

St Mary's Bryanston Square CE Primary School



Health and Safety Policy 2015

“Excellence with compassion”

Our Vision

To provide an excellent learning environment, which promotes achievement in every area, and nurtures the social, emotional and spiritual well-being of the whole school community.

Introduction

The Governing Body of St Mary's School recognises its duty under the (Health and Safety at Work Act 1974 section 2(3) to ensure the health and safety of staff, pupils and visitors. It recognises that effective, proportionate health and safety measures underpin the success of the school and its pupils and is committed to the provision of a safe and secure environment for its children whilst encouraging them to be responsible and independent. All adults involved in caring for the children at St Mary's should understand their own responsibility towards this commitment. The main features of the policy are summarised in the Staff Handbook which is updated annually; greater detail is provided within this policy document.

Aims of the Health and Safety Policy

The aims of the Health and Safety Policy are, so far as is reasonably practicable, to:

- Provide and maintain safe and healthy working conditions for the school's staff, taking due account of any statutory requirements;
- Provide and maintain safe and healthy learning conditions for the school's pupils, taking due account of any statutory requirements;
- Ensure the provision of relevant safety equipment and protective clothing for tasks requiring it;
- Ensure effective procedures are in place in case of fire, or for any other situation where the evacuation of the school is required;
- Ensure that procedures are in place to monitor and review all accidents, injuries or illness;
- Establish clear supervision guidelines for children at all times whilst in the school's care;
- Ensure that appropriate consultation is undertaken with Trades Unions where appropriate

Roles and Responsibilities

- Responsibility for the Health and Safety of all members of the school community (staff, children, parents and visitors) rests with the Governing Body;
- The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities;
- The Governing Body delegates day-to-day responsibility for matters of Health and Safety to the Headteacher who may, in turn, delegate aspects of this responsibility to members of the Senior Leadership Team;
- The Governors will cooperate with Westminster City Council's reasonable directions in order to enable Westminster City Council to fulfil its statutory responsibilities.

Establishment, monitoring and review of measures needed to meet Health & Safety Standards

- The Governing Body's Resources Committee will review Health and Safety annually, according to its Terms of Reference
- The Governing Body will monitor and review a checklist of measures in place in the school to ensure Health and Safety, and particularly the Governing Body's statutory duties in this respect. The checklist is shown at **Appendix A**.

Training

- The Governing Body will ensure that suitable financial provision is in place to ensure that necessary training, for example in First Aid, is provided for school staff
- Suitable training will be provided to all staff on using school equipment as appropriate to their role, either in-house or by a suitable training contractor
- Suitable training will be provided to all staff on undertaking risk assessments required, for example in connection with school trips

Consultation with employees

- The Governing Body will consult with staff and, where appropriate, with Trades Unions should any changes impacting on Health and Safety be introduced

Recording and reporting accidents

- All accidents, incidents and near misses are reported in the school's accident books available in the school office
- Serious accidents (including any head injuries) and incidents are recorded on an incident form, which is copied to the parent and kept by the school
- For head injuries, a 'bump sticker' should be filled in and stuck onto the child's clothing in a prominent place.
- The accident books and forms are to be used not only for children, but also for staff and visitors

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

The Governing Body recognises its responsibilities under this legislation to notify the Health and Safety Executive (HSE) of exceptional incidents. This responsibility is delegated to the Headteacher who will report the following incidents:

- Work-related accidents, including those resulting from physical violence. This involves accidents which result in death or major injury, or accidents which prevent the injured person from continuing their normal work for more than seven days.
- Reportable occupational diseases, following a written diagnosis from a doctor. Details of the reportable occupational diseases can be found in *Incident reporting in*

schools (accidents, disease and dangerous occurrences) Guidance for employers, HSE, April 2012

- Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school, where: i) the accident results in the death of the person and arose out of or in connection with a school/work activity; or ii) the accident results in an injury that arose out of or in connection with a school/work activity AND the person is taken from the scene of the accident to hospital.
 - In determining whether an accident to a pupil 'arises out of or is in connection with school/work' the Headteacher will consider whether the incident was caused by:
 - a failure in the way an activity was organised (e.g. inadequate supervision on a trip);
 - the way equipment or substances were used; and/or
 - the condition of the premises (eg. poorly maintained or slippery floors).
- Dangerous occurrences. These are near-miss events. A full list of reportable near-miss events can be found in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (HSE)*.
- Physical Violence
 - Some acts of non-consensual physical violence which result in death, a major injury or the person being incapacitated for over seven days are reportable.
- Incidents involving contractors working on the school premises are normally reportable by their employers.
- Incidents resulting in death must be reported to the HSE immediately and accidents which result in the injured person being prevented from continuing their normal work for more than seven days must be reported within 15 days of the accident.

Policy and Procedures for school trips

Permission to take children on a school trip, having been first agreed in principle with the Headteacher (in terms of curriculum value, etc.) must always be subject to the completion of the following:

- Risk Assessment Form – see **Appendix B and C**

First Aid and supporting medical needs

- Parents are required to provide all relevant information about medical conditions to the school on entry, and as necessary thereafter
- The school will ensure a sufficient ratio of trained first aiders to children and staff numbers, including a sufficient ratio of first aiders trained in paediatric first aid
- First aid supplies will be held in the school office and these will include plasters, gloves and bandages as a minimum
- An up to date list of children requiring medication for asthma is kept in the School Office as is a list of children with epi-pens in school. Any children with epi-pens (ie:

children with serious allergies) also have their photograph displayed in the staff room. Photographs of these children and children with asthma inhalers are also kept in class registers. Their medicines are kept in the Office where they are available at need, and are taken out with the child when the class is on an educational visit. Older children may be responsible for keeping their own medication to hand and safe. They must only be used by the child for whom they are prescribed.

- Children who bring medicine to school must deposit it in the Office. It must be clearly named and have written instructions for its administration. No medicine, prescribed or otherwise, will be given under any circumstances by a member of the school staff. Medicines can only be administered by the parent/relation of the child who may need to come into school for this purpose. The only exception to this is the administration of an epi-pen, if needed, and the administration of medicine to children with chronic medical conditions for whom a member of staff has been trained. Older children may be able to self-administer under the supervision of a member of staff. Medicine must never be kept anywhere else in the school. Throat/cough sweets are not permitted.
- See '*Administration of Medicines*' policy

Fire Safety, and Maintenance

- All visitors will sign in and out
- All members of staff are issued with an access fob to the school
- Any absent staff are noted on the staffroom notice board
- Class registers are taken electronically, and where this is not possible on paper registers. The office keeps a paper copy of each register for fire evacuation purposes.
- Regular fire alarm testing is undertaken as part of the Planned Preventative Maintenance (PPM) contract
- Termly fire evacuation drills are undertaken and a report produced detailing evacuation timescales and any issues requiring attention
- All fire-fighting and related equipment (such as Emergency Lighting) is tested regularly as part of the PPM contract
- Regular testing, as required statutorily, is undertaken to monitor gas safety, electrical installation safety, water temperatures, etc. as part of the PPM contract
- Portable Electrical Appliances will be tested for safety biennially

Site Security

Distribution of keys.

Full sets of keys are held by:

the Headteacher,
the Deputy Headteacher,
the Schoolkeeper.

A limited set of keys is held by Isabel Arnold, a Teaching/Admin Assistant.

Access to the Premises.

At the time of writing, the normal points of entry to the premises are:

The front gate and door. In term time this gate and door are opened by a designated Teaching/Admin Assistant (Isabel Arnold) at 7.15am - this may be up to 45mins later on a day when this person is away.

The Schoolkeeper starts work at 8.00am. Children arriving for Breakfast club, or other early morning clubs, enter the school through the back door which is opened at 8.00.

All members of the school community and visitors are expected to use the front door to enter the building. Staff use their fobs to enter the building.

Children are not allowed to open the front door to admit anyone unless asked to do so while accompanied by a member of staff.

Members of the school community entering or leaving the building must ensure that nobody is admitted without identifying themselves.

The playground gate. This gate is unlocked to allow access to the playground from 8.45 to 9.05 and from 3.00 until 3.30. The site manager (or other designated member of staff in his absence) is always present when the gate is open to ensure everyone who enters is allowed to be.

All children are expected to use this gate at the beginning and end of the day, unless they are late, in which case they must use the front door.

Stair-well door. This is the access door for the two classes on the first floor. It is opened at 8.55 to allow access to the school.

Music room door. This door should be locked at all times except when outside access to the room is necessary and a member of staff or a volunteer is present.

Car park gate and back door to the hall. This gate is used by those hiring the hall for evening activities and for early morning clubs. It should only be used when absolutely necessary, and otherwise will remain locked.

Kitchen door. This door is for the use of the kitchen staff only. For reasons of hygiene as well as security, other people are not allowed to walk through the kitchen.

Car park gates. Access to the car park is available to certain people other than members of the school community both during school hours and when the school is not open. For this

reason it is very important to be vigilant about access to the school building on the north side of the premises. The gates are automatic and can be opened by a fob issued to an authorised user, or from the school office.

Strangers seeking access.

Bona fide visitors will ring the front door bell, state their business, and, if they are to be admitted beyond the office area, will be given a visitor's badge by the office staff. Other people may try to gain access when the door is opened for someone else or to find an unsecured entrance.

All members of staff should be ready to offer help to a stranger in the building courteously, but if they do not have the correct credentials/ badge, they should immediately seek help.

Playground Inspections

The Headteacher will carry out formal inspections check of play equipment (the 'mushrooms' and 'Stepping Posts') and play surfaces each term. In the interim period the Site Manager will visually inspect these items weekly informing the Headteacher of any hazards or problems.

Hazard Reporting

The Site Manager is responsible for carrying out checks in the following areas: waste disposal; school grounds; boiler house. Any faults or hazards which he is not deemed competent to rectify should be reported to the Headteacher. The Site Manager will also inspect annually all ladders used in the school and record his findings. In addition, all employees have a duty to report any hazard or potential risk to the Headteacher who will arrange repair and where necessary take temporary safety measures.

Disposal of Waste

All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution. Special arrangements will need to be made by the Headteacher for disposal of unwanted chemicals and clinical waste.

Emily Norman – Headteacher

December 2015

Review: December 2017

APPENDIX A

ANNUAL HEALTH & SAFETY REVIEW - RESOURCES COMMITTEE OF THE GOVERNING BODY

Measure/Issue	Comments for review by committee
1. School Policy on H&S	
2. Emergency Evacuation Procedures	
3. H&S Staff Induction	
4. Fire Risk Assessment	
5. First Aid	
6. Accident Reporting	
7. Management of the Working Environment	
8. Ladders	
9. Heating, Water systems, etc.	
10. Portable Electrical Equipment	
11. PE/Playground equipment	
12. Playground Safety	
13. Security / CCTV	

APPENDIX B

Risk Assessment Form

For Out of School Visits



2015 – 2016

This form has been adapted from the original risk assessment document provided by City of Westminster Education Department, in compliance with the Management of Health and Safety at Work Regulations 1999.

Please note that certain types of hazard require a risk assessment using a specific assessment form. Please refer to the Education Health and Safety Manager for further guidance.

A. PERSONS AFFECTED

Class/ Group + Number of Children	
Number of Staff/ Non-staff involved?	
Out of School hours?	
Any vulnerable persons involved? (Either children or adults)	

B. ACTIVITY OR WORK AREA BEING ASSESSED

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C. HAZARDS

Please select from the list below, or provide details of other possible hazards:	
1	Crossing Roads
2	Using Public Transport: bus/ tube/ train (please circle)
3	Travelling by coach
4	Travelling through crowded areas
5	Visiting crowded public place
6	Other:

D. RISKS ASSOCIATED WITH THE ABOVE HAZARDS

Tick or comment as appropriate:	
1	<ul style="list-style-type: none"> • Road accident involving bicycle, car or other vehicle • Child tripping over
2	<ul style="list-style-type: none"> • Accident involving bus/ tube/ train (please circle) • Child being left behind on platform, street or on the transport • Child falling over • Travel sickness
3	<ul style="list-style-type: none"> • Accident involving coach • Travel sickness
4	<ul style="list-style-type: none"> • Child getting lost/ separated from group • Child tripping or falling
5	<ul style="list-style-type: none"> • Child getting lost/ separated from group • Child tripping or falling
6	Other:

E. EXISTING CONTROLS

Tick or comment as appropriate:		
1	<ul style="list-style-type: none"> • Minimum of two adults standing in the road between pupils and traffic • Children given safety talk before departing • Children not to speak when crossing roads • Roads crossed at correct traffic signals (eg green man), or zebra crossings where possible • Use of high-visibility jackets • First aid kit taken on trip 	
2	<ul style="list-style-type: none"> • Appropriate levels of adult ratio, with pupils split into groups so adults can check all children are present at all times • Where possible, public transport workers spoken to about the journey to be taken and the intended destination • Children given safety talk before departing • First aid kit and sick bags taken on trip 	
3	<ul style="list-style-type: none"> • All children wearing seatbelts • Driver fully briefed about journey and destination, and made aware of any special needs/ requirements • Children given safety talk before departing • First aid kit and sick bags taken on trip 	
4	<ul style="list-style-type: none"> • Appropriate levels of adult ratio, with pupils split into groups so adults can check all children are present at all times • Children given safety talk before departing • First aid kit taken on trip 	
5	<ul style="list-style-type: none"> • Appropriate levels of adult ratio, with pupils split into groups so adults can check all children are present at all times • Children given safety talk before departing • First aid kit taken on trip 	
6	Other:	

F. SEVERITY AND FREQUENCY

Please use your professional judgement to consider the risks involved in the trip and assess the level of risk involved:

Low Risk	Risk at tolerable level	
Medium Risk	Action necessary, medium priority	
High Risk	Action necessary, high priority	

G. ACTION NECESSARY

Do you need to take any action in order that you have all the necessary controls in place to minimise the risks of your trip?			
	Action required:	By whom?	When?
1			
2			
3			
4			
5			
6			

H. PERSON(S) COMPLETING/AUTHORISING THE ASSESSMENT

DATE OF ASSESSMENT:	
ASSESSOR'S SIGNATURE:	
NAME (Block capitals):	
MANAGER'S SIGNATURE:	
NAME (Block capitals):	

WHEN COMPLETED, PLEASE:

1. Obtain your manager's signature
2. Retain one copy for yourself for follow up action, and provide a copy for the school office
3. Remember: it is a statutory requirement for you to regularly review and – if necessary – update your risk assessments.

APPENDIX D

St Mary's School – Out of School Visits Form

(Please attach to your risk assessment + submit to HT/ DHT)

Place to be Visited:	
Date of Visit:	
Class + Number of Children:	
Curriculum Area:	

Number of Adults Needed:	
Names of Adults:	Arrangements to be made for taking this adult out of school:
1.	
2.	
3.	
4.	
5.	
6.	
Other arrangements required if this class are out of school: (e.g. reading volunteers, lunchtime supervision, music lessons etc)	

Mode of Transport:	
Arrangements to be Made:	
Time of Return:	

Cost of trip:	
Funding:	

Number of Free School Meals:	
Packed Lunches Ordered (date):	

Checklist:

Please ensure you have the following when you go out on your visit:

- ✓ Class contact details
- ✓ Correct number of free packed lunches
- ✓ First aid kit and medical details for your children
- ✓ Mobile phone – please leave the number with the office in case of emergency
- ✓ Copy of the visits letter left in the office/ emailed to the office for information