

St Bart's Quick Guide To: Health and Safety



Health and Safety (H&S)

It is vital that school is safe for all our children, staff, parents and visitors (including contractors). The procedures and expectations must be known and understood by staff and children, parents and visitors (including contractors) where appropriate. H&S is everyone's responsibility. Key staff in school responsible for H&S are Richard Aaron (Business Manager), Dale Tumilty (Superintendent) and Jane Wainwright (Headteacher)

REPORTING ISSUES

Serious issues should be reported immediately to Richard, Dale or Jane. Other issues need to be logged by the member of staff who identifies the issue. This can be done via the QR code which can be scanned or directly to Richard in his log.



WORKING FROM HEIGHT

You must avoid working from height where possible but remember if you have to put up a display over head height or need to reach a high shelf you must use the correct stool (Elephant Foot) available in each area and you must tell another member of staff so they can be with you or check on you.

WE ARE A NO SMOKING SITE - THIS INCLUDES VAPING

ASBESTOS

There is asbestos in the building, it is all inaccessible or has been made safe. There is an annual check and any concerns are identified and remedial work completed.

If you do not know where it is ASK.

CLEANING SUPPLIES

All cleaning supplies that are liquids or aerosols must be locked up in a cleaning cupboard or away from children's reach if in class, such as board/table sprays. These should be labelled. Warm, soapy water maybe an alternative for class use.

Some of these will need a COSHH assessment which are completed by Dale and Richard and can only be used by staff who are aware of these.

If in doubt do not have it in class and ask

POLICY

The health and safety policy is available on Staffshare and you must read this.

VISITORS IN SCHOOL

All visitors must sign in at the office and they will be directed to who/where they need to be. They will be given a visitors badge which they must wear. If you see someone who you do not know who is not wearing a visitors badge please ask them who they are and direct them to the office if needed.

SECURITY

All gates will be locked during the day, if you let anyone in who does not work in school you must take them to the office.

The manual car park gate needs to be closed at all times and the catch should be used.

When driving through the electric gate be vigilant to ensure no one comes through at the same time, if they do take them to the office.

External doors must be closed during the school day unless there is an adult on duty at the door.

LONE WORKING

There is a policy and procedures for lone working—please ask Jane/ Richard if you think you will be at school alone—this is very unlikely.



@StBartsCofE



@StBartsLeeds

St Bartholomew's C of E Primary School
Strawberry Lane
Tong Road
Leeds
LS12 1SF



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EMERGENCY PRACTICES

Please read the procedures poster for more detail on all potential incidents

We have regular practices for different emergency procedures so you need to be aware of them. Following any practice we ask you provide any feedback so we can review and improve what we do.

On a Monday at 9.30am the alarm is tested and evacuation procedures do not need to be followed.

FIRE PRACTICES

We have regular half termly practices which include different scenarios. These will be at different times of the day and maybe at lunchtime or in BC/ASC.

Please be aware of the procedures and evacuation routes for the rooms you are in, there are signs in each room.

FIRE WARDENS

There are identified wardens around school who have completed training and work with Richard to support these procedures.

PLANS (PEEPS/PIEPS)

Some children and possibly adults may need additional support to evacuate or invacuate.

These plans will be written by SLT or SENDCO in consultation with staff or adult and will be shared with relevant staff.

RISK ASSESSMENTS (RA)

Any activity in lessons or as part of wider school activities that carry risk need a RA

There are a collection of RA on Staffshare. Many are completed and will need reading and amending for your class and printing and must be shared with staff and discussed with the children.

All amended RAs must be saved in the folder for amended RAs with your class/date etc not over the model.

Subject leaders are responsible for making sure draft RAs are available for staff to use and amend.

When planning an educational visit please save all RAs on Staffshare in the RA folder. There is a folder for this.

We are trying to build up a bank of RAs that are accessible and will make planning activities easier for everyone.

Some RAs are for the wider school including visitors, cleaning etc If you are unsure please read these.

IPRAs - some children will have an individual risk assessment due to an additional need. All staff involved with the child must

MEDICINES N SCHOOL

CHILDREN - some children may need medication in school. This could be part of a **Health Care Plan** which will be shared with relevant staff.

It could be a temporary need and this medication **must** be signed in at the office and administered by them when needed.

STAFF - if you take a **controlled medication** this must be discussed with Jane and will need to be secured - double locked, usually in the safe. A WASP will identify this and when you need it. Any regular medications such as pain killers must be locked up - classes should have cupboards for this. Ask if not.

MEDICATION MUST NOT BE ACCESSIBLE TO CHILDREN!

ELECTRICAL EQUIPMENT

All equipment over a year old must be PAT tested. If you find an item without a current PAT testing sticker please take it to Richard. You must do a visual check of any equipment before you use them. If you notice any damage do not use the equipment and report it.

ITEMS FROM HOME - if you bring an electrical item from home you must let Richard know so it can be logged and it must be PAT tested unless you have the receipt to show it is less than a year old.

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ONCE YOU HAVE READ THIS DOCUMENT PLEASE ALSO READ THE HEALTH AND SAFETY POLICY - AVAILABLE ON STAFFSHARE OR ASK FOR A COPY

YOU MUST THEN SIGN BELOW AND RETURN THIS PAGE OF THE QUICK GUIDE TO RICHARD

I HAVE READ AND UNDERSTOOD THIS HEALTH AND SAFETY QUICK GUIDE AND THE POLICY.

IF YOU HAVE ANY QUESTIONS OR ARE UNSURE ABOUT ANYTHING YOU MUST ASK.

I WILL ADHERE TO THE EXPECTATIONS WITHIN THESE DOCUMENTS AND KNOW WHAT TO DO IF THERE ARE ANY ISSUES OR IF I HAVE ANY QUESTIONS.

SIGNATURE: _____

NAME: _____

ROLE: _____

DATE: _____



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