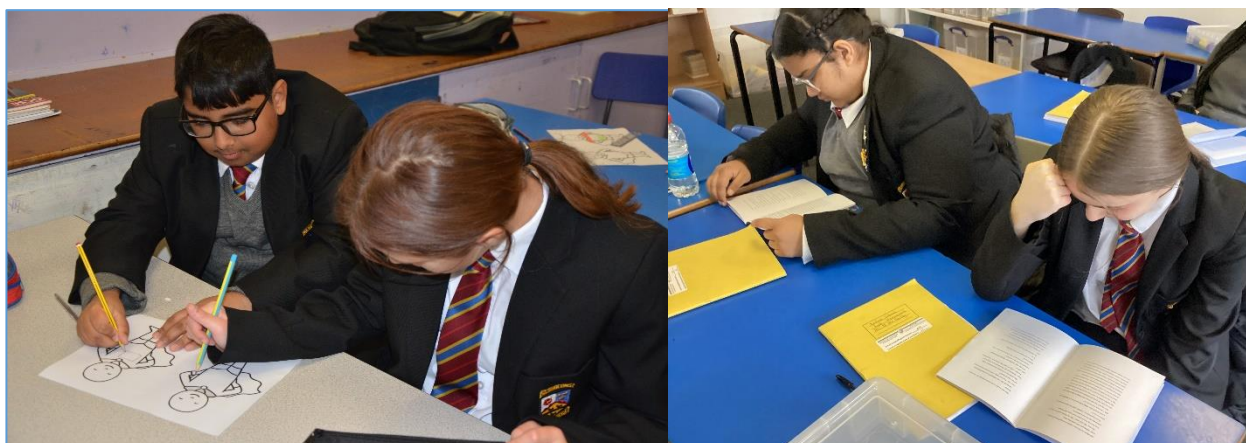




Saint John Wall Catholic School
A Catholic School For All

Mission Statement

'To educate each and every unique child in our care to hear and respond to what God calls them to be'



Health and Safety Policy

".. pay attention to what I say; turn your ear to my words,keep them within your heart; for they are life to those who find them and health to one's whole body."

Proverbs 4:20-22 20

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PART A

HEALTH AND SAFETY STATEMENT

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment, in line with the most up to date Government guidelines.
- b) Preventing accidents and work related ill health.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Complying with statutory requirements as a minimum.
- e) Ensuring safe working methods and providing safe equipment.
- f) Providing effective information, instruction and training.
- g) Monitoring and reviewing systems to make sure they are not only effective and the proper learning is obtained.
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- i) Ensuring adequate welfare facilities exist at the school.
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

All Governors, staff and pupils will play their part in its implementation.

PART B

ORGANISATION

INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure has had additional roles and responsibilities assigned, as detailed below.

- The **Governing Body** has ultimate control of the school. They will:
 - Decide policy.
 - Give strategic guidance.
 - Monitor and review health and safety issues.
 - Ensure adequate resources for health and safety are available.
 - Take steps to ensure plant, equipment and systems of work are safe.
 - Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
 - Maintain the premises in a condition that is safe and without significant risk.
 - Provide a working environment that is safe and healthy.
 - Provide adequate welfare facilities for staff & pupils.
 - In their critical friend role, maintain an interest in all the health and safety matters.
 - Review and monitor the effectiveness of this policy.
- **The Headteacher** will be fully committed to the Governing Body's Statement of Intent for Health and Safety and ensure that a clear written local Policy for Health and Safety is created. He/she will ensure that the Policy is communicated adequately to all relevant persons and ensure appropriate information on significant risk activities is given to visitors and contractors.
 - Promote a positive, open health and safety culture in school
 - Report to Governors on key health and safety issues
 - Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
 - Ensure that all staff co-operate with the policy
 - Devise and implement safety procedures
 - Ensure that risk assessments are reviewed on an annual basis
 - Ensure relevant staff have access to appropriate training
 - Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner
- **Senior Management** within the school will support the Head Teacher in their role. They will:
 - Ensure risk assessments are accurate, suitable and reviewed annually
 - Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
 - Provide a good example, guidance and support to staff on health and safety issues
 - Carry out a health and safety induction for all staff and keep records of that induction
 - Keep up to date with new developments in Health and Safety issues for schools
 - Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
 - Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Inform senior management of all safety, health and welfare matters to ensure the school complies with its statutory obligations
- Keep up to date with changes in current legislation and to bring to the attention of any key changes
- Ensure that all risk assessments are conducted and issues highlighted
- Conduct Health and Safety inspections.
- To carry out investigations of all accidents and near-miss incidents and to record the findings on the relevant forms
- To set out a personal example by wearing appropriate personal protective clothing/ equipment

The School Health and Safety Coordinator will arrange for annual statutory inspections and make provision for the inspection and maintenance of work equipment throughout the school. He/she will manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with 3D Facilities Management and other contractors. He/she will advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors. He/she will ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working

Fully co-operate with health and safety arrangements during larger building projects

Teaching and Non-Teaching Staff Holding Positions of responsibility will apply the school's Health and Safety Policy to their own department or area of work and carry out regular health and safety risk assessments of the activities for which they are responsible. They will also carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe.

Class Teachers are expected to exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out. They are expected to follow the health and safety measures in place within the school and give clear, oral and written instructions and warnings to pupils when necessary. They will follow safe working procedures, use protective clothing where necessary and report all accidents, defects and dangerous occurrences to their Head of Department.

All Employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must comply with the school's health and safety policy and procedures at all times in particular

procedures for fire, first aid and other emergencies. They must co-operate with school management in complying with relevant health and safety law and report to their immediate line manager any hazardous situations and defects in equipment found in their work places and indicated their understanding by signing the register attached to this policy.

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

Pupils allowing for their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. They must observe standards of dress consistent with safety and/or hygiene. They must observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency. They must use and not will fully misuse, neglect or interfere with things provided for their health and safety.

PART C

ARRANGEMENTS

SECTIONS

- a) ACCIDENTS**
- b) FIRST AID AND 'SICK PUPILS'**
- c) FIRE PRECAUTIONS**
- d) HAZARDS**
- e) ENVIRONMENT**
- f) SAFETY COMMITTEE**
- g) INSPECTIONS**
- h) ELECTRICAL SAFETY**
- i) INFECTIOUS DISEASES**
- j) SPECIALIST AREA SUPPLEMENTS**
- k) ALARMS**
- l) ASBESTOS**
- m) WORKING AT HEIGHT**
- n) SAFEGUARDING**
- o) TRANSPORT**
- p) WELLBEING**
- q) MATERNITY**
- r) EXCEPTIONAL CIRCUMSTANCES**

a) Accidents

Whenever an accident or near accident occurs it is important that the circumstances are reported so that a possible repetition can be avoided.

All serious accidents must be reported to the Head Teacher.

If an accident is very minor and has not involved injury to a person the ACCIDENT REPORT FORM (available in the school office) should be completed by the end of the day.

If an accident is more serious (see below) the accident must be reported immediately and all details given on the form including actions already taken.

The person reporting the accident must be sure that a member of the Leadership Team has been alerted.

Regulations require employers to immediately report on the following:

- i) Any major injury or conditions or death of an employee while at workplace or as a result of a workplace activity. 'Major injuries and conditions' include fractures (except those of hand or foot), amputations, loss of sight, unconsciousness due to lack of oxygen, electric shock or burn, acute illness, any other injury which requires admission to hospital for more than 24 hours.
- ii) Any employee or pupil suffering any medical conditions.
- iii) Injuries to an employee resulting in absence from work for 3 or more days after the incident.
- iv) Certain scheduled dangerous occurrences whether or not injury is caused. 'Dangerous occurrences' include explosions under pressure, collapse of scaffolding, electrical fire or explosion in which injury is sustained, collapse of a wall and similar events.
- v) Near miss incidents — for any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

b) First Aid and 'Sick Pupils'

The school has several staff who are trained to administer First Aid. One or more of these members of staff can be contacted via the school office during the working day. Since it is unlikely that one of the above will be on hand when a situation occurs the following actions should be taken.

- i) If an acute injury or illness occurs which is or is suspected to be of a serious nature the individual should not be moved without qualified advice (the one very rare exception to this instruction occurs when surrounding, serious hazards necessitate action to avoid further injury to the victim, in which case, movement should be minimised to a position of safety). An immediate request for assistance should be made to the school office via the telephone and an accompanied messenger. IF IN YOUR JUDGMENT AN AMBULANCE IS REQUIRED THE MESSAGE SHOULD CONTAIN THIS ASSESSMENT. IF THE INCIDENT IS SERIOUS SEND THE RED SOS MEDICAL ALERT TO THE OFFICE WHICH IS KEPT IN EVERY ROOM/OFFICE.

The office will act immediately on your message alerting a first aider, a member of the Leadership Team and, if required, an ambulance.

- ii) The victim should not be left unattended at any time and, whilst awaiting the arrival of assistance, any effort that can be made safely to clear the immediate vicinity of hazards and spectators should be made.
- iii) On the arrival of qualified assistance remain with the patient to assist with the environment around the incident and to inform the office of further action that may be necessary.
- iv) In the case of illness or injury which clearly does not require treatment on the spot the pupil should be sent to the general office to be treated with First Aid.
- v) In all of the above situations the sickness/accident book will require completion as soon as possible during the day of the incident.
- vi) Under no circumstances should pupils be sent outside for a walk around.

A First Aid Contact Form must be completed and returned to the Health and Safety Coordinator on the day the accident occurred. These are available from the Main Office.

Standard letters concerning head injuries are available from the Main Office and should be issued to any pupil who has sustained a head injury. Phone call is made to the parent on the day of the head injury.

The First Aid Points in the school are located in the following areas:

The main point is: The Main Office

Other points are: Technology, Science, PE Boys, PE Girls, the Prep Room and the First Aid Room.

Further first aid kits may be obtained from the Health and Safety Coordinator on request.

Mrs L Ellis monitors the list of first aiders and reminds them when the certificates need renewing.

The list of the school's competent First Aiders who have been trained by St John's Ambulance Association is available on the staff list located in the J drive.

b) Fire Precautions

In case of fire (even if it is a false alarm or a practice) the safety of pupils, staff and visitors is always paramount.

The Fire Alarm is a continuous siren.

There is a need for constant vigilance by all staff to ensure that life and property are not endangered by fire. Fire spreads within a building at a very fast rate and actions to ensure the safety of the occupants needs to be swift, decisive and orderly.

- i) **Steps to be taken on discovery of a fire.** Activate the Fire Alarm System by lifting the guard and pressing firmly on the call point on one of the red alarm point boxes. Do not delay this action whilst making attempts to deal with the fire. Make a 999 call from the nearest telephone giving clear details of school name and location. Report details as soon as possible to a member of the Leadership Team.
- ii) **Evacuation of the building.** When the fire alarm is heard (a continuous sounding of the siren) neither pupils nor staff should delay to collect bags or coats. Staff should shut any doors to offices or classrooms but not lock them. Staff should assist with the orderly evacuation following the fire route indicated by the notices in classrooms, 'fire escape' notices and evacuation maps previously circulated. See the Fire Plan, with route maps, which is published separately to this document. There is also a copy in every classroom. A Fire Evacuation always takes priority as this provides the most imminent risk to life.

The general guideline route involves leaving by a door that takes the group to the outside perimeter wall of the building from where the footpath around the school should be followed to the playground assembly points.

Teachers in charge of classes should ensure that their group arrives at the playground in an orderly manner and take them to the appropriate 'fire assembly point'.

- iii) **After evacuation.** When a tutor is satisfied that their form roll is correct he/she should report the fact to the Head of Year for that area. When all forms are correctly called the Senior Fire Marshall should be informed.

During the roll call the Support Staff Senior Leader and the site team will conduct an inspection of the building to ensure that full evacuation has occurred. Gates to the playground must be kept clear to allow fire vehicle access.

iv) Firefighting equipment. Equipment appropriate for the type of fire risk in each area is provided for emergency use. This equipment is maintained and checked regularly by qualified inspectors. Staff and pupils should never put themselves at risk in attempting to fight a fire.

v) Fire Drills. There will be a minimum of three fire drills during each school year. In most cases staff will be informed of the time of the drill. During certain drills an area of the school may be designated as the site of the fire and diversions from normal routes will be necessary.

After a drill any member of the staff should report incidents and defects in operating procedures to a senior member of staff (for example staff or pupils leaving with their bags). A report will be created logging all important information by the Site Manager.

vi) Inspections. There will be termly inspections of the routes, signs, notices, emergency lighting and equipment by members of the Site Safety Committee.

PART D

NEEDLESTICK INJURIES

DEALING WITH 'NEEDLESTICK' INJURIES

Most people will be aware that if a hypodermic syringe, particularly of an unknown source, penetrates the skin, such an event can give rise to the risk of the spread of not only HIV/Aids, but also Hepatitis B and Hepatitis C.

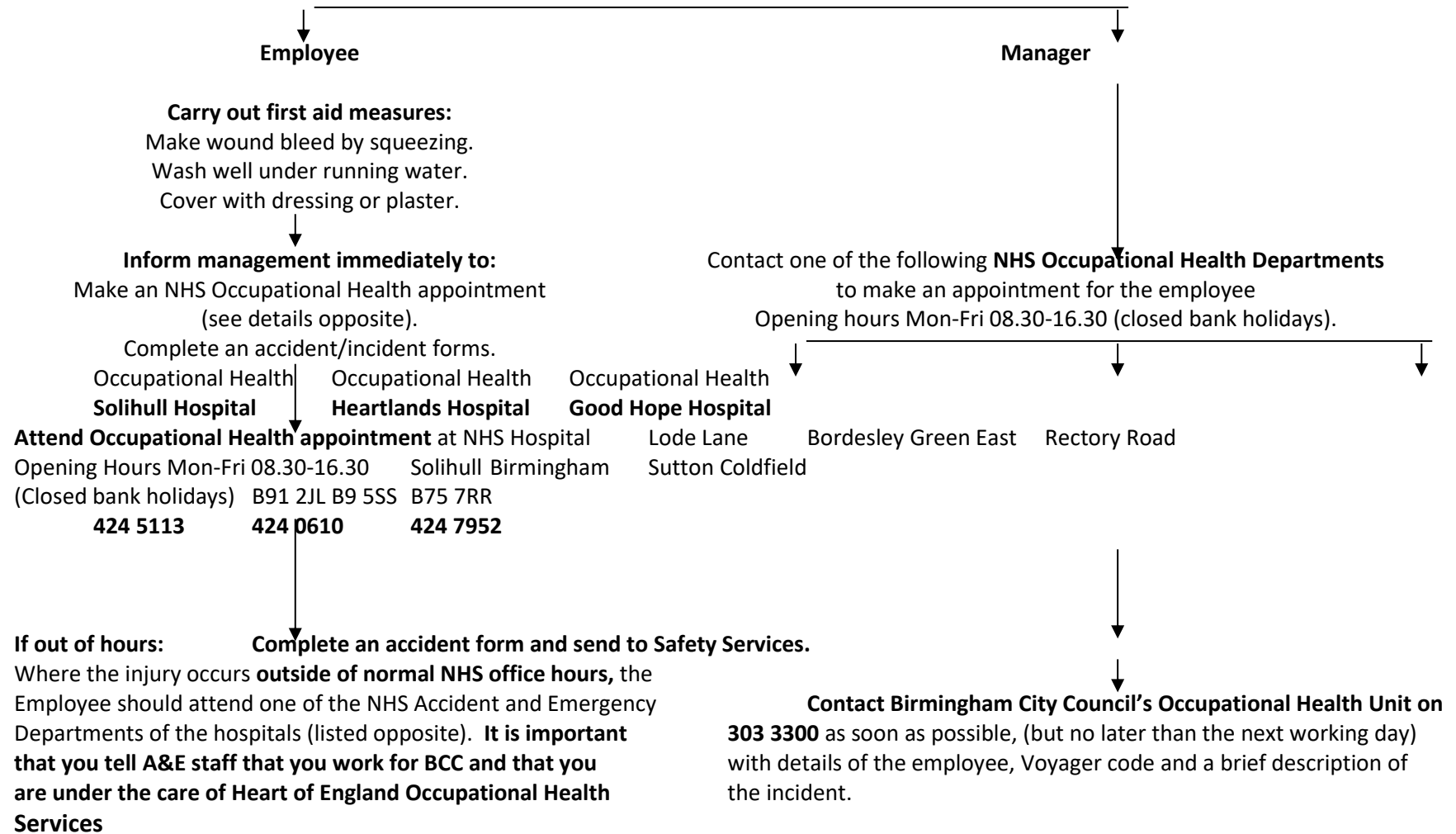
These diseases can also be transmitted by bites and scratches or body fluids being splashed into the eyes, particularly in learning disability environments.

On the rare occasion that a member of staff receives a 'needlestick' injury ie a hypodermic syringe accidentally punctures the skin, or a bite, scratch or body fluid splash to the eye, it is important that the following action is taken promptly in order to prevent the risk of infection:

- The injured person should immediately squeeze the wound to make it bleed as much as possible. This should preferably be done whilst holding the wound under running water and washing well. Cover the wound with a dressing or plaster.
- If the incident occurs during NHS office hours (08.30 to 16.30), the injured person should inform their line management immediately to ensure that an **NHS Occupational Health Appointment is made** (see details on the flowchart attached). Immediate arrangements can then be made for a health risk assessment to be carried out and if necessary, a course of treatment to begin. To ensure it is most effective, this treatment should begin within 48 hours.
- Where the injury occurs **outside of normal NHS office hours**, the employee should attend one of the NHS Accident and Emergency departments of the hospitals on the flowchart attached. **It is important that you tell the A&E staff that you work for BCC and that you are under the care of Heart of England Occupational Health Services.**
- This course of action is still necessary even though the person may have previously been immunised against Hepatitis B. This is because the immunisation's effectiveness diminishes with time and at a different rate from person to person.

NEEDLESTICK INJURY FLOWCHART

Employee sustains injury



PART E

MINI BUS RISK ASSESSMENT

MINI BUS RISK ASSESSMENT

Use of the Mini-bus by individual members of the PE Department – within the City Boundaries

RISK ASSESSMENT – All drivers must be MIDAS trained.

Individual staff have taken pupils to trips, fixtures and visits over the last five years in the school mini-bus without any incidents.

Before the teams leave the school site in the mini-bus the following checks are made;

- Condition of tyres.
- Seat belts worn by everybody.
- Pupils are reminded of safety procedures on the bus in case of emergency.
- A mobile phone is charged and on board.
- Pupils, who the teacher in charge of driving the mini-bus thinks will be disruptive, will not be taken on the mini-bus.
- A list of pupils who are on the mini-bus, their destination, time of departure and expected time of return will be left in the main school office.

The mini-bus is hired from Redkite, it is serviced annually. All annual checks are conducted by the lease company and drivers are tested every 3 years.

Ratified by Governors: 11/10/2023

Review Date: 11/10/2024

(This policy will remain in force beyond the review date if no updates are required)