



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL HEALTH AND SAFETY POLICY

Mission Statement

St Joseph's vision is that together we are the architects of the future, building lives on the firm foundations of the gospel.

Inspired by Christian values we aim to provide love and security within a curriculum designed to meet the complex needs of all individuals, in order to prepare them to take their place in the ever changing world of today and tomorrow.

Contents

1. INTRODUCTION
2. RESPONSIBILITY/ORGANISATION
3. GUIDELINES
4. BEHAVIOUR
5. SAFETY OF EQUIPMENT/APPARATUS
6. CORRECT CLOTHING
7. FURNITURE/SCHOOL ENVIRONMENT
8. EMERGENCY EVACUATION/FIRE DRILL
9. SCHOOL SECURITY AND SAFEGUARDING
10. VIOLENCE TOWARDS OTHERS
11. CLEANLINESS
12. FIRST AID



13. CHEMICALS
14. PLAYGROUND
15. CAR PARK
16. CHILDREN AWAY FROM SITE
17. HIRERS, CONTRACTORS AND OTHERS

HEALTH AND SAFETY PROCEDURES

1. INTRODUCTION

Persons Responsible:	Miss Emma Cashier	Head of School
	Mr Geoff Sims	Premises Officer
	Mr John McHugo	Chair of Governors

The school adheres to the London Borough of Wandsworth's policy on Health and Safety. The school's policy is to take reasonable steps within its power to meet the obligations of Health and Safety at work, in line with the Act 1974.

All Health and Safety at work Directive and Guidance notes are available from the staffroom and the Headteacher's office. All staff have responsibilities (refer LEA Health and safety Policy) and should observe high standards for health and safety.

2. RESPONSIBILITY/ORGANISATION

- 2.1. The Headteacher has overall responsibility for the health and safe conditions at work for all employees and pupils in this school, as well as any personnel who may be on the premises. In the Headteacher's absence the assistant Headteacher will be responsible. Where necessary the Headteacher will refer matters to the Director of Children's Services.
- 2.2. The Premises Officer is the Health and Safety Representative with the responsibility of ensuring that the premises are healthy and safe for all those who use them and collating the necessary risk assessments. He should be approached with any concerns. He may then refer matters to the Headteacher.
- 2.3. The designated Governor with responsibility for liaison on Health and Safety issues is Mr John McHugo.
- 2.4. Staff should report any potential hazards immediately to the HEALTH AND SAFETY REPRESENTATIVE or Headteacher. ALL STAFF HAVE A RESPONSIBILITY FOR HEALTH AND SAFETY WITHIN THE SCHOOL.



- 2.5. Children should be alerted to potential dangers and encouraged to put safety as a top priority.
- 2.6. The Headteacher, HEALTH AND SAFETY REPRESENTATIVE and designated Governor will inspect the school termly and report findings to the Finance, Personnel and Premises Committee who will report to the whole Governing Body.

3. GUIDELINES

- 3.1. All staff should be aware of safety procedures when planning work.
- 3.2. Staff should wear the appropriate clothing and equipment when working with children, see Dress Code. For example all staff should wear suitable footwear and clothing during P.E. Lessons.
- 3.3. Great care should be taken in all practical work which may involve the use of scissors, knives, other tools, (including garden implements) electrical apparatus, etc. All tools and some glues to be used with a teacher or other responsible adult present.
- 3.4. Children and adults should walk in the corridors. They should keep to the left.
- 3.5. No children should be left in classrooms or other areas without supervision.
- 3.6. T.V./Video equipment to be moved about the school under direct teacher supervision.
- 3.7. In the playground pencils/pens can only be used in the quiet area near the classroom windows.
- 3.8. Cloakroom pegs can be a hazard. Children should always be supervised in this area.
- 3.9. A specific risk assessment will need to be carried out by the Premises officer in order to establish specific hazards and control measures required to reduce the risk for Lone Workers. Lone working may occur in the case of a member of staff working late in the evening or where the Premises Officer is required to work during a weekend or school holiday. Locking and unlocking the school should also be considered and, wherever possible, suitable communications systems put in place to minimise the risk to Lone Workers.
- 3.10. The amount of cash entering and being handled on the premises should be kept to a minimum. Cash must be kept in the school safe and should be banked on a regular basis, as a minimum either weekly or when a certain amount has accumulated. Cash should be counted out of sight, for example in an inner room. Where staff need to take cash to the bank this should be carried out at random times and, in the instance of a member of staff being subjected to a robbery, should hand over the cash and report the incident immediately to the Police.

4. BEHAVIOUR

- 4.1. Children to be constantly reminded of safety issues, taught to use equipment safely, to listen carefully to instructions and behave responsibly.
- 4.2. Appropriate warning/sanctions to be given to children breaking the H & S code by thoughtlessness or dangerous behaviour.



5. SAFETY OF EQUIPMENT/APPARATUS

- 5.1 Class teachers should check all P.E. apparatus before use.
- 5.2 P.E. apparatus to be properly maintained and stored safely.
- 5.3 Report any damage or unsafe equipment to the Headteacher or the HEALTH AND SAFETY REPRESENTATIVE. Ensure that the fault is remedied or equipment removed from service.
- 5.4 New Health and Safety regulations for checking portable electrical equipment must be adhered to. A competent named person to test all such electrical equipment annually and record this in a log book. (Premises Officer to be responsible for this area)
- 5.5 Classroom blinds to be pulled by teachers only. (Friction burns can result). Teachers to ensure that chains for the blinds are kept safely out of the children's reach.
- 5.6 Teachers must ensure that lighting in the classrooms is sufficient for the activity that the children are undertaking. Access to natural light must be provided whenever possible.
- 5.7 Children are to be reminded not to go near piles of chairs stored in the gallery/hall.
- 5.8 All ladders should be stored safely and are strictly out of bounds to children.
- 5.9 V.D.Us –staff should be aware that there is a potential hazard from over long use of V.D.Us. Children and staff using computers should be seated comfortably, at the right height for the equipment. The premises officer must ensure yearly reviews are undertaken for V.D.U. users.
- 5.10 Piles of books or equipment on high surfaces should be avoided to prevent the danger of collapse.
- 5.11 Cups containing hot liquid i.e. coffee, should not be carried around the school.
- 5.12 Hot drinks should not be taken into teaching areas during school hours.

6. CORRECT CLOTHING

- 6.1. Bare feet only for indoor P.E. provided the floor is clean and clear of splinters.
- 6.2. Children with verrucae should wear plimsolls or non-slip verrucae socks.
- 6.3. Shorts, T. shirts or leotards should be worn on the apparatus from Year 1 –Year 6. Nursery and Reception will wear vest and pants. Jewellery and/or watches must not be worn.
- 6.4. Long hair should be tied back for all physical activity.
- 6.5. When going swimming conventional swimming costumes should be worn and long hair tied back.
- 6.6. All swimmers must wear swimming hats.
- 6.7. All teachers should wear appropriate clothing for P.E. and change after the lesson in line with the school's dress code.

7. FURNITURE/SCHOOL ENVIRONMENT

- 7.1. Please inform the Premises Officer of loose screws, nails, splinters, etc. or any item of furniture and fittings. If the items cannot be mended it should be removed from service immediately.



- 7.2. No one should be asked to do any task if there is a danger to health i.e. carrying heavy weights single-handed. Risk should be reduced by the appropriate techniques e.g. use of trolley or enough people to help.
- 7.3. Staff should be trained to use ladders and should only use ladders with another adult present.
- 7.4. Corridors should be kept clear of clutter.
- 7.5. Adequate ventilation and light should be maintained in classrooms.
- 7.6. The school should be kept at a minimum of 16C
- 7.7. Chairs/desks should be of an appropriate size/height for the child.
- 7.8. Chairs should not be stacked higher than 5's and only then in a safe place.
- 7.9. Carpet edges to be fixed down and taped safely.
- 7.10. Heating panels can sometimes be very hot. Avoid direct contact. Children to be warned.
- 7.11. The school is a No Smoking area.
- 7.12. All trees in school playgrounds of a particular age and height must be checked for disease and checked to guard against falling branches.
- 7.13. Similarly all low level bushes etc. should be checked to ensure that they do not present a risk to pupils, either of scratches or skin or eye penetration by sharp twigs.
- 7.14. A copy of the Asbestos Register is to be kept in the school office. All staff must be made aware of the dangers of disturbing asbestos.
- 7.15. The Premises Officer should be familiar with the location of asbestos within the premises and must ensure that contractors access the Asbestos Register prior to commencing work in school.

8. EMERGENCY EVACUATION PROCEDURES/FIRE DRILL

- 8.1. All staff and children should be fully aware of fire drill/emergency evacuation procedures. These are displayed in all areas of the school.
- 8.2. Fire drills to be practiced at least one per term and reported to the Governing Body.
- 8.3. Exit routes to be clearly indicated.
- 8.4. Fire appliances will be checked regularly by an appropriately qualified officer.
- 8.5. Fire blankets are available near the cookers.
- 8.6. Extinguishers are available wherever the Fire Officer has said they should be placed. Staff should read the instructions and know how to use the extinguishers.
- 8.7. Test of fire actuating points to be carried out on a regular basis and a log kept. The Premises Officer to test, log and provide a copy for the Headteacher.
- 8.8. The designated Fire Wardens are Ms Rossiter, Ms Kane, Mrs Mathiethasson, Mrs Burke and Miss Afonso. They have had training for their role and they each take responsibility for checking a specific area of the building, switching off lights and closing all internal doors.

9. SCHOOL SECURITY AND SAFEGUARDING

- 9.1. The School gates are to be locked at 9.15am, after which time the security gates will be operational.



- 9.2. There is an alarm system and security lighting to be operated by the Premises Officer, at the end of the school day. Furthermore CCTV is in operation 24 hours a day.
- 9.3. There are clear signs to the office.
- 9.4. Staff to check on any unknown person seen entering the building or grounds to avoid risk of abduction of a pupil, theft, damage to person/property.
- 9.5. All visitors and contractors should report to the school office where they sign in and receive a "Visitors" badge to wear whilst on the premises. Appropriate signs are in place to state this. Therefore, anyone without a badge has not conformed with this request and should be approached and asked to do so.
- 9.6. No child may go home unaccompanied during school time. No child is allowed out of school for dental, hospital appointment etc. on the strength of a verbal message from a child. Parents should send a note. Parents should collect their child from the office.
- 9.7. There is a signing in/out book for visitors and a separate book for children arriving late and leaving early.
- 9.8. A member of staff will be available in the playground from 8.50am to supervise children in normal conditions and from 8.50am in the Hall in inclement weather.
- 9.9. The Early Drop off club is supervised by a member of staff from 8.00am until 8.50am.
- 9.10. Parents and guardians are requested to deliver their children to the main playgrounds. Nursery children are taken to the nursery entrance. Parents should collect their children from the nursery entrance.
- 9.11. Parents must not take late children into the classroom but deliver them to the school office. If the children are young or new to the school a settling-in period should be allowed. However, all staff should frequently remind adults of the correct procedures. Any persistent problems should be reported to the Headteacher who will speak to the individuals concerned.
- 9.12. In order to make this easier for parents, all teachers must be available to speak to parents before and after school – on the playground, classroom from 8.50 am to 8.55 am and from 3.15 pm to 3.30 pm, thus giving all parents the opportunity to pass on brief messages.
- 9.13. The pedestrian gate is opened before school and closed at 9.15am. From that time onwards it is only unlocked by a visitor pressing a button and alerting a member of the office staff. The gate is opened at 3.00 pm and locked again when all the children have left.
- 9.14. Access via the drive gates can only be gained by the visitor alerting a member of the office staff.
- 9.15. All staff, both teaching and support, governors and volunteers have their police record checked (DBS) before they begin work in the school. The agencies that are used for supply staff vet their own staff. The school only uses agency staff who have been vetted in this way.
- 9.16. Parents who wish to collect their children during the school day are requested to come to the school office where a member of the office staff will contact the teacher to send the child to the office. No child will be allowed to leave school during the day unaccompanied unless a request has been made in writing to the class teacher or a telephone message given to a member of the office staff.



9.17. If any teacher or staff member is unsure as to whether an adult has the legal right to collect a child, they should check with the Headteacher, senior member of staff or the office staff.

9.18. **Nursery**

The children will be dismissed at 15.15:

- Into the safekeeping of their parents/carers
- Into the supervision of the Youngstars staff after school care
- Children whose parents are late, remain in the Nursery until 3.30pm and then they are escorted to outside the school office by a member of the Nursery team.

Key Stage 1

The children will be dismissed at 15.20:

- Into the safekeeping of their parents/carers
- Into the supervision of the Youngstars staff after school care
- Children whose parents are late, remain in the Classroom until 3.30pm and then they are escorted to outside the school office by a member of the Class team.

Key Stage 2

The children will be dismissed at 15.30:

- Into the safekeeping of their parents/carers
- Into the supervision of the Youngstars staff after school care
- To make their own way home, if they have permission from the school.
- Children whose parents are late, remain with the Class teacher until they are escorted to outside the school office.

10. VIOLENCE TOWARDS OTHERS

This could take the form of physical violence or serious verbal abuse and should be treated seriously. Each incident should be recorded and if necessary reported to the LA.

11. CLEANLINESS

11.1 All spillages to be cleared up immediately with appropriate cleaning materials, available from the Medical Room.

11.2 All litter is to be removed. Adequate litter bins are provided. Children to be educated in the risks to Health and Safety from litter and the lack of hygiene generally.

11.3 Children are to be reminded about the need to wash their hands after using the toilet, after gardening or handling pond water.

11.4 The school building to be maintained in a clean and healthy condition. The Premises Officer is to monitor this and to bring any Health and Safety issues to the attention of the Headteacher. Staff to report any cleaning inadequacies to the Premises Officer and Headteacher.



12. FIRST AID

- 12.1. The designated Paediatric First Aiders are Mrs Burke and Mrs Mathiethasson. Other designated First Aiders are Ms Kane, Ms Planson and Ms Rossiter.
- 12.2. Any medication (e.g. Antibiotics) brought into school must be taken to the medical room and given to a first aider, clearly marked with the child's name and with the dosage instructions and appropriate paperwork completed.
- 12.3. Only such medication can be administered and it must be stored in a safe place out the reach of children.
- 12.4. Appropriate personal protective clothing (e.g. disposable gloves) to be worn at all times when dealing with cuts, etc., because of the danger of contracting HIV, hepatitis, also the risk of passing infection to the wound.
- 12.5. Waste resulting from First Aid to be disposed of separately.
- 12.6. All accidents to be reported and recorded in the school's accident books, one in the medical room and one in the Nursery, (These books are for internal use only. To protect the identities of the children only first names and classes are recorded).
- 12.7. Official L.A. Accident forms to be filled in wherever necessary. Where appropriate an injury form should be sent home.
- 12.8. Staff should be aware of the special needs of children in school suffering from asthma, diabetes, epilepsy, sickle cell anaemia and anaphylaxis. They should be aware of the treatment and have regular training updates provided by the school nurse.
- 12.9. Asthma inhalers are usually kept securely in the medical room, as they are often required during non-classroom based activities e.g. playtimes. However, each individual child's needs are assessed and in consultation with the parents, the SENCo, School Nurse and First Aiders will decide on the best place to store the inhaler for ease of access but when a child goes on a school visit or attends a sporting event, their medication accompanies them.
- 12.10. A list of children who have asthma inhalers will be displayed in the medical room together with children suffering from nut allergies and children with care plans.
- 12.11. and 16.8. A trained first aider should go on every school trip, whenever possible. Inhalers and epi-pen must be taken for children who need them and administered by the first aider, as necessary.

13. CHEMICALS

- 13.1. These should be clearly and correctly labeled.
- 13.2. They should be stored safely away from children.
- 13.3. The cleaner's cupboard should be kept locked during the school working day.
- 13.4. Tippex should not be used by children.

14. PLAYGROUND

- 14.1. Children are not permitted to climb up/under fences, up drain pipes or into any part of the building including across cubicles in the toilets.



- 14.2. A minimum of two adults must supervise the playground when all the children are at play.
- 14.3. Damaged/loose playground surface should be reported.
- 14.4. The Premises Officer will check playground equipment weekly and log the findings.

15. CAR PARK/CYCLE SHELTER

- 15.1. Children are not permitted to play in or around any cars parked in the car park. Children and parents should use the pedestrian exits enter and leave the school. No parents should park in the car park without permission from the Headteacher.
- 15.2. All cycles and scooters should be parked in the school cycle shelter. No children or parents should cycle or scooter on school premises.

16. CHILDREN AWAY FROM THE SCHOOL SITE

- 16.1. When away from school children should behave sensibly and be aware of other people, as far as possible they should walk in silence, as it is still class time. They should be courteous and give way to adults.
- 16.2. They should walk in pairs and stop at the kerb, crossing a road only with the teacher's permission. Teachers must follow agreed procedures for crossing roads.
- 16.3. The party leader should ensure the correct ratio of adults to children,
 - 10:1 for KS2,
 - 5:1 for KS1 and
 - 3:1 for Foundation Stage.
- 16.4. All coaches carrying children must have seat belts and 1 seat per child. Children should not sit on the front seat of a coach or hold combs or other sharp objects in their hands during a coach journey. They should not stand up or change places when moving. They should not eat or drink on the coach.
- 16.5. The party leader should adhere to the LA guide-lines.
- 16.6. All educational visits should have adequate preparation. A preliminary visit should be made by the teacher in charge and a visit risk assessment completed along with a record kept of the planning. A register of the children and accompanying adults should be left with the SAO with contact numbers.
- 16.7. All children taking part in an educational visit must have written permission from someone with parental responsibility.
- 16.8. A trained first aider should go on every school trip, whenever possible. Inhalers and epi-pen must be taken for children who need them and administered by the first aider, as necessary.

17. HIRERS, CONTRACTORS AND OTHERS

- 17.1. When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will ensure that measures are taken to ensure the health and safety of those taking part in that activity. These measures must be



of an equal or better provision to those stated within this Health and Safety Policy. When the activity is a school sponsored event the organiser, even if an employee, will be treated as a hirer and will comply with the requirements of this Policy and the School's Letting Policy.

- 17.2. When the premises are hired to persons outside the employ of the Governing Body it is a condition that all such hirers, contractors, and others using the school facilities or premises, are familiar with the requirements of this Policy. They will comply with all safety directives of the Governing Body and will not, without the prior consent of the Governing Body:
- introduce equipment for use on the school premises;
 - alter fixed installations;
 - remove fire and safety notices or equipment;
 - take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- 17.3 Immediately prior to use the Premises Officer should meet and greet the user, ensure welfare facilities and emergency procedures are understood and ask if they would like any alterations made. This would include any alterations to the environment (e.g. alterations to the heating, ventilation including opening/closing of windows etc.), manual handling tasks (e.g. rearranging classroom furniture etc.) and any other task which may pose a risk to the user. These alterations should be carried out by the Premises Officer and it should be made clear to the user that if any further changes are required during the hire they must summon the Premises Officer. As proof of due diligence the arrangements should be signed off by the user.
- 17.4 All contractors working on the site are required to ensure safe working practices by their employees and must pay due regard to the safety of all persons using the premises. In instances where, in the opinion of the Headteacher, a dangerous situation or hazardous condition arises that a contractor fails to eliminate or make safe, the Headteacher must take such actions as are necessary to prevent persons in his/her care from risk of injury. In extreme circumstances this may be by instructing the contractor to cease work until the condition is remedied.

CONCLUSION

No Health and Safety Policy will succeed unless all persons involved take responsibility for their own health and safety. This includes the children, who should be taught to be involved in their own care.

POLICY REVIEW TERM: ANNUAL

Policy reviewed: December 2017

Next review: December 2018