their workplace of which they become aware in order that action can be taken to maintain a safe workplace.
- Assisting with the identification of any information, instruction, and supervision and training necessary to improve safety and ensuring that these are delivered to relevant personnel. This includes ensuring that safety induction training is provided to all new starters within their service or department.
- Seeking to ensure the Schools Safety Toolbox Online account is kept up to date including the need to ensure that:
  - There is access to all profiles relating to the Schools online account.
  - Inspection, test and maintenance requirements are kept up to date in line with review frequencies described on the Safety Toolbox account.
  - Risk assessments are completed and regularly reviewed in line with review frequencies described on the Safety Toolbox account OR when a significant change occurs impacting the accuracy of the previous assessment e.g. activities carried out, layout of premises.
  - Tasks arising from inspection, test and maintenance and from risk assessment are followed up in a timely manner and progress is recorded to provide an audit trail to completion or closing (via online tasks in the Safety Toolbox Online account).
- Managing the appointment of contractors to avoid additional risk to paid or volunteer workers, visitors and members of the public and to the contractor and the contractor's personnel.
- Making arrangements for first aid and accident reporting in line with the Schools First Aid Policy

- Establishing a practical and effective means for people to report health and safety concerns e.g. defective equipment, defective premises and establishing procedures for complaints, security incidents and other emergencies and communicating these to relevant persons.
- Ensuring that a copy of the current employer's liability insurance is clearly displayed on the premises.

**NOTE:** It is not a requirement that the Head or Bursar have any formal H&S qualifications.

However, it is essential that they have a commitment to safety, health and welfare. Training will be undertaken to enable them to discharge their role.

### Office Administrators

Office Administrators may have the following duties in respect of health and safety and be required to:

- Monitor the status of the Schools Safety Toolbox Online account
- Book test, inspection and remedial work in a timely manner as authorised by the Head/Bursar
- Report the findings of tests and inspections, usually by uploading records on Safety Toolbox Online

### Responsibility of Paid and Volunteer Workers

All paid and volunteer workers of the School have a duty to co-operate with the Health and Safety Policy Statement including the need to:

- Familiarise themselves with the information contained in the School's Health and Safety Policy and Guidance document
- Understand their responsibilities for health and safety
- Operate within the limits of their competence
- Cooperate with Head and Governors in meeting their statutory health and safety duties
- Take reasonable care of themselves and others who may be affected by their acts or omissions
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety
- Report all accidents, dangerous occurrences and ill health they believe to be related to the work they undertake for the school to the Head or Bursar
- Understand all emergency procedures applicable to the premises or area in which they are working
- Only use plant and equipment with which they are familiar or if necessary have received training in the use of or for which they have been authorised.
- Use all plant and equipment for the purpose intended in accordance with the manufacturer's instructions
- Use and maintain all equipment provided for personal safety in a condition fit for that use and report any defects in a timely manner
- Report to their line manager any condition which in their opinion is a danger

### Responsibility of Contractors

Anyone entering school premises for the purposes of carrying out work, other than a member of the paid or volunteer worker will be regarded as a contractor.

All contractors, including the self-employed, must:

- Discharge their undertakings in a safe manner, within relevant health and safety laws, codes and standards.



- Conduct themselves in a manner sympathetic and respectful to the environment in which they are working.
- Have their own Health and Safety policy (where required by law) and provide a copy of the same which will be retained by the engaging party.
- Produce evidence that they have appropriate public and employers' liability insurance in place and provide a copy, which will be retained by the engaging party.
- Demonstrate that they have the skills, knowledge and experience to carry out their work competently. This may be by reference to membership of a recognised trade association, references from other customers, evidence of qualifications held etc.
- Comply with all the requirements of this health and safety policy and co-operate with the engaging party or their authorised delegate(s) in providing an environment in which people can safely use the premises in which the work is being carried out whether at work or otherwise.
- Not commence work until they have received a safety induction specific to the school by an authorised person.
- Take appropriate precautions to avoid exposure to asbestos.
- Not undertake any unauthorised building or maintenance work.
- Must be able to show where necessary, that where plant and machinery are brought onto school premises by contractors, the equipment has been inspected and tested to ensure its safe operation.
- Only use sub-contractors or persons other than their own direct employees with the express permission of the engaging party or their authorised delegate(s). However, responsibility will remain with the contractors.
- Ensure that any 'high hazard' work carried out on school premises is carried out using a 'permit to work' and managed appropriately. High hazard work includes any hot work, roof work etc.
- Observe the no smoking arrangements in force at the school and the disposal of waste smoking materials in a manner appropriate to the prevention of fire.

### **Safety Toolbox Online**

In this school, we have adopted an online health and safety and property management tool to assist all stakeholders in the management of their health and safety responsibilities. This system is called Safety Toolbox Online. The Head may, if he/she chooses, create further accounts for individuals in the school who will assist with health and safety matters.

The Safety Toolbox system is used to assist in:

- Identifying health and safety and maintenance requirements
- Scheduling health and safety and maintenance work
- Providing access to health and safety information and templates to assist persons involved in health and safety matters
- Providing access to professional support to respond to minor queries
- Providing reporting to identify compliance with health and safety requirements

### **Whistleblowing Policy**

- Whistleblowing is the term used when a paid or volunteer worker passes on information concerning wrongdoing. The School is committed to listening to concerns and seeks to create an open, transparent and safe working environment where people feel able to speak up.

### **Contact Information**

**If you have a health and safety query or concern, please contact any of the following:**

1. The Head or School Bursar
2. The School Governors
3. The Environmental Health Department of your Local Authority
4. The Health and Safety Executive (HSE)

W: <http://www.hse.gov.uk>

5. Local HSE Office and Knowledge Centre:

W: <http://www.hse.gov.uk/contact/maps/eastsoutheast.htm>

6. Safety Toolbox (account holders only)

E: [support@safetytoolbox.co.uk](mailto:support@safetytoolbox.co.uk)

W: [www.safetytoolbox.co.uk](http://www.safetytoolbox.co.uk)

## ARRANGEMENTS

The following section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of members of the paid and volunteer workers, contractors and members of the public.

These arrangements are designed to demonstrate a level of commitment to managing particular hazards and risks across our Diocese. The exact manner in which these measures are arranged may vary from one premises to another.

Unless stated to the contrary, statutory and other routine surveys, tests, inspections and checks will be initiated by the person recognised as being in control of the premises or their authorised delegate.

### Accident Reporting – please also see Appendix A

It is our policy to encourage the recording of injury accidents, however minor, by email to the parent, in an Accident book or on an Accident Form. It is also our policy to encourage the recording of serious non-injury incidents.

#### Serious accidents

These are defined as accidents resulting in an injury where a serious injury is sustained e.g. fracture, serious burns, loss of consciousness.

#### Serious non-injury incidents

These are defined as incidents, which could have resulted in serious injury or damage to property, e.g. fire, accidental release of a substance that could cause harm e.g. gas leak, collapse of scaffolding.

- Serious accidents and serious non-injury incidents must be reported to the Head or School Bursar as soon as possible. Details of the accident/ incident should be recorded in the premises accident book, witnesses and photographic evidence collected and the scene preserved until advised. However, the primary concern must always be to ensure any injured persons are safe and receiving any necessary medical assistance and that the premises are made safe to avoid further accidents/ incidents.
- Instances of ill health reported in connection with work activities should be reported as soon as possible to the Head or School Bursar who will coordinate further action.
- All accident records and associated information will be filed confidentially and retained for at least 3 years.

## Major Incidents

A major incident is an event or situation with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agency.

There are several types of major incidents. There are natural, hostile, health related, and technological. Health related incidents are those that pose a threat to people's lives, such as the Coronavirus pandemic.

We are committed to supporting our local community in the event of a major incident, in particular those situations which could increase the risk of long-term ill health for the good of the school, paid and other workers and society in general.

## Coronavirus – COVID-19

We all have a part to play in helping to keep our community - and beyond - safe. We will follow the latest guidance and instructions as advised by the UK Government and local council. See link: <https://www.gov.uk/coronavirus>

## Asbestos

We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 and will take account of all related Approved Codes of Practice, recognised guides and notes.

Within this policy, "asbestos" refers to any fibrous form of:

- Crocidolite – blue asbestos
- Amosite – brown asbestos
- Chrysotile – white asbestos
- Anthophyllite
- Tremolite
- Actinolite and any mixture that contains one or more of the above.

The Head / School Bursar must ensure the following for all premises constructed or substantially altered/ refurbished before the year 2000:

- A survey is carried out by a competent person for the identification of Asbestos Containing Materials (ACMs).
- Where ACMs are identified, these must be made safe either by removal or encapsulation
- Where ACMs are retained or suspected but unconfirmed, these must be subject to an Asbestos Management Plan prepared by a competent person.
- Prior to any invasive works on property with retained or suspect ACMs, details of the location, type and condition of the material must be communicated to the person undertaking or coordinating the work. Where the work warrants further investigation e.g. a Refurbishment and Demolition Survey, this must be carried out by a competent person **BEFORE WORK STARTS**, the findings communicated to all relevant parties and all necessary measures taken to protect workers and others at risk from exposure.
- Only persons trained to identify and work with ACMs should be permitted to work with asbestos on our premises.

## Building Structure

We will seek to ensure, so far as is reasonably practicable, that all those using our premises whether for work or as visitors are able to do so safely. To facilitate this, a health and safety gap analysis will be undertaken, every five years or as and when circumstances indicate this to be appropriate. Copies of inspection reports will be retained on our online health and safety management system with remedial work implemented in accordance with the surveyor's recommendations. Routine surveys and inspections will be initiated, and reminders sent via our online health and safety management system.

- Inspections include an examination of our grounds to avoid slip and trip hazards.
- Any large trees, which could present a hazard to people using our premises, should be inspected regularly and where necessary remedial action to minimise the risk of harm and damage to property.
- The success of our arrangements to maintain safe buildings for our paid and volunteer workers, contractors and members of the public relies on the co-operation of all persons using the premises. Anyone discovering a fault, damage or defect is encouraged to report it.
- Where significant structural cracking is observed a structural engineer should be engaged to advice on the stability of the building.

## Consultation

The School is committed to a partnership approach to risk management involving all those who work for it whether paid or volunteer workers.

We aim to consult with relevant persons about matters such as:

- Changes that may substantially affect their health and safety, for example, changes in work procedures, policy etc.
- Arrangements for competent advice and assistance on health and safety matters
- The provision of information on health and safety and preventative measures.
- The planning and organising of health and safety training

## Control of Contractors, Building, Repair and Maintenance Work

Building and maintenance work should be properly planned and carried out by persons competent to undertake the work safely. This includes the safety of those directly involved in the work and others likely to be exposed to the work such as paid and volunteer workers, members of the public and contractors.

- For the purposes of this document, a contractor is defined as any person who is engaged to undertake work for the School and who is other than a paid or volunteer worker.
- We recognise that when contractors are engaged to work on School premises, we have obligations to ensure that their work does not adversely impact on the health, safety and well-being of those persons who might reasonably be affected by the work being carried out including our paid and volunteer workers and members of the public. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together, using carefully selected, competent contractors to ensure that our premises remain safe and avoid risks to health.
- Where persons in control of our premises engage contractors then a process should be followed to undertake reasonable checks to establish that, the contractor is competent including having appropriate insurance.

The majority of contract work falls within the definition of 'construction' and as a client, we recognise our responsibilities under the **Construction (Design and Management) Regulations 2015 (CDM15)**

The CDM Regulations seek to secure construction health and safety through:

- Managing the risks to health and safety by applying the general principles of prevention:
  - Avoiding risks where possible;
  - Evaluating those risks that cannot be avoided; and
  - Putting in place proportionate measures that control them at source.
- Appointing the right people and organisations at the correct time.
- Making sure everyone involved has the information, instruction, training and supervision they need to carry out his or her jobs in a way that secures health and safety.
- Encouraging and facilitating duty holders to co-operate and communicate with each other and co-ordinate their work.
- Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

Regulation 4 & 5 of the CDM Regulations define our duties as the client. Broadly, these duties require that we make suitable arrangements for managing projects and maintaining and reviewing them for their duration so that work is carried out in a way that manages the health and safety risks involved. For projects that involve more than one contractor, we are required to appoint a principal designer and principal contractor and to make sure that they carry out their duties.

We also have obligations to manage contract works under 'other legislation including the: **Management of Health and Safety at Work Regulations 1999.**

Larger projects, (those that last more than 30 working days and have more than 20 workers working simultaneously at any point in the project or those that exceed 500 person days) will require notification to the relevant enforcing authority.

Persons responsible for planning and coordinating non-notifiable construction work are directed to guidance and checklists available on our online health and safety management system.

### **Disabled Persons**

For the purposes of this document, our definition of disabled is taken from the Equality Act, 2010 where "a person has a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to carry out normal daily activities".

- We recognise that disablement need not be a barrier to contributing to the activities of the school. We are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.
- In the case of individual paid or volunteer workers, their needs should be dealt with locally and involve discussion with the individual concerned on a case by case basis to facilitate agreement of a practical solution to maintaining their health, safety and well-being and to avoid endangering others who might be affected.
- We also recognise that there are occasions when people are temporarily disabled, for example following an accident or illness. Persons suffering temporary disablement should be encouraged to continue to work or participate in the activities of the School as far as they feel able. Reasonable and practical measures should be taken to accommodate this aim.

## Display Screen Equipment

For the purposes of this document we define display screen equipment as "a device or equipment that has an alphanumeric or graphic display screen and includes both conventional display screens and those used in emerging technologies such as laptops, touch screens etc".

- We recognise that the incorrect use of display screen equipment can impact on the health and wellbeing of the user. Accordingly, we seek to avoid musculoskeletal and other health problems associated with the use of display screen equipment by raising awareness to the potential causes, encouraging the use of adjustable equipment as much as possible and encouraging people using such equipment to do avoid situations, which could cause discomfort.
- We recognise that individual factors influence the manner in which a workstation is set up and encourage users to assess their workstation and report problems in order to seek an individual solution as far as is reasonably practicable to do.

## Driving for Work

We recognise that there are occasions where an individual's work duties necessitate the use of a motor vehicle.

For the purposes of this document, we define driving for work as "that which is required in order for the individual to carry out their work". We do not mean commuting or choosing to drive where other forms of travel could be used or where the task could be completed another way.

- Whilst everyone who uses the public highway has a duty to comply with road traffic legislation, we recognise that we have some responsibilities as an employer to take practical and proportionate measures to keep workers involved in this activity safe.
- Paid and volunteer workers, required to undertake driving activities in pursuit of their work might be asked to provide evidence of their qualification and fitness to drive as well as evidence that the vehicle they use is fit for purpose and road worthy.
- We seek to avoid putting drivers under excessive pressure such as might reasonably contribute to a road traffic accident e.g. avoid imposing unrealistic deadlines for completing journeys and not distracting drivers from the road by unnecessary contact with the office i.e. use of mobile phones while driving.
- We encourage drivers to join a vehicle roadside assistance scheme.

## Drugs and Alcohol

We recognise that the use of drugs and alcohol in our society is becoming increasingly common and that the misuse of drugs and alcohol often affects an individual's performance, conduct and relationships.

We are committed to seeking to provide a safe environment for all people who work at or use our premises and participate in our activities and regard the excessive consumption of alcohol and illegal use of drugs to be in conflict with this aim. Accordingly, we will encourage our paid and volunteer workers to be mindful of the risks associated with drugs and alcohol (which includes prescription drugs that might affect performance etc.) and that they ensure they are fit and capable to carry out the duties required of them.

Visit the [NHS Choices website](#) to find out more about help and support for overcoming addiction.

## Electrical Safety

We recognise that electricity at work covers many areas of operations and can be associated with high-risk conditions.

We seek to ensure that electrical installations on our premises are maintained in a safe condition. Every 5 years, electrical installations on our premises will be tested and inspected by a suitably competent person. Test and inspection reports will be retained, with remedial work implemented in accordance with the engineer's recommendations.

- For the ongoing safety of electrical installations, we will rely on us all to be vigilant to and respond to faults as they occur.
- Only qualified, competent persons should be permitted to undertake work on electrical installations in our premises.
- Any temporary electrical installation for which we are directly responsible will be installed, maintained and decommissioned by a suitably competent person.
- Where our paid or volunteer workers or members of the public, we seek to ensure that it is fit for purpose and measures are implemented to maintain such equipment in a safe condition provide electrical equipment for use.
- It is recognised that the maintenance of electrical equipment will require the cooperation and vigilance of people using such equipment to report defects and remove faulty equipment from service.

## Environment

We continually review the impact our activities and premises have on the environment and identify ways where improvements can be made.

It is the policy in this School to accept responsibility for limiting and/or reducing the harmful effects our activities may have on both the local and global environment.

- We will seek to ensure compliance with all relevant environmental legislation.
- We seek to raise awareness throughout our School on environmental issues and enlist the support of paid and volunteer workers and other relevant personnel in improving our environmental performance.
- We will encourage the adoption of similar principles by our suppliers.

## Events

For the purposes of these guidelines, events are defined as "activities other than standard school services, which might involve larger than usual numbers, admission to members of the public or occasional activities such as visits and residential experiences".

- A risk assessment should be developed for the event, coordinated by a designated person or team and this should be regularly reviewed to ensure it remains accurate and up to date.
- Health and safety issues are integral to the planning and delivery of events organised by the School. This includes regular liaison with our health and safety consultants.

## Fire Safety – please refer to Appendix 2

We seek to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 and where appropriate The Housing Act, 2004.



- The Head is identified as the "Responsible Person" for fire safety and will ensure an assessment of the risk of fire starting and the risk to occupants in the event of a fire. This may be outsourced to an external company.
- Fire risk assessments will be regularly carried out.
- Corrective action identified from the fire risk assessment should be followed up in a timely manner. Measures requiring substantial financial investment should be discussed with the Governors.
- The Head will ensure that an appropriate standard of fire safety precautions is installed in their premises; that such precautions are properly maintained and records retained online to demonstrate compliance.
- Suitable emergency fire procedures will be established by the Head and communicated to all relevant persons by the best practical means e.g. face to face briefing, notices. Where appropriate, people will be appointed to assist with the implementation of emergency fire procedures.

### **Outlined emergency fire procedure:**

If you discover a fire, immediately press the black circle on the red fire alarm panel and evacuate the building using the nearest exit.

You will be alerted to a fire in another area of the school by the continuous sound of the fire alarm. At this signal, you should instruct your class to leave calmly and in an orderly fashion by the nearest exit, making their way walking and in silence to the assembly point. You must talk your class through this procedure before the first practice drill of the year. The secretary must telephone the Fire and Rescue Service (unless notified that this is a practice drill).

An automated system operates if smoke is detected; this system can also be initiated manually by pressing the button on the control panel. The alarm is automated and would then be sounded across the school. In the Foundation Stage Building, a fire curtain will drop securing the cloakroom area. The escape route for anyone in this area is via the door to the outside play area. In the event of practice drills, the alarm may be silenced after 1 minute, once the curtain has descended fully.

Do not stop to collect personal belongings.

In classes where there are 2 adults in attendance, the assistant should lead the children out and the class teacher should be the last person out, quickly checking that no one is left behind (including in the toilet area) and closing the door on exit. In particular, any vulnerable children must be escorted by the teacher or other adult from the classroom to the assembly point.

Where only 1 adult is present, a responsible child must be appointed to lead so that the teacher may be the last person to exit, carrying out the checks as above.

At the assembly point, your class should line up in silence to answer the roll call. The Secretary will bring:

- pupil (late and absent), staff and visitor registers
- remote control for gates
- school telephone
- key for gate to church path

to the assembly point. Class teachers must bring their blue class register and any medication kept in class for pupils with them. You must let the person in charge know that all children and assisting adults are accounted for.

If anyone is missing, report his or her name to the person in charge but do not return to the building.



The usual assembly point is on the top playground. If this area is deemed unsafe, the person in charge will issue directions to an alternative assembly point (priest's garden.)

Fire extinguishers are located prominently in the school (**see appendix 6**). Do not cover up or obscure with furniture.

The Head Teacher is the person in charge.

- The Head will perform a sweep of the office block. On leaving the office, the Head will go to the top playground.
- The secretary will call the Fire and Rescue Services (999) and check the hall and kitchen;
- the class teacher adjacent to the boys' and girls' toilets will check these and staff toilet;
- the Nursery class teacher will check Foundation Stage toilets, kitchen and new staff room;
- the teachers adjacent to the Art Cupboard and Quad will check these areas
- SEN staff will check the SEN room

If PE or music lessons are taking place, those teachers are responsible for leading their pupils quietly and calmly to the assembly point.

Class teachers are responsible for ensuring that visitors and helpers follow the evacuation procedure. Office staff will ensure that any workers or other visitors on site are accounted for. Particular attention should be paid to ensure the safe evacuation of any disabled site users.

The Head will liaise with the Fire Service when they arrive and the Foundation Stage Manager will then be the person in charge.

On no account must anyone re-enter the buildings unless the person in charge has notified them that it is safe to do so.

At least three Practice Fire Drills will be carried out during the academic year, one every term. One will be at an agreed time and date, once at an unspecified time and once using the priest's garden. Practice drills should be arranged so that all members of staff, including part-time workers, are familiar with procedures. We aim to evacuate the buildings within 3 minutes.

If an alarm is raised during outdoor playtimes, the children must walk to the normal assembly point, supervised by the duty staff, where they will be met by their teachers.

The Head will sweep the office; secretary sweep the Hall; KS1 Co-ordinator sweep the Year 1 and 2 toilets; Year 1 teacher sweep the main school toilets; KS2 co-ordinator sweep Y5/6 toilets; Nursery teacher account for Foundation Stage building.

First Aiders should be prepared to treat anyone who is injured or suffering from smoke inhalation.

If an alarm is raised during the school day, the main gates must be opened by the secretary to allow access for fire engine and/or escape route for children (to reassemble on presbytery lawn if required).

If an alarm is raised close to drop off or collection time the Head will close the school gates to prevent traffic entering the site, opening only to allow access to Fire Service vehicles.

If an alarm is raised during drop off or collection the assembly point shall be on either the top playground or Priest's Garden adjacent to the school, or if unsafe to move the children to this area, the children will assemble on the MUGA pitch.

If a fire alarm is raised during after school clubs and activities, it is the responsibility of the club leader to evacuate their group to the usual assembly point. The club leader must maintain a weekly register. The

Head Teacher will make procedures known to visiting staff. Supply Staff will be given a copy of this information on their first visit. A copy of the procedure should be displayed in each classroom and teachers are requested to draw it to the attention of regular volunteer helpers.

Staff are reminded that all fire exits must be kept clear; that hanging decorations should be kept to a minimum and avoid electrical fittings. Fire doors, including the door to the Art cupboard, must be closed even when classrooms are empty. This should form part of your daily H&S checks

### **ALL ALARMS MUST BE TREATED AS GENUINE**

#### **First Aid – please refer to Appendix 3**

#### **QUALIFIED STAFF**

Twelve members of staff are qualified Paediatric First Aiders (including administration of Epipen) At least one of these is present on site at all times when the children are present. Three members of staff are qualified as Emergency at Work First Aiders. Every member of staff is encouraged to attend a Paediatric First Aid course.

Members of Staff currently qualified in First Aid (date of qualification: **September 2021**) are

- Mrs Horsfall-Turner (F/S and PE)
- Mrs Powell (FS)
- Miss Turner(FS)
- Mrs Bowers (FS)
- Miss Irwin (KS1)
- Mrs Payne (KS2)
- Mrs Manktelow (KS2)
- Mrs Overy (PE)
- Ms Goodridge (Office)

All teaching and support staff completed online First Aid Essentials training with Educare in January 2021.

#### **FIRST AID BOXES**

##### **MEDICAL ROOM**

The First Aid Box and outings bags are kept in the medical room; contents are checked by Mrs Overy.

##### **FOUNDATION STAGE**

The First Aid box is kept in the disabled toilet area; contents are checked by Mrs HT.

##### **MEDICINES**

Pupil medication that is required on an ad hoc basis, e.g. asthma inhalers are kept in classrooms or with the children. If a child has been prescribed an Epipen this will be kept in a personal bag with the child, easily accessible to staff in case of emergency. If a child has Diabetes, their medication should be kept with them in line with their medical plan. If the child leaves the school premises on trips or sports fixtures, the teacher in charge must take the child's medication, in case of need, along with the medication taken at school record (red sheet).

## FIRST AID and ADMINISTRATION OF MEDICINES AT SCHOOL

Cuts and open sores must be dressed with the appropriate dressing by the parent before sending the child to school. A child presenting with an open sore should have it covered to minimise risk of infection. An email will be set to ask about the injury.

Staff are strongly recommended to wash their hands or clean with an antiseptic wipe before they administer First Aid, and to use plastic gloves when dealing with injuries.

Basic First Aid (reassurance, cold compress, ice pack) may be given; if in any doubt as to the seriousness seek the assistance of one of the Paediatric First Aiders. If the child does not recover quickly, parents must be called to take the child for a medical check. In case of serious accident or injury, including any loss of consciousness, no matter how brief, call the emergency services.

If it is necessary for medicine to be administered at school, parents must complete and sign the appropriate form in the office. This form is kept in the medical file and on the school database, with the exception of inhalers, where the form is stored with the inhaler in a separate, marked box in the classroom. For a child with Diabetes, medication must be administered as per the medical plan. Usually only prescription medicine may be administered in accordance with, the dosage instructions on, the label by office staff who will maintain a record of time and dosage administered. These forms must be retained in the pupil file. Parents must collect the medicine from the office at the end of the school day and receive information about dosage administered during the day.

If an inhaler is administered, office staff will email parents to ensure situation is monitored. Parents will be informed immediately if an epipen is administered.

All medication must be checked and administered by a first aid trained staff member and ideally by 2 members of staff.

On school outings, including sports fixtures away, one appointed member of staff from each group must carry a basic First Aid bag. Care must be taken if pupils with allergies and medical emergencies are in the group that their medication is taken on outings, along with the School Record form. For Key Stage 2 pupils this includes swimming lessons.

## FOUNDATION STAGE

There are at least two members of staff on duty at all times in the Nursery class; all of the Nursery staff are qualified in Paediatric First Aid and always accompany Foundation Stage outings. Foundation Stage practitioners are responsible for administering First Aid should the occasion arise and any serious questions should be referred to the Nursery Manager. Accidents are recorded on a form and copied to the Head Teacher. Parents or carers receive the original form and are spoken to at collection time. We ask parents to sign both copies of the form, parents retain the original and the copy remains in school (Foundation Stage Folder). Medication requiring refrigeration is kept in the Foundation Stage kitchen fridge.

## PLAYTIMES

Minor accidents are dealt with by staff on duty, however as staff **must not leave their post**, children who require further help should be sent to the office, accompanied by a sensible friend. Advice on dealing with more serious injuries should be sought from one of the qualified first-aiders. Accident forms must be completed as required in accordance with school policy.

Children must not be sent out to play until the bell signals that a member of staff is on duty to supervise. At least two members of staff will be on duty at all times. Staff taking hot drinks out of the staff room must use insulated mugs with lids to eliminate risk of scalding. When the adventure playground is in use one

member of staff must be dedicated to supervising this area. **(see also Playtime Policy and Supervision of Pupils)**

## **RECORDING INCIDENTS AND REPORTING TO PARENTS**

Playtime Supervisors and staff are required to complete an accident form (Medical File) for each incident, and copy to the Head, with the original to be seen by the class teacher before being sent home for the parents on the same day. Parents are required to return a signed reply slip to the school. If more than one adult witnesses the accident then both staff should sign. The form records details of the accident and injury together with any first aid treatment given. It is always advisable to try to speak to the parents personally at collection time re any mishaps during the day. Alternatively, for minor incidents, parents can be emailed and an email thread will be kept of correspondence about the incident.

If there are any concerns regarding the child's wellbeing following any accident or injury, parents must be contacted without delay.

For any child who has a head injury, parents are contacted immediately, by telephone or email depending on the severity of the incident. Children must then be closely observed for the next 24 hours even if no symptoms are at first apparent.

Accident forms are kept in the school office (Red File) and in the Nursery Manager's Office and must be completed once First Aid has been administered. There are clear instructions for the administration of these forms. Staff are reminded that should any child have an accident which requires further medical help, they must note the details of the situation on this form as clearly as possible and hand it to the parents concerned (or to the paramedic), before they take child to GP or to hospital. A copy must be retained in the School office. Parents are requested to acknowledge receipt of this advice by returning the signed reply form to the class teacher.

## **SUPPORTING CHILDREN WITH ALLERGIES AND SERIOUS MEDICAL CONDITIONS**

The Foundation Manager will arrange a meeting with parents annually in September to confirm and update medical records. Information gathered will be shared with staff on a need to know basis at a briefing meeting early in the autumn term.

For children with a diagnosed medical condition we will complete an Individual Healthcare Plan in conjunction with parents and healthcare professionals as required.

Each class teacher has a record of children with allergies and medical conditions in their year group and their names are highlighted on the class register. Photographic records of all these pupils are kept in the First Aid Folders in Foundation Stage Office. The record in the Foundation Stage office will be made available to Busy Bees staff.

Asthma inhalers and spacers must be easily accessible at all times and for this reason are clearly labelled and stored in the classroom. Children in F/S and KS1 may need guidance from their teachers; clear instruction must be obtained in writing from parents. Use of inhalers is monitored and reported to parents.

Where pupils are particularly vulnerable (e.g. life threatening allergies) it is essential that all members of the school community are aware, including outside staff running clubs and activities.

## **WHEN TO CALL AN AMBULANCE (Dial 999)**

- If the child does not quickly respond to treatment, becomes floppy and unresponsive
- If the child has suffered a severe blow to the head
- If the child loses consciousness for even a brief time
- If there is a suspicion that a bone may be broken and/ or spinal injury
- If the child suffers severe blood loss

- If the child displays symptoms of shock or anaphylaxis
- If you have any doubts as to the seriousness of an injury, err on the side of caution and call an ambulance

Parents must be contacted and arrangements made to meet either at the school or at the hospital. If parents are meeting at the hospital a member of the school staff must accompany the child in the ambulance.

## **REPORTING ACCIDENTS**

**Follow this link for up to date information about reporting incidents in schools**

<http://www.hse.gov.uk/pubns/edis1.pdf> or see Appendix 1 and follow the advice contained therein

Serious accidents should also be reported to Children's Services via SPOA 01323 464222

### **Record Keeping**

We will keep a record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the injury, event or disease.

## **PRACTICAL ADVICE**

### **Asthma**

Help child to sit upright and use their reliever inhaler. Repeat every few minutes if no improvement. Reassure the child, keep calm.

If the attack is prolonged and severe, or worsening, dial 999 and inform parents.

### **Cuts and grazes, small bruises**

Comfort and reassure, apply cold compress, ice pack, 'magic water', hypoallergenic plaster. If large cut, deep, bleeding profusely, phone parents, consider ambulance

### **Bumped head**

Comfort and reassure, cold compress, ice pack, sit quietly – adult to monitor, ensure class teacher is informed and continues to monitor. Child must wear bumped head sticker for rest of day. Letter home, talk to parents as child must be monitored for 24 hours.

### **Temperature, vomiting, diarrhoea**

Cold compress, tender loving care to minimise distress, phone parents child must be collected. No return within 48 hours.

### **Anaphylaxis**

Epipen, phone ambulance, phone parents

### **Burns, scalds**

Immerse affected part in cold water replenished by running tap for 10 minutes, cover loosely. If large area phone ambulance, parents.

### **Diabetes**

We have one child with Type 1 Diabetes. All staff have received basic training and the school team directly managing the healthcare plan have received further training and support.

### **Nose bleeds**

Sit child down, head forward, instruct to pinch soft part of nose, mouth breathe. Dispose of bloody tissues carefully: in sanitary bin or flush away

### **Stings**

Cool area, ice pack/compress. Do not try to remove sting.

### **Cleaning bodily spillages**

Disposable plastic gloves are provided for cleaning up, also absorbent granules for vomit. Waste towels must be wrapped in plastic bag and tied before disposal in outside bin. Wash hands thoroughly.

## KEEPING YOURSELF SAFE

- **DISPLAYS:** Do not climb on tables or chairs to put up displays; if necessary use the short steps to assist. Ensure that a colleague is close at hand for assistance if needed.
- **VERBAL OR PHYSICAL ABUSE OF STAFF** will not be tolerated. Meetings should be conducted in a public space if you have any concerns and in the presence of a colleague. Keep the door open and your exit clear. Any visitors to the site who display abusive or aggressive behaviour may be banned from the school site and may be reported to the police.
- **WELLBEING:** If you are, feeling stressed about any aspect of your school life or if home circumstances are having a negative impact on your performance and wellbeing speak to a colleague, member of the SLT or the head in confidence. Sometimes simply sharing the problem can help but if appropriate, take advantage of the Education Support Partnership service, which offers a free, confidential 24-hour helpline. See the posters in staff areas. Please do not struggle on in silence.

## OTHER INCIDENTS

FIRE Practice drills are carried out at least termly - see procedures in case of fire

Refer to *Educational Visits Policy* for procedures regarding school trips and outings

## Food Safety

- We seek to follow good hygiene practice governing the preparation, storage and service of foodstuffs.
- We seek to ensure that all food handlers who regularly provide a food service at our school have access to appropriate information, instruction, supervision and training on safe food handling.
- We encourage the implementation of good hygiene practices among food handlers, providing appropriate information, instruction, supervision and where necessary formal training depending on the nature of the food preparation activity.
- All EYFS staff and catering team are trained in Food Hygiene Level 2
- We seek to ensure that an appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- We guarantee that food provided by the school for consumption by children, paid or volunteer workers or members of the public is suitable for people with food allergies or intolerances. Persons with food allergies or intolerances must inform the school of their condition.
- Kitchen furniture and equipment should be fit for purpose, kept clean and well maintained.
- Persons using kitchen facilities and equipment must ensure they are authorised to do so by the Head.

## Hazardous Substances

We recognise that hazardous and dangerous substances may be stored and used on our premises including cleaning substances, glues, paints, sealants and resins.

The activities undertaken on our premises may also generate hazardous or dangerous substances such as during building and maintenance work though not normally by activities undertaken by our paid or volunteer workers.

We encourage the avoidance of hazardous and dangerous substances as far as is reasonably practicable, encouraging the substitution of hazardous substances with those which are non-hazardous or less hazardous. Where this is not possible, the risk to users, the environment and other people likely to be at risk should be minimised by the undertaking of a thorough assessment of the hazards and risks and the implementation of suitable and sufficient control measures to reduce these.



## Heating Equipment

- Heating equipment will be checked and maintained regularly by a competent person e.g., Gas Safety registered engineer for gas equipment. Records of checks and maintenance work will be kept on file and a copy of the annual gas safety certificate or equivalent where other forms of heating apply be retained on the online health and safety management system. Any remedial work identified will be implemented according to the recommendations of the engineer.
- Portable heating equipment must be avoided where possible. Where portable heating equipment is necessary it should be selected to be fit for purpose, be well managed to avoid fires and trip hazards and be well maintained.
- Persons in control of our premises are encouraged to establish emergency procedures for heating appliances e.g. suspected gas leaks, oil leaks and to communicate such procedures to relevant persons.
- Measures to protect personnel from the effects of exposure to carbon monoxide gas must be implemented where appropriate. This will usually involve the installation of a carbon monoxide gas alarm installed near the gas appliance or in rooms containing a solid fuel fire.
- Surfaces that become hot such that a burn or scald could be sustained must be protected by a suitable guard to avoid direct contact.

## Legionnaires' Disease

The School recognises the risk presented by the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) (ACOP) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and is committed to taking reasonable and practical steps to manage these risks.

In general, the risk of infection from exposure to legionella bacteria in our school is not considered significant and should be capable of being adequately controlled by:

- Engaging competent persons to undertake work on hot and cold-water systems
- Seeking to ensure safe water temperatures are maintained whilst at the same time avoiding conditions which increase the risk of burns from very hot water; AND
- Seeking to ensure that hot and cold-water systems are turned over regularly.

## Lifting Operations and Lifting Equipment

- Lifting equipment must be purchased according to a process that seeks to ensure equipment is fit for purpose and complies with appropriate standards.
- All persons involved in lifting operations must be competent and where appropriate qualified for the task and authorised to operate the plant and equipment involved.
- Lifting equipment must be maintained according to the provisions of the Provision and Use of Work Equipment 1998 (PUWER) and where appropriate the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). A separate safety inspection is usually required in addition to routine service and remedial maintenance.
- All lifting operations must be planned, supervised and assessed for risk.

## Manual Handling

Manual handling is defined as any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

We recognise that manual handling operations have the potential to cause musculoskeletal disorder (MSD) which can lead to long-term ill health. We are committed to the avoidance those activities which could increase the risk of long-term ill health for the good of paid and volunteer workers and society in general. Accordingly, we will:

- Where possible seek to design out manual handling risks prior to any alteration to our buildings, new activities or the purchase of new equipment.
- Encourage the people in control of our premises to raise awareness to the dangers of manual handling among their personnel and where necessary to carry out an assessment of the hazards and associated risks to establish practical and proportionate measures to minimise their impact.

### **Migrant Workers**

By migrant worker, we mean people who have come to the UK in the last five years and are working or other recently arrived workers from overseas. Migrant workers may be at increased risk of harm in the workplace due to:

- Language and communication issues
- Basic competencies such as literacy, numeracy, physical attributes, general health and relevant work experience
- Compatibility with UK professional or vocational qualifications
- Different attitudes and assumptions

We seek to integrate migrant workers into the workplace and equip them with the information, training and supervision necessary to enable them to work safely and effectively. Person centred assessments are carried out where appropriate to identify as far as is reasonably practicable, individual risk factors and develop controls through consultation with the individual worker and their Line Manager.

### **New Starters**

We recognise that new starters are likely to be unfamiliar with their workplace and work role. As such, they may be at increased risk.

We encourage all those in control of premises to establish an effective means to:

- Ensure new appointees are competent to carry out the tasks associated with their employment (whether paid or voluntary).
- Where gaps exist to provide additional training and/ or supervision. The level of supervision will be commensurate with the level of risk and take into account individual characteristics e.g. age and aptitude.
- Provide new starters with safety critical information such as fire procedures and first aid arrangements within their first day at work (Safety Induction Training).

### **Older Workers**

There is no single age where someone becomes an 'older worker.' In our organisation, we believe that as long as an individual is fit and able to do their job safely and efficiently, age is not a justifiable barrier to enabling them to continue to work.

Where appropriate we carry out person centred risk assessments that help to identify factors about an individual's job that may put them at increased risk and discuss with them an appropriate set of measures to mitigate those risks.



## Personal Protective Equipment (PPE)

Personal protective equipment is defined as equipment that will protect the user against health and safety risks. It can include items such as safety glasses, head protection, high visibility clothing, safety footwear, gloves and safety harnesses.

Taking account of what we know about our normal day to day activities, the activities likely to necessitate our paid or volunteer workers to use PPE is mainly restricted to cleaning and maintenance tasks. The type of PPE required tends to be limited to simple items such as gloves, glasses, footwear, high visibility clothing and ear defenders.

- We encourage the person in control of our premises to be aware of the activities being undertaken in and around the premises for which they are responsible and to provide suitable and sufficient PPE where there is no reasonable alternative in order to protect persons from exposure to a hazard. Such equipment must be provided at no charge to those needing to use it.
- No person should be asked to undertake a task for which they are not competent and should highlight the limits of their competence for the removal of doubt.
- Where PPE is used for the protection of exposure to a hazard, persons needing to use the equipment should be familiar with the purpose of the equipment and understand how to correctly use, store, maintain and replace the equipment.

## Pregnant Workers

We are committed to protecting the health and safety of women of childbearing age and new or expectant mothers, to ensure compliance with the **Management of Health and Safety Regulations 1999**. We do not equate pregnancy with ill health, but we recognise that the potential health and safety implications must be addressed.

- Upon receipt of written notification that a paid or volunteer worker is pregnant, the Head will ensure that the work tasks carried out by the pregnant worker/ new mother are reviewed in the light of their condition and suitable adjustments made to maintain their health and safety and that of their unborn child. Where there is significant risk, these considerations will be documented in the form of a risk assessment.
- Employees and other persons affected will be made aware of the results of risk assessments so that new or expectant mothers are not put at risk of injury or ill health from any foreseeable hazard.

## Safe Access, Egress and Workplace

We will endeavour so far as is reasonably practicable to provide safe access, egress and a safe place of work for all those working at our premises.

- Some of our activities take place in areas to which the public have access. We therefore take account of risks to the public within our risk assessments including the risks to children and people with disabilities.
- We will encourage those in control of our premises to undertake regular inspections to identify hazards, which might affect people working in, visiting or passing by our premises. Where hazards cannot be immediately rectified we encourage those in control to put in place effective and appropriate measures to warn people of the dangers and protect them from such dangers.
- Where the activities or undertakings conducted in our premises result in the temporary obstruction of fire exits and escape routes and affect the functioning of safety critical systems and equipment such as fire alarms and fire extinguishers we encourage those in control to take account of this and make

alternative arrangements to maintain a safe environment for their personnel and members of the public.

- For the duration of building and maintenance work, when the building is in use, appropriate risk control measures should be implemented such as barriers and signs. Persons in control of our premises should take into account the need to be alert to building users who may have special needs or be too young to comprehend warning signs and instructions.
- Safety equipment will be provided to assist people in an emergency including fire-extinguishing equipment.
- Warning signs and signals will be provided to warn personnel and other users of our premises of hazards to which they might reasonably be exposed. Persons in control of our premises are encouraged to identify these hazards through risk assessment. Signs and signals should be deployed appropriately in accordance with statutory requirements and best practice.

### **Safe Environment and Welfare Facilities**

We will seek to ensure, so far as is reasonably practicable, that we provide a safe environment and suitable and sufficient welfare facilities for those working at our premises e.g. toilets, washing and kitchen facilities.

The comfort of our staff, whether they are paid or volunteer workers, is a high priority. The Head is encouraged to do all that is reasonably practicable to ensure a good standard of thermal comfort, adequate ventilation and sufficient lighting. This will be achieved by providing:

- A means of heating our premises that is appropriate to the nature and use of the premises.
- Windows, which can be opened.
- Portable fans where necessary.
- Lighting which is suitable for the tasks undertaken.
- Where required emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.

All equipment provided for the purpose of workplace comfort should be subject to periodic checks, maintenance and repairs by competent engineers. Certain checks should be recorded.

To assist in monitoring the indoor workplace temperature, thermometers should be available.

### **Slips, Trips and Falls**

We seek to ensure, as far as is reasonably practicable, that floor or ground surfaces are fit for purpose and maintained to minimise the risk of slips and trips.

We encourage the regular review for slip, trip and fall hazards and for those in control of our premises to take appropriate remedial action to resolve any issues identified.

- The prevention of slip and trip accidents in the workplace relies on the involvement of all personnel and everyone is encouraged to deal with hazards when noticed. Personnel are reminded of the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any that they cannot personally resolve.
- Storage areas should be of sufficient capacity, well managed and under the control of an identified person.

- Cleaning regimes should be designed to control the build-up of dust, grease and other slip hazards, with all hard flooring cleaned regularly. If there is a spillage, local personnel are encouraged to ensure that it is cleaned up promptly and any wet floor is clearly highlighted.
- Except in cases of necessity, wet floor cleaning should be restricted to times outside normal operating hours or when occupancy is low. Suitable warning should be given where floors remain wet after cleaning or as a result of other causes such as wet weather e.g. wet floor signs, positioning of personnel to provide warning etc.
- Waste should be removed regularly to ensure that it does not accumulate and cause a trip hazard.
- Personnel are encouraged to wear sensible footwear on our premises taking account of the activity in which they are involved, the conditions etc.
- Suitable and sufficient lighting should be provided for normal tasks, and emergency lighting provided to aid escape in case of lighting failure. Lighting should be routinely checked.
- The Head will establish arrangements for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

## Smoking

Smoking is not permitted within any part of the school.

- No Smoking signs MUST be displayed clearly
- Visit the [NHS Choices website](#) for help and support for people wanting to give up smoking.

## Work Related Stress

Stress is defined as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’.

We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. We also recognise that stress can be caused by factors outside the work environment such as relationships, high pressure personal incidents such as bereavement, moving house etc. We cannot seek to interfere with how individuals manage stress outside the work environment, but we do recognise that these pressures affect work performance and could impact on the health, safety and wellbeing of those suffering from stress, work colleagues and other relevant persons.

We recognise that people have different tolerance levels when coping with stress and therefore seek to manage work related stress on a case-by-case basis.

Common indicators of stress include:

- Low self esteem
- Making more mistakes at work
- Working inefficiently
- Working excessive hours
- Behaving out of character
- Increased reliance on alcohol, caffeine and/or nicotine
- Disturbed sleep patterns
- Poor concentration and memory loss
- Feeling unwell, disorientated or emotional

Anyone recognising these symptoms and who feels that their work could be affected as a result should take the following steps:

- Employees should contact their Line Manager.
- In all cases, you should request a meeting explaining why you want to see them. You can take a co-worker with you for support if you feel you need to.
- If it is identified that the stress is being caused or made worse by work factors, we will discuss how we can work together to reduce the stress.
- We may refer you to a medical practitioner or ask you to see your GP.

You can get advice and support on managing stress from the [NHS Choices website](#)

## Working Alone

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ Lone working may occur when paid or volunteer workers are working alone in our premises, working in the premises before or after normal hours and when working away from the main work site.

It is our policy to seek to avoid the need for lone working as far as is reasonably practicable. However, we recognise that there are times when it is unavoidable. Line managers must ensure that safe procedures to minimise the risks to lone workers are established and communicated to those involved. Including:

- Not working alone unless authorised to
- Not undertake any task that might put the worker in harm’s way
- Understand the task and what to do if something goes wrong
- Establish ‘check in’ arrangements with someone so the alarm can be raised if necessary.
- Not to work alone if they feel uncomfortable about it

Contractors who undertake work on our premises are responsible for their own lone working arrangements but in any case may not commence work without the authority of the person in control of the premises at which they are working.

## Working at Height

Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance likely to cause personal injury (for example through a fragile roof). The expectation is that most work at height above 2m will be undertaken by competent contractors.

- As far, as is reasonably practicable the head should design tasks to avoid the need to work at height. In particular, we recognise that a fall in excess of 2 metres (2m) is more likely to result in serious injury. As such, no untrained person should be permitted to work where they might fall more than 2m unless a task specific risk assessment has been carried out and adequate measures are in place to prevent a fall e.g. guarding to an exposed edge or use of a work platform rather than a ladder.
- Where it is not possible to avoid work at height an assessment of the hazards and risks should be undertaken and appropriate measures to control these implemented. Control measures should be in line with the hierarchy of control outlined in the **Work at Height Regulations 2005**.

### Hierarchy of control measures Work at Height Regulations 2005

- Avoid the need to work at height e.g. use extending equipment from ground level.
- Prevent falls using appropriate access equipment e.g. work platforms.
- Reduce the distance and consequences of a fall should one occur.

The Head/School Bursar must seek to ensure that persons engaged in work at height are competent to do so or are supervised by someone who is competent. This is likely to require engaging competent contractors where competence is not available 'in house.'

- Persons working by themselves should **NOT** be permitted to carry out work from height.
- There should be a general work at height risk assessment carried out.
- Ladders, steps and other equipment used for work at height **MUST** be subject to routine checks.

## Risk Management and Performance Monitoring and Review

### Risk Identification

We recognise our legal duty to identify the significant hazards associated with our activities and to carry out a suitable and sufficient assessment of the risks posed by such hazards to eliminate or reduce the risk of injury, ill health or loss. Working with our Competent Person, we will agree a general risk profile covering the activities of the school. This will be based on:

- Statutory requirements, codes of practice and standards relevant to our activities.
- Accident, illness and claims data.

We will review the general risk profile from time to time to ensure it remains accurate.

### Risk Assessment

Risk assessment is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated.

When considering risk assessment be aware that:

- A hazard is anything that has the potential to cause harm, such as electricity, working from a ladder, using a cleaning chemical etc.
- A risk is the chance, big or small, that somebody might be harmed by these hazards together with an indication of how serious the harm could be.

We follow an approach to risk assessment based on the Health and Safety Executive five steps:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record the significant findings.
5. Review and update.

The significant findings of risk assessments should be communicated to relevant persons in the form of safe procedures for example, lone working procedure, emergency fire procedure etc.

- The head is responsible for ensuring that risk assessments are carried out, regularly reviewed and updated where appropriate.
- The Head will regularly review the arrangements in the school for the management of risks relating to the personal safety and well-being including such matters as working alone, work related driving and work-related stress.
- We recognise that most of the personnel on whom we rely to manage risk in our premises (paid and volunteer workers) are not trained health and safety professionals, nor do we believe it is essential for them to be so. We are committed to providing resources to assist people unfamiliar with risk

assessment to undertake thorough and meaningful assessments through our online health and safety management system. For many assessments commonly required for the activities and undertakings of the school, the system provides online interactive risk assessment questionnaires designed to help people with little health and safety knowledge.

### **H&S Performance Monitoring and Review**

We are committed to regularly monitoring, reviewing and continually improving health and safety performance in this school. To do this we will:

- Identify health and safety goals, which are specific, achievable, realistic and timely. We will use these goals to establish a health and safety action plan, which we will use to measure our performance on an annual basis.
- Arrange for our health and safety performance to be independently reviewed by our health and safety consultants initially on an annual basis.

In addition:

- The Head/School Bursar will monitor health and safety performance
- The Governors will meet regularly to review health and safety performance.
- The Head will communicate any serious health and safety matters to The Governors.
- Where deficiencies in health and safety performance are noted, we will consult with all relevant parties to implement a practical and sustainable resolution as quickly as possible.

### **Health and Safety Audit**

A process of periodic review will be developed to establish that our health and safety management system remains fit for purpose and that records retained to demonstrate compliance are accurate and of good quality.

*This policy is reviewed at least annually but in practice is reviewed more frequently at staff meetings as we respond to changing circumstances throughout the school year.*

## **APPENDIX 1**

### **Serious accidents**

These are defined as accidents resulting in an injury where a serious injury is sustained e.g. fracture, serious burns, loss of consciousness.

### **Serious non-injury incidents**

These are defined as incidents, which could have resulted in serious injury or damage to property, e.g. fire, accidental release of a substance that could cause harm e.g. gas leak, collapse of scaffolding.

- Serious accidents and serious non-injury incidents must be reported to the Head or School Bursar as soon as possible. Details of the accident/ incident should be recorded in the premises accident book, witnesses and photographic evidence collected and the scene preserved until advised. However, the primary concern must always be to ensure any injured persons are safe and receiving any necessary medical assistance and that the premises are made safe to avoid further accidents/ incidents.
- Instances of ill health reported in connection with work activities should be reported as soon as possible to the Head or School Bursar who will coordinate further action.
- All accident records and associated information will be filed confidentially and retained for at least 3 years.

## **REPORTING ACCIDENTS**

- **Follow this link for up to date information about reporting incidents in schools**
- **<http://www.hse.gov.uk/pubns/edis1.pdf> or see Appendix 1 and follow the advice contained therein**

Serious accidents should also be reported to Children's Services via SPOA 01323 464222

## **APPENDIX 2**

### **If you discover a fire:**

1. If you discover a fire, immediately press the button on the fire alarm panel (located in Foundation Stage, by the ICT suite in the Main Building and in the Hall to raise the alarm and evacuate the building using the nearest exit.
2. You will be alerted to a fire in another area of the school by the continuous sound of the fire alarm. At this signal, you should instruct your class to leave calmly and in an orderly fashion by the nearest exit, making their way walking and in silence to the assembly point – top playground or Priest's garden. You must rehearse this procedure before the first practice drill of the year.
3. The school secretary must telephone the Fire and Rescue Service (unless notified that this is a practice drill).
4. In the Foundation Stage Building, a fire curtain will drop securing the cloakroom area if the fire alarm sounds or smoke is detected. The escape route for anyone in this area is via the door to the outside play area. In the event of practice drills, the alarm may be silenced after 1 minute, once the curtain has descended fully.
5. Attack the fire if you have been trained to do so using the appliances provided, but without taking personal risk.
6. In classes where there are 2 adults in attendance, the assistant should lead the children out and the class teacher should be the last person out, quickly checking that no one is left behind including in the toilet area and closing the door on exit. In particular, any vulnerable children must be escorted by the teacher or other adult from the classroom to the assembly point. Where only 1 adult is present, a responsible child must be appointed to lead so that the teacher may be the last person to exit, carrying out the checks as above.

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**AWAIT THE FIRE BRIGADE AND DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**



## **APPENDIX 3 – First Aid Policy**

### **QUALIFIED STAFF**

**Nine** members of staff are qualified Paediatric First Aiders (including administration of Epipen) At least one of these is present on site at all times when the children are present. Three members of staff are qualified as Emergency at Work First Aiders. Every member of staff is encouraged to attend a Paediatric First Aid course.

Members of Staff currently qualified in First Aid (date of qualification: September 2021) are

- Mrs Horsfall-Turner (F/S and PE)
- Mrs Powell (FS)
- Miss Turner(FS)
- Mrs Bowers (FS)
- Miss Irwin (KS1)
- Mrs Payne (KS2)
- Mrs Manktelow (KS2)
- Mrs Overy (PE)
- Ms Goodridge (Office)

All teaching and support staff completed online First Aid Essentials training with Educare in January 2021.

### **FIRST AID BOXES**

#### **MEDICAL ROOM**

The First Aid Box and outings bags are kept in the medical room; contents are checked by Mrs Overy.

#### **FOUNDATION STAGE**

The First Aid box is kept in the disabled toilet area; contents are checked by Mrs HT.

#### **MEDICINES**

Pupil medication that is required on an ad hoc basis, e.g. asthma inhalers are kept in classrooms or with the children. If a child has been prescribed an Epipen this will be kept in a personal bag with the child, easily accessible to staff in case of emergency. If a child has Diabetes, their medication should be kept with them in line with their medical plan. If the child leaves the school premises on trips or sports fixtures, the teacher in charge must take the child's medication, in case of need, along with the medication taken at school record (red sheet).

### **FIRST AID and ADMINISTRATION OF MEDICINES AT SCHOOL**

Cuts and open sores must be dressed with the appropriate dressing by the parent before sending the child to school. A child presenting with an open sore should have it covered to minimise risk of infection. An email will be set to ask about the injury.

Staff are strongly recommended to wash their hands or clean with an antiseptic wipe before they administer First Aid, and to use plastic gloves when dealing with injuries.

Basic First Aid (reassurance, cold compress, ice pack) may be given; if in any doubt as to the seriousness seek the assistance of one of the Paediatric First Aiders. If the child does not recover quickly, parents must be called to take the child for a medical check. In case of serious accident or injury, including any loss of consciousness, no matter how brief, call the emergency services.

If it is necessary for medicine to be administered at school, parents must complete and sign the appropriate form in the office. This form is kept in the medical file and on the school database, with the exception of inhalers, where the form is stored with the inhaler in a separate, marked box in the classroom. For a child with Diabetes, medication must be administered as per the medical plan. Usually only prescription medicine may be administered in accordance with, the dosage instructions on, the label by office staff who will maintain a record of time and dosage administered. These forms must be retained in the pupil file. Parents must collect the medicine from the office at the end of the school day and receive information about dosage administered during the day.

If an inhaler is administered, office staff will email parents to ensure situation is monitored. Parents will be informed immediately if an epipen is administered.

All medication must be checked and administered by a first aid trained staff member and ideally by 2 members of staff.

On school outings, including sports fixtures away, one appointed member of staff from each group must carry a basic First Aid bag. Care must be taken if pupils with allergies and medical emergencies are in the group that their medication is taken on outings, along with the School Record form. For Key Stage 2 pupils this includes swimming lessons.

## **FOUNDATION STAGE**

There are at least two members of staff on duty at all times in the Nursery class; all of the Nursery staff are qualified in Paediatric First Aid and always accompany Foundation Stage outings. Foundation Stage practitioners are responsible for administering First Aid should the occasion arise and any serious questions should be referred to the Nursery Manager. Accidents are recorded on a form and copied to the Head Teacher. Parents or carers receive the original form and are spoken to at collection time. We ask parents to sign both copies of the form, parents retain the original and the copy remains in school (Foundation Stage Folder). Medication requiring refrigeration is kept in the Foundation Stage kitchen fridge.

## **PLAYTIMES**

Minor accidents are dealt with by staff on duty, however as staff **must not leave their post**, children who require further help should be sent to the office, accompanied by a sensible friend. Advice on dealing with more serious injuries should be sought from one of the qualified first-aiders. Accident forms must be completed as required in accordance with school policy.

Children must not be sent out to play until the bell signals that a member of staff is on duty to supervise. At least two members of staff will be on duty at all times. Staff taking hot drinks out of the staff room must use insulated mugs with lids to eliminate risk of scalding. When the adventure playground is in use one member of staff must be dedicated to supervising this area. **(see also Playtime Policy and Supervision of Pupils)**

## **RECORDING INCIDENTS AND REPORTING TO PARENTS**

Playtime Supervisors and staff are required to complete an accident form (Medical File) for each incident, and copy to the Head, with the original to be seen by the class teacher before being sent home for the parents on the same day. Parents are required to return a signed reply slip to the school. If more than one adult witnesses the accident then both staff should sign. The form records details of the accident and injury together with any first aid treatment given. It is always advisable to try to speak to the parents personally at collection time re any mishaps during the day. Alternatively, for minor incidents, parents can be emailed and an email thread will be kept of correspondence about the incident.

If there are any concerns regarding the child's wellbeing following any accident or injury, parents must be contacted without delay.

For any child who has a head injury, parents are contacted immediately, by telephone or email depending on the severity of the incident. Children must then be closely observed for the next 24 hours even if no symptoms are at first apparent.

Accident forms are kept in the school office (Red File) and in the Nursery Manager's Office and must be completed once First Aid has been administered. There are clear instructions for the administration of these forms. Staff are reminded that should any child have an accident which requires further medical help, they must note the details of the situation on this form as clearly as possible and hand it to the parents concerned (or to the paramedic), before they take child to GP or to hospital. A copy must be retained in the School office. Parents are requested to acknowledge receipt of this advice by returning the signed reply form to the class teacher.

## **SUPPORTING CHILDREN WITH ALLERGIES AND SERIOUS MEDICAL CONDITIONS**

The Foundation Manager will arrange a meeting with parents annually in September to confirm and update medical records. Information gathered will be shared with staff on a need to know basis at a briefing meeting early in the autumn term.

For children with a diagnosed medical condition we will complete an Individual Healthcare Plan in conjunction with parents and healthcare professionals as required.

Each class teacher has a record of children with allergies and medical conditions in their year group and their names are highlighted on the class register. Photographic records of all these pupils are kept in the First Aid Folders in Foundation Stage Office. The record in the Foundation Stage office will be made available to Busy Bees staff.

Asthma inhalers and spacers must be easily accessible at all times and for this reason are clearly labelled and stored in the classroom. Children in F/S and KS1 may need guidance from their teachers; clear instruction must be obtained in writing from parents. Use of inhalers is monitored and reported to parents.

Where pupils are particularly vulnerable (e.g. life threatening allergies) it is essential that all members of the school community are aware, including outside staff running clubs and activities.

## **WHEN TO CALL AN AMBULANCE (Dial 999)**

- If the child does not quickly respond to treatment, becomes floppy and unresponsive
- If the child has suffered a severe blow to the head
- If the child loses consciousness for even a brief time
- If there is a suspicion that a bone may be broken and/ or spinal injury
- If the child suffers severe blood loss
- If the child displays symptoms of shock or anaphylaxis
- If you have any doubts as to the seriousness of an injury, err on the side of caution and call an ambulance

Parents must be contacted and arrangements made to meet either at the school or at the hospital. If parents are meeting at the hospital a member of the school staff must accompany the child in the ambulance.

## **REPORTING ACCIDENTS**

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<http://www.hse.gov.uk/pubns/edis1.pdf> or see Appendix 1 and follow the advice contained therein

Serious accidents should also be reported to Children's Services via SPOA 01323 464222

## **Record Keeping**

We will keep a record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details of those involved; and a brief description of the nature of the injury, event or disease.

## **PRACTICAL ADVICE**

### **Asthma**

Help child to sit upright and use their reliever inhaler. Repeat every few minutes if no improvement. Reassure the child, keep calm.

If the attack is prolonged and severe, or worsening, dial 999 and inform parents.

### **Cuts and grazes, small bruises**

Comfort and reassure, apply cold compress, ice pack, 'magic water', hypoallergenic plaster. If large cut, deep, bleeding profusely, phone parents, consider ambulance

### **Bumped head**

Comfort and reassure, cold compress, ice pack, sit quietly – adult to monitor, ensure class teacher is informed and continues to monitor. Child must wear bumped head sticker for rest of day. Letter home, talk to parents as child must be monitored for 24 hours.

### **Temperature, vomiting, diahorrea**

Cold compress, tender loving care to minimise distress, phone parents child must be collected. No return within 48 hours.

### **Anaphylaxis**

Epipen, phone ambulance, phone parents

### **Burns, scalds**

Immerse affected part in cold water replenished by running tap for 10 minutes, cover loosely. If large area phone ambulance, parents.

### **Diabetes**

We have one child with Type 1 Diabetes. All staff have received basic training and the school team directly managing the healthcare plan have received further training and support.

### **Nose bleeds**

Sit child down, head forward, instruct to pinch soft part of nose, mouth breathe. Dispose of bloody tissues carefully: in sanitary bin or flush away

### **Stings**

Cool area, ice pack/compress. Do not try to remove sting.

### **Cleaning bodily spillages**

Disposable plastic gloves are provided for cleaning up, also absorbent granules for vomit. Waste towels must be wrapped in plastic bag and tied before disposal in outside bin. Wash hands thoroughly.

## APPENDIX 4 – PLAYTIME POLICY

At Sacred Heart School we aim to provide a safe environment where children feel valued and secure, have the opportunity to build positive relationships, and work and play together. We ensure that the children have adequate access to outdoor play and are properly supervised.

*“Leading by example we teach children to respect themselves and each other as part of God’s wonderful creation”*

*From the School Mission Statement*

### Implementation

- ❖ At least five members of staff are on duty at morning and lunchtime breaks in order to provide adequate supervision in both play areas. Staff must circulate or cover opposite ends of the top playground/MUGA. When play is on the side grass, one member of staff must monitor the adventure playground closely.
- ❖ A rota system operates for the climbing frame. Pupils using the climbing frame must wear trainers. The smaller plastic frame is for use of Foundation Stage pupils only.
- ❖ A soft ball only, is allowed for football on the hard play area.
- ❖ Skipping ropes and other play equipment is provided.
- ❖ In order that all pupils have the opportunity to play harmoniously and safely, the MUGA may be ‘zoned’ for activities.
- ❖ Children are not allowed indoors (eg for toilets) without permission of the teacher on duty, and then only one at a time.
- ❖ During afternoon breaks class teachers are responsible for the supervision of their own pupils; Key Stage 2 pupils may enjoy a short afternoon break at the discretion of their teacher.
- ❖ Pupils are expected to have regard to their personal safety and that of others whether playing indoors or outside. They are responsible for returning play equipment to its proper place at the end of the session.
- ❖ At the end of break a long whistle is the signal for pupils to line up in class groups on the hard play area. A second whistle is blown if children do not respond quickly.
- ❖ Pupils should not be allowed out for break until the duty staff are present on the play areas.
- ❖ Class teachers will collect their pupils promptly from the playground at the end of break.
- ❖ Minor accidents are dealt with by the staff on duty, however as staff **must not leave their post**, children who require further help should be sent to the office, accompanied by a sensible friend. Advice on dealing with more serious injuries should be sought from one of the qualified first-aiders. Accident forms must be completed as required in accordance with school policy.
- ❖ Disputes amongst the children should be resolved in accordance with the school’s Behaviour Policy. Please advise class teachers of any accidents or incidents, at the end of break.

### Wet Break times

- ❖ The duty teacher will send a message to classes if wet weather determines indoor break.
- ❖ Three members of staff supervise reception, Yr1 and Yr2. One member of staff supervises Yr3 and Yr4. One member of staff supervises Yr5 and Yr6.

### Foundation Stage

- ❖ Children are supervised according to the published ratios in their own area. Reception class pupils usually join the main school at playtime, but, especially in the first term, may choose to be with the younger pupils in the Foundation Stage area. Appropriate ratios must be maintained at all times.

## APPENDIX 5

### RISK ASSESSMENT POLICY

The Head, Staff and Governors are responsible for regularly assessing the school site in terms of employees' and children's safety.

An inspection of the trees on site is undertaken every 2 years and any necessary works are carried out. The Health and Safety sub-committee undertakes an annual review of the school site, including perimeter fences and hedges, and reports its findings and recommendations to the Governing body and arranges a schedule for maintenance and repair.

Class teachers (and support staff) inspect their teaching areas and play areas, including all equipment, daily and report any problems to the Head who will arrange for repairs to be carried out as necessary. If there is any delay in repairs being completed and the problem could cause a danger to adult and child site users, warning notices must be posted and / or the area or equipment taken out of use.

Staff taking hot drinks out of the staff room must use insulated mugs with lids to eliminate risk of scalding. Health and Safety is a discussion point each week at staff meetings and at half termly Governors' Meetings. Matters arising are referred by the Head (bursarial team) for repair and maintenance.

#### Maintenance

We have a contract with Kent Inspection Services for inspecting fire fighting equipment.

The fire risk assessment is carried out by our Health & Safety Partner – Safety Toolbox.

Electrical safety checks are carried out by Amber Electrical Services 01892 664065

Boiler servicing and plumbing work is carried out by Seagreen Heating Services 07790 612752

The current assessment is that the site is a low risk area.

Teachers have risk assessed their daily activities and teaching areas.

A Risk Assessment must be carried out by the teacher in charge for any Educational Trips and Visits as part of the visit planning and is reviewed by the Head Teacher. (See Educational Visits Policy )

Staff must complete new Risk Assessments for clubs and classroom activities as required.



### RISK ASSESSMENT

<b>Establishment:</b> SACRED HEART SCHOOL WADHURST	<b>Date:</b>	<b>Assessor(s) (1)</b>  <b>(2)</b>
<b>Task/Activity/Location/Work Equipment:</b>		

**PART A:**

<b>Hazards identified:</b>	<b>Risk Rating (tick)</b> (without controls in place) HIGH  MEDIUM  LOW
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**PART B:**

<b>Who is at risk (tick)</b>	Employees		Pupils		Visitors/Public	
	Contractors		Others (specify)			

**PART C:**

<b>Control measures required to manage health and safety:</b>	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**PART D:**

<b>Accompanying Staff</b>	<b>Adult: Pupil Ratio</b>

**PART E:**

<b>Risk rating with controls in place (tick):</b>	<b>Are any control measures in Part C not implemented? (tick):</b>	<b>If yes, state below:</b>	<b>To be actioned by:</b>
HIGH MEDIUM LOW	YES  NO		

**PART F:**

<b>Frequency of review (tick):</b>	6 Months:	12 Months:	24 Months:
<b>Signature of assessor(s):</b>	(1)		
	(2)		

# Sacred Heart School Layout Plan

Safety/submit Ltd | June 15, 2021

