

Health and Safety Policy

Part A - The Governors of St..Joseph's Infant and Junior Schools' Policy Statement

Part B - St. Joseph's Schools' general policy

Documents to include:

London Borough of Brent Policy statement

Part C - Organisation Arrangements Procedures

Checklist of Procedures

- Accident Reporting
- Animals
- Asbestos
- Bomb Alert
- Bomb Scare
- Cleaning
- Clothes Soiling
- Communicable Diseases
- Contractors on Site
- C.O.S.H.H. - Hazardous Substances
- Curriculum Safety – PE, DT, Science, Cooking
- Electrical Safety
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- Playground Safety
- Road Safety Education
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- Training and Induction
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- Waste Disposal - Body Fluids
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PART A

POLICY STATEMENT

This policy expresses the intention of the Governing Body to meet its obligations under the Health and Safety at Work Act (HSW 1974) in relation to conditions and activities which fall within the Governing Body's control and as defined in the London Borough of Brent's Scheme.

The HSW Act section of particular relevance is 4(3) which requires the Governing Body to take all reasonable measures to ensure:

- i) the buildings, exits and entrances are properly maintained and are in a safe condition for use by staff, other occupants and visitors
- ii) machines, appliances, articles and substances are kept, used safely, maintained properly with records kept.

The Governing Body is committed to provide and maintain safe and healthy working conditions, equipment and systems of working for school staff and to provide or arrange for such information, training and supervision, as they need for this purpose.

The Governors accept a similar level of responsibility for the health and safety of pupils and other visitors including contractors on site. They will do all that is reasonably practicable to discharge this responsibility.

The Governors will monitor and assist the Headteachers by taking an active interest in health and safety matters and providing the resources and facilities necessary to effect this policy.

The policy will be kept up to date and revised to accommodate changes to the premises, new equipment, the way they are used and developments in the curriculum as they arise.

The Governing Body will review the policy and the way it is operated each year, at the beginning of the autumn term, and minute their comments at the first meeting of the Governors thereafter.

The policy will be monitored by the School's Safety Committee which consists of:

Governors
Headteachers
Teaching staff
Non-teaching staff

The Governing Body holds the health and safety of staff, pupils, and other persons as their primary concern and consequently regard this policy as central to the school's success.

Priority will always be given to securing the safety and freedom from risk to the health of people engaging in activities within the control of the Governing Body.

The allocation of duties for safety matters and any particular arrangements are set out in Sections B3 and C of the school policy for Health and Safety.

Signed
Chairperson of Governors

Date

PART B SCHOOL'S GENERAL POLICY

B1 INTRODUCTION

This policy is written within the framework of the Health and Safety at Work Act 1974 and its subsequent regulations. It will be reviewed, added to, modified from time to time and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all school employees.

All Staff will be provided with a copy of:

- Policy Statement of the Governing Body (Part A)
- School's Policy and Procedures (Part B and C)
- London Borough of Brent Statement
- London Borough of Brent guidance on use of restraint

Definition of "employee"

The term "employee" includes all paid staff whatever their function in the school. "Employee" does not include contractor's staff, for whom the contractor is the employer for the purposes of health and safety. For practical purposes volunteers, parents, governors and other members of the public are regarded as employees in relation to health and safety if they carry out unpaid work for the school, such as assisting teachers, accompanying children on school trips, or carrying out any maintenance or decoration, or DIY work etc.

The success of this policy depends on the active support of all employees to achieve its objectives.

B2 POLICY STATEMENT

The Headteachers will be responsible with the site manager to the Governing Body for the implementation, management and monitoring of the Policies and Procedures of the Governing Body and the School, as well as the use of any advice, information, supervision and training which the London Borough of Brent may make available.

The Headteachers recognises and accepts responsibility as site manager, as far as is reasonably practicable, to provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school.

In discharging these responsibilities the Headteachers will pay due regard to relevant regulations, codes of practice, site work permits for contractors, guidance notes and professional advice agreed by the Governing Body.

The Headteachers similarly requires all employees of the school to recognise their responsibilities to take care for the safety of themselves, of other workers, pupils, visitors and of others who may be affected by the work of the school and to cooperate fully with the Headteachers and the Governing Body in implementing and fulfilling this policy.

The Headteachers as site manager accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on school premises.

The Headteachers similarly requires contractors and others when working on school premises to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and others who may be affected by their work.

The Headteachers will cooperate fully in the appointment of Safety Representatives by recognised Trade Unions as set out in the Safety Representatives and Safety Committees Regulations 1978.

The general responsibilities for carrying out this policy are contained in Section B3 of this document.

Organisation, arrangements and procedures are detailed in Part C.

B3 GENERAL RESPONSIBILITIES

The Headteachers will be responsible to the Governing Body for the implementation, management and monitoring of the relevant policies and procedures. The Headteachers will cooperate and maintain appropriate levels of communication with the Governing Body and the Site Manager on issues relevant to the site.

The Headteachers will approve and monitor any arrangements made by members of staff (teaching and non-teaching) to discharge their responsibilities, as well as monitoring the outcome of any arrangements made.

Those with management responsibilities over other staff (i.e. line managers) will take all reasonable measures to assist the Headteachers in implementing the school’s health and safety policy. So far as is reasonably practicable line managers will ensure that those for whom they have management responsibility fulfil their responsibilities and that the areas in which they work are safe.

Employees have the duty to take reasonable care for their own health and safety and that of others who may be affected by their actions and /or omissions. Employees are to cooperate with the Governing Body and the Headteachers and line managers to enable them to maintain a safe and healthy work place. Disregard or failure to comply with safety instructions shall be a breach of disciplinary rules and dealt with accordingly.

The Headteachers will liaise with the Governing Body in matters where its responsibilities relate to the Health and Safety at Work Act. With regard to LMS delegated items, the Governing Body will comply so far as it is within its power to do so with the L.A’s policies. Should the Governing Body fail to discharge any LMS responsibilities related to the ACT, then the L.A will take necessary action, and, if appropriate, charge the school’s delegated budget accordingly.

B4 ADVICE AND TRAINING

The Headteachers notes that the Brent Education Service and the London Borough of Brent provide a range of professional advice, information and training in support of health and safety issues and will make available such advice, information and training to appropriate employees.

The Headteachers undertakes to make such advice and information available to all appropriate employees. The Headteachers will also ensure that all employees receive appropriate health and safety training.

Signed
name printed Headteachers

Date

Signed
name printed Chair/Governor
authorised by the Governing Body

Date

PART C

ORGANISATION ARRANGEMENTS AND PROCEDURES

C1 BRENT EDUCATION SERVICE TERMS

All the London Borough of Brent's sources of advice are kept in the Brent Manager's Health and Safety Handbook which is kept in the cupboard in the Headteachers's office.

C2 SCHOOL ITEMS - ORGANISATION & CHECKLIST OF PROCEDURES

The following pages outline the organisation and arrangements for St. Joseph's Infant and Junior Schools.

The overall aim 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 healthy environment throughout the school
- to establish and maintain safe working procedures among 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, instructions and supervision to enable all people working on site and pupils to avoid hazards and contribute positively to their own safety and health at work and to ensure they have access to health and safety training as provided
- to ensure the provision of sufficient information, instructions and supervision to enable all visitors on the site to avoid hazards and be aware of appropriate health and safety procedures
- to maintain a safe healthy place of work and safe access and egress from it
- 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 accident
- to provide and maintain adequate welfare facilities

RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

The Head

The ultimate responsibility for all school safety organisation and activity rests with the Head, who shall:

- be the focal point for day to day references on safety and give 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
- ensure ongoing risk assessments are carried out regularly for all areas of the school premises and for all activities in which staff, pupils and visitors to the school may be involved

- report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, etc. they consider to be unsafe until satisfied as to their safety
- make recommendations to the appropriate authority for additions or improvement to plant, tools, equipment, machinery, etc. which are dangerous or potentially so, or where conditions change
- make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that they are kept informed of accidents and hazardous situations
- transport of articles and substances (g chemicals, boiling water, duplicating fluid, guillotines) and resolve any health and safety problems any member of staff may refer to them and refer to the head any of these problems for which they cannot achieve a satisfactory solutions within the resources available to them
- shall carry out regular safety inspection of the activities for which they are responsible and, when necessary, submit a report to the head
- shall ensure, as far as is reasonable practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and to contribute positively to their own safety and health at work
- shall, where appropriate, seek the advice and guidance of the relevant advisor or officer of the authority
- shall propose to the head requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so

Special Obligations of Class Teachers

The safety of pupils in classrooms is the responsibility of class teachers. Teachers have traditionally carried a responsibility for the safety of pupils when they are in their charge and this is further defined in the School Teachers Pay and Conditions Act of 1991, as amended.

If for any reason, e.g.: the condition or location of equipment, the physical state of the room and the splitting of a class for practical work, the teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the head before allowing the practical work to take place.

Class Teachers are expected:

- to exercise effective supervision of pupils and to know the emergency procedures in respect of fire, evacuation and first aid and 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 the Headteachers on safety equipment and on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- to be aware of the safety aspect of using interactive white boards and projectors. The light beam from a projector can damage the retina if a person looks directly at it for more than a few seconds.

In addition there is risk of damage to peripheral retina from exposure to a non-direct beam if a user stands in front of the projector for a period of time. Users should keep their back to the projector beam.

The Pupil

All staff shall work with pupils to establish, at whatever level is appropriate, an ability:

- to exercise personal responsibility for the safety of self and classmates
- to observe standards of dress consistent with safety and/or hygiene. This would preclude unsuitable footwear
- to observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency
- to know safety rules regarding interactive white boards – all pupils will be supervised at all times during operation of projectors.
- to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety.

Supervision of Pupils

The school day hours are as follows:

8.55 am - 12.00am

1.00 pm - 3.00pm

Lunchtime supervision of pupils is carried out by the School Meals Supervisory Assistants (SMSA's) / Learning Support Assistants (LSA's), who are answerable to the Head on any health and safety issue.

Visitors and Volunteers

Regular visitors and other users of the premises e.g. delivery people for 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 staff they are with.

Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

If an improvement or prohibition notice is served by an enforcement officer, e.g. Factories Inspector or Environmental Health Inspector, the Head should immediately advise the Director of Education. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the authority or Head in pursuance of the safety policy should immediately report the circumstances to the Head. The Head should then initiate appropriate remedial action. If it proves impossible for the Head to resolve the matter they should then report the matter to the Senior Education Officer. If no action is seen to be taken the Head should be consulted again and if still no action is taken the member of staff should report the circumstances to the safety representative at the school or The Health and Safety Governor or one of the officers mentioned above.

Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Head.

Review

A review of the procedures, particularly those in Part C2 should take place each year as defined in Section 7 of the Governing Body's Health and Safety Policy.

See Checklist of Procedures

C3 ARRANGEMENTS FOR AMENDMENTS

All amendments either through legislation, LA advice, Governing Body or Headteachers, either by themselves or on recommendations from members of staff, will be put in place via a meeting of all staff in possession of the school's Health and Safety policy.

ACCIDENT REPORTING

It is our aim at St. Joseph's to minimise accidents

Through assemblies and in lessons children are reminded of school rules regarding health and safety of themselves and others, and of the constant need for self-discipline to minimise the harming of themselves and their peers.

When any new equipment is brought staff are given the necessary training on how to use it.

It is an aspect of school life that accidents will happen

It is our policy that the class teacher or welfare assistant/relief teaching assistant will notify the parent or carer of a child who has sustained an accident. These procedures are followed:

Disputes and Injuries in class.

These are logged in the Medical Room Accident/Incident book and any further action needed is taken, see below.

Minor Accidents

These are usually "Bumps and Bruises". They are logged immediately by the Welfare Assistant/Teaching Assistant who is on First Aid duty in the "First Aid" books which are kept in the respective First Aid stations in both departments

Date	Name	Class	Nature of Accident	Signature of person attending accident
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For any type of minor head injury the child is given a head injury letter, bump sticker and the parent is contacted. Teachers will monitor this throughout the remainder of the day.

Accidents giving rise for concern

These are usually the result of a bang to the head or a suspected limb fracture. They are noted in the "Accident book" and the parent telephoned.

Serious Accidents

These usually require outside medical attention. The parent is telephoned or in an emergency the ambulance is called.

If an ambulance is called a member of staff will be at the entrance door to guide the ambulance crew to the injured person.

ANIMALS

Children will be taught and reminded about the good hygiene practice of washing their hands after handling animals.

Animals in classrooms

Knowledge of how to handle the particular animal must be considered for hygiene and safety both for the pupils and the animal.

Dogs on site

Parents are not allowed to bring their dogs into the playground.

ASBESTOS

At St. Joseph's Infant and Junior Schools an asbestos survey has been carried out and the registers have been updated.

However, to ensure the health and safety of staff from asbestos contamination if this should be found on the school site, the following procedures will be followed:-

- Any member of staff believing that they may have discovered asbestos on the school site will immediately vacate the vicinity and evacuate everyone else where this is considered practical.
- The concerned member of staff will immediately inform the Headteachers of the possible presence of asbestos.
- The Headteachers will instruct the Site Supervisor to make an initial inspection of the material.
- If the material is confirmed to be asbestos or cannot definitely be certified as 'safe' the Site Supervisor shall request a council-approved specialist contractor to take immediate and appropriate action with the identified material, whether this is:
 - i) immediate removal
 - ii) programmed removal
 - iii) encapsulation with periodic review to ensure its safe condition
 - iv) no action in those cases where detailed examination and testing confirms that it is safe to do so

BOMB ALERT

The Administrator or Head will record the message accurately taking account of background noise. Then ring 999. We will then ring the fire alarm and evacuate to the field. It is the responsibility of the School Secretary/ Welfare Assistant/ Site Supervisor to unlock the gate to the field and notify staff that it is a bomb not fire alert.

CLEANING

The school has a contractor who employs the school's cleaners

The site supervisor has the responsibility for the day-to-day organisation and monitoring of the cleaning.

If the Headteachers or class teacher is not happy with the cleanliness of the site, they will relate their concerns to the site manager.

CLOTHES SOILING

Two adults need to be present when a child who has soiled himself/herself is being washed in the Medical/Nursery Office.

The soiled clothes are sent home in a plastic bag.

COMMUNICABLE DISEASES

Among the most common:

- chickenpox
- measles
- German measles (rubella)
- conjunctivitis
- ring-worm
- Swine Flu

These are detected as soon as possible, with the children being isolated. The parents are informed immediately.

Children are observed carefully e.g. getting changed for PE for any signs which give cause for concern. The Welfare Assistants are consulted before parents are telephoned.

Pupils are not allowed to return to school until the incubation period is complete.

Advice and Help

Communicable Disease Control Unit

CONTRACTORS ON SITE

All Contractors will sign the school visitors book.

Contractors are briefed on order to inform them of health and safety procedures in St. Joseph's Schools. These briefings are carried out by the Consultant/Head for large jobs and by either the Head or the Site Manager for small jobs.

The school has a clear sign at the main entrance which states, "Will all visitors please report to the school office".

The school secretary will ask contractors to sign the appropriate book and issue them with an identity badge.

Before contractors start any form of work the Head will have informed the staff about the work and checked the work to be done does not hinder the pupil's education or jeopardise their health and safety.

Break-times and lunchtimes are given particular reference, as these are more hazardous times.

C.O.S.H.H. HAZARDOUS SUBSTANCES

C.O.S.H.H. assessments are compiled by the Head and Site Manager and sent to the L.A as requested. No chemical is permitted to be stored which is not authorised to be used by the school.

Representatives coming into the school wanting to sell cleaning materials are refused as the school only uses substances authorised by the L.A.

Cleaning fluids are kept in the cleaner's cupboard which is kept bolted when not in use by the staff.

All deliveries are locked away immediately by the Site Supervisor.

CURRICULUM SAFETY

Health and Safety issues are addressed within the policy statements for the following curriculum subjects as necessary.

PE

Children: No jewellery
Hair to be tied back
Plimsolls or bare feet NO STOCKINGED FEET

Teacher: Wear appropriate flat non-slip shoes

Apparatus: Pupils taught correct handling and carrying of apparatus
Staff need to be trained in an ongoing rolling programme

COOKING

Undertaken in small groups always supervised by an adult

Hygiene: Pupils taught correct hygiene when handling food

SCIENCE/DT

Pupils taught correct safe handling of tools equipment materials

ELECTRICAL SAFETY

All equipment is tested annually.

All staff are aware that any electrical equipment which is considered to be unsafe or getting unsafe e.g. cord fraying is reported immediately to the Site Supervisor and will be removed. The piece of equipment will not be used until the repair has taken place if appropriate.

Only recognised contractors are used for repairs.

Staff discuss with the Head any electrical equipment they may wish to bring into the school to check-out any safety issues.

ENVIRONMENT

All members of staff notify the Head Teachers/Site Supervisor, as to the breakdown of inefficient working of:

heating
lighting
ventilation
drains
external areas e.g. playgrounds

The Site Supervisor will:

- A) undertake any minor repair in consultation with the Head
- B) report to the Head if outside repairers need to be called in

HEATING: Minimum temperature is 16⁰C.

There is no maximum temperature, however, we ensure good ventilation.

BUILDING REPAIRS

The school uses Recommended Contractors from our or appointed Diocesan Consultant.

If an area is deemed to be unsafe it is sectioned off and reported to the Head who will action the repair work if necessary.

Repair to the OUTSIDE OF BUILDING: Diocese - through Maintenance Scheme

Repair to the INSIDE / PLAYGROUND: School Delegation

FIRE SAFETY AND FIRE DRILL

Fire Risk Assessments have been carried out and recorded in the folder held in the Head's office. Fire drills are organised by the Head and are held termly. These are recorded in the Fire Drill log book kept in the Site Manager's delegated area.

It is school policy that doorways are not obstructed. All fire exits are clearly labelled, and all fire doors are checked regularly to ensure ease of opening from the inside without a key.

The Head had drawn-up fire drill procedures indicating escape routes. These procedures are displayed clearly in all rooms in the school, with the particular room's escape route highlighted.

When children are doing cooking a fire blanket is always on hand. Cooking is always undertaken in small groups supervised by an adult.

Fire extinguishers are located throughout the school

FIRE DRILL PROCEDURES

- ❖ The alarm is given by a continuous ringing of the bell.
- ❖ When the bell is heard the children are to move in a quiet and orderly fashion to pre-determined positions away from the building
- ❖ Secretary collects registers and goes into playground
- ❖ Support staff to check infant/junior toilets and children exit immediately into the Playground
- ❖ Staff to implement emergency procedures
- ❖ Staff to ensure all doors and windows are closed if appropriate.

FIRST AID

- The First Aid cupboard is kept in the Medical room
- First Aid boxes are located in the First Aid cupboard
- A First Aid box will always be taken on a class outings
- The First Aid boxes are checked and re-stocked by the Welfare Assistant.
- All Welfare Assistants, together with nominated Teaching Assistants have attended First Aid courses and hold appropriate certificates.
- There are a significant number of appointed First Aiders in both schools.

FOOD HYGIENE

Taylor Shaw Catering Contractors are responsible for hygiene in the kitchen in the first instance.

The Head inspects school dinners and kitchen premises regularly. Meetings are held regularly between the Kitchen Supervisor and the Head in which all matters of hygiene are discussed.

Any problem giving any cause for concern is reported immediately to the Taylor Shaw Representative.

Staff are aware that lunch boxes must be kept away from heated radiators in the winter and stored away from sunlight in the summer.

HEAD INFESTATION

Parents/carers are asked to notify the school if nits or lice are found on their child's head. Parents are then informed through a letter to the relevant classes.

HIV/AIDS AND BLOOD BORNE INFECTIONS

The LA policy for HIV/AIDS is followed.

Members of staff are asked to note and become familiar with the contents of the Council's policy.

The Carer or First Aider **MUST** see that if they have a cut particularly on their hand it is properly covered before any First Aid is carried out on children or adults.

INTRUDERS ON SITE

All members of staff have the responsibility to enquire the purpose of a person whom they suspect of not having legitimate business on site.

All visitors to the school are asked to sign a visitors book and wear a badge.

Please report any suspicions immediately to the Heads, Senior Teacher or Site Supervisor. Any incidents at the school or reported at other schools have to be reported to all members of staff including SMSA's.

LATE COLLECTION OF CHILDREN

Any child not collected by the parents is to remain with the class teacher until 3.15pm. After this time the class teacher her/himself is to contact the parent by phone (contact numbers in both offices). If the child has not been collected by 3.15pm the child is to be brought to the Reception/Porch to await collection.

If a child is not collected by 5.30pm then the designated police number should be rung.

MANUAL HANDLING

Children are instructed on how to lift P.E. equipment correctly. They are not allowed to lift equipment on their own and must share the load.

The Site Supervisor and colleagues are made aware of courses on Manual Handling as they are made available by the LA.

MEDICAL CONDITIONS AND MEDICATION

The school admission forms have a section where the parents/carers are asked to state any medical information the school needs to know about their child.

This information is typed onto a Class list and given to the class teacher and the information is kept in the Medical Room folder. The list is also displayed in the Welfare Room. A photographic library of all children with medical conditions is held in the Welfare room which is of particular importance for supply staff.

All medicines are labelled with the children's names.

Asthma

All asthma inhalers or medicines are named and a register kept of the children's needs. Inhalers are kept in the Medical Room. (Welfare assistant is to check). It is the child's class teacher's responsibility to check that the child takes the inhaler with them on Outings, P.E., Sports Days etc.

Diabetes

A list of diabetic children is kept. Strong links are made with these children and their parents/carers to ensure maximum safety.

Epilepsy or “Petit mal”

Strong links with the parents/carers of these children is kept. An immediate phone call is made to the parent if a bump on the head occurs.

NO SMOKING POLICY

There is a “No Smoking” policy in ALL areas of St. Joseph’s Infant and Junior Schools. All staff and parents are aware of this.

PLAYGROUND SAFETY

At St. Joseph’s Infant and Junior Schools the highest standards of safety are adhered to in our playground.

Break time Supervision – 1 teacher together with support staff on duty.

Playground procedures

Playground rules

- Be kind and considerate
- Play safely
- Look after our playground and equipment
- Ask if you need to go inside
- Positive Behaviour Policy

Procedures

- When the bell is sounded the children should stand still and listen
- The children should then walk sensibly to their line
- The children must ask an adults if they need to go inside and younger child are escorted by Year 2
- The children are asked to play safely and to look after their playground

Lunchtime Supervision - SMSA’s / LSA’s on duty

The Site Supervisor regularly checks the condition of the playgrounds for safety.

Playground Procedures

Disposable gloves are readily available as required.

ROAD SAFETY EDUCATION

Our children are constantly reminded of road safety issues through the curriculum and during assemblies.

There are links with outside theatre groups, LA Road Safety and Travel Plan representatives who come in to undertake talks and demonstrations.

SCHOOL OUTINGS

Refer to the ‘OFF Site School Visits Policies for procedures.

To ensure the health and safety of children, teachers, adult helpers and members of the public, St Joseph’s Infant and Junior Schools follows these procedures:

- ❖ For all school outings there must be a designated teacher in charge
- ❖ Risk Assessment are to be carried out by the teacher in charge and Risk Assessment forms to be filled in.
- ❖ If the outing is for the day, the parents are informed by letter that an outing is being proposed and their consent is requested:
 - i. date and time of arrival and departure
 - ii. voluntary contributions
 - iii. special clothing
 - iv. lunch arrangements
 - v. requests for parents/carers to accompany the outing
 - vi. reason for the outing in relation to the curriculum
- ❖ Medical considerations (asthma, diabetes) of those children involved will be noted by the teacher-in-charge of the outing. Any medication will be given to the teacher by the Welfare Assistant.
- ❖ First Aid box and sick bags will be given to the teacher-in-charge by the Welfare Assistant.
- ❖ The ratio of 1:4, 1:6, 1:10 will be maintained as a minimum provision as appropriate to the age group.
- ❖ Parents wishing to act as helpers will always be with a member of staff who is CRB checked.
- ❖ Coaches will be hired with seat belts.
- ❖ The teacher-in-charge is responsible for ensuring there is provision of toilets and eating arrangements.
- ❖ The adult in charge of each group will try to ensure that the children in their group do not leave anything behind (e.g. coats, bags, litter).
- ❖ The teacher-in-charge is responsible for ensuring that the children returning from a trip are returned for safe dismissal at the end of the school day.
- ❖ In the event of an emergency:
 - * first aid will be applied as appropriate
 - * the teacher will take any action deemed appropriate which will include:
 - a) contacting the Headteachers
 - b) contacting the emergency services where needed
 - * All members of staff are advised to take their mobile phone with them.
 - * Pupil Teacher Ratios guidance For Trips will be adhered to.

SITE WALKS

The Head Teachers and Site Supervisor conduct regular site walks to ensure the health and safety of the school. Areas for improvement are prioritised and repairs are approved as necessary.

SUN CARE

In very hot weather the children are encourage to wear summer uniform.

Our playgrounds have access to shade and our children are encouraged to use this.

Children may bring to school and wear sun hats. Parents are advised to put sun cream on their child prior to coming to school.

If the sun is too hot and endangering child, the staff will bring the children into the classrooms out of the sun.

TRAINING AND INDUCTION

All new members of staff are made aware of the Health & Safety Policy with detailed explanations given as to procedures and practices as needed. All staff are made aware of procedures on first aid, accidents, fire and emergency evacuation.

Outside agencies e.g. School Nurse, Occupational Therapist etc. come into the school to talk with the staff on their special subject areas.

A cascade model exists as children move from class to class i.e. a teacher who had a pupil with a medical need will inform the next teacher on the child's particular needs. The School Medical Needs List is updated each year and given to each class teacher.

VIOLENCE TO STAFF

To ensure the safety of staff from violence the following procedures are followed:

Teachers and non-teaching staff are aware that parents/carers may sometimes react angrily during a meeting and in extreme cases this may result in a violent attack against them

To deter this from happening, and to protect the member of staff in this event, all scheduled meetings are arranged to take place while colleagues are present on the school site, in a room, which, while ensuring confidentiality of matters being discussed, allow for the situation to be monitored by colleagues

If a member of staff is concerned for the safety of a colleague:

- a) the concerned member of staff can go into the classroom and ask the staff at risk of assault if everything is OK. They can either stay with the member of staff or if more appropriate say "I need to talk with you aboutI'll just wait outside until you're finished"
- b) the concern member of staff can send for another colleague and the pair can then attempt to diffuse the situation

In the case of emergency the Head can order any person off the school site. If they fail to go immediately the police will be called and the person may be removed.

In the case of an assault-taking place (or even where assault appears to be imminent) it is acknowledged that this has a traumatic effect on the member of staff. In such circumstances a trusted colleague will be released to support and look after that member of staff, either remaining on site, going to the hospital or police station or taking him/her home.

In the case of actual assault against a member of staff, the form TC327 (Notification of Assault - Council Employees) will be completed.

WASTE DISPOSAL

Body Fluids

In the event of body fluids needing to be cleared up they are covered with Sanitaire and paper towels and then put in a disposable plastic bag.

When cleaning up body fluids the member of staff should wear rubber gloves.

Other Common Body Wastes

Soiled bandages/cleaning cloths are put into small plastic bags before being put into the disposable sacks.

Sanitary towels are placed in disposable units in female staff toilets.

Sharps

Broken glass is thoroughly wrapped in newspaper and put into a plastic bag. This bag should be labelled “Broken glass” to warn others.

WORK EXPERIENCE

The School does receive work experience trainees from high school and teacher training colleges.

Before any of the above pupils/students commence work experience at St. Joseph’s Infant or Junior Schools an induction to all areas of Health and Safety relevant to them e.g. First Aid, Fire, etc. is given to them.

Revised July 2012

Governors Approval –December 2012

Next review date: March 2014