



St Joseph's Catholic
Primary School
Health and Safety Policy
&
Procedures

2021

Statement of Local Health and Safety Intent & Mission Statement St Joseph's Catholic Primary School

We are proud of our school as a place of learning, prayer and happiness. Hand in hand with God, Our Lady and St. Joseph, we promise to work hard and be kind to one another so that we can grow stronger together in our faith.

St Joseph's Catholic Voluntary Academy will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our school improvement planning activity.
- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this school.
- ❖ Review with the Governing Body all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.

Head Teacher:

Chair of Governors

Date: Jan 2021

Date:

St Joseph's Catholic Primary – Health and Safety Policy

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The Aim of the Policy is to:

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site educational visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

To meet these responsibilities the Governors will pay particular attention to and are responsible for:

- Reviewing the schools Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from Senior Leaders, reports on health and safety matters and any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

Head Teacher

The Head Teacher is responsible for the development and maintenance of safe working practices and conditions for all staff and pupils, and visitors to St Joseph's Primary School. This extends to engaging in activities sponsored by the school. To achieve this, the School Business Manager, will be responsible for the implementation of the Health and Safety Policy.

The Head Teacher has overall responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff, so far as is reasonably practicable, are provided with sufficient information, instruction, training and supervision to avoid hazards and contribute positively to their own health and safety;
- Ensuring that the establishment has emergency procedures in place.
- Ensuring there is no misuse of equipment etc.;
- Ensuring that the premises and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed).

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of all staff

Apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;

- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Hirers, Contractors and Others

When the premises are used for purposes not under the direction of the Head then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices

- The Head Teacher or the co-ordinator will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times
- When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section
- When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:
 - a) introduce equipment for use on the school premises
 - b) alter fixed installations
 - c) remove fire and safety notices or equipment
 - d) take any action that may create hazards for persons using the premises or the staff or pupils of the school
- All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the health and safety at Work Act etc 1974 and must pay due regard to the safety of all persons.

Access to School by Persons Other than Members of Staff or Children

All visitors to school must report to reception on arrival and sign in using the signing in system.

A badge will be issued to be worn by visitors for the duration of their stay in school. This does not apply to evening events or performances where an individual risk assessment should be completed.

In order to prevent unauthorised access to the premises, all outside doors should be kept locked during the school day, except for children's access at playtimes and lunchtimes.

Document Control

We will develop and maintain local documentation. Changes including re issues and deletions to school documentation will be authorised by the Head Teacher.

Co-operation

- Local systems and documentation will be implemented following consultation through our school's health and safety meetings.

Communication

- Local systems and documentation will be held electronically and on hard copy and made accessible to staff members.

Competence

- A nominated member of staff will provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.
- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning and Prioritising (Setting Standards)

Primary School Health and Safety Plans

- School health and safety planning will be part of our school improvement planning process.
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

Risk Assessments

Risk assessments will be undertaken and regularly reviewed by the School Business Manager. They are authorised by the Head Teacher and Chair and then placed in an accessible place so that staff can read them. They will be expected to sign the front sheet to confirm that they have been read and understood.

Controlling Risk in Curriculum Areas

It is the responsibility of the teacher to ensure that pupils in their care conduct themselves in a safe manner and are not exposed to any unnecessary hazards. If there is a potential hazard then pupils should be made aware of it and the teacher should ensure that all reasonable precautions are taken. Children should be instructed in the safe use of scissors, craft knives and hand tools and should never be left unsupervised.

Local Arrangements

- We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (see local arrangements section)

Measuring Health and Safety Performance

Active Monitoring

Inspections of the premises will be carried out on a termly basis by Elite Safety in Education. Any problems identified by these inspections, including any concerning lifting, carrying, tripping and falling, will be categorised High, Medium or Low risk and dealt with on a priority basis.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement and will nominate someone to report trends etc. to our Governing Body.

Reviewing Health and Safety Performance

- Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the

extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

- The school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors.

Auditing/Inspecting Health and Safety Performance

- Health and safety auditing/inspecting will be carried out on a regular basis by Elite Safety in Education.

Local Arrangements

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Accident Reporting Procedures

The school will follow the DCC accident/incident reporting procedure. Employees must report accidents, violent incidents, dangerous occurrences, and near misses on the standard DCC forms.

The Head Teacher will countersign the DCC report form before the original copy is sent. A copy should also be kept at the establishment.

A local accident book (located in various areas of the school) is used to record all minor incidents to pupils any more significant incidents must also reported to DCC using the forms described above.

- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- Senior Leaders will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc., must be reported to the Caretaker and attended to as soon as possible.

Employee Accidents

(This applies to all education employees and self-employed persons on school premises.) Any accident to an employee resulting in a fatal or major injury should be reported to DCC immediately by telephone.

Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps, etc.)
- Plant or equipment on the school premises.
- The lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.

Reporting to the Health and Safety Executive (HSE)

DCC will report all RIDDOR incidents immediately to the Health and Safety Executive (HSE) on the schools behalf.

- Employee absence, as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays) must be reported to RIDDOR www.hse.gov.uk/riddor
- Incidents resulting in a pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises / equipment, lack of supervision, etc., must be reported to the HSE within 15 days of the incident occurring (via DCC)

In every case where an incident is reported to the HSE a copy of the F2508 form should be attached to the IDOR/VIR form and sent to the Education Health and Safety team.

The school will still be required to keep a record of all over three day injuries – if the school keeps an accident book/form, then this record will be enough.

Asbestos

The school should already have had an asbestos survey and received a register of the areas where asbestos is known to be present and a trained duty holder. The guidance will deal with how exposure to asbestos is to be prevented.

The asbestos register is held in the main school office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Head Teacher shall ensure:

- The asbestos log is maintained and that any changes are notified to the relevant department.
- **All** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Head Teacher.

Any damage to materials known or suspected to contain asbestos should be reported to the Caretaker who will contact the relevant agencies.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Head teacher, who will contact the relevant agencies

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Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the school office where they will be asked to sign in using the signing in system. Contractors will be issued with information on fire procedures, local management arrangements and vehicle movement restrictions.

The asbestos register must also be read and signed by all contractors working on the fabric of the building regardless of the nature of the work being undertaken. No work will be allowed to proceed without the appropriate signature in the asbestos register.

Contractors must report to a member of staff in the first instance.

Contractors will ensure:

- When not in use, any equipment that contractors bring into school should be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work should be in progress in the playground/dining hall during break times and lunchtime.

If any contractor creates a hazardous condition and refuses to eliminate it or to take action to make it safe, then the Head Teacher or Business Manager will take such actions as are necessary to prevent risk or injury to other persons. If a member of staff is aware of any hazardous situation being created by a contractor they have a duty to report this to the Head or Caretaker immediately.

A meeting will take place with all contractors, prior to the commencement of work or awarding of an ongoing contract, in order to ensure that health and safety considerations are adequately provided for and any information held by the school can be made available as deemed necessary, e.g. the asbestos register.

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Display Screen Equipment (DSE)

Arrangements for the safe use of Display Screen Equipment (DSE). Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.

Using a computer is not generally thought of as being one of the most hazardous activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

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Fire Evacuation and other Emergency Procedures

The Head Teacher is responsible for ensuring the fire risk assessment actions are addressed in the timescales specified.

The fire risk assessment is located in the statutory testing folder (and electronically) and reviewed every 5 years by a competent fire officer and reviewed annually by the Head Teacher.

Fire Instructions

These documents are made available to all staff and included in the school's induction process.

An outline of evacuation procedures are made available to all contractors/visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed below.

These procedures will be reviewed at least annually.

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Caretakers inspection folder.

- Termly fire evacuation drills (including the recording of the results)
- Emergency contact and key holder details are maintained by the school office team.
- Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

Fire Fighting

It is recommended that staff do not attempt to put out fires. Our priority is to ensure all pupils, staff and visitors evacuate as quickly and safely as possible.

Details of service isolation points

Kept in the safe in the main office and Caretaker's room.

Details of chemicals and flammable substances on site.

An inventory of chemicals used by the school will be kept by the Caretaker, for consultation.

EMERGENCY PROCEDURES

Fire Evacuation

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point. They will make their way to the nearest evacuation point.

On Hearing a continuous sounding of the Fire Alarm:

- Office Manager or staff in absence of Office Manager, to ring 999 and pick up evacuation report, late book, visitor's book and office diary and leave by the nearest exit and take them to the fire assembly point.
- Caretaker (or Office team member in Caretakers absence) to meet the Emergency Services and direct them to the required location.
- Leave classrooms or work area immediately, as quickly and safely as possible by the nearest designated fire door. Designated evacuation routes are clearly signed with illuminated or reflective signs. These are to be used if the school building is in use outside of normal school hours.
- Children should leave the classrooms before the teacher (if there are any other adults in class, they should lead children out). The teacher should ensure the fire door is closed behind them.
- Encourage the children to move quietly and without panic and to line up at the fire assembly point
- Registers will be distributed by office staff at the fire assembly point.
- Teachers are to take responsibility for their own class. Each class will line up at the fire assembly point and the register taken. Any children unaccounted for must immediately be reported to a senior member of staff or fire officer. Under no circumstances must anyone return into the building until declared safe to do so.
- A full evacuation plan which also includes locations of firefighting equipment, break glass points and sounders is kept in the Fire Log Book, retained in the school safe, situated in the main admin office.
- All other adults, including visitors to take nearest exit and assemble on school playground.
- If there is a fire during Assembly, the teacher leading the assembly should direct classes out, led by the teacher responsible for that class (if they are present in assembly); this may not be the teacher that is the usual class teacher.
- If there is a fire at lunchtime –teachers to exit the school via nearest fire exit and go straight to appropriate playground to help midday supervisors and Teaching Assistants to organise children into class groups at the fire assembly point.
- If the fire is in the vicinity of a main playground – refer to Emergency Continuity Plan.

Fire and Bomb Alerts

In the event of a fire or bomb, alert a member of the Senior Leadership Team will sound the fire alarm to evacuate the premises. A designated person will call the emergency services, if a bomb alert, a call to the police is required.

A member of the Senior Leadership Team should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS

Mobility Impairment

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

Visual Disability

People with a visual disability will usually require the assistance of one person, on steps, the helper should descend first with the person's hand on their shoulder, on the level surfaces they should take the helper's arm and follow them.

Hearing Disability

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining, then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

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Inspection/maintenance of Emergency Equipment

Testing of the Fire Alarm System

Fire alarm call points will be tested weekly by the Caretaker and a record kept in the log book. This test will occur once a week prior to staff coming into school.

Any defects on the system will be reported immediately to the Head Teacher.

A fire alarm maintenance service is provided through a contractor.

A contractor will undertake an annual maintenance service of all firefighting equipment.

The Caretaker visually checks on a weekly basis that all firefighting equipment is available for use and operational and for any evidence of tampering. This is recorded in the fire log book.

Defective equipment or extinguishers that need recharging should be taken out of service and reported.

Emergency Lighting

These systems will be checked for operation monthly in house by the Caretaker and annually by an approved competent contractor.

Emergency Red Pull Cords

These will be tested regularly by the Caretaker

Test records are located in the site's log book.

Means of Escape

Daily checks for any obstructions on exit routes are carried out and all final exit doors are operational and available for use.

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First Aid and Medication

First aid boxes are located at the following points:

- Allocated first aid point in main corridor.

A nominated person will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check list of the first aid provisions should be carried out monthly.

First Aiders:

First Aiders are made known to all staff. Their basic duties are:-

- To take charge of an injured person and summon the appropriate assistance if necessary.
- To take charge of the first aid box, maintain stocks and make available for treatment.
- To ensure a record is kept of each incident and that appropriate forms are filled.
- To ensure medicines are administered correctly.

Bumped heads must be reported by note to parents. Where there is a mark or concern, a phone call must be made to parents.

Staff who are trained in first aid will be made known and a list placed in the Staff Room.

Transport to Hospital:

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework>

If parents/carers request that prescribed drugs be administered to their child during school hours then they must first request to complete a parental consent form. All medicines brought into school must be kept in a locked cupboard or fridge in the Staff Room, with the exception of inhalers, which will be kept in the child's classroom. Medicines are only to be administered by named members of staff. Only medicines prescribed by a child's doctor will be given in school.

For casual ailments (coughs, colds etc) it is often possible for doses of medication to be given outside school hours. St Joseph's Catholic Voluntary Academy does not administer medicines for casual ailments.

Treatments:

When dealing with blood, plastic gloves and apron must be worn.

Cuts/scratches – Use only prepared medi-wipes. It is policy not to use antiseptic liquids/ointments, as these could delay healing or cause allergic reactions. Plasters may be applied, if necessary, after ascertaining the child is not allergic to these.

Bleeding – As above; if profuse, apply direct pressure and raise the wound before sending for the First Aider.

Head Bumps – Cold compress. Run hands over scalp to find bleeding, swelling or any area that feels soft or indented. Handle head and neck very gently. Parents are advised in a 'Bump to the Head' letter or phone call.

Falling – Children do fall over at school from time to time and they react in different ways. It is advisable to watch the situation carefully and assess it. If the child is unable to get up and is on obvious distress, call a First Aider, who will assess the situation and take appropriate action. If the child is unable to stand unaided, **do not lift them** – this could cause other injuries.

Unconsciousness – Call a First Aider immediately.

Breathing Difficulties – Ask the child to stand or sit quietly. Ask if they use an inhaler. If they do, check if they have it with them and ensure they use it. If the child does not use an inhaler, a First Aider should be summoned.

Epilepsy/Fainting – If a child is falling, try to support him/her or ease the fall, loosen clothing around the head/neck and call a First Aider.

Haemophilia – This condition affects the clotting of the blood and can cause haemophiliacs to bleed more freely than other people do. If a known haemophiliac is having a 'bleed', call an ambulance to take them to hospital.

Diabetes – Diabetics can display either lethargic or more active characteristics than usual. If a diabetic has high or low blood sugar, contact his/her class teacher and/or a First Aider.

Anaphylaxis – The result of severe, generalised, allergic reaction. The child could experience severe difficulties with breathing. If a known anaphylactic has an attack, the named staff should administer the child's adrenaline and call for an ambulance. Common allergies are:

- Food, e.g. eggs, fish, nuts, especially peanuts
- Insect stings
- Immunisations or antibiotics

Safety/HIV Protection

Disposable gloves and a plastic apron should always be worn when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, pads, paper towels, etc) is placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened ready to take home.

Health Care Plans

Health care plans are in place for those children with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

Staff under-go specific training related to health conditions of children and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

These plans are reviewed as and when informed by parents/carers and written precautions/procedures made available to staff.

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Flammable and Hazardous Substances

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “Control of Substances Hazardous to Health Regulations 2002” (the COSHH Regulations).

The School will ensure:

- An inventory of all hazardous substances used on site and is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)
- Suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

All substances with harmful properties used in school by the Caretaking and Cleaning staff will be COSHH (Control of Substances Hazardous to Health) assessed. Copies of the safety data sheets will be kept in the Caretaker’s room. COSHH assessments will be updated as necessary by the Caretaker. If a member of staff brings into school a substance marked as hazardous (i.e. with orange square warning symbol) a COSHH assessment must be carried out by the Caretaker and the data sheets kept in the Health & Safety Portfolio.

Gas System

An Environmental Services’ contractor will test the school gas system every 12 months. This will include gas soundness testing and boilers and heat producing appliances. Isolation points for gas are clearly marked and their location made aware to staff. A plan containing all isolation points is kept in the safe in the main admin office.

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Health and Safety Information and Training Communication of Information

There is a notice board in the staff room where latest information will be placed.

The Health and Safety Law posters are displayed in the, reception area, staffroom and kitchen.

Health and safety training

Health and safety induction training will be provided and documented for all relevant employees.

The Head Teacher is responsible for ensuring that all staff have been provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. moving and handling, work at height etc.)
- refresher training where required

The Head Teacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head Teacher's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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Health and Safety Monitoring and Inspection

A general inspection of the site will be conducted termly and be undertaken/co-ordinated by the Head/Caretaker and SRS Estates team.

Monitoring inspections of play equipment play areas etc. will be carried out by nominated staff.

Advice and pro forma inspection checklists can be found on the DCC School Information Portal.

- Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.
- The person(s) undertaking the inspection will complete an action plan and submit this to the Head Teacher.
- Responsibility for following up items detailed in the safety inspection report will rest with the Head Teacher

A named Health and Safety Governor will be asked to be involved/undertake inspections on an annual basis and report back to both the full Governing Body meetings. This Governor monitoring will also cover management systems in addition to inspecting the premises.

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Interactive Whiteboards and Projectors

Interactive whiteboards are a tool which can assist teachers in delivering exciting and engaging lessons to learners of all ages and abilities.

They enable teachers to deliver lessons interactively using a variety of methods, including video clips, use of the internet, interactive presentations, colour visuals and traditional blackboard skills.

Additionally, they allow for manipulation of text, objects, and calculations by pupils/pupils as well as teachers.

Safety issues relating to the use of interactive whiteboards are clearly highlighted on both the Becta and DfES websites, based upon HSE guidance. The sites outline simple measures to take to ensure that the equipment is being used appropriately. In addition, guidance material has been distributed to all LAs.

The following guidance on how to use Interactive Whiteboards is available on Becta's website:

Safety Note on Using Interactive Whiteboards in the Classroom

All suppliers of interactive whiteboards are required to provide health and safety advice regarding the safe use of projectors which complies with requirements under section 6 of the Health and Safety at Work Act.

It is important to be aware of the health and safety implications of using projection equipment, such as interactive whiteboards, in the classroom, particularly if children and teachers might be standing in front of the beam to present to the rest of the class. All projectors, if misused, have the potential to cause eye injury, and hence some simple guidelines should be followed:

- It must be made clear to all users that no one should stare directly into the beam of the projector.
- When entering the beam, users should not look towards the audience for more than a few seconds.
- Users should be encouraged to keep their backs to the projector beam when stood in the beam.
- Children should be supervised at all times during the operation of the projector.

It is generally accepted that a maximum of 1500 ANSI lumens is adequate for projection equipment in most classroom environments, except in the most extreme ambient lighting conditions, where it is advised that window blinds are used rather than increasing the brightness of the projector.

When purchasing or using projectors for purposes where there is likely to be a person standing in front of the beam, consideration should be given to the use of a method of brightness reduction, such as a neutral density filter or brightness adjustment facility. These modifications can be removed or adjusted for other purposes such as cinema projections, where there is not an intention that someone will be stood in front of the beam, so allowing the projector to be used to its full image quality potential.

It is recommended that health and safety notices are posted adjacent to interactive whiteboards. Although the content or posting of such notices is not a requirement under law, it should be considered as best practice.

Guidelines

Employers should establish work procedures for teachers/lecturers and pupils/pupils and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and pupils, should try to keep their backs to the beam as much as possible. *In this regard, the use of a stick to avoid the need for the user to enter the beam is recommended.*
- Pupils are adequately supervised when they are asked to point out something on the screen.
- Employers should also try to ensure that projectors are located out of the sight line from the screen to the audience.

Who is responsible for ICT health and safety responsibility in schools?

Governing bodies retain overall responsibility for health and safety management, which also includes ICT health and safety in our school.

Governing bodies may delegate certain tasks to schools including risk assessment, however, it is often the Head Teacher or classroom teacher who holds the day-to-day responsibility to ensure that ICT equipment is used correctly and safely.

Information relating to the safe operation and use of projection equipment must be provided by the suppliers with all installations, especially in relation to beam viewing by teachers and pupils/pupils etc.

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Legionella

St Joseph's Catholic Voluntary Academy complies with advice on the potential risks from legionella as identified in guidance from the HSE.

A legionella water risk assessment of the school has been completed by a competent contractor.

A water system hygiene test will be carried out on a weekly and monthly basis by the school Caretaker.

The results of this test are to be kept in the water hygiene logbook which is kept in the Caretaker's filing cabinet located in the school office.

Quarterly, six monthly and annual tests are carried out by contractors.

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Lessons

St Joseph's Catholic Voluntary Academy will ensure where some school lessons pose a greater risk, they will be managed in accordance with Legislation and current guidelines and the risk managed.

Food Hygiene

St Joseph's Catholic Voluntary Academy will ensure food hygiene procedures and guidelines are followed and we will ensure the following:

Storage

- Food should be stored appropriately, either in cupboards or refrigerators according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

Preparation

- Wash hands beforehand.
- Don't lick fingers while preparing food.
- Ensure that equipment is clean and sterilised before use.
- Cooked foods must be kept separate from raw foods.

Cooking/Preparing Food

- Staff must ensure all food cooked is cooked thoroughly at all times.
- The correct temperature must be used for cooking.
- Correct health and safety procedures and correct equipment must be used when handling hot food.
- Cool foods quickly unless the recipe says otherwise.
- Low risk food only is cooked/prepared in school
- Blue gloves to be worn when preparing/cutting up food (especially if there is cooked and uncooked food present)

Cleaning Up

- Washing up must be carried out safely (no sharp knives to be placed in the sinks)
- All food rubbish must be put in black plastic sacks and tied up.
- Microwaves must be cleaned after use.
- Preparation food areas should be sterilised before and after use.
- The toaster must be emptied of crumbs regularly

Eating the Food or transporting it elsewhere

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.
- Parents must inform the teacher if their child/children are intolerant or allergic to certain foods or ingredients.

Classroom organisation is of the utmost importance for food technology lessons. All necessary equipment and ingredients should be in the immediate vicinity and prepared beforehand, ready for use.

The class teacher should exercise vigilant supervision of children when they use any potentially dangerous equipment.

Science

Objects placed in unaccustomed places during experiments could cause breakage and/or falls. Teachers should make children aware of this and insist that care is always taken. Children should not carry heavy loads, nor should they run about when carrying equipment that might shatter.

Glass should always be handled carefully and, whenever possible, plastic should be used in its place. Some objects e.g. glass mirrors, could have their edges taped to avoid sharp edges. All liquids or objects split or dropped on the floor should be cleaned up immediately to avoid accidents. Hot water should not be put into thick glass containers, as they might crack because of uneven expansion setting up strains in the glass.

Care should be taken when holding objects close to the eye.

There are many ways in which germs can be transferred and these should be minimised by keeping hands and equipment clean. Hands should be washed before touching anything to be put into the mouth. Tasting should not be allowed except under strict supervision.

Children should know some plants are poisonous and they should be aware of what these are. Moulds that have been grown should be destroyed carefully. The children should never handle moulds.

Use of cutting devices – knives, scissors, etc. – can be dangerous. Children should be shown the correct techniques for their use before handling them.

Throwing projectiles or dropping objects in investigations should be done at carefully chosen and monitored places.

It should be remembered that care needs to be taken even with everyday substances, e.g. vinegar, lemon juice, etc. are acidic. Any substance is potentially dangerous. Teachers must be aware of the potential dangers of their use and have advised the children accordingly to take care.

With naked flames (e.g. lighted candles), children should be warned to keep long hair, ties and other parts of clothing away from the flame. Candles should be fixed firmly in suitable holders. Safety goggles should be considered. Usually safety goggles are not essential, but using them is a way of encouraging good habits.

Lenses (e.g. magnifying glasses) can focus light and heat; therefore special care should be taken that children do not look at intense sources of light through these lenses. Convex lenses and concave mirrors can, in strong sunlight, cause fires if heat is focused on something inflammable.

Children should never look at a very bright light (e.g. a projector beam). Pupils should never look directly at the sun, even through dark glasses or plastic.

Only alcohol-filled thermometers should be used. There should be no mercury-filled thermometers in the school. Magnets, although not a hazard to pupils, can affect other equipment. Plastic bags are a potential hazard and can cause suffocation.

Care should be taken when carrying out electrical work. Mains electricity should not be used - only low-voltage batteries. Where a piece of apparatus powered from the mains is used, it should be connected and switched on under adult supervision. Leads should not 'trail' across the room or tables. Any electrical equipment is subject to an annual inspection.

Musical Equipment

The location of the lesson, and the volume of sound produced, should be taken into consideration when planning a music lesson. Avoiding the distraction of other classes is of utmost importance. All musical instruments, tape recorders and any electrical equipment should be kept in the resources room.

Protective Clothing

- Aprons should be worn for all painting activities and any potentially messy craft activities. Wipe-down aprons should be worn in Food Technology classes.
- If handling soil for any activity, gloves should be worn.
- In the case of accidents involving blood, all staff should wear plastic gloves and aprons.

Physical Education

General points to be considered when teaching PE

- If a child constantly forgets their PE kit, a standard letter should be sent to the parents, reminding them that PE is part of the National Curriculum and it is therefore necessary that their child's kit is in school ready for lesson. The teacher should be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The children should change into T-shirt, shorts and pumps for any physical activity for safety and hygiene reasons. Baggy clothing should be discouraged.
- The teacher should be aware of what the children are doing throughout the session and should not leave them on their own.
- Children who have forgotten their PE kit should walk around the perimeter of the lesson area or partake in another way e.g. taking scores.

Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment should be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children should follow certain codes of behaviour. They should take care when getting in or out of teacher's/parent's cars and crossing roads. Teachers should notify parents at least two days before the event and let them know if the match is postponed.

At the match, teachers should ensure that all the children can be seen. They should make sure that all the children have transport home and that their parents have been notified who is bringing them. If a member of staff uses his/her car to transport children, the appropriate personal insurance cover should be arranged, as the school does not insure teachers when carrying children.

Dance Safety

Although dance is less dangerous than other physical activities, teachers should be aware of certain hazards.

- Children should dance in bare feet or wear pumps.
- Children should be discouraged from running around in a boisterous manner.
- The teacher should make sure there is nothing in the Hall on which children could harm themselves.

Swimming Rules

Male and female staff should accompany the children (where possible) when visiting the baths, the senior teacher (group leader) to have a list of all the children in his/her care and the numbers involved.

The children must be counted, on entering and leaving the pool and when leaving the swimming baths.

The children should know the layout of the Leisure Centre, including where the swimming pools and changing rooms are.

The swimming teacher at the baths should make sure the school staff know where to find the nearest life-saving equipment, first-aid box and telephone in case of an emergency. Staff must be in the vicinity of the changing rooms when the children are changing.

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Lone Working

The only member of staff allowed to work alone in school is the Head Teacher and Caretaker and a Lone Working Policy must be in place. If, during the school holidays, the Caretaker has to go off site there must be a minimum of 2 members of staff in school.

People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

Where lone working cannot be avoided staff should:

- Obtain the Head Teachers/Senior Member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk. (Refer to Guidance on Personal Safety).
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. (Security Company will attend suspected incidents and hold a set of keys for school premises)
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

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Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should always be supervised when moving any equipment or piece of furniture. Children are shown how to lift and carry safely and reminded of this each time.

Paediatric Moving and Handling

All staff who move and handle children have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of children has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor. (Not including changing beds which will be subject to an annual inspection)

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Off-Site Visits

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Governors and staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all children at all times. Within these limits we seek to make our visits available to all children, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Aims

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our children;
- Provide a wider range of experiences for our children than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Offsite visits will be organised following guidance from the OEAP National Guidance. <http://oeapng.info/>

The DCC Offsite Visits Advisor must be notified of all level 3 trips, which include, overseas trips and school led adventurous / hazardous activities.

All Offsite Visit activities must be risk assessed using Evolve; these assessments are monitored and reviewed a Senior Leader.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to between 10 and 15 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;

Without special safeguards or control measures, these ratios will **not** be adequate to meet the needs of most residential or more complex visits.

The Early Years Foundation Stage (EYFS) Statutory Framework* no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (1:13 in early year's settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

- **S**taffing requirements – Trained? Experienced? Competent? Ratios?
- **A**ctivity characteristics – Specialist? Insurance Issues? Licensable?
- **G**roup characteristics – Prior Experience? Ability? Behaviour? Special and Medical Needs?
- **E**nvironmental conditions – Like Last Time? Impact of Weather? Water Levels?
- **D**istance from support mechanisms in place at the home base – Transport? Residential?

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

An adult will be a member of staff or a parent, or close relative over 18, of a child involved on the visit. There must be a nominated member of staff who is the leader of the visit.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Head Teacher/Governing Body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit. The latter is particularly the case with residential visits where site staff takes responsibility for activities.

If a visit involves coach travel, a reputable coach company will always be used, preferably one which is familiar to the school. Staff must ensure that all passengers wear seat belts which are operating correctly. Defects with seat belts must be reported to the coach driver.

Any members of staff using their own vehicles for work purposes must be covered by insurance for business use. A correct child restraint/booster seat must be used for children under 135cm and be compliant with BS UN ECE 44.03 (or subsequent versions). Seat belts must be worn by children over 135cm.

Any member of staff driving a hire minibus must satisfy themselves of the roadworthiness of the vehicle and its ability to safely transport children as far as is practicable. They must have undertaken MIDAS Training for vehicles up to and including 16 persons.

Teachers will carry out a pre-visit risk assessment where possible or be familiar with site risk assessments sent to school when booking is confirmed.

Parents or carers will always be informed of off site visits, however small, and written consent obtained. No child will be allowed to go off the school premises without the consent of the parents or carer. Up to date medical information must be available for each child taking part on a visit and staff must have immediate access to this. This may be collected at the beginning of the year rather than prior to the visit.

All staff involved in swimming activities should be in accordance with Derby City Council guidelines for swimming.

For further information regarding school visits see Derby City Council's Policy and Guidance for the Health and Safety of Pupils and Young People on Educational Visits document.

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Physical Intervention

At St Joseph's Catholic Voluntary Academy there may be a number of children with severe behavioural difficulties who despite structured behavioural programmes display behaviours that may necessitate the use of physical intervention.

Physical intervention should not be used to gain compliance from the child, however where the lack of compliance poses a danger or potential danger to the child themselves or others physical intervention may be considered.

Please refer to the Physical intervention policy for more information on the school guidance and procedures.

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Premises and Work Equipment

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept in the Caretakers files.

All staff are required to report to the Caretaker of any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) by a competent contractor.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as Primary School equipment.

Major fixed wiring circuits will be checked at least once every five years.

Gas Safety

All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Play Equipment

All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved contractor.

Smoking

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes. Staff must not smoke in the vicinity of the external school building.

Air Conditioning Units (if applicable)

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

Housekeeping

The premises must at all times be kept clean and tidy. Cleaning should be carried out in accordance with the requirements of the Head Teacher. Any cleaning substances must be kept away from pupils in a locked cabinet or cupboard. Any spills are to be mopped up immediately to prevent slipping and wet areas should be marked with warning signs.

All waste must be disposed of in a correct manner and in accordance with Regulations. This is the responsibility of all staff and will be monitored frequently by the Head Teacher and the Caretaker.

All staff are responsible for ensuring that all escape routes are kept free of obstruction at all times. It is also the responsibility of all members of staff to ensure that classrooms, storerooms etc are kept tidy and do not pose a fire risk. All boiler houses must be kept free of flammable materials and must not be used as storage areas.

General Risk Assessments

St Joseph's risk assessments (for all activities, premises and one off activities) will be co-ordinated by staff through the EVOLVE system and approved by the Head Teacher.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/child are held on that person's file and will be undertaken by the School Business Manager.

It is the responsibility of the staff to inform the Head Teacher of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis, following guidance.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by staff using the relevant codes of practice and model risk assessments developed by National Bodies.

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Security/Safety of Children

Security

Safety of our children, staff and visitors to the school is of paramount concern to our whole school community. The Governors and Head Teacher have endeavoured to make St Joseph's as safe as possible.

The Head Teacher is responsible for the security of the premises during the day. The main entrance door must be closed at all times. The office staff are particularly vigilant at these time times to ensure that only children and staff enter the building.

Entry to School for Visitors/Staff

The main reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are identified by office staff and allowed entry into the school through the electronic gate system.

All visitors are required to sign in and a visitor badge must be worn throughout their visit in school. Without a badge, staff are instructed to challenge individuals. Visitors must sign out prior to leaving the school site. This is used for Fire register purposes.

Children enter and leave school by different doors, according to their Year Group.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

Child Supervision

A member of staff remains on the premises until the last child is collected.

Security of the building is reviewed in staff meetings and matters may be referred to the Governors for consideration as necessary.

Alarm System

The alarm is always set each day.

Caretaker

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Dogs

Dogs are not allowed within the perimeter of the school grounds for health and safety reasons, though exceptions are made for working dogs, namely, guide dogs and hearing dogs.

Should a dog foul in an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. Toxicariasis.

Parents should stay outside the school grounds when they have a dog with them and stand clear of the exit gates, so that children are not frightened.

Security of Data

The Governors recognise their responsibility to ensure that measures are taken to ensure no breach of security.

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against loss or destruction of, or damage to, personal data.”

Curriculum Networked Computers:

- Accessed by personal passwords
- Files are backed up securely.

Office Computers:

- Accessed only via individual passwords for office staff
- Accounts/Budget files are accessed by a password
- Access to the School Business Managers office is prohibited except for staff requiring access for a specific purpose

Other data protection issues:

- Printed material is disposed of by shredding
- Parents are informed of data kept in school and its use through the Fair Processing Notice
- Personal data is not disclosed over the telephone
- Up-dated anti-virus software regularly.

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Stress/Wellbeing

St Joseph's and the Governing Body are committed to promoting high levels of health and well-being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

The school will use the HSE stress management tool questionnaire and analyse the results.

- The Head Teacher operates an open door policy (work and home life issues)
- Performance Management Reviews are conducted annually
- Regular planning meetings to discuss any issues or concerns are held on a regular basis.
- New members of staff are supported by a range of people
- Staff will be supported through Occupational Health as and when required
- Staff well-being is included in the schools staff absence policy
- Return to work interviews.

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Sun Protection

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged.

Sunburn in childhood can double the risk of skin cancer.

St Joseph's Primary School has used the guidance promoted through Cancer Research in order to draw up this policy.

The five key messages to reduce the risk of skin cancer are:

- Spend time in the shade between 11 and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

At St Joseph's we want staff and children to enjoy the sun safely. We shall work with staff, children and parents to achieve this through:

Education:

- All children will have at least one sun awareness lesson per year.
- We will talk about how to be sun smart at appropriate times of the year.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Shade:

- Natural cover i.e. trees
- Children have access to water at all times
- Sundial in courtyard which will advise when sunscreen should be applied.

Sunscreen:

- Parents are asked to apply sunscreen before school
- School have sunscreen available for pupils
- Sunscreen use will be encouraged on school trips

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Vehicles on Site

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing children to school or collecting them.

The school gates are accessed via the intercom system. Office staff will confirm the visitor prior to the gates being electronically opened.

The children's and parent's access shall be kept clear of vehicles.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gate will not be used for children's pedestrian access.

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Violence

St Joseph's Primary School will not tolerate violent behaviour from parents, visitors or others who enter the school.

The school has a responsibility to protect, so far as is reasonably practicable, the safety of all employees who work for St Joseph's Primary School.

Prevention:

To reduce the risk of violence staff should consider the following guidance:

- Consider the working environment e.g. exits, space available
- Do not meet parents when colleagues are not in the near vicinity
- There may be individuals who have a reputation for aggression. This information should be shared confidentially within the school. Consult with Governors if this is the case.
- Always have another member of staff present.
- If there is a confrontation try to calm the situation. Staff should be aware of their stance and tone of voice etc.

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Volunteer in School

Introduction

At St Joseph's Catholic Voluntary Academy, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of school to. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

St Joseph's values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

Safeguarding

St Joseph's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at St Joseph's will require an Enhanced Disclosure and Barring Check prior to starting their placement in school. This must be confirmed with the Head Teacher and recorded on the central record.

Providers must understand the legal obligations upon the Governors and Head Teacher are the ones who decide on who may come into the school as speakers and service providers.

Organisation

- Volunteers will not be asked to undertake certain duties:
- Those which would normally fall within a Teacher's responsibility under *loco parentis*
- Covering for staff absence within the classroom;
- Unsupervised 1:1 work with children;
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA);
- Those requiring full financial or budgetary responsibilities;
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems. The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, and training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

School Information and Regulations

Volunteers will be provided with relevant information. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance and this insurance covers volunteers in school.

Induction and Training

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before. If the volunteer is undertaking formal training (e.g, NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

Complaints and Grievances

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement.

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Work Placement Work Experience

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before working in the school regarding school arrangements and health and safety responsibilities.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information
- Arrangements will be in place for the organisers to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians should an incident occur.

All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity.

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Work at Height

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto chairs etc.

The school will ensure:

- All work at height is properly planned and organised.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected and maintained.
- Any risks from fragile surfaces are properly controlled.

Staff will be trained to use the step ladders safely.

Contractors will not be permitted to use any of the school's work equipment.

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