

**St. Joseph's  
PARK HILL SCHOOL**

ST. JOSEPH'S PARK HILL



**Health, Welfare and Safety Policy**

**Mission Statement**

**At St. Joseph's Park Hill we prepare our children for the challenges of the future in a nurturing and stimulating environment built on Catholic foundations.**

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## **Policy Statement**

The health and safety of all the people who work or learn at our school is of fundamental importance to us. The Head and Governors, aim to provide a safe, secure and pleasant working environment for everyone who visit the school premises.

This policy is written with regard to the Health and safety at Work etc Act 1974 and any regulations made under this Act.

It is intended to be read in conjunction with the additional school policies concerning the welfare and safety of those in our care, particularly the Safeguarding policy.

A signed statement of intent is signed by both the Headteacher and School Business Manager and is displayed in the school office.

At the time of writing the latest version of the Covid-19 Risk Assessment must be consulted when reading this policy. This risk assessment will be reviewed as per Guidance provided by the Department for Education as and when changes are required. These updates and changes will be shared with all staff at the time of issue.

## **Site Definition**

For the purposes of the Health and Safety at Work etc Act 1974, the site of St. Joseph's Park Hill School is as follows:-

- The area bounded by Padiham Road to the north, a residential home on the western boundary and an open field to the east.
- The school has one single storey building on split levels which includes an entrance hall, two corridors, seven classrooms, a resource room, a Pre-school, a dining room including kitchen area and a main hall, staff and children's toilets, an office and a staffroom.

## **Responsibilities**

EMPLOYER / HEAD TEACHER / SCHOOL BUSINESS MANAGER

Our proprietor the Institute of our Lady of Mercy has responsibility for all matters regarding Health and Safety.

On a day to day basis the School Business Manager has primary responsibility within the school. In the School Business Manager's absence, the Headteacher, or other nominated individual shall assume this responsibility.

The School Business Manager will

- a) Assess the risk to staff and others affected by the school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment
- b) Introduce measures to manage those risks (risk management)
- c) Tell their employees about the risks and measures to be taken to manage the risks and
- d) Ensure adequate training is given to employees on health and safety matters.

## ALL EMPLOYEES

All employees are responsible for:

- The health and safety of themselves and their colleagues and for any child under their charge;
- Co-operate with current safety procedures as provided by the employer including following any training and instructions given
- Reporting any safety concerns to the School Business Manager.

## SENIOR MANAGEMENT/CURRICULUM CO-ORDINATORS

Senior Management are responsible for:

- The safety of their staff and pupils within their work area by ensuring staff receive necessary training and supervision
- The safety of equipment, materials and systems of work by setting up arrangements for regular inspection
- Making arrangements for cover of staff with key safety responsibilities

## HEALTH AND SAFETY REPRESENTATIVES

The School Business Manager is the Health and Safety Representative. Staff should report hazards or concerns to the School Business Manager with immediate effect.

Staff are responsible for the following areas:

| <u>Area</u>                    | <u>Member of Staff</u>  |
|--------------------------------|-------------------------|
| Corridors, toilets and grounds | Cleaner and Caretaker   |
| Classrooms                     | Class teachers          |
| Staffroom                      | Headteacher             |
| Hall                           | PE co-ordinator         |
| Library                        | Headteacher             |
| IT equipment                   | IT co-ordinator         |
| Dining Room /Kitchen           | Kitchen Supervisor      |
| Office                         | School Business Manager |

## THE SCHOOL CARETAKER

The school caretaker is responsible for the safety and physical condition of the following common use areas:

- Basement
- Corridors
- Reception areas
- Stairs and toilets
- Kitchen and dining room
- Meeting rooms
- Staff rooms
- Unoccupied rooms
- Store rooms
- Offices
- Boiler room
- Roof access
- Boundary walls, fences and all areas surrounding the buildings

## **Staff Organisation for Health and Safety**

The School Business Manager will be responsible to the Governors for all aspects of health and safety in the school. In particular s/he will ensure the following: -

- that regular fire drills are arranged
- that all serious accidents to pupils and staff are reported to the Chair of Governors
- that a 'near miss' incident is logged and preventative measures taken
- that dangerous incidents are reported to the Chair of Governors
- that repairs needed to the building and equipment are reported to the Chair of Governors
- that volunteers who frequently visit the school are appraised of the relevant parts of the Health and Safety policy

- that any other visitors to school are given any relevant information that they may require whilst on site.
- Communication with staff on all health and safety matters arising, usually via staff meetings, and regular updates as required

Every teacher will be responsible for: -

- the general safety of furniture and equipment in use in his/her classroom
- the safe storage of equipment in his/her room when not in use
- the safe use of equipment and furniture in whichever area s/he may be working
- ensuring that any materials, resources etc that have been used during the lesson are cleared away
- training pupils in the safe use, movement and storage of equipment where appropriate
- ensuring that work is safely displayed
- ensuring that pupils in his/her class know and understand the sections of this policy that are relevant to them. For example, the procedures for an accident or a fire
- ensuring that classes enter/leave premises in an orderly manner
- ensuring that children are not left in classrooms without supervision
- closing doors to classrooms upon a room being vacated
- any other situation arising in their classroom that may have the potential to cause harm.

Throughout the school each member of staff accepts the responsibility of a reasonable parent by: -

- Encouraging order
- Disallowing running or climbing in inappropriate places
- Discouraging play in areas of risk
- Taking precautions in lifting/erecting apparatus
- Discouraging dangerous games on the playground
- Encouraging children to carry their chairs safely with the chair legs pointing down
- Or any other situation which may have the potential to cause harm.

## **Safety of Children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, s/he should inform the School Business Manager before the activity takes place. School rules should be displayed in each classroom, reinforced by the class teacher and adhered to at all times by all pupils.

A consent form will be obtained on a child entering the school that gives permission for activities within school hours that occur in the locality to take place.

Parents will be told in advance of each activity and will be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

Further written consent in addition to the consent section of the admissions form will be required if the activity is deemed to be high risk or involves Pre-school children. A separate risk assessment for high risk trips / activities will be carried out and the findings recorded.

Risk assessments across school are carried out by the School Business Manager and any significant findings recorded. They will be peer reviewed by staff with expert knowledge. These are reviewed annually or if any significant changes occur and shared with staff over the same timescales.

## **Attendance**

The school registers will be completed by the staff at the beginning of the school day and again after lunch break. These will be completed using the approved codes at the front of the register. Parents must inform the school by 9:30am of any absences for that day. 30 minutes after the start of school, the school secretary will collect the registers and any children not in and where no notification has been received by 9:30am, contact with parents will be attempted.

## **Admission Register**

All children upon entering the school will be included within the admission register including the Pre-school children. Details to be included are the full name of the child, date of birth (including if this was verified from the birth certificate), names of both parents /guardians including address where the child resides, or both if split, contact number for both parents (if different), and previous school attended, if applicable.

Any notification of a change of address for either parent will be included in the register.

Upon leaving the school, whether before school leaving age or not, the follow-on school will be entered into the register.

## Safety of Staff

All accidents / near misses involving members of staff arising out of their employment should be reported to the governors by the School Business Manager and recorded in the accident book. They will then be investigated and any remedial actions will be taken where reasonably practicable.

The guidelines for reporting under RIDDOR will be followed where necessary.

The staff of St Joseph's Park Hill school, expect be able to work in a safe environment, where they can teach the children without being the subject of threatening, abusive or aggressive behavior from either pupils, parents or other members of staff. Any such behaviour will not be tolerated and will be brought to the attention of the headteacher (or Chair of Governors if involving the headteacher) and appropriate actions will be taken, including informing the police if a criminal act has taken place.

Staff also have a responsibility to ensure that they do not put themselves in such a situation and maintain the highest standards of behaviour as expected in any school environment.

## Safety Training

First Aid training for staff will be done on a rolling programme. For details of staff who hold current First Aid Certificates, please see the First Aid section.

Training in first aid is provided to staff identified as below requirements.

- Provision has been made that where possible all Pre-school staff will hold paediatric first aid training
- At least one member of staff will be on site holding a paediatric first aid certificate, whilst children are present.
- At least one member of staff on site will hold Emergency at Work First Aid training
- At least one member of staff holding an up-to-date first aid certificate will be on site during opening hours, whilst children are present
- All trips and off-site visits will have a qualified first aider in attendance; this will be recorded on the Trip Arrangement form. If this is an EYFS trip then the first aid certificate will be in paediatric first aid.

All staff will complete a fire safety awareness course, this will be refreshed every three years.

Fire Marshall training will be undertaken every two years, the staff currently trained are:

| Name | Date of course | Expiry Date |
|------|----------------|-------------|
|------|----------------|-------------|



|                 |               |               |
|-----------------|---------------|---------------|
| Maria Whitehead | February 2019 | February 2022 |
| Pauline Duncan  | February 2019 | February 2022 |
| Elin Kendall    | February 2019 | February 2022 |

Risk Assessment training will be provided as and where necessary.

## **First Aid**

This section of the policy refers to the DfE guidance on First Aid.

An annual training programme ensures that staff are trained as per the Safety training.

All parents complete a medical information form when their child enters the school, giving details of allergies, medical conditions etc. These are kept in the office. A list of children with allergies is given to all staff, and one is kept in the dining room.

A list is kept of all children with asthma, and their inhalers are kept in the classrooms. A separate Asthma protocol is in place.

First aid kits are kept in the office, KS1 (bottom corridor outside the Pre-school classroom), dining room and Pre-school. A first aid kit is taken on all trips. The School Business Manager is responsible for ensuring that they are checked regularly and kept stocked.

If a child is unwell the parents are informed and the child is sent home. If necessary the child is kept in the sick bay (school office) until the parent arrives.

A child appearing to be suffering from an infectious disease is isolated in the sick bay and parents informed. Any child having suffered from vomiting or diarrhoea will be sent home immediately and will not be allowed to return within 48 hours. A list of guidance on isolation times for common illness can be found in Appendix 2 of this document.

Minor cuts and abrasions are cleaned with water and covered only if necessary. Any plaster allergies are noted in the First Aid boxes. All treatment is recorded in the treatment log.

Bumps to the head are treated with a cold compress and the child is kept in the office to watch for signs of concussion. An accident report is completed and the parents informed at the time of the incident by phone, where possible, and will be asked to sign the form on collection. The child wears a "bumped head" sticker for the rest of the day.

In the event of an accident occurring to a child during games, PE or while on the playground, the member of staff on duty remains with the child and sends another child to the office for assistance. The First Aider will attend to the injured child.

If a child suffers an accident which requires hospital treatment, the parents or emergency contact are informed. If they cannot be contacted, a member of staff accompanies the child to hospital and waits for a parent to arrive. In severe cases an ambulance will be called.

An ambulance shall be called by the school receptionist or appointed member of staff, on the instruction of the first aider. It should be called when any life-threatening conditions such as problems with the airway, breathing or circulation resulting in a life-threatening condition, or a serious bump to the head resulting in concussion and / or where any further medical attention is required (such as but not limited to: seizures lasting more than 5 minutes, spinal injury, severe burns, severe allergic reaction, asthma attacks that do not respond to their inhaler etc). Obviously, each case will need to be assessed on an individual basis.

All accidents (excluding minor cuts and grazes) are recorded in the accident book which is located in the office. All minor cuts and grazes are recorded on a treatment sheet. Regard shall be paid to the RIDDOR 2013 regulations when recording accident reports, see section under RIDDOR.

All accident reports for Pre-school and reception children must be shared with the adult collecting on the same day as the accident and must be signed and dated by both the adult collecting and the member of staff informing. A text or e-mail will be sent to notify of a bumped head or nosebleed via Parentmail the same day for any child in school.

Each accident report is reviewed by the School Business Manager who will monitor for any patterns or trends. If anything is noted then further investigation will be carried out to see if any remedial action on site is required. This process will be discussed and reported to the Health and Safety Governor via the Health and Safety update at Governors meetings or as required.

Staff must wear gloves and (apron where possible) when dealing with bodily fluids. These are kept in the Pre-school, office and with first aid boxes. Any bodily fluid spillages must be attended to immediately and must be cleaned using disposable cloths. These, along with any used swabs, wipes etc must be placed in clinical waste bags and tied securely before disposal. Any spillages must be treated with the designated powder to clean up the area and disposed of in the clinical waste bags. Children are to be removed from the area whilst this is done. Staff should apply good personal hygiene after cleaning the area to prevent contamination.

Care plans are in place for any children with medical conditions, such as asthma, epilepsy and diabetes, or any other conditions presented that requires a care plan and staff will undergo any training necessary for individual children

If a child requires to have an EpiPen administered this is kept in the office (unless a school visit is taking place when the class teacher should ensure that it is taken with them) along with full instructions. The parent is responsible for ensuring that it is replaced when out of date. Full training is arranged for staff who have contact with the child to recognise when the EpiPen is needed, and how to administer it.

Parents of children who are asthmatic will be asked to fill in a treatment form and asked to provide an inhaler that is kept in school at all times. These instructions will be kept with the inhaler in their classroom together with a sheet for recording when the inhaler has been administered. Staff are to ensure that they take any inhalers with them when PE / Games lessons take place or when any off-site visits occur.

Any children with diabetes, epilepsy or similar conditions will have appropriate measures put in place via the Care plan to ensure that all staff know what signs to watch for and how-to administer.

### List of Trained First Aiders

| <b>Name</b>         | <b>Date of course</b> | <b>Expiry date</b>             |
|---------------------|-----------------------|--------------------------------|
| Janice Allott       | February 2019 (Paed)  | February 2022                  |
| Pauline Duncan      | October 2018 (Work)   | October 2021                   |
| Elin Kendall        | February 2019 (Paed)  | February 2022                  |
| Charlotte Fidoe     | March 2019 (Paed)     | March 2022                     |
| Charlotte Whittaker | Jan 2019 (Work)       | Jan 2022                       |
| Elizabeth Watson    | May 2018 (Paed)       | May 2021 (training arranged)   |
| Karen Bleasdale     | March 2018 (Paed)     | March 2021 (training arranged) |
| Emily Earnshaw      | March 2018 (Paed)     | March 2021 (training arranged) |
| Susana Hannah       | July 2018 (Paed)      | July 2021                      |
| Sandra Barker       | July 2018 (Paed)      | July 2021                      |
| Claire Taylor       | March 2020 (Paed)     | March 2023                     |
| Rina Teoli-Rush     | November 2020 (Paed)  | November 2023                  |

### Training

|             |   |                                |
|-------------|---|--------------------------------|
| August 2012 | Dietician and training for feeding a child through a tube | A. Robinson<br>Karen Bleasdale |
| Sept 2012   | Diabetes Nurse  | All staff and support staff    |

|               |  |                    |
|---------------|--|--------------------|
| February 2013 | Refresher information for epilepsy following changes in child's health / recent seizures | All teaching staff |
| March 2016    | Training for Epilepsy  | All staff          |
| October 2019  | Protocol for management of Asthma  | All staff          |
| January 2020  | Advice for respiratory disease management within school from Respiratory nurse           | MW / JM            |

## Medication

All children's medication, except inhalers, should be labelled with the child's name and be kept in the locked first aid box in the school office until it is required.

If parents request staff to administer medicine to their child, it is kept in the locked first aid cabinet with their name on, in the office along with their written authority and instructions as to time and amount. The medicine is administered by the School Business Manager or Receptionist who records the time and amount and signs the form.

When administering a child's medicine, the member of staff should do the following checks:

- The name on the medicine matches the name on the form
- The type of medicine is the same as per the form
- The medicine is in date
- The time of day which the medicine is being given is as per the completed form (not early)
- The dosage on the form is the same as per the medicine instructions, and the correct dose is administered

Once the dose is given, the amount and time given is recorded on the parental form and, a text via parentmail is sent to the parent confirming the medicine type, dosage and time administered.

The form is then placed in the child's folder.

All staff administering medicine will be trained in the above procedure. Mrs Duncan and Mrs Kendall received the above training on the March 2021.

If a child is unwell, parents will be contacted, if a request is made by the parent to administer Calpol or Ibuprofen then verbal consent will be recorded on an "administering medicine form" and the parent will be asked to sign on collection. A text will also be sent as per above.

Any child who is known to have asthma, is placed on the school asthma record with details of their inhaler. This record is to be updated at the start of each school year or when informed of any changes.

Any child who uses an inhaler in school should give it to their class teacher who will ensure that it is labelled and will keep readily available in class.

If any child requires medication that requires training, then at least two members of staff will receive training from either a medical practitioner or the parent if appropriate.

An epipen will be kept on site, should any children attending school, have one prescribed. In the event of a child requiring an epipen, all staff will undertake training to know what signs to look for and how to administer.

The “sick” bay is in the office where access to a sink, toilet and bed are available.

Staff taking any medication should seek medical advice if this may affect their ability to care for children. Any staff medication should be stored securely at all times.

## **Staff Occupational Health and Stress**

It is the aim of the Institute to provide a working environment which is free from unreasonable and excessive levels of stress. Whilst, due to the nature of our work, this may not always be possible, employees are encouraged to share any concerns or to talk about issues that make them feel stressed, with the Headteacher.

Any member of staff suffering work related stress will be supported where possible and all reasonable adjustments will be made to help elevate or reduce any work-related matters. Staff can all access a confidential ‘telephone helpline’ which is provided by the Institute, which is available 24-hour a day.

St Joseph’s Park Hill School will have regard to the occupational health of all staff. Any reasonable provision will be made for any member of staff after any period of ill health / injury and arrangements will be made on the basis of each individual case. Advice will be sought via the Institute if further information is required and referral to Occupational health if required.

Staff should be aware of the need to protect their voice in line with their general health. Teachers are more likely to suffer vocal problems as a result of their job. Anyone with concerns or needing advice should consult with the School Business Manager.

## **Reporting under RIDDOR**

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Reference to current RIDDOR guidelines will be made but reporting is required if:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment
- a resulting seven or more days away from work, unable to do normal duties as a result of an injury occurred at work
- if a person loses consciousness
- a person is suffering from a reportable disease or,
- an occupational disease.

## **Emergency Procedures including Fire**

Please also have regard to the Major Incident Procedure and Lockdown Procedure for this section.

Any person discovering a fire, a possible bomb or some other situation requiring evacuation of the building, must sound the fire alarm immediately and inform the School Business Manager of the whereabouts and nature of the fire.

The school Receptionist will call the fire service and take the registers and a mobile phone to the assembly point on the front playground.

On hearing the fire alarm class teachers are responsible for ensuring that the children in their class evacuate the building immediately to the designated assembly area (front playground) following the instructions in each room or the closest available exit. They must check that all children are accounted for. The Fire Marshalls will check that no one has been left in all remaining areas of the school, if safe to do so. The Receptionist will check that any visitors or workmen on site are accounted for.

On hearing the fire alarm everyone must evacuate the building at once using the following exits (or the closest available exit):

- EYFS – the fire exit in the Pre-school
- Reception - the rear fire exit (bottom corridor)
- Year 1 -the middle fire exit (triangle)
- Resource Room – the middle fire exit (triangle)

Classes in rooms 4, 5 and 6 - the front fire exit  
Hall-use fire exit at the back of the hall  
Year 6, Library and dining room - use fire exit at back of dining room  
Office and Reception areas – the front fire exit  
Or the closest exit to the class's location

Children will assemble in the front playground in their classes. Class teachers will collect the register from the School Receptionist and check that all pupils from their class are present.

All non-teaching staff and visitors will report to the School Business Manager who will then report to the headteacher.

No-one must re-enter the building unless told to do so by the School Business Manager.

In the light of a prolonged incident, the children will be told to go in their classes to the car park where further arrangements will be made. After twenty minutes all EYFS children will seek refuge in either the Convent or McAuley Mount whichever is the safest depending on the nature of the incident.

Fire drills will be held at least once a term and at different times of the day including breaks and lunchtimes and with different scenarios. All drills will be recorded in the Fire Management file.

Fire doors should be kept closed at all times. Fire doors and corridors should be kept free of any items likely to obstruct access.

The School Business Manager reports to the Governing body and the staff (separately) on the outcome of any fire drills, and related matters, and is responsible for identifying risks and taking preventative and protective measures to minimise these risks.

Potential hazards are identified and risk assessments made on a regular basis. Combustible materials and hazardous substances are kept in a safe place (Caretakers room). Rubbish is removed daily.

Emergency routes and exits are kept clear at all times. Emergency lighting is tested regularly (monthly by the caretaker and bi-annual externally), appropriate signs and notices are in place. Fire detectors are tested regularly (bi-annual externally). The fire alarm is tested weekly by the Caretaker and serviced bi-annual externally.

Fire Marshall training is undertaken by designated Fire Marshalls every three years by an approved trainer.

All security warnings received are to be treated as serious. If a suspicious object is discovered it must not be handled. The headteacher must be informed and they will decide on what further action is to be taken.

Regular inspections and maintenance are carried out as follows:

- Fire Alarm
- Fire Extinguishers
- Portable Electrical Appliances
- School Wiring
- Emergency Lighting
- Boilers

All tests are recorded in the Fire Management file kept in the office.

A Fire Risk Assessment is carried out regularly by a suitably qualified consultant.

## **Lone Working**

Where possible, two members of staff will be present at all times (this will always be the case when children are present on site). There will be occasions when this is not possible especially for either the caretaker or the cleaner. Consideration should therefore be taken to types of jobs that can be undertaken when present on site alone (no working at height or using power tools etc).

Clear arrangements should be made with another person off site to know what time they are expected to leave and to follow this up if this does not happen. A mobile phone will be carried at all times. If this becomes a regular occurrence alternative arrangement will be considered.

## **Working at height**

Where possible, working at height should be eliminated or reduced to prevent risk from regular use. Where regular use is required this should be reported and alternative access arrangements made where practicable. When access is necessary the following guidelines should be used:

- All staff must use step ladders when climbing, and should only climb ladders when another person is present and available to hold the ladder if required. It is the member of staff's responsibility to ensure that the ladder and any other equipment is in good condition.
- The caretaker and cleaner should only use step ladder or other equipment for internal purposes, and again should only do so when both are present.
- Extension ladders may only be used for exterior work, and only by the caretaker who should ensure that they are in good condition and firmly anchored before using them.



- All ladders and such equipment will be stored so that children may not access them.

## **Handling, lifting and carrying**

Lifting of heavy items should be eliminated or kept to a minimum. Where lifting is required, lifting aids should be considered in all instances.

If this is not possible then the following guidelines should be followed:

- Staff should not lift heavy items without assistance.
- When lifting large or heavy items staff should bend their knees and keep their backs straight.
- Children should not attempt to lift or carry very heavy and / or bulky objects and should be supervised when moving any equipment.

The acronym TILE should always be considered.

- What is the **t**ask to move?
- Consider the **i**ndividual doing the moving.
- What is the **l**oad to be moved?
- What is the **e**nvironment it is being moved through?

## **Slips and trips**

Staff and pupils must wear sensible shoes at all times while in school.

As wet floors can cause accidents, staff must

- Be vigilant at all times
- Check floors for spillages when children have washed up following art or other activities
- Check floors in the dining room and Pre-school for food debris / water spillages
- Remind children to check their drinks containers to make sure they are properly closed and not leaking
- Remind children to pick up any fruit that has been dropped
- Be particularly careful in wet weather when areas of the corridor can be slippery
- Make others aware of any slip/trip hazards with relevant signage (spills etc)

Staff should also reiterate to pupils that the classroom should be kept tidy at all times, in particular bags should be stored away neatly, and the floor kept clear of any obstructions. They should ensure that children sit on their chair correctly at all times and that they are stored carefully under the desk when not in use.

## **Visitors**

All visitors shall report to the school office and sign in. All visitors and other users of the premises, for example, contractors and delivery person, are required to observe the Safety Rules of the school. Visitors must sign out when they leave the premises. All visitors will be accompanied unless DBS checks have been made.

## **Contractors on School Premises**

All contractors should report to the school office. All contractors working alone will be advised of any emergency procedures to be followed. The School Business Manager where possible, will arrange for all contractors to come onsite outside of school hours, where this is not possible arrangements will be in place to either accompany any contractors at all times or complete DBS checks prior to any work commencing.

## **Storage and Use of Hazardous Substances**

All hazardous cleaning substances are stored in a locked room. Material Safety Data sheets will be held in a central file in the office. Any COSHH risk assessments required will be displayed at the point of use.

The caretaker will ensure that all containers are labelled appropriately.

In general, the caretaker and cleaner will ensure the maintenance and cleaning of classrooms, social areas, toilets, washing facilities, corridors and other areas in accordance with acceptable standards.

## **Asbestos**

Annual asbestos inspections will be carried out and the report kept in the office. Before any building work is commissioned the report and register will be consulted and contractors informed of any appropriate action to be taken.

## **School Visits**

This section has regard to the guidance on Health and Safety on Educational Visits (2018) and is intended to be read in conjunction with the School's Safeguarding Policy.

St. Joseph's Park Hill School regards educational visits to be a very important part of its provision for its pupils.

It aims to plan visits that will:

- Enhance the curriculum
- Enrich children's experience
- Develop their social, personal and independent skills
- Help them manage their own and others safety and well being outside the confines of the school

### TRANSPORT

Coaches are hired from a reputable company and are fitted with seat belts. All staff and children must use seat belts at all times when the coach/bus is moving. Transport to sporting or other local activities for small groups is provided by school staff and volunteer parents who are insured to transport children. The use of booster seats, when needed, and seat belts (at all times) will be used. Parental permission forms are completed before any pupils are transported.

If public transport is being used, vigilance and care must be taken to ensure all children are seated at all times and that all children are in sight of a member of staff.

### INSURANCE

The school insurance covers all visits.

### SUITABILITY OF INSTRUCTORS

All staff employed by the School are subject to appropriate statutory clearance and vetting procedures. All services providers will be invited to confirm that similar clearance and verification checks have been carried with regard to their own personnel. The qualification and suitability of instructors who lead outdoor activities are where possible checked and the subject of written assurance(s) from the service providers prior to approval of activities planned with them.

### OFF SITE VISITS

The following principles shall be followed in the case of all off-site visits:

All visits are planned in detail by the class teacher and possible risks, dangers or difficulties which may arise are considered with a view to reducing them.

A review of general risk assessments should be completed by the organiser of the trip. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed, although checks with the provider of any

changes in arrangements will need to be carried out. If it is a new activity, a specific assessment of significant risks must be carried out. The Headteacher should be consulted if there is any doubt and will countersign to say that consideration has been taken to the activities taking place.

The Headteacher should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned and if not then help and advice should be sought.

Where a risk assessment is carried out a record of the significant findings should be kept and countersigned by the Headteacher.

The level of supervision for St. Joseph's Park Hill is as follows:

- Pre-school            1 adult for 3 children
- Reception            1 adult for 5 children
- Year 1 - 3            1 adult for 6 children
- Year 4 -6            1 adult for 12 children

From time to time parent or student volunteers are included in this level of supervision.

The ratios set out above may be necessary for the majority of trips however, the appropriate level of supervision may be dependent upon a number of factors including the nature of the activity anticipated, the number and ages of the children and the location(s) involved. In each instance, an appropriate risk assessment will be carried out to determine the level and experience of staff required.

If any child with any ongoing medical condition that requires specialist training is attending the trip then a member of staff accompanying will be trained to administer any medication required.

If pocket money is allowed for a trip, parents will be notified, this will be the responsibility of the child for the Junior Department, and staff will make the necessary arrangements in the Infant department.

Parents will be notified if there are any costs associated with the trip, and items the monies will cover, i.e. transport, admission, additional workshops etc.

In the event of an emergency occurring on a visit, the trip leader will immediately contact staff at school and arrangements will be made to deal with the emergency and notify parents where necessary. Staff accompanying trips will ensure they carry a mobile phone at all times.

In the event of a child going missing, the missing child policy will be followed.

## RESIDENTIAL VISITS AND ADVENTURE ACTIVITIES

Where residential visits take place a member of staff (either the School Business Manager or the class teacher who will be leading the group) shall conduct an inspection of the premises for the purposes of a risk assessment in connection to the nature, condition and security of the premises and venue having regard to the nature of the intended visit, the number of potential pupils and the activities to be undertaken. Such risk assessment shall be in writing and shall take into consideration the impact of any disability related conditions and the commitment of the school to provide equality of opportunity to all of its pupils.

Any planning of an activity that will involve caving, climbing, trekking, skiing or water sports must ensure that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 for any activities that take place in England, Scotland and Wales or any subsequent regulations as set out by the appropriate authorities.

Any parent accompanying residential trips they will be required to have an enhanced DBS check carried out by the school.

## RISK ASSESSMENT

Risk assessments for travel, activities, and food/drinks are carried out by the group leader/class teacher. Such assessments are to be checked and approved by the Headteacher, signed and dated by both. Generic risk assessments are carried out for sporting and swimming activities, or any regular activities undertaken.

## PARENTS

Any teacher planning to take children away from the school premises on a visit must notify the Headteacher and parents.

Written parental permission will be obtained for each activity, specifically if there is a cost, it requires transport or is outside of normal school hours. Written permission is not required, if in the visit / trip is in the locality of school however notification will be provided to parents of where their child will be going by letter in advance and via parentmail text on the day. EYFS parents will complete the day to day trip form on admission to the school. If necessary, a risk assessment form will be completed prior to any such activity being undertaken. Both the written parental consent and risk assessment shall be kept in the school office.

On any school visit, pupils must (unless the activity precludes it) wear their school uniform so that if they become lost they are more recognisable.

If a parent meeting is deemed necessary prior to any trip then this will be arranged in advance.

### MEDICAL

Medical consent forms are signed by parents and staff have available contact numbers at all times when the pupils are away. These forms give permission for emergency treatment including anaesthetic or blood transfusion as considered necessary by medical authorities and these arrangements will only take place if the parents cannot be contacted to give their own permission. First Aid packs are taken by the leader. In the event of an emergency the leader will notify the Headteacher immediately.

Where a pupil is known to have a physical impairment or ongoing medical condition, the teacher/headteacher shall consult with the parents and obtain such information as may be necessary to enable a detailed risk assessment to be conducted and make adequate provision (where possible) for the full participation of the pupil in the activity or activities in question in line with the school's commitment to providing equality of access whilst maintaining the safety and welfare of the pupil concerned.

Parents, children and staff are aware of the departure and expected return times of visits. When the return is delayed parents will be notified, if practicable, by the most appropriate method.

### PREPARING PUPILS FOR VISITS

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. Pupils will be told about any potential dangers and how they should act to ensure their own and others safety. Pupils will be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This will include any Health and Safety issues.

### EMERGENCIES

The member of staff leading the visit will have access to a mobile phone at all times, and will inform school of arrival when reaching their destination, or at agreed stages for longer journeys. Staff on the visit will have emergency contacts for the headteacher and / or school business manager so that contact can be made in the event of an emergency. The school business manager will have access via Parentmail to parents of the children on the visit. Group leaders will also have emergency contact numbers when the activity takes place outside of school hours.

## APPLICATION

This policy shall apply to all pupils including EYFS and before and after school club.

### **Midday Assistants**

Midday assistants are responsible for the general safety of pupils in the dining area throughout lunchtimes and the playgrounds and classrooms during lunch.

### **Playground Safety**

It is the responsibility of every member of staff to be aware of the condition of the playground and to consult with the School Business Manager if an area needs attention. The caretaker will carry out visual checks of the play equipment whilst doing his opening checks each day. Staff on playground duty to be vigilant and raise any concerns of safety with the equipment. Staff should position themselves so that they can observe the whole playground. If the equipment is wet, staff should assess whether it is safe to access and advise the children accordingly.

The playground equipment will be serviced annually.

The procedures to be followed in the event of a child not being collected are set out in a separate policy.

### **Gymnasium Equipment**

It is the responsibility of the teacher or member of staff for ensuring that the gymnasium equipment is set up correctly and checked prior to use. Any concerns should be raised with the School Business Manager and lesson halted if necessary. Staff should position themselves so that they can observe the whole lesson.

Training on the correct use of equipment will be carried out regularly during staff meetings by the PE Subject Leader.

Equipment will be serviced annually.

### **Electrical equipment**

All portable electrical equipment is tested by a qualified electrician every year.

A copy of the inventory of the electrical equipment tested, including the results, is kept in the office.

An Electrical inspection of the wiring of the school will be completed every five years.

All staff must visually check all electrical appliances prior to their use and report any defects to the School Business Manager.

All defective equipment must be taken out of use immediately and reported to the School Business Manager. Privately owned appliances must not be used on the school premises without prior testing and authorisation.

Particular care should be taken with the Laptop trolleys around school, as they have the potential to provide an electric shock, due to the pins of the plug storing an electric charge. Children should not unplug the laptop trolley. Visual inspections for any damage to the cable and plug should be made on each use.

## **Machinery and Plant**

The heating system and boiler is inspected and serviced annually by a qualified Gas Safe Engineer. The boiler is located in the cellar, in a ventilated area.

## **Legionella**

A Legionella Risk assessment is carried out annually by an external contractor, they also carry out monthly checks of water temperature and document the findings. Weekly flushing of all taps, not used on a regular basis, to be carried out by the Caretaker. Weekly flushing of all taps to take place during school holidays and during any extended periods of closure.

## **Furniture and Equipment**

The School Business Manager must ensure that there is a system of inspection to identify and safeguard against defective furniture and equipment. All discovered defects must be reported to the School Business Manager who should take immediate remedial action where necessary.

Staff should supervise the removal and putting away of sports equipment in the cupboard and should check the equipment for integrity before use.



## **Vehicle Movement**

The school has a car park and shares a school entrance gate with McAuley Mount residential home. Signs are present to remind parents and visitors of the speed limit.

## **School Uniform**

It is our policy that all children wear the school uniform when attending school or when participating in a school-organised event outside normal school hours (save where the activity in question precludes the wearing of uniform).

On the grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this is earring studs in pierced ears. Children must either remove these during swimming / P.E. or to cover them with a plaster.

Junior children are permitted to wear a watch which must be removed during PE / Games.

## **Smoking**

Smoking or vaping in the school building or on the premises is not permitted at any time.

## **School Security**

All doors are locked once all staff and pupils are in school and visitors can only enter through the main entrance. A second locked door protects the main part of school from the main entrance.

All visitors to the school who arrive during school hours will report to the school office.

If any adult has suspicions that a person may be trespassing on the school site, s/he must inform the headteacher immediately. Any intruder will be requested that s/he must leave the school site straight away. If the headteacher has any concerns that the intruder may cause harm to anyone on site, s/he will contact the police.

If a further or greater risk to pupils or staff is made then the Lock down procedure will be followed. Please refer to this policy for details.

All cash is kept locked in the safe and is banked at least once a week. Visits to the bank are made at different times of the day for security reasons. If large sums are to be taken, two members of staff will attend.

The school caretaker is responsible for opening the school in the morning and locking up at night, and setting the intruder alarm. This is monitored externally.

CCTV monitors external areas in and around the school. Signs are displayed around school.

The primary keyholders are KeyPlus who will inform the secondary keyholders of any matters where they are required to attend site. Other keyholders include the Headteacher, School Business Manager, and caretaker.

The playground is protected by barriers to prevent any vehicular access. The gates to the back playground are padlocked when the site is unoccupied. The bin storage area is also locked overnight.

## **Foundation Stage**

This Health and Safety policy applies to the whole school including the Early Years Foundation Stage and the morning and after school clubs.

All off site visits involving EYFS must have written consent from parents.

## **Monitoring and Review**

The health and safety policy will be reviewed periodically as and when necessary and in any event every 12 months.

In the implementation of this policy we have regard to the DFE guidance *Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies*

# APPENDIX 1



## ST JOSEPH'S PARK HILL SCHOOL

### ADMINISTERING OF MEDICINES FORM

I request that a member of staff administer the named medicine to my child, complying with the given instructions.

Name of Child:

Name of Medicine:

Dosage:

Time to be administered:

Parent/carers name and relationship to child:

Signature:

Date:

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| Date | Time | Administered by - Signature |
|------|------|-----------------------------|
|      |      |                             |
|      |      |                             |
|      |      |                             |
|      |      |                             |

## **APPENDIX 2**

### Common illness exclusion times