



**HEALTH & SAFETY POLICY
2018**

Introduction

The Governors of Our Lady & St Philip Neri Primary School recognise and accept their corporate responsibility to provide a safe and healthy working environment for all their employees, for pupils and students and for other people who use the school premises.

The Governors will take all reasonably practical steps within their power to fulfil this responsibility and will pay particular attention to meeting the requirements of the Health and Safety at Work Act 1974 and to specific Regulations made under that Act.

The Chairman will liaise with the Headteacher to best ensure that all necessary arrangements are implemented. Governors require that the achievement of a safe and healthy working environment is an objective to be pursued by employees at all levels.

The Governors, through the Headteacher, and directly when necessary,, will maintain adequate arrangements with staff Trade Union representatives for joint consultation and participation in measures for promoting health and safety at work.

The Governors will consult professionally qualified LEA and other safety advisers to advise on the effective implementation of its objectives. The Governors will strive to obtain any funds necessary for the implantation of Health and Safety at work in the school.

This Policy Statement, together with details arrangements for implementation, will be circulated to all school employees.

Governors Statement

Aims and Objectives

The aim of this statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises.

- To establish and maintain a safe and health environment throughout the school.
- To establish and maintain safe working procedures amongst staff and pupils.
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- To ensure the provision of sufficient information, instruction and supervision to enable all people and pupils working on site to avoid hazards and contribute positively to their own safety and health at work and to ensure that they have access to health and safety training as and when provided.
- To maintain a safe and healthy place of work to access and exit from.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures to be followed in case of an accident.
- To provide and maintain adequate welfare facilities.

Monitoring the Policy

- The Headteacher will be the key Health and Safety Manager.
- All school Health and Safety policies will be reviews at least once a year.
- Health and Safety will be a standing item on the agenda of each governor's meeting.
- The Headteacher will liaise promptly with the Chair of Governors over any significant issue.
- The Headteacher and Chair, when necessary, will liaise with any individual or group of employees, particularly Health and Safety Representatives.
- A health and Safety Committee will be established if such is requested.

Arrangements

- All DEF/LEA circulars on Health and Safety will be kept on record by the Headteacher - with the Headteacher distributing copies as necessary.
- The Premises Officer has a major responsibility for reporting and having remedied any faults/problems on site. The Premises Officer will record in his diary and report to the Headteacher any significant issue. Health and Safety will be a standing item on the agenda of the regular meetings between the Premises Officer and the Headteacher.
- All staff similarly have major roles to play, particularly teachers in the delivery of practical subjects and the technicians and cooks.
- The Headteacher and Premises Officer will jointly tour the site at least once per term - after staff have the opportunity to identify possible hazards.
- Health and Safety will be given a high profile with pupils and parents - and will be a main element of the expectations of pupil behaviour.
- The Emergency Procedures will be rehearsed with pupils, unannounced Fire Drill being carried out at least once a half term.
- All accidents will be recorded in the accident book, according to LEA procedures.
- All staff, according to their job description or as appropriate, will ensure the safe storage of materials and also ensure that colleagues and pupils as well as themselves wear any appropriate clothing when working in their area or with particular materials.
- The Premises Officer will monitor and ensure the periodic servicing, using external contractors, of the fire alarm and extinguisher equipment. The Premises Officer and Headteacher will always facilitate familiarisation and advise visits by Fire Brigade Officers.
- A current list will be maintained of all competent staff First Aiders.
- The school will seek each year to obtain places on First Aid Courses for interested staff. Staff will be advised to attend specific safety courses as appropriate.
- Copies of the school Health and Safety Policy will be on display in both the main building and at the infants site.

Procedures

Supervision of Pupils

Responsibility for pupils is only accepted for 10 minutes on either side of the commencement/end of school day. Parents of KS1 pupils and EYFS must stay with the children until the bell goes at 8:50am.

Break times - Morning

- 4 teaching and an ancillary member of staff
- 1 first aider
- Wet play - two members of staff per floor

Lunch times- Lunch

- one SLT and three midday supervisors on duty.

Staff will ensure that they arrive punctually for the start of their playground duties.

- Children walk in single file in a quiet and calm manner when moving around the school and between different parts of the school building and playgrounds. I
- The action of pupils in classrooms, dining hall etc., will be supervised and directed by the staff on duty.
- Pupils taking medicines as part of a course of treatment:

Written consent - these can be administered at school providing the school has written parental consent. The medicines must be clearly labelled and handed to the qualified first aider.

No car should obstruct the emergency entrance to either building or park on the zig-zag lines. The presence of site contractors will be the responsibility of the premises officer.

Out of School Visits

Procedures of Educational Visits

This school operates in accordance with LBL policy on 'Out of School Visits'.

The EVC coordinator must give approval for all off site visits. Permission slips must be obtained before any visit. All staff must take the permission slips, medical register and pupil information forms on all visits.

Safety

Staff are placed in the position of 'any caring parent' (locoparentis), but are expected to perform at a much higher level - a careful parent will warn his/her child of danger and do his/her best to protect the child from harm, but the teachers are required to do all of that and foresee potential dangers lurking in the wings.

A safe visit involves:

- Thorough preparation including the indispensable site visit when potential hazards are noted.
- Producing a programme, which fulfils objectives and is both interesting and appropriate to the group.
- Ensuring an adequate level of supervision.
- Establishing a disciplined behaviour procedure.
- Deciding on a meeting point and a 'lost' procedure that everyone knows and understands.
- Counting heads at very regular intervals.

Coaches

Only coaches with seat belts may be used. Children must have their own seat.

Cars

Parents and teachers who transport children must ensure their insurance is adequate. Seat belts must be worn by the children at all times.

Provision of First Aid

First Aid boxes are provided and kept in the secure office. Each box contains only first aid requisites and a list of contents (appendix 1).

Emergency Procedures

Illness or Accident

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:

- First aid should be rendered, but only as far as knowledge and skill allow. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.
- First Aid points and trained first aiders: All TA staff

Transport to Hospital

If an ambulance is required, the emergency '999' service should be used. It may be appropriate to transport a pupil to a casualty department without using the ambulance service but it should be noted that this is always on a voluntary basis. (If a member of staff uses their car for these purposes they must ensure that they have obtained a specific cover from their insurance company). These will be cases of a less severe nature than those requiring transport by ambulance. No pupil should be allowed to travel to hospital unaccompanied.

Accident Forms

As soon as possible after the incident, every case of injury or accident must be fully and accurately reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. Accident forms are obtainable from the secretary in each building. Completed forms should be passed immediately to the secretary in each building. An accident form must be completed for all accidents (to employees, pupils, members of the public) however minor and - for employees only - an entry must be made in the accident register (forms B1-510, published by HMSO).

Notifying Parents

In the case of injuries to pupils a pre-carbonised form should be completed at the time of the injury being treated, this should be counter signed by the class teacher and sent home to parents. **All head injuries, however minor, should be reported to parents.**

Asthma, Diabetes & Epilepsy

All class teachers should be aware of those children suffering from long term conditions. In the even of an attach teachers should refer to 'School Health matters' bulletins (Appendices 2-5).

Fire & Emergency Procedure

There will be one fire drill per term. It is the duty of all members of staff to carry out the procedure as follows:

- The fire alarm is sounded. Classes will be led in silence by a teacher to assembly points in the playground by appropriate routes.
- Teachers will check their register once in the playground. Registers are kept in the secretary's office of each building until afternoon registration, after which they should be kept in the classroom. Registers should be locked away each evening.
- Fire notices are displayed in every classroom indicating fire procedures and which fire exit is to be used.

- Fire exits are clearly marked, and all entrances and exits should be kept clear and unobstructed.
- In the event of an evacuation, no member of staff or pupil must re-enter the building without the permission of the senior member of staff present. If the police or Fire Brigade are called their permission will be sought for re-entry.

Security

Visitors

- All visitors should 'sign in' a visitor's book when arriving on site. Visitor's books are located in the offices at both buildings.
- All staff should be notified of expected visitors to the school, via the weekly diary and staff notice boards and bulletins.

Risk Assessment

The Headteacher will ensure that a risk assessment programme is initiated and regularly reviewed which will include the premises, methods of work and all school sponsored activities. This assessment of risk will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such assessments will be reported to the governing body. A risk assessment proforma is appended.

Responsibilities

Responsibilities and duties concerned with safety

The Head

The ultimate responsibility for all school safety organisation and activities rests with the Headteacher who shall:

- Be the focal point for day-to-day reference on safety and advice or indicate sources of advice.
- Co-ordinate the implementation of the approved safety procedures in the school.
- Maintain contact with outside agencies able to offer expert advice.
- Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, machinery, etc he considers to be unsafe, until satisfied as to their safety.
- Make recommendations to the authority of additions or improvement to plant, tools, equipment, machinery, etc which are dangerous or potentially so.
- Make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations
- Review from time to time 1) the provision of first aid in the school 2) the emergency regulations, and make recommendations for improving the procedures laid down.
- Review regularly the dissemination of safety information concerning the school.
- Recommend necessary changes and improvements in welfare facilities.
- Inform the governors from time to time of the safety procedures of the school.

- Arrange for staff training as appropriate.

Obligation of all Employees

The health and Safety at Works Act 1974 states:

“It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or commissions at work, and
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirements to be performed or complied with”.

The Act also states:

“No person shall intentional or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions”.

In order that laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- To know the special safety measures and the arrangements to be adopted in their own working areas and to ensure they are applied.
- To observe standards of dress consistent with safety and/hygiene.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aids.
- To use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures in their school.
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or Public Health Authority.

Special Obligations of Class Teachers

The safety of pupils in classrooms is the responsibility of class teachers. Class teachers are expected to:

- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid, and to carry them out.
- To know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing, guards, special safe working procedures, etc where necessary.
- To make recommendations to their co-ordinator, line manager on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

Pupils and Parents

The pupils are expected:

- To exercise personal responsibility for the safety of self and class peers.
- To observe standards of dress consistent with safety and/or hygiene.
- To observe all the safety rules of the school and in particular the instructions of the teaching staff given in an emergency.
- To use and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- No jewellery, other than wristwatches are allowed in school. Children with pierced ears may wear stud or sleeper type earrings only and these must be removed during PE games and swimming. Staff are not responsible for their safe keeping.

Parents have a responsibility to ensure that their children comply with health and safety procedures of the school.

Visitors

Regular visitors and other users of the premises, (e.g. deliverymen from specific companies), should be required to observe the safety rules of the school. In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far, as is reasonably practicable, those working conditions are safe and that the working life of everyone is accident free. Hazardous situations should always be reported immediately and the appropriate procedure followed. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

Review

A review of the procedures, should take place each year in time for the commencement of the new academic year.

References

Education and Culture Directorate - health and Safety manual

Archdiocese of Southwark
Commission for Schools and Colleges
'Health & Safety Policy'

Croner - The Head's Legal Guide
Health, Safety and Welfare

School Health Matters

Diabetes

Facts:

- Diabetes is the condition in which the pancreas does not make enough insulin.
- This allows excess sugar to collect in the blood.
- The cause is not fully understood but it can be an inherited disorder.
- Diabetes is a life long condition.
- If there is too little insulin, or too much food **Hyperglycaemia** (High Blood Sugar) occurs.
- If there is too much insulin, too little food or excess exercise **Hypoglycaemia** (Low Blood Sugar) occurs.

BOTH EXTREMES ARE POTENTIAL DANGERS, ACTION TO BE TAKEN IN THESE CASES IS SUMMARISED BELOW.

Treatment

Almost all diabetic children need insulin injections every day to remain health. Children may need to adjust the dose themselves if they are unwell or measuring their blood sugar levels. They may need less insulin during periods of strenuous exercise.

Do's & Don'ts

- **Do** always have a supply of glucose/sugary drinks available.
- **Do** always allow eating at prescribed times. This may mean eating in class or exams.
- **Do** make sure that all staff know of the diabetes, and encourage the child to tell their friends about the condition.
- **Do** check that the meals supervisors know that regular meals are vital.
- **Don't** send an unwell diabetic child to the secretary/first aid room unaccompanied
- **Don't** detain the child after school unless you are sure satisfactory eating alternatives have been made.
- **Don't** over-protect the diabetic child.

MANY DIABETIC CHILDREN, EVEN AT AN EARLY AGE WILL HAVE A GOOD IDEA OF HOW TO MANAGE THEIR CONDITION. IF THEY TELL YOU A CERTAIN ACTION IS NECESSARY PLEASE ACCEPT THEIR WORD FOR IT.

Long Term Aspects

Some Diabetics may develop problems wit their eyes, kidneys or feet. Regular clinic checks are important. Children's eyes should be tested annually. Being overweight can cause problems now and in the future. Advice and help can always be given by the School Health Service.

Useful address: British Diabetic Association, 10, Queen Anne Street,
London, W1M OBD. Tel: 0207 323 1531

Asthma

Facts:

- About 20% of children will have had or will have asthma by the time they are 18 years.
- Asthma is a disorder in which the air passages or bronchial tubes in the lungs become narrowed resulting in breathing difficulties.
- 50% more boys have asthma than girls.
- Many children with asthma also have exzema.
- Asthma attacks may be triggered by any of the following, coughs & colds, allergies e.g. grass, pollen, pets or dust. Exercise, cold weather or sudden changes in temperature, excitement or cigarette smoke.
- Many successful sportsmen and women have asthma.
- Every year up to 2000 people die from asthma.

Treatment

There are two categories of medication used by asthmatics:

- Those that help prevent attacks e.g. Intal, Becotide/Becloforte, Pulmicort)
- Those that relieve the acute symptoms of an attack (e.g. Ventolin, Bricanyl, Altrovent).

Do's & Don'ts

- **Do** realise asthma is a life threatening condition.
- **Do** make sure you are aware of the children in your class who do have asthma
- **Do** ensure that children have immediate access to their medication during the day
- **Do** be aware of likely trigger factors and prevent asthmatic children being exposed to them.
- **Do** allow children to take part in all school activities (swimming is especially good exercise for asthmatics) and to use appropriate medication prior to PE if necessary.
- **Don't** however force a child to participate in games/PE if they are wheezy.
- **Don't** assume a child is attention seeking.
- **Don't** hesitate to get medical advice if a child's medication is ineffective.

Long Term Aspects

Many children will outgrow asthma, however, a significant number will also continue to be asthmatic through adult life. Young people who has asthma will not be allowed to join the armed forces.

Asthma Emergency Treatment

If a child in your school has an asthma attack you should:

- Keep calm
- Sit the pupil down, they should **NOT** lie down.
- The pupil should take their normal reliever inhaler.

- If symptoms have improved but not completely gone after 5-10 minutes they should take a further dose of the inhaler.

However, if symptoms do not improve, normal medication does not seem to have worked and the pupil is so breathless that he has difficulty talking normally:

- Call the pupil's family doctor or an ambulance (specify that a nebuliser is necessary).
- Get someone to inform the parents.
- Keep trying the usual reliever inhaler every 5-10 minutes - do not worry about possible overdose.
- If the pupil has an emergency dose of oral steroids i.e. Prednijsolone or Prednesol give the stated doses immediately, although this will not bring immediate relief.

Useful address: National Asthma Campaign,
 Providence House,
 Providence Place,
 London, N1 ONT.
 National Asthma Helpline 0345 010203.

Epilepsy

Facts:

- Epilepsy is a tendency to have 'fits' and can be divided into two types:
 - 'Petit Mal' where the child suffers transient episodes of loss of awareness accompanied by minor unusual limb and eye movements.
 - The 'Grand mal' where the child loses consciousness and falls to the ground. All limbs jerk and the teeth may be clenched, the eyes roll and the child may urinate.
- The cause of epilepsy is unknown, but may follow severe head injury or meningitis and is more common in people with severe learning difficulty.

Treatment

Epileptic children usually require daily medication on a long-term basis to prevent or reduce the frequency of fits. Some treatment may impair concentration.

Do's and Don'ts

- **Do** share information with all staff who come into direct contact with the child
- **Do** make sure staff are aware of the emergency procedure.
- **Do** allow the child to sleep following a 'Grand mal' fit.
- **Do** allow the child to participate as fully as possible in school activities. Most epileptic children can participate fully (even with swimming) if adequate adult supervision is available.
- **Don't** exclude epileptic children from activities they may benefit from e.g. acting, PE Etc, unless otherwise advised.

Long Term Aspects

Most epileptics lead normal, useful lives, although they are not allowed to drive and jobs where operating machinery is involved might be considered hazardous. Most fits cause no lasting effects unless breathing is seriously impaired.

Emergency Treatment In Epilepsy

- Lie the child on the floor, on a carpet if possible, or coat if outside.
- Put the child on its side where possible.
- Move all obstacles that the child might injure itself on.
- Do not attempt to put anything between the child's teeth.
- Do not leave the child alone.
- Give the child space.

Most fits last less than five minutes. After the fit allow the child to sleep in a room where an adult is always present (in case of further fits). Notify the parents.

Medical aid is URGENTLY required if:

- The fit last more than five minutes
- There is a series of fits
- There is a physical injury resulting from the fit e.g. head injury following a fall.

Useful address: The British Epilepsy Association
 40 Hanover Square
 Leeds LS3 1BE
 Telephone: Leeds 0532 439393
 (There are regional offices in Reading and Bristol)

Verrucae/warts

Facts

- Caused by a virus
- Small solid growths arising from the surface of the skin.
- They are infectious and most likely to be spread in schools by hand holding games and by walking barefoot on gym floors and in swimming pools.
- Plane warts which are flat topped are most common on the face and the back of the hands.
- Planter warts (verrucea) occur on the soles of the feet and sometimes on or between the toes. Few occur on top of the foot, they are usually painful.
- Can occur singularly or in a bunch.

Treatment

They may disappear spontaneously but this can take up to 2 years. Generally they are removed by the application of a substance which dissolves the horny surface. Local application of liquid nitrogen to freeze them out is very effective (but this can be quite painful). When small and detected early, home treatments, which can be bought at the chemist can be effective. Warts on hands/face are usually treated at the GP surgery or hospital. Advice can be sought from a chiropodist (always a State Registered one).

Do's & Dont's

- **Do** ask parents to co-operate by informing the school when their children have a verrucae.
- **Do** ensure that children with verrucae use a verrucae sock in PE and the swimming pool.
- **Do** encourage children to check their feet for signs of verrucae

Signed Headteacher

Signed Chair of Governors

