

THE PAINSLEY CATHOLIC ACADEMY



The Painsley Catholic Academy
Better Together

Health and Safety Policy
September 2018

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LOCAL HEALTH AND SAFETY STATEMENT

School Name

1. Statement of Health and Safety Policy

- 1.1 This policy supplements both the general statement of policy issued most recently by Staffordshire County Council and the more detailed statement issued by the Department for Education.
- 1.2 The Directors of the Academy recognise and accept their corporate responsibility as an employer for providing a healthy working environment for the teaching and non-teaching staff in their employment, for the children attending the School and for other people who visit or are users of the School. The Board accept their general duties to their employees as set down in Section 2 of the Health and Safety at Work Act.
- 1.3 In compliance with the Health and Safety at Work Act, the Board of Directors along with the Local Governing Body will ensure, so far as is reasonably practical, that:
- All premises are maintained in a safe condition.
 - Safe access to and egress from premises are maintained.
 - All plant and equipment are safe to use.
 - Appropriate safe systems of work exist and are maintained.
 - Sufficient information, instruction, training and supervision are available and provided to enable all employees to avoid hazards and contribute positively to their own Health and Safety at work.
 - Arrangements exist for the safe use, handling and storage of articles and substances at work.
 - A healthy working environment is maintained including adequate welfare facilities.
- 1.4 Within the financial restraints, the Board of Directors will ensure, through the Local Governing Board and Leadership Group that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
- 1.5 The co-operation of all who use the School, both employees and others, will be sought in implementing this policy. Employees will be reminded of their own duties:
- To take care of their own safety and the safety of others.
 - To co-operate with the Board of Directors, Local Governing Board and Senior Management Team so that they may carry out their own responsibilities successfully.
- 1.6 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
- 1.7 Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and safety of employees concerned.
- 1.8 The Directors undertake to review this policy statement and the accompanying organisation and arrangements annually and in response to any major incident.

A copy of this statement will be posted on the staff notice board.

Signed _____
(Chair of Directors)

Signed _____
(Principal/Headteacher)

2. Health and Safety Organisation and Responsibilities

2.1 In order to ensure that Health and Safety issues are dealt with in accordance with Painsley Catholic Academy's Health and Safety Policy, the following organisational structure has been accepted by the Board of Directors. Duties and responsibilities have been assigned to Staff, Local Governing Board members and Directors as laid out below. The Board of Directors will elect a named person to be responsible for Health and Safety Matters across the MAC.

2.2 Local Governing Board (LGB)

2.2.1 The LGB is responsible for ensuring that this policy is implemented at a local level.

2.2.2 The LGB accepts a share of the responsibility for the way in which health and safety issues are addressed, in particular when making decisions about spending which are within its control.

2.2.3 The LGB will elect a named representative for Health and Safety who will act as critical friend to the Principal/Headteacher and hold him/her to account for the implementation of this policy.

2.3 The Principal/Headteacher (or in the event of absence, the Vice Principal/Headteacher, Assistant Principal/Headteachers)

2.3.1 Overall responsibility for the day to day management of all health and safety matters rests with the Principal/Headteacher.

2.3.2 The Principal/Headteacher, as manager of the School and of all the activities carried on within it, will liaise with the LGB, Directors and Local Authority and carry out their recommendations as regards Health and Safety matters. Furthermore, she will advise the LGB and Directors of any areas of Health and Safety concern, in particular those which may need to be addressed by funds.

2.3.3 The Principal/Headteacher will investigate all serious accidents and dangerous occurrences which are reported to her, or of which she becomes aware, and report thereon to the LGB, Directors, Local Authority and Health and Safety Executive as appropriate.

2.3.4 The Principal/Headteacher will take full responsibility for ensuring that adequate staffing levels are maintained for the safe supervision of children.

2.3.5 The Principal/Headteacher will, within reason, provide funds for:

- The maintenance of the premises.
- The repair, maintenance, and testing of School equipment.
- The provision of appropriate protective clothing where necessary.
- The purchase and maintenance of first aid materials.
- The purchase and maintenance of fire fighting appliances.
- Safety Training for staff, when necessary.

2.3.6 The Principal/Headteacher will ensure that an adequate level of supervision will be available, and that proper safety arrangements exist, before authorising educational visits or other activities involving pupils off site.

- 2.3.7 The Principal/Headteacher will liaise with, and monitor, as far as is reasonably practical, the activities of contractors, visitors and others on site, to ensure that any risks to the Health and Safety of staff, pupils and others are kept to a minimum.
- 2.3.8 The Principal/Headteacher may appoint a "School Health and Safety Officer" to whom she will delegate certain duties; specifically those detailed below. Alternatively, she may adopt the role herself.
- 2.3.9 The Principal/Headteacher will arrange for sufficient members of staff to be trained in First Aid to ensure that such Aid will be available in any reasonable foreseeable situation.
- 2.3.10 The Principal/Headteacher will normally meet formally with the School Health and Safety Officer and the Site Manager once every half term, to receive a report on any matters needing attention and decide on what action is appropriate.
- 2.3.11 The Principal/Headteacher will ensure that all electrical appliances in their charge have a current PAT testing certificate and will notify the relevant contractor when an appliance is due for testing.

2.4 The School Health and Safety Officer: Mrs Nicola Hannett

- 2.4.1 The School Health and Safety Officer will take note of health and safety bulletins and safety instructions issued from time to time by the Local Authority, the Department for Education and others and arrange for this information to be disseminated.
- 2.4.2 The School Health and Safety Officer will review this policy statement as necessary and ensure that appropriate amendments are made in accordance with changing circumstances.
- 2.4.3 The School Health and Safety Officer will formulate and review the arrangements to be taken in an emergency and ensure that all involved are informed of these arrangements. Furthermore she will arrange for an evacuation drill to be carried out every term.
(See Appendix A)
- 2.4.4 The School Health and Safety Officer will provide a Fire Evacuation Notice for each room in the School detailing the route to be taken to leave the building and also giving the locations of the nearest fire alarms and fire fighting equipment. Furthermore, the School Health and Safety Officer will liaise with the Site Manager to ensure that emergency notices around the School are sufficient and up to date.
- 2.4.5 The School Health and Safety Officer will set in place systems to ensure that regular checks are made of all School premises and equipment, to identify any situation which is unsafe or hazardous to health. (See Appendix D)
- 2.4.6 The School Health and Safety Officer will co-ordinate a fortnightly health and safety audit and will be responsible for receiving pro-formas from each member of staff specified as being responsible for checking various area around the School and will keep a record of receipt of these pro-formas.
- 2.4.7 The School Health and Safety Officer will ensure that the correct procedure is

followed for the reporting, recording, investigation and follow up of accidents on the premises, or involving staff or pupils involved in School activities off site and she will inspect the file of Accident Reports at regular intervals.

- 2.4.8 The School Health and Safety Officer will be readily available to receive, from Safety Representatives, from other staff, from pupils and from others using the premises, reports of all problems relating to Health and Safety matters and will, as far as is possible, take appropriate action to minimise any risks.
- 2.4.9 The School Health and Safety Officer will advise the Principal/Headteacher of all defects and deficiencies of which she becomes aware, either through the fortnightly checks, through the Accident Reports, through other reports made to her or as a result of her personal investigations.
- 2.4.10 The School Health and Safety Officer will advise the Principal/Headteacher on action to be taken for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe and the elimination, as far as is practical, of any other potential hazards.
- 2.4.11 The School Health and Safety Officer will liaise with the Business Manager, with First Aiders, with the Site Manager, with the Catering Manager and with the Cleaner in Charge to ensure that proper practices are followed and to assess risks which are particular to individual areas of School life.
- 2.4.12 The School Health and Safety Officer will assist in determining any staff training which is required in health and safety matters.
- 2.4.13 The School Health and Safety Officer will meet formally with the Principal/Headteacher and the Site Manager once each half-term for the exchange of information and determination of any immediate courses of action.

2.5 Vice Principal/Headteacher: Mrs Nicola Hannett

- 2.5.1 In normal circumstances, accidents and injuries will be reported firstly to one of the Leadership Team who will determine what action shall be taken.
- 2.5.2 If a dangerous situation still exists, the Vice Principal/Headteacher will notify both the Principal/Headteacher and the School Health and Safety Officer immediately (if applicable).
- 2.5.3 In the event of an accident or dangerous incident the County Council's recommended reporting procedure will be followed. Dangerous Occurrences and Significant Injuries will be reported to Head Office using Form EDAF 1. (Appendix C.)
- 2.5.4 Nicola Hannett is responsible for briefing Supply Teachers and visitors on all matters of Health and Safety Policy which affect them; in particular, action to be taken in case of fire.

2.6 First Aiders

- 2.6.1 A list of qualified First Aiders, who hold a current first-aid certificate, will be displayed in various appropriate places around the School.
- 2.6.2 Every case of illness or injury which might need treatment, either to a pupil or to a member of staff or any other person using the School premises, will be referred to a First-Aider.
- 2.6.3 When dealing with any illness or injury a First Aider will always act in accordance with the training which they have received.
- 2.6.4 All First-Aiders will ensure that their knowledge and skill are kept up to date by the reading of relevant literature and by further training, if necessary.
- 2.6.5 Mrs Clare Byrne will be responsible for ensuring that adequate and appropriate equipment and facilities are provided for the rendering of First Aid.
- 2.6.6 Mrs Clare Byrne will also make regular checks to ensure that the First-Aid boxes sited around the School only include the items governed by law and that they are kept replenished.

2.7 All Teaching Staff

- 2.7.1 Teaching staff are responsible for the health and safety of all pupils under their control both on site and off site.
- 2.7.2 Each class teacher shall be aware of the School's Health and Safety Policy.
- 2.7.3 Each class teacher will know the emergency procedure in respect of fire, first aid or bomb scare and inform themselves of the exit route from whatever room they may be using. Furthermore, they will make themselves aware of the location of the nearest fire fighting equipment and first aid box to that room.
- 2.7.4 Each class teacher will ensure that good "housekeeping" standards are maintained.
- 2.7.5 Class teachers will only permit practical work to be carried out after reading the relevant risk assessment for that activity or, in the absence of such material, carrying out their own assessment, where the nature of the activity, the class size, and the abilities of the pupils involved have all been taken into account.
- 2.7.6 Class teachers will ensure that no practical work takes place or potentially dangerous equipment is used without adequate supervision.
- 2.7.7 Each class teachers will ensure that safety instructions are given to all pupils prior to commencing practical sessions.
- 2.7.8 Class teachers will ensure, as far as is possible, that pupils follow School safety rules and that suitable personal protective equipment is worn where appropriate and that such equipment is in good condition prior to use.
- 2.7.9 Class teachers will ensure that if any equipment is used which has safety devices fitted then those devices are in good condition and proper use is made of them.
- 2.7.10 Each class teacher will take out of action immediately any defective furniture or equipment and make a report to the Principal/Headteacher as soon as possible.
- 2.7.11 Each class teacher will report any accident to the Principal/Headteacher as soon as is practicable and co-operate in any investigation into the causes of the accident and the determination of any steps which need to be taken to prevent its recurrence.
- 2.7.12 Each class teacher will report any injury to one of the Leadership Team immediately.
- 2.7.13 Each teacher will ensure that the agreed level of supervision is available and that

appropriate health and safety arrangements are adhered to when taking School parties off site.

- 2.7.14 Each class teacher will propose for consideration by their Principal/Headteacher any improvements which they consider would improve health and safety standards within the school.

2.8 Business Manager : Mrs Maureen Conlin

- 2.8.1 The Business Manager will be responsible for ensuring that all correspondence relating to health and safety matters which enters the School is passed on to the appropriate person(s).
- 2.8.2 The Business Manager will ensure that safe working rules and procedures exist in the offices and that these are brought to the attention of the Office and Technical Staff.
- 2.8.3 The Business Manager will ensure, as far as is practicable, that all equipment used in the offices is kept in safe working condition and will remove from use any equipment or appliance which is identified as being a potential hazard to health or safety.
- 2.8.4 The Business Manager will ensure that Office and Technical Staff are properly briefed before using any equipment which may involve risk.
- 2.8.5 The Business Manager will ensure that all accidents occurring in the offices or involving Office and Technical Staff are promptly reported to one of the Leadership Team and recorded using the appropriate forms. (Appendix C) Furthermore she will ensure that every accident (including near misses) is investigated with a view to preventing a recurrence.
- 2.8.6 The Business Manager will ensure that all Office and Technical Staff are aware of what action they should take in case of fire or emergency and furthermore are aware of any specific roles they should play in these circumstances.
- 2.8.7 The Business Manager will ensure, through her subordinates that all visitors to the School are informed, at their time of arrival at reception, of what action to take in case of fire or emergency, and of any circumstances which might affect their health and safety.
- 2.8.8 The Business Manager is responsible for ensuring that proper procedures are followed so that records are available, at all times during the School day, of all persons on site; including staff, pupils and visitors.
- 2.8.9 If the building is evacuated, attendance at the assembly point will be notified, either directly or through designated persons to the Business Manager who will notify the Health and Safety Officer of any persons not accounted for. (Appendix A)
- 2.8.10 The Business Manager will file all Accident Reports and ensure that they are available for inspection by any authorised person.
- 2.8.11 When "lettings" take place the Business Manager will inform the person in charge of any relevant Health and Safety Procedures (Appendices E & F) and in cases of doubt or ignorance will refer the Person in Charge to either the Site Manager or to the Health and Safety Officer so that procedures can be clarified.
- 2.8.12 The Business Manager will be the first point of contact for all Office and Technical Staff, Kitchen Staff and the Site Manager, in any matters of Health and Safety.

2.9 Further staff responsibilities:

2.10 The Site Manager Mr Ian Ackroyd

- 2.10.1 The Site Managers will ensure that all under their supervision, including cleaning and maintenance staff, follow safe working practices as recommended by the Authority and the School and will identify any particular health and safety training needs.

- 2.10.2 The Site Managers will ensure, as far as is reasonable, that staff under their control are not involved in activities outside their limitations, that they make use of suitable personal protective equipment when appropriate, and that they only use equipment if they have received training in its correct use
- 2.10.3 The Site Manager will report any accidents or injuries involving those under their supervision to one of the Leadership group as soon as is reasonably possible.
- 2.10.4 The Site Manager will be responsible for ensuring that all apparatus and equipment under their care is regularly checked and kept in a good state of repair; and that any faulty or damaged equipment is taken out of service until it is made safe
- 2.10.5 If the Site Manager becomes aware of any situation which poses a serious health and safety hazard they will notify the Principal/Headteacher of this immediately and take appropriate action to minimise the danger.
- 2.10.6 The Site Manager will participate in the fortnightly health and safety checks, paying particular attention to building structure, services, access to/egress from the School, main circulation areas and any particular areas assigned to her. Furthermore, they will contribute to the fortnightly Health and Safety Audit.
(Appendix D)
- 2.10.7 The Site Managers will ensure that all equipment and hazardous substances, used for the maintenance of the buildings or site, are stored securely.
- 2.10.8 The Site Managers will arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.
- 2.10.9 The Site Managers will conduct a practice evacuation of the buildings, outside normal School hours, but when cleaners are working in the School, at least twice a year and report the results to the Health and Safety Officer.
- 2.10.10 The Site Managers will meet formally with the Principal/Headteacher and the School Health and Safety Officer once each half term for the exchange of information and determination of any immediate courses of action.

2.11 The Catering Manager

- 2.11.1 The Catering Manager is responsible for all Health and Safety Matters in the kitchens.
- 2.11.2 The Catering Manager will report any matter, which affects the Health and Safety of other users of the School (staff, pupils or visitors) to the Business Manager.
- 2.11.3 The Catering Manager will be aware of, and ensure that her subordinates are aware of, action to be taken in the case of fire or emergency in the main buildings.

2.12 The Cleaner in Charge.

- 2.12.1 The Cleaner in Charge is responsible for ensuring that all Health and Safety requirements are known and followed by both her and those under her supervision.
- 2.12.2 In particular, the Cleaner in Charge will ensure that equipment and substances are only used by those who have received instruction in the use of such equipment and

substances.

2.12.3 The Cleaner in Charge will ensure that when cleaning is taking place, any hazards are notified to others who are using the building. In particular, warning signs will be displayed where floors are wet and/or slippery.

2.12.4 The Cleaner in Charge is responsible for ensuring that all under her supervision are aware of how to act in case of emergency, in particular that they are aware of evacuation procedures. To this purpose she will co-operate with the Site Manager in conducting a practice evacuation at least twice a year.

2.13 All Employees

2.13.1 All employees are obliged, by law, to take care of their own safety and health whilst at work and to take care of the safety and health of others who may be affected by their actions or omissions.

2.13.2 All employees must co-operate with the Board of Directors, the Local Governing Body, and Leadership Group of the School, so far as is necessary to enable management to comply with the legal requirement imposed upon it by statute.

2.13.3 All employees shall assist in the maintenance of good housekeeping.

2.13.4 No employee will use equipment for purposes for which it was not designed, nor use equipment, which involves risk, if they have not received proper training.

2.13.5 No employee will introduce any equipment or substance to the School site or use any personal equipment or substance on the School site without proper authorisation.

2.13.6 All employees should make use of all safeguards and necessary personal protective equipment provided for health or safety reasons.

2.13.7 All employees should report all defects in the condition of the premises or equipment, of which they become aware, to the Health and Safety Officer.

2.13.8 All employees should report all unsafe working practices, of which they become aware, to the Health and Safety Officer.

2.13.9 All employees will report all accidents or dangerous occurrences to one of the Deputies as soon as is possible and co-operate fully in any subsequent investigation.

2.13.10 During out of hours periods or holidays where few staff are at School all employees will report their presence to the Business Manager or Principal/Headteacher and also report when they leave the school to same (lone working).

2.14 Pupils

- 2.14.1 Pupils will be taught how to follow all safe working practices and observe all School safety rules.
- 2.14.2 All pupils will pay attention to and adhere to all safety instructions issued by members of staff when engaging in any practical activity, either on or off site.
- 2.14.3 All pupils will follow all instructions issued by any member of staff in the case of an emergency.
- 2.14.4 No pupil will have the opportunity to use any School equipment unless authorised to do so by a teacher; furthermore no pupil will use any equipment which involves risk before having received proper instruction in its use.
- 2.14.5 No pupil will move any heavy or bulky item around the School.
- 2.14.6 No pupil will intentionally or recklessly interfere with equipment provided for safety purposes, in particular fire extinguishers. Any pupil who deliberately tampers with any safety equipment will be subject to disciplinary action.
- 2.14.7 No pupil should introduce any equipment or substance to the School site or use any personal equipment or substance on the School site without proper authorisation.
- 2.14.8 Every pupil (age appropriate) will be encouraged to take reasonable care for the health and safety of themselves and of others who may be affected by their actions. Anyone who indulges in behaviour which could be damaging to the welfare of themselves or others will be subject to disciplinary action.
- 2.14.9 Pupils will be made aware that they have the responsibility of reporting to a member of staff, any situation or occurrence which presents a real danger to their health and safety or the health and safety of others.
- 2.14.10 The responsibilities of pupils, as set out above, will be brought to the attention of all parents and pupils; pupils will be reminded of them at regular intervals and as and when the need arises.

2.15 Events Open to the General Public

- 2.15.1 Whenever the general public are admitted to the School Hall, or other parts of the premises, every endeavour will be made to adhere to the regulations and instructions issued by the Local Licensing Authority and by the Fire Brigade. (Appendix E)
- 2.15.2 For each performance, or event, one named person will act as "Person in Charge."
 - i) If the event is organised by the School, then the Person in Charge will be either the member of staff organising the event, or another member of staff with sufficient expertise.
 - ii) If the event is organised by an outside body, then the name of the Person in Charge will be notified to the School authorities through the Business Manager.
- 2.15.3 The Person in Charge will be responsible for ensuring that good order is

maintained throughout the event and that every care is taken to protect the Health and Safety of those on the premises.

- 2.15.4 The Person in Charge will be responsible for contacting the Emergency Services should the need arise.
- 2.15.5 The Person in Charge will appoint and brief sufficient helpers to allow her/her to carry out her/her duties satisfactorily, particularly with respect to controlling each Emergency Exit in the case of evacuation of the buildings.
- 2.15.6 The Person in Charge will notify the School Authorities of any accident or dangerous incident.

2.16 Staff Safety Representatives

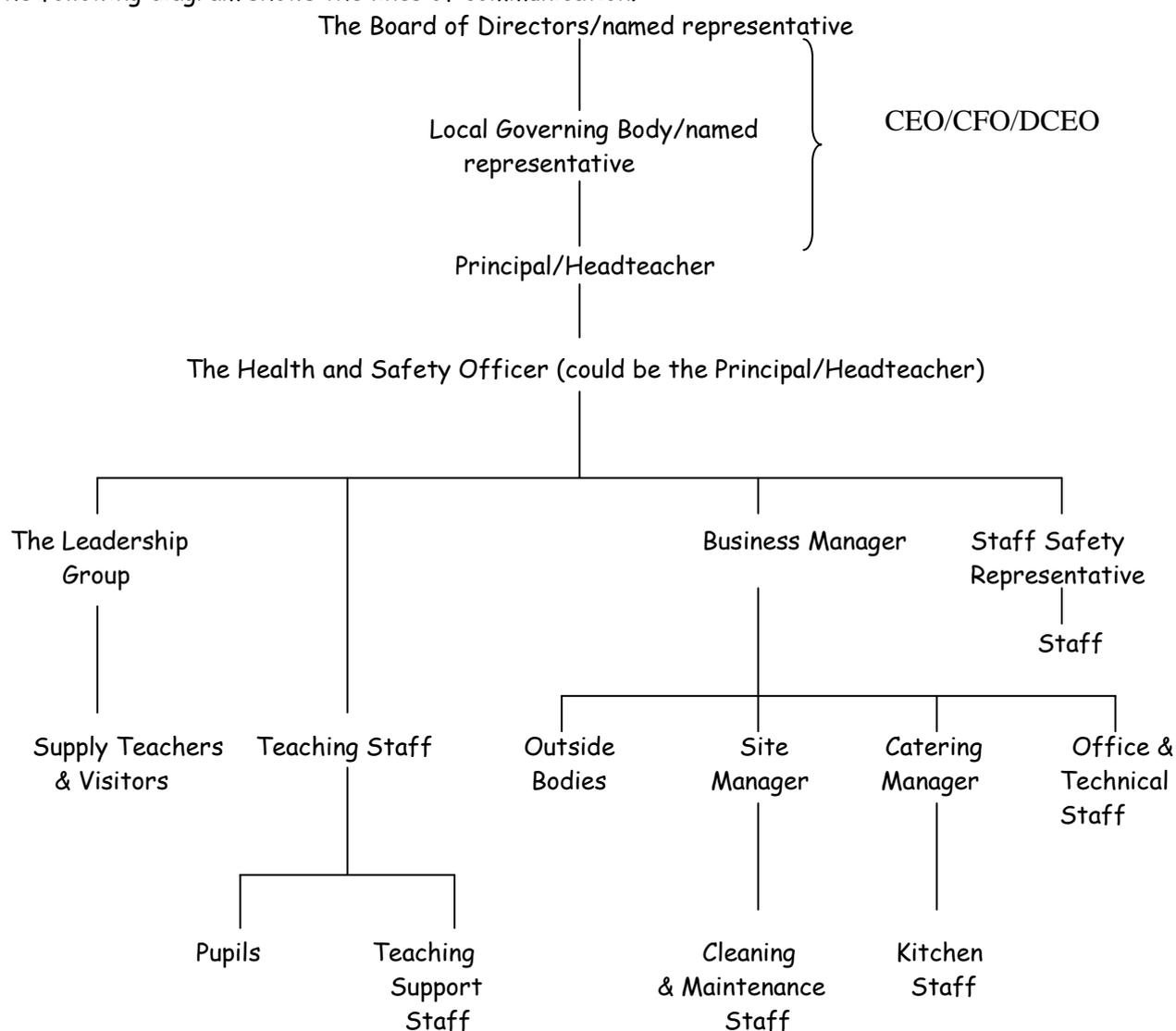
- 2.16.1 Each Trade Union can, by law, appoint a health and safety representative from amongst employees in the School, to represent the interests of its members. The appointment of such a person must be notified, in writing, to the Board of Directors.
- 2.16.2 Each Staff Safety Representative will be entitled to investigate potential hazards and examine the causes of any accidents, occurring either on site or elsewhere, to the staff that she/she represents, engaged in their professional duties. Furthermore, each Staff Safety Representative will be empowered to investigate any complaint by an employee she/she represents relating to employees' health, safety or welfare.
- 2.16.3 Each Staff Safety Representative will be entitled to carry out health, safety and welfare inspections in the School and make representations to the Principal/Headteacher, either directly or via the Health and Safety Officer, on any matters affecting the health, safety or welfare of employees.
- 2.16.4 All Staff Safety Representatives will be members of the School Health and Safety Committee.

2.17 Health and Safety Committee

- 2.17.1 The School will establish a Health and Safety Committee which will meet at least once a year.
- 2.17.2 The main purpose of the committee is to develop and implement measures to ensure the health and safety at work of all employees, pupils and others who may be affected by the School's activities.
- 2.17.3 Membership of the Committee will comprise: The Principal/Headteacher, an appointed Local Governing Board member, the School Health and Safety Officer, Business Manager, the Site Manager and the Staff Safety Representative (if appointed).

2.18 Organisation. Lines of Communication

The following diagram shows the lines of communication.



2.19 Pupils with Medical Needs and / or Complex Health Needs

2.19.1 Procedures for managing the administration of medicine are documented in the School's drug education and the management of drug related incidents policy.

2.19.2 The procedures for the welfare of pupils with complex health needs are detailed in the School's

Special Needs, Asthma and Diabetes policies.

APPENDIX A

Emergency Procedure In Case of Fire during Normal School Hours

Section A: Fire

If a fire is discovered, the person discovering the fire shall:

1. Evacuate any persons from immediate danger.
2. Raise the alarm by initiating the fire alarm system.
3. Proceed with the following general evacuation procedure.

Having evacuated the area and raised the alarm, the person discovering the fire may attempt to extinguish it using nearby fire-fighting appliances if they are absolutely certain that so doing does not place them at any risk. **Note:** Every room in the school has on display a Fire Notice showing which Exit should be used and giving information on Alarm Buttons, Extinguishers and Hoses.

If the alarm is raised in the case of a real and confirmed fire the fire service will be contacted and the caller will confirm that a fire is in progress.

On hearing the fire alarm, all persons must leave the building and assemble on the playground. Teaching staff shall:

1. Instruct all persons within their immediate area to move in a quiet and orderly manner to the assembly point via the stipulated routes as indicated by Fire Exit notices throughout the School.
2. Check any adjoining toilets, storerooms or other accommodation for persons.
3. When they are satisfied that their areas of responsibility are clear, they will proceed to the assembly point.

In order to carry out the evacuation operation efficiently:

1. Persons will leave belongings behind (nothing should be carried).
2. No person will push, run or talk either within the building, nor when making their way to the assembly point.

During the evacuation the Leadership Group will station themselves at appropriate points on the evacuation routes to ensure orderly and free flow of persons making their way to the assembly point.

The Business Manager will bring to the assembly point:

1. The most recent statutory morning Register of Pupils.
2. The Visitors Book.
3. The "Out of School Book".

Checking of School Buildings.

The following persons will check the given areas in the school to ensure full evacuation and **report to the Business Manager** when they are all clear:

Teaching assistants responsible for checking classrooms, pupil toilet and cloakroom areas.

Headteacher responsible for checking main school building.

Business Manager responsible for checking School Annexe and Music Room

Do not walk towards an area that you perceive to be a danger to you.

- Note: this is the most important immediate check to ensure that no-one is left in the building and it must be carried out by the **persons listed above no matter where that person is at around the School during the time the alarm sounds.**
- The following person (s) will stand by the front gate to prevent access to the main building.:
Mrs C.Byrne

- All members of staff are responsible for ensuring that once the alarm has been sounded no person enters or re-enters the building.
- **The Principal/Headteacher** will try to determine from where in the building the alarm was activated. The alarm will not be deactivated until it is certain that there is no danger to occupants of the building.

At the Assembly Point:

1. Pupils will line up, in silence, in their classes.
2. **Visitors/non class teachers will report to Mrs C.Byrne**
3. **Teachers** will check names / numbers of pupils against the class list.
4. If all pupils are accounted for, the teacher will return the class list to the Business Manager.
5. The Principal should be informed immediately if there are any persons missing and they will take whatever course of action they see most fitting to try to ascertain the whereabouts of the missing persons.
6. The teacher will then return to the group of pupils and ensure that all pupils stand in order and in silence; and await further instructions.

Section B: Gas Leak, Bomb Threat or Other Reason

The fire evacuation procedure will put into effect with the following adjustments:

- a) In the case of gas leaks the electrical supply to the School will be isolated and all mobile phones switched off.
- b) The assembly point will be moved further away from the main building in order to deal with the possibility of injury through flying debris.
- c) If the evacuation is to be permanent (meaning that the premises cannot be re-entered for a substantial length of time), then the "Permanent Evacuation Procedure" will be put into effect.

Procedure for Permanent Evacuation of Premises

(a) In the event of a gas leak, bomb threat, fire or other emergency the fire evacuation procedure should be put into effect.

(b) The Principal/Headteacher should review the suitability of the assembly point used in the evacuation, particularly with regard to the danger of flying glass and debris should an explosion occur. The assembly point for such evacuations should be as far away from the building as possible, a distance of at least **200 metres** being recommended.

(c) As soon as the building is evacuated, arrangements must be made for the welfare of pupils, and the Principal/Headteacher will need to take account of time of day, weather conditions, etc. in deciding the best course of action.

- i) Pupils may be moved to the parish hall.
- ii) Pupils may be sent home.

(d) It will be for the Principal/Headteacher to decide whether it is safe for the School to be re-occupied, while taking full account of the advice of the Fire and Police Officers.

Procedure for Warnings of Bombs and other Explosive Devices

(a) On receipt of such a warning, or on discovery of a suspect package, it must be assumed that the threat communicated or the suspicion aroused has real foundation and that there is no hoax involved.

(b) The Principal/Headteacher will decide whether or not to evacuate the building, bearing in mind that the first responsibility is for the safety of staff, pupils and pupils. There should be full co-operation with the local police in dealing with such incidents.

(c) If a message containing a threat is received (usually by telephone), the following should be done:-

(i) Note the exact time of receipt of the message.

(ii) Write the message down exactly as it is given.

(iii) Notify the police immediately, repeating the message exactly as received.

(d) If there is time and the situation lends itself, try to gain as much information about the caller as possible e.g. age, accent, apparent intoxication, background noises, etc. might all assist in police investigation, and this might be particularly useful if a number of threats have been received in a short period of time.

(e) Should the Principal/Headteacher decide that evacuation is necessary, the fire evacuation procedure should be implemented. **Note:** if time permits pupils could be asked to take with them their bags and personal belongings to assist any search for suspect devices. A cursory check of each room by staff before they leave may reveal any unusual or suspicious article.

(f) The Principal/Headteacher should review the suitability of the assembly point used in the evacuation, particularly with regard to the danger of flying glass and debris should an explosion occur. The assembly point for such evacuations should be as far away from the building as possible, a distance of at least **200 metres** being recommended.

(g) As soon as the building is evacuated, arrangements must be made for the welfare of pupils, and the Head will need to take account of time of day, weather conditions, etc. in deciding the best course of action.

(h) Vigilance should be exercised in noting the presence of strangers or of unusual parcels or packages in the building, and on no account should anyone attempt to move or interfere with suspect packages.

(i) It is generally accepted that suspect letter, parcels and packages delivered through the postal system do not usually constitute an immediate threat of explosion until they are opened. Such items should therefore be isolated in a dry place (do **NOT** place in water) away from vulnerable buildings. The area should be kept clear of all persons and the police should be alerted as soon as possible.

(j) Suspect letters or parcels may explode on opening, so particular diligence is needed in handling such items. The following characteristics may arouse suspicion.

(i) The postmark, especially if from abroad or from Northern Ireland or Eire.

(ii) The handwriting which may be of a foreign or unusually erratic style.

(iii) The balance may be uneven or the weight may be excessive for the parcel size.

(iv) The feel may be springy or stiff as if packed with card.

(v) Pinholes may be made by wire springs or contacts.

(vi) Greasy stains or unusual smells (many explosives smell of almonds or marzipan).

(vii) Rattles might indicate a loose mechanical part.

(k) Bomb warnings will always be taken seriously. No risks should be taken or assumptions made until the matter has been properly investigated in co-operation with the police. The first responsibility of

the Principal/Headteacher is for the safety of pupils and staff, and any actions taken should reflect that priority.

(l) It will be for the Principal/Headteacher to decide whether it is safe for the School to be re-occupied, while taking full account of the advice of the Fire and Police Officers.

Emergency Procedure in Case of Accident or Illness

If a person becomes seriously ill or an accident occurs which requires immediate medical attention, take the following steps.

1. Do not place yourself into danger. Assess the situation carefully before taking action.
2. Take any immediate action necessary to maintain the safety of the casualty e.g. isolate electrical equipment, reduce serious bleeding, place in the recovery position if unconscious or liable to lapse into unconsciousness.
3. Send a responsible person for help to the nearest member of staff with the following information:
 - a) The name(s) of the casualty(ies).
 - b) The exact location of patient(s).
 - c) Nature of the injury or illness.
4. Send another responsible person to the reception with the following information:
 - a) The name(s) of the casualty(ies).
 - b) The exact location of patient(s).
 - c) Nature of the injury or illness.
 - d) Is further help required i.e. professional medical assistance, help with first aid etc.
 - e) Is further equipment required e.g. first aid box, blanket etc.
5. Keep the patient calm and warm whilst waiting for assistance in order to reduce shock.

When assistance arrives have any pupils in the vicinity evacuated from the area in an orderly manner.

School Accident Reporting Policy

It is the policy of the School that all accidents and dangerous occurrences are reported and investigated, even if there are no injuries.

All accidents involving personal injury, whether to employees, pupils or other persons, will be reported to the appropriate person immediately and an "Accident Report Form" will be completed.

Where any person suffers a significant injury as a result of an accident during School activities, the accident will be reported to Head Office at Stafford using the County Council Accident Report Form, EDAF1. Three copies of the completed form are required including the original, and an additional copy will be kept for School records

Minor or trivial injuries which require little or no first aid treatment and which allow the person to continue their normal day need not be reported in this way, but where there is any doubt, form EDAF1 will be completed and sent in.

Accidents resulting in fatalities or "specified injuries" will be reported to Head Office at Stafford directly by telephone on the day the accident occurs. Where the accident occurs outside of normal office hours, the accident will be reported at the earliest opportunity.

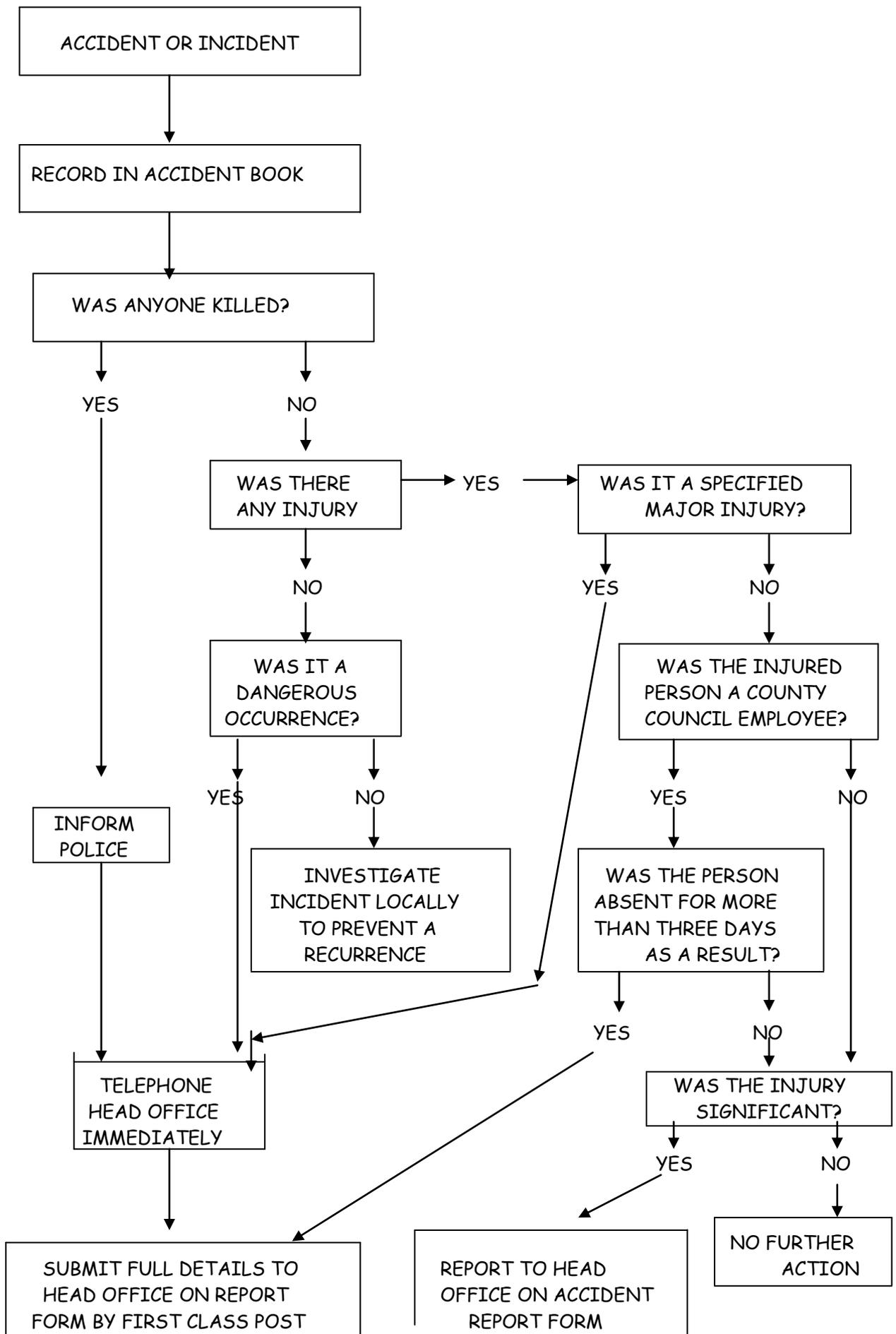
After any accident, following any necessary measures to deal with the injury, steps will be taken to ensure that no hazard is allowed to continue that might lead to further injury. The management will then carry out an investigation of the accident as soon as possible and complete a report on their findings.

Whenever Form EDAF1 is completed, it will indicate clearly whether the injured person is an employee, pupil, trainee or other person. The exact nature of the injury will be, wherever possible, ascertained, and the parts of the body-affected specified. Care will be taken to record the specific details of the accident and its cause. If there are additional details or circumstances surrounding the accident which could be relevant in the event of a claim arising or some other investigation being necessary, a brief report on a separate sheet will be sent with the accident report form.

"Accident Report Forms" will be kept in a file. This will be inspected by the Health and Safety Officer once a week. A copy of the Accident Report Form is included in this Appendix.

The records will be kept for a period of three years from the date of the accident so that they are available for Officers of the Authority and of the H.S.E. as and when required.

PROCEDURE FOR THE REPORTING OF ACCIDENTS



Accident Report Form

Date: Time: Place:

Name of Person Reporting accident:
Brief Description of Accident:

Names of any Witnesses

Believed Root Cause of Accident

Action Taken to Prevent a Reoccurrence of a Similar Accident (has Risk assessment been checked and does it need updating?)

Name of Person (s) to Whom the Accident was Reported:

Was any person injured?		Was the injury significant?	YES
YES (If yes	No	complete the SCC	No
		investigation form)	

Name of person Injured

Status (eg. staff, visitor, pupil)

Nature of Injury

Brief Description of any Treatment

Signature of Person Reporting the accident _____

Signature of the HS Officer _____

Health and Safety Checks around the School

The following describes the procedure set in place for checking on the safety of the premises and for reporting any damage, faults or potential dangers in the School.

1. A list of checks will be provided for each area in the School, as described earlier in this document (example appended.) This list will be updated as and when necessary
2. A specified person will be allocated to each area in the School to carry out the checks as listed. This task may be delegated to another person but the person specified will be held responsible for ensuring that the checks are carried out.
3. Each area in the School will be formally checked once a fortnight. A proforma will be completed each fortnight to record that the checks have been carried out (example appended).
4. A brief report of any unsafe conditions or faulty equipment will be written on the reverse of these forms.
5. All proformas will be read by the Health and Safety Officer/Principal/Headteacher and all relevant information passed on to the Site Manager at their half-termly meeting.
6. Anything contrary to good health and safety will be rectified/acted upon as soon as possible.
7. A record will be kept of the return of these proformas and the proformas themselves retained for one year.

Example of Reporting Proforma.

HEALTH AND SAFETY CHECK

Responsible Person

Mr. Ackroyd

Please Tick as Appropriate. (Write any notes overleaf.)

	Satisfactory	Unsatisfactory
Nursery Classroom		
Reception Classroom		
Year 1 Classroom		
Year 2 Classroom		
Year 3 Classroom		
Hall		

Any new electrical equipment in department including spare cables with plugs on?

- | | |
|-------------------------------|---|
| DOORS | Kept clear. In good working order. |
| WINDOWS | In good working order. No broken or loose glass. |
| FIRE NOTICE | On display in appropriate place. |
| LIST OF FIRST AIDERS NOTICE | On display in appropriate place. |
| EMERGENCY NOTICE | On display in appropriate place. |
| INTERACTIVE WHITEBOARD NOTICE | On display in appropriate place. |
| FIRE EXTINGUISHER | Accessible. Seal in tact. |
| FIRST AID BOX (If provided) | Readily accessible. Contents complete. |
| FLOOR SURFACES. | No loose coverings. No slippery surfaces. |
| FIXTURES & FITTINGS. | Securely attached to floor/wall/ceiling. |
| FURNITURE. | In safe condition. |
| ELECTRICAL SWITCHES / SOCKETS | Secure and undamaged. |
| ELECTRICAL EQUIPMENT. | Authorised/Undamaged/Plugs and Leads in good condition. |
| OTHER EQUIPMENT | All dangerous equipment stored or made safe. |
| SUBSTANCES | No unauthorised or flammable chemicals or other substances. |
| HEATING AND LIGHTING | In working order. No leaks. No exposed Radiator Spindles. |
| GENERAL HOUSEKEEPING | Generally neat and tidy. Passages clear. No hazards. No conglomeration of redundant combustible material. |

Signed _____

Date _____

CHECKLIST FOR AN AREA.

There will be a standard checklist for all areas. Any areas containing specialised equipment or other possible hazards, for example, Boiler Room, kitchens, will have a written list of additional checks drawn up by the person in charge, in consultation with the School Health and Safety Officer/Principal/Headteacher if necessary.

BASIC HEALTH AND SAFETY CHECKLIST FOR ALL AREAS

DOORS	Kept clear. In good working order.
WINDOWS	In good working order. No broken or loose glass.
FIRE NOTICE	On display in appropriate place.
EMERGENCY NOTICE	On display in appropriate place.
FIRE EXTINGUISHER	Accessible. Seal in tact.
FIRST AID BOX (If provided.)	Readily accessible. Contents complete.
FLOOR SURFACES.	No loose coverings. No slippery surfaces.
FIXTURES & FITTINGS.	Securely attached to floor/wall/ceiling.
FURNITURE.	In safe condition.
ELECTRICAL SWITCHES AND SOCKETS	Secure and undamaged.
ELECTRICAL EQUIPMENT.	Authorised/Undamaged/Plugs and Leads in good condition.
OTHER EQUIPMENT	All dangerous equipment stored or made safe.
SUBSTANCES	No unauthorised or flammable chemicals or other substances.
HEATING AND LIGHTING	In working order. No leaks. No exposed Radiator Spindles.
GENERAL HOUSEKEEPING	Generally neat and tidy. Passages clear. No hazards. No conglomeration of redundant combustible material.

PERSONS RESPONSIBLE FOR CHECKING EACH AREA IN THE SCHOOL

<u>AREA</u>	<u>PERSON RESPONSIBLE</u>
Classrooms	I.Ackroyd
Communal Areas – Hall, ICT suite, Library, Corridors	I.Ackroyd
Grounds	I.Ackroyd

Appendix E

The Use of School Premises Outside Normal School Hours.

The Checklist below is intended as a guide for any person acting as Person in Charge when the School hall is used outside normal School hours. These guidelines should be followed particularly carefully if members or the public are to be admitted to the hall.

Access. 1. Have arrangements been made to restrict entry to an acceptable number of persons?
2. Have arrangements been made to deny access to undesirables?

First Aid 1. Have arrangements been made for First Aid?
2. Is there anyone on site trained in First Aid?

Summoning Help

1. Is there a telephone available?
2. Is the procedure for contacting Fire/Police/Ambulance known?
3. Is the Telephone Number at hand for contacting the Site Manager or her assistant?

Exits. 1. Are you aware of the position of all Emergency Exits?
2. Are the Exit Doors functioning properly?
3. Are the Exit Signs functioning properly?
4. Are all Exit Routes clear of any obstructions?

Fire Extinguishers

1. Are you aware of the location of all Fire Extinguishers and Hoses?
2. Are all Fire Extinguishers and Hoses readily accessible?
3. Do you know which extinguishers are suitable for which sort of fire?

Electrical Supply

1. Do you know where the trip-switch for the hall electrics is situated?
2. Do you know how this switch works?

Evacuation. 1. Have arrangements been made for evacuation of the premises in case of emergency?
2. Has a responsible person been assigned to each exit?
3. Has a Sign or Signal been chosen to signify that the premises should be evacuated?
4. Are the audience to be informed of how to behave in case of emergency?

After the Event Are the premises, fittings, furniture and equipment in the same condition as they were before the event?

If you experience any difficulty in answering yes to any of the above questions please contact either the Site Manager or the School's Health and Safety Officer for guidance.

Extracts from the "Public Entertainments Licence" Conditions and Instructions.

Hours of Use: Monday-Friday 11.00 a.m. - 12 Midnight.
 Saturday 11.00 a.m. - 11.45 p.m.
 Sunday 7.00 p.m. - 11.00 p.m. No Dancing.
 Good Friday No Licence

Permitted Numbers: The number of people using the premises shall not exceed:
210

Attendants: The number of attendants shall be not less than one for every hundred persons present.
Each attendant shall be aware of the method of operating the fire-extinguishers and the action to be taken in the event of fire, including evacuation of the premises and the method of calling the fire brigade.

Door Supervisors: Any person employed or engaged as a door supervisor must be registered.

Seating: Seating, tables and chairs, and other furniture and fittings shall be so arranged as to allow free and ready access to the gangways leading to the exits. Where more than 200 persons are to be accommodated the seats shall be secured together.

Structures: Where it is proposed to erect tiered seating, details of the siting and design of the seating shall be submitted to the Licensing Authority for approval.

Escape Routes: All doorways, gangways, corridors, staircases and external passageways shall be kept clear of any obstruction.

Special Risks: No pyrotechnics, explosive devices, smoke producing devices, flammable substances, strobes or lasers shall be used at any performance without the consent of the Directors.

Scenery and Drapes: All scenery, stage-curtains, and similar hangings and decorations, shall be of such material or so maintained that they will not readily catch fire.

Alterations: No material alterations, refurbishments or additions shall be made to any part of the licensed premises.

Disturbances and Noise: The Licensee shall take all reasonable precautions to prevent disturbance being caused to local residents.

A complete copy of the Conditions and Instructions may be viewed by arrangement with the Business Manager at the School.

Action to be taken on discovering a Fire.

1. Any Appointed Helper discovering a fire will at once give the "Emergency Signal" and inform the Person in Charge.
2. The Person in Charge will arrange for the fire brigade to be called immediately.
3. On receipt of the "Emergency Signal" all Appointed Helpers will move quietly to their pre-arranged posts.
4. If the Person in Charge decides to clear the premises she will have the house lights raised and will address the public, following which all exit doors are to be opened and the public encouraged to leave quickly and quietly.

XXXXXXXXXXXXXXXXXXXX

Discretion must be used as to whether to tackle a fire whilst an audience is present. Smouldering of a very small outbreak may be quickly smothered without disturbance, but nothing must be allowed to alarm the public, who, if at all possible, should remain unaware of an incident.

On no account must fire hose be run out while the public is in the building.

Never mention the word "**FIRE**" in the hearing of the public.

XXXXXXXXXXXXXXXXXXXX

The Emergency signal is _____

This signal must not be divulged to any person not an Appointed Helper.

Note: Complete as to the Emergency Signal.

Instructions for Calling the Emergency Services.

In an Emergency Call 999

1. Lift the Telephone Handset and Dial (9) 999.

2. Tell the BT operator:

This is Telephone Number 01785 663128

I wish to speak to the Fire/Police/Ambulance Service.

(Say which service you want.)

3. Wait for the BT operator to connect you to the Emergency Service.

4. Tell the Emergency Service:

I am speaking from St. Anne's Catholic Primary School,
Lynton Avenue
Weeping Cross
Stafford
ST17 0EA

State what the trouble is and answer any questions.

DO NOT REPLACE THE RECEIVER UNTIL THE EMERGENCY SERVICE HAS REPEATED THE SCHOOL ADDRESS.

The Use of School Premises by Person or Persons not directly connected to the School.

Persons, or bodies, not directly connected with the School, but who use the school's premises, should be aware of, and adhere to, certain procedures designed for their own Health and Safety and for the Health and Safety of others who use the premises. This is particularly the case when their use of the premises includes admitting members of the general public into the buildings.

1. No person shall use any area in the School unless authorised to do so by the School authorities.
2. Persons, or bodies, using the School premises will make themselves aware of the emergency facilities provided for the areas which they are using. In particular:
 - a) The situation of all emergency exits.
 - b) The routes for the evacuation of the building.
 - c) The workings of the emergency signs.
 - d) The siting of fire extinguishers and hoses.
 - e) The types of fire on which each fire extinguisher may be used.
 - f) The situation of the nearest available phone and the procedure to be used to summon the assistance of the Fire/Police/Ambulance Services.
3. The person, or body, will also be responsible for making arrangements for the evacuation of the premises if the need should arise.
4. A poster should be displayed, stating who is in charge of the event.
5. With the exception of the normal lighting system, no use will be made of any School equipment without specific permission from the School authorities and any necessary training. (This particularly applies to electrical equipment, including stage lighting, climbing equipment and tools.)
6. The persons, or body, using the School premises will not introduce onto the School premises any equipment or substances which might prove hazardous to themselves or others using the buildings.
7. Any equipment or substances which are introduced onto the School premises will only be used in accordance with the manufacturers' instructions. Furthermore, no equipment or substances will be left on the School site so that they could be accessed by persons normally using the premises, particularly pupils.
8. The School Authorities will not be held responsible for any accident or injury to person or persons using the School premises outside School hours unless such accidents or injuries are caused by the negligence of the School authorities.
9. The persons, or body, using the School premises will ensure that any damage or accident is reported to the School authorities as soon as is possible.
10. The persons, or body, responsible for the hire of the buildings will ensure that entry to the buildings is restricted to appropriate people and that any restriction on numbers, dictated by Health and Safety considerations, is strictly adhered to.
11. The persons, or body, using the School premises will ensure that after their use the buildings and premises are left in a fit state and that any damage is reported to the School authorities.

Note: Those using the School premises will be given several pages of information.

- a) The Use of School Premises Outside Normal School Hours.
- b) Extracts from the "Public Entertainments Licence" Conditions and Instructions.
- c) Action to be taken on discovering a Fire.
- d) Instructions for Calling the Emergency Services.
- e) Pedestrian / vehicle segregation letter
- f) Emergency procedure in Case of Accident / Illness
- g) Procedure for warnings of Bombs and Other Explosive Devices

Medicines

Some pupils may require medicines that have been prescribed for their medical condition during the School day. In these cases, parents are requested to obtain duplicate labeled bottles from the pharmacist in order to send medicines to School. The label should state:

- The name of the student
- Date of dispensing and name of pharmacist
- Dose and dose frequency
- Cautionary advice/special storage instructions/side effects
- Name of medicine
- Expiry date - where applicable
- Written instructions provided by the prescriber on the label or container and method of administration

In all cases where prescribed or non-prescribed medicines are brought into School, a parental consent form for the administration of the medicine in School must be completed (available from the School office). Medicines should always be provided in the original container as dispensed by a pharmacist.

In many cases, the pupils will be able to self-administer the medicine. However, when pupils are supervised self-administering medicines or when a member of staff administers the medicines for the pupil, the School will store the medicines and a register of the staff involved is maintained (any member of staff involved in the administration of medicines will be doing so on a volunteer basis). Wherever volunteers do supervise or administer medicines, it is essential that the medicine must only be administered in accordance with the prescriber's instructions, as displayed on the container/packaging. If in doubt about any procedure staff should not administer the medicines, but check with the parents/carers or a health professional before taking further action.

The storage of medicines is clearly an important health and safety matter. Some medicines should be readily available to pupils (e.g. their asthma inhalers) whilst some may require suitable storage (in a fridge, or a secure container). Whenever medicines are stored by the school, records of the medicines are maintained and an accurate record of when they have been given (or if a child has refused their medication) is kept. If a controlled drug is prescribed to a child then these should be stored in a locked, non-portable container and only named staff should have access.

Medicines that have been prescribed for an individual must only be used by them. They must not be given or passed to a third party. A controlled drug, as with all medicines, should be returned to the parent/guardian when no longer required to arrange for safe disposal. If this is not possible it should be returned to the dispensing pharmacist.

6.2.1 Education Visits

The School will consider what reasonable adjustments to make to enable pupils with medical needs to participate fully and safely on visits. Such pupils may need a risk assessment and/or additional safety measure particularly for outdoor visits. An additional supervisor, parent or volunteer may be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of any health care plan should be taken on visits in the event of the information being needed in an emergency. If staff are concerned about whether they can provide for a child's safety they should seek parental views and medical advice from the School health service or the child's GP.

6.2.2 Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all children to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan. All adults should be aware of issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

6.2.3 Storing Medicines

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. This should be easy if medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

Children should know where their own medicines are stored and who holds the key. The Principal/Headteacher is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. Our School allows children to carry their own inhalers. Other non-emergency medicines should generally be kept in a secure place not accessible to children.

A few medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines. Local pharmacists can give advice about storing medicines.

6.2.4 Access to Medicines

Children need to have immediate access to their medicines when required.

The School occasionally need to make special access arrangements for emergency medicines that it keeps. It is important to make sure that medicines are only accessible to those for whom they are prescribed.

6.2.5 Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

Sharps boxes should always be used for the disposal of needles. Sharps boxes can be obtained by

parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

6.2.6 Emergency Procedures

As part of general risk management processes our School has arrangements in place for dealing with emergency situations. Every room has an emergency procedure notice. Pupils are taken through the procedure as part of their P.S.H.E curriculum. All staff have been trained in the implementation of this procedure.

A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. Staff should never take children to hospital in their own car; it is safer to call an ambulance

Individual health care plans should include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency.

Working at Height Policy

1. Avoid work at height. The School will ensure that wherever possible, working at height is avoided if there is an alternative safer method of undertaking a task.
2. Prevent falls. If work at height is the only reasonably practicable option for undertaking a task, then thought will be given to appropriate methods of preventing falls. Consideration will not only be given to the type of access equipment required for the job but also the requirement for collective control measures such as guardrails or purpose built working platforms. Ladders and stepladders are not always suitable for some tasks. Chairs and tables are not designed as access equipment and should not be used for this purpose.
3. Mitigate risk. Where a risk of falling remains, the School will mitigate the risk by considering what other methods should be used to minimise the distance or consequences of a potential fall e.g. safety harness, safety net.
4. The School will ensure that all staff who are required to undertake work at height receive adequate health and safety training, instruction and information with regard to the risks involved, the equipment to be used and the precautions to follow including any safe systems of work. The School will not expect staff to work beyond their level of competence and staff will be encouraged to raise any concerns they have about their ability to work safely.
5. All work at height will be subject to a thorough risk assessment. Risk assessments will consider: the competency of the people undertaking the work, job duration, job frequency, ground conditions, weather, height, type of equipment available, other hazards (e.g. near to other people, risk of tools/materials falling).
6. All access equipment must be suitable for its intended use, meet the required standard and be maintained in good condition. Users of access equipment should ensure it is inspected prior to each use to ensure its safety. The School will arrange for all access equipment to undergo a periodic thorough examination by a competent person and for a suitable record to be kept. Defective equipment must be removed from service until repaired and replaced. A ladder register will be kept which records checks completed on each uniquely identified ladder. Such checks to be carried at no longer than 6 monthly intervals and to follow the ladder safety checklist.
7. Access to any equipment intended for work at height will be restricted to prevent unauthorised use. Contractors must not be permitted to use any access equipment owned by the County Council. Similarly, pupils will be prevented from using such equipment.
8. Where contractors are employed to undertake work which involves working at height, the premises manager must receive sufficient information as to the contractors proposed safe working method. The premises manager must be satisfied that adequate precautions will be in place to minimise risks to safety.
9. Working on fragile roofs should be avoided wherever possible. Where this cannot be avoided, premise managers must ensure work is carried out in accordance with a written risk assessment.

All reasonably practicable steps should be taken to avoid the risk of objects falling that could cause injury. Where a risk of falling objects remains, the affected area should be cordoned off to prevent access to unauthorised people.

School Asbestos Emergency Procedure

It is possible that, even after every precaution has been taken, employees or contractors may come across 'hidden' asbestos when working in a building or on plant. The emergency procedure to be followed in the event of unexpected exposure/suspected exposure to asbestos material is as follows. The School will ensure that:

1. The work is stopped immediately.
2. The area is evacuated and further access prohibited. Leave all contaminated material in the area. A notice will be displayed preventing access to the area. No attempt should be made to clean the area.
3. Report the incident immediately to:
 - a) The Principal/Headteacher.
 - b) The Asbestos Team within CPS on 01785 277635 (01782 749910 for out-of-hours incidents).
 - c) The health and safety advisor (who will notify the HSE if exposure is likely to have occurred). Telephone 01785 278855.
4. Complete an accident investigation report form.

The Asbestos Surveyor will arrange for the County Council's asbestos consultant to attend site to assess the situation, to take samples of suspect material for analysis and to undertake appropriate air monitoring. If samples contain asbestos, the area will need to be locked off until a specialist contractor licensed by the HSE can be employed to remove or seal the asbestos containing materials and an environmental clean undertaken. The area must not be re-occupied until it is confirmed to be safe by the analyst.

Where persons are contaminated with a suspected asbestos material they should be asked to remove their outer garments carefully, wash off any dust contamination to skin carefully, and be supplied with suitable coveralls to maintain modesty. Any towels used must be treated as contaminated asbestos waste and bagged up for later disposal. Clothing should be bagged up for disposal as asbestos waste or for cleaning at a specialist asbestos laundry. The room in which the asbestos-contaminated persons stay, and in which they remove clothing is also likely to become contaminated with dust. This will also apply to any areas through which they have passed. It is essential that no attempt be made to clean up using vacuum cleaners etc. The areas must be kept isolated with doors and windows etc. kept closed.

The advice of the Occupational Health Unit must be obtained where employees have been exposed to asbestos. Where considered necessary, the exposed person will be referred for medical examination and an x-ray. The procedure will not confirm the presence of asbestos but it will establish the current state of health of the person subjected to the suspected exposure. The medical record of this examination will be kept for 40 years and a copy will be made available for the suspected exposed person.

School Sun Safety Policy

The damage that can be caused by over exposure to the sun is now widely acknowledged. Too much sun can cause skin damage including sunburn, premature ageing and skin cancer. Skin cancer is now the second most common type of cancer in the UK with over 40,000 new cases and 1,800 deaths each year. This is an issue for all ages, but extra care needs to be taken with children as sunburn in childhood can lead to long term skin damage.

By definition, the harmful effects caused through over exposure will only occur when pupils are out of doors for prolonged periods e.g. on School trips or on sports days.

It is the policy of the School to minimise the risks associated with over exposure to the sun. This will be achieved by adhering to the following guidelines.

- All parents will have access to this policy through the School website.
- All staff will be informed of the dangers associated with over exposure to the sun.
- When planning events/activities outside the School will ensure that the organising staff are fully informed of the dangers of over exposure to sun. This factor will be considered when preparing the activity risk assessment so that adequate precautions can be made. **The following precautionary measures will be drawn to the attention of all staff prior to such events taking place:**

1. Thorough Planning

Minimise the risks by limiting the amount of time that pupils are required to spend exposed to the sun.

Consider the timing of events; the sun's harmful rays are most intense between midday and early afternoon.

When it is very hot, keep children out of the sun altogether.

2. Shade from Direct Sunlight

Make use of all available shade provided by buildings, trees, etc.

3. Clothing

- Encourage parents to send their children to School with a suitable broad brimmed hat which provides head, face and neck protection from the sun.
- Allow pupils to wear sunglasses, bearing in mind that for safety reasons, eyewear might be inappropriate for certain activities, particularly physical education.
- Encourage pupils to wear loose fitting clothing whenever they are not participating in physical activities.

6. Sunscreens

Use of sunscreens to protect exposed skin will be permitted and encouraged in School.

Parents should be encouraged to provide appropriate sunscreen products for their own child(ren). Schools should avoid supplying sunscreen.

Teachers and others in positions of responsibility should ensure that these are used correctly and re-applied as appropriate. Children should apply their own sunscreens wherever possible. Where parents are present, say for sports day, they should be encouraged to check/apply sunscreen to their child(ren) as required.

In certain circumstances, children may need assistance with the application of sunscreen. Where this is the case, staff must avoid compromising situations by always ensuring that a second member of staff is present during the application.

The School has a duty of care to look after the welfare of pupils, and it may, in certain circumstances, be necessary for pupils who are inappropriately dressed or prepared, to avoid or minimise exposure by "sitting out" of the sun as much as possible.

7. Drinks

Children can dehydrate very quickly when exposed to the sun's rays. Consideration should be given to the availability of drinks especially at events where children could be outside for a few hours.

HSE Sun Protection Six Point Code

The Health and Safety Executive recommend the following 6 point code.

1. Keep your top on. Clothing forms a barrier to the sun's harmful rays especially tightly woven fabrics.
2. Wear a hat with a brim or flap that covers the back of the neck and ears to avoid sunburn.
3. Stay in the shade, whenever possible, especially at lunchtime.
4. Use a high factor sunscreen of at least factor SPF 15 on exposed skin. Apply as directed on the product.
5. Drink plenty of water to avoid dehydration.
6. Check your skin regularly for unusual spots or moles which may have changed. See a doctor immediately if you see anything that is changed in shape, size, colour or is itching or bleeding.

SAFE PROCEDURES FOR DEALING WITH DISCARDED SYRINGES

Introduction

Nowadays, an increasing number of individuals (staff and pupils) are more likely to come into contact with discarded hypodermic needles and syringes (sharps) which are classed as clinical waste. Some groups of staff are more at risk as a consequence of the type of job they do. This guidance is intended to clarify the School's recommendations for safely dealing with discarded needles and syringes found on or off the premises by staff or others.

Some pupils need to have medication administered using hypodermic needles whilst at School. In such circumstances, the School should have a detailed written procedure for the safe storage, handling and disposal of contaminated sharps.

What are the hazards?

Discarded sharps can present a risk of needle stick injury. The extent of infection from such an injury is largely dependent on how the needle has been used and by whom.

Who is at risk?

Any staff whose job involves site maintenance/cleaning activities are most likely to be at risk. Litter picking, emptying litter bins and general grounds maintenance work are all tasks where discarded syringes may be discovered. Staff should take precautions to reduce the risk of accidentally coming into contact with discarded sharps.

Occasionally, pupils or other members of the public may find a needle that has been discarded on or off School site.

What action should I take if I find a discarded needle or one is reported to me?

If you discover a needle or syringe:

- Do not touch it with your bare hands,
- Use a dustpan and brush or other suitable implement to place it in a suitable container.
- Children must be kept away from the affected area until the sharp has been removed. Pupils must be told to report any such findings to a member of staff and discouraged from interfering with the item.

What is the correct method of storing needles and syringes?

Used syringes and needles must be stored in an approved sharps box. Suitable sharps containers are manufactured from a puncture proof material and have the appropriate hazard warning labels attached. They also have a sealed lid to prevent sharps from being removed. Glass jars or metal tins/boxes should not be used for this purpose. Keep the sharps box in an area which is only accessible to staff.

How do we dispose of sharps boxes?

The School will make arrangements for the box to be collected. Boxes are designed for incineration. Under no circumstances must they be emptied and returned for reuse in School.

What action should we take in the event of a needle stick injury?

If an injury occurs:

- Wash the affected area thoroughly using clean water and soap for at least five minutes,
- Encourage the wound to bleed by gently squeezing,
- Do not suck the wound.
- Injuries to staff should be reported immediately to the Principal/Headteacher who should contact the Occupational Health Unit (01785 276284) for advice about immunisation.
- Injuries to pupils should be reported immediately to the Principal/Headteacher. The Principal/Headteacher should contact the parents or other responsible adult and advise that the child be taken immediately to their own doctor or accident and emergency unit to seek advice about immunisation.

- Principal/Headteachers must report all accidents involving exposure to discarded syringes and needles to the LA on the standard accident report form.

Pedestrian and Vehicle Access General Policy

In line with county health and safety guidelines on the segregation of vehicles and pedestrians, the School has adopted the following policy with regards to access to the School.

No vehicles should be moving on the car park whilst pedestrians are using the pathway.

At the start and end of the School day pupils will use the main playground to wait to be collected by parents. Pupils will use the pavements to leave the school premises. Pupils walking from school to Farlea After School Club in the church hall will use the path at the rear of the church.

Appendix M

School Water Safety and Hygiene Policy

It shall be the policy of the School to minimise wherever possible, the risk of injury or illness through the use of any part of our water systems including showers, wash basins, heating and faucets. Risks include the transmission of Legionella bacteria within hot and cold water systems. Legionella **may** be transmitted by any water system that causes the release of water in aerosol form. Such water systems could include wet cooling towers, showers, taps, humidifiers which create a spray of water droplets, decorative fountains, whirlpool baths/spas, etc. Another risk is scalding where delivery of water is too hot.

The following precautions will remain in place:

1. Ensure water at delivery points is at such a temperature as to remove the risk of scalding on all outlets.
2. Keep water stored above 60 degree C in order to remove the risk of Legionella growth.
3. Wherever possible, Site Manager to ensure that all outlets are flushed at least weekly to keep water on the move.
4. At the end of School holidays, prior to any water being used, turn the hot water system on ensuring that a minimum temperature of 60 degrees C is reached and maintained for at least one hour, in order to kill off the bacteria.
5. Remove and de scale all shower heads and spray nozzles in order to prevent any aerosol being produced when the taps are flushed out.
6. With the shower heads and spray nozzles removed and after the temperature has been maintained for at least one hour flush each hot outlet until the temperature exceeds 60 degrees C.
7. Flush all cold water outlets extensively so that any stored water is replaced with fresh water; care to be taken so as not to produce any aerosol.
8. Periodically check the plant settings to ensure that water heaters, pumps and timings etc, are operating effectively.
9. Recommended procedures in the Staffordshire County Council Water Hygiene Record Systems Manual for School to be implemented for the testing and maintenance of water quality and maximum temperatures.
10. Site Manager to have responsibility for ensuring control and management of the water system throughout the premises.
11. Site Manager to remain thoroughly familiar with the content of the Water Hygiene Record Systems Manual for the premises and the County Council Policy on Water System Safety.
12. The manual should be kept available in an easily accessible place for reference by contractors, maintenance personnel and the County Council's water hygiene consultants.

13. No modifications or alterations to any part of the water system must be made without reference to the manual. Anyone who undertakes any work on any part of the water system must sign the manual to show that they have read and understood its content and understand any requirements placed on them.
14. The Site Manager should ensure that every modification or alteration is appropriately recorded in the manual for future reference.
15. The Site Manager should make arrangements for the regular cleaning and de-scaling of any shower heads using suitable materials in accordance with an appropriate risk assessment.
16. The Site Manager should also ensure that water temperature is regularly measured in accordance with the requirements contained in the manual and the County Council Policy.
17. Where checking and inspection results identify water temperatures that are outside the range detailed in the Water Systems Manual and the County Council Policy, prompt action must be taken to rectify the situation.
18. Thermometers used for checking should be digital, accurate, have probes suitable for water immersion and surface temperature measurement and have a refresh rate of at least once per second.
19. Appropriate records must be kept in the manual of all temperature checks, cleaning and de-scaling, and any alterations and modifications to the system.
20. During each six monthly visit, the appointed contractor - IWS will take a number of water samples and measure temperatures around the system. Dis-infection and other treatments may be also be undertaken at that time. Following the visit, the School will receive a written report which may contain recommendations. The Site Manager / Principal/Headteacher must ensure that these recommendations are properly implemented and the reports filed in the manual for future reference.
21. The manual must be retained for the life of the building.