

## **Health and Safety Policy At St Teresa's School**

### **Mission Statement**

Inspiring and achieving together, using our unique gifts given to us by God.

#### **Available from:**

This Policy is available to parents on the School website, or it can be viewed in the School office or a copy can be requested.

Staff and Governors of St Teresa's Catholic Independent school are given notice of the availability of this policy on the school website.

#### **Monitoring and Review:**

- To be continuously monitored and reviewed by the Joint Head Teachers and the Chair of Governors.
- The Chair of Governors and Joint Head Teachers will formally review this policy by no later than one year from the date shown below or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

**Reviewed:** July 2019

**Next Review:** July 2021

#### **INTRODUCTION**

This policy is based on the value that each human being is afforded as a child of God. It is not only essential that we do all we can to safeguard and better the life of another person, but also that every member of St Teresa's School learns to value their life which has been given freely to each one of us as a gift from God. Everything should be done to better the quality of their own and that of other people's lives.

#### **OBJECTIVES**

- To identify the roles of management in health and safety.
- To identify safety procedures so that they can be carried out without difficulty.
- To develop suitable and sufficient risk assessments to ensure that risks are adequately controlled.
- To identify the health and safety training needs of employees and pupils.
- To identify competent persons to assist with health and safety in school.
- To develop effective communication systems throughout the school.
- To make sure that all employees are aware of all relevant health and safety documents.
- To enable the identification and allocation of resources necessary to improve the health and safety performance within the school by setting standards based upon risk assessments and best practices.
- To develop effective inspection/monitoring procedures.

#### **ORGANISATION**

##### Responsibilities

The Governors have ultimate responsibility for health and safety; this responsibility is delegated to Mrs Draper, Joint Head Teacher, and the Bursar. In the absence of Mrs Draper this responsibility is delegated to Mrs Roberts, Joint Head Teacher. The Head of Early Years assists the Joint Head Teachers in ensuring that Health and Safety regulations are complied with in the EYFS.

Persons with a post of responsibility whether teaching or non-teaching, will be required to develop suitable and sufficient risk assessments and to prepare, implement and monitor safety policies, practices and procedures within their operational areas and within their sphere of control. Staff are advised how to complete risk assessment forms and shown examples.

### Duties

All employees have a duty under the Health and Safety at Work Act 1974 to -

- Keep themselves informed of the Health and Safety policy and any relevant safety procedures, information appropriate to their employment.
- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions at school, and, where it is in their control, take any appropriate remedial action as necessary.
- To report any accident, work related ill-health, dangerous occurrence, unsafe system of work or damage to equipment, plant or premises as soon as possible after it comes to their notice.

### **ARRANGEMENTS**

St Teresa's will make and implement arrangements as far as is reasonably practicable, to overcome deficiencies within their sphere of control, after undertaking a suitable and sufficient risk assessment.

This will include:

- effective planning, organisation and control
- effective monitoring and review of its preventative measures

Governors prioritise health and safety matters and major decisions will form part of the school's Development Plan. Health and Safety will be a standing item on the agenda of the Premises and Health and Safety Committee meetings. The Premises and Health and Safety Committee will monitor the effectiveness of the Health and Safety Policy.

An annual Health and Safety audit is carried out by the Joint Head Teacher and Bursar and termly inspections are carried out by the Health and Safety Governor and Bursar.

Health and safety will be a standing item on the agenda of all Staff Meetings and will be minuted. Staff are encouraged to make contributions to the health and safety policy and procedures. The health and safety file may be found in the Joint Head Teachers' office.

The Joint Head Teachers will ensure that adequate health and safety training will be given to enable staff to carry out their duties; this applies to all employees, teaching and non-teaching and includes the writing of risk assessments, where appropriate.

The school ensures that prescribed pictogram safety and fire signs are displayed. The school displays Health and Safety Law Poster.

All visitors to St Teresa's receive a leaflet, setting out important health and safety procedures. They are clearly identified by the wearing of a visitor's badge.

### **RISK ASSESSMENTS**

Please refer to Risk Assessment policy.

Risk assessments are in place for the security of the site, all areas of the site and activities which take place within it. These include risk assessments for manual handling, slips and trips, the management of asbestos and COSHH. All staff and contractors have access to relevant risk assessments.

## **CONTRACTORS**

The Joint Head Teachers should receive suitable and prior notification of any building/electrical or other improvement/maintenance works from contractors to make sure that time is available to make appropriate arrangements on site.

Contractors and sub-contractors must report to the Bursar or Joint Head Teachers, via the school office, as soon as they arrive on site. If their work involves any risks to the employees or other persons, then suitable arrangements must be made to protect them. It is required that all contractors and sub-contractors must wear distinctive identity badges, when visiting and working on the school site. All contractors are required to liaise with the Bursar or Joint Head Teachers on operational matters of health and safety that will affect the school site.

All contractors must have adequate and suitable insurance cover. This should be checked before work begins. Any contractor who sustains an injury whilst on the premises should report it, or have it reported, immediately to the Joint Head Teachers.

Any contractor is responsible to adhere to safety requirements as laid down by building regulations.

All contractors should be informed by the Bursar or Joint Head Teachers that it is the policy of the school that the children have been advised not to hold conversations with them other than courteous acknowledgement.

## **ON-SITE VEHICLE MOVEMENTS**

Before commencing work, any contractors and sub-contractors must discuss with the Bursar or Joint Head Teachers the movement and times when vehicles will be allowed on school sites.

Parents should be reminded, at regular intervals, that neither the Church (Diocese) nor the school is responsible for the children whilst they are in the Church Car Park. The School's responsibility begins from the time the children enter the school and ends when the children are dismissed by a teacher at dismissal times.

## **EMERGENCY PROCEDURES**

Please refer to the First Aid Policy and Crisis Management Procedures.

The trained appointed persons will render first aid assistance. From time to time major incidents do occur. The following guidelines should be adopted:

- keep the casualty calm and comfortable and send for help immediately
- at no point should the casualty be left alone
- give whatever first aid is possible as far as knowledge and skills permit
- do not move the casualty unless they are in imminent danger
- protect yourself from body fluids; gloves are available from the First Aid room, Pre-School, First Aid box at playground door and Staff Room.
- inform the Joint Head Teachers
- ask the school secretary or Joint Head Teachers to phone for an ambulance
- the school secretary or Joint Head Teachers will contact the casualty's next of kin
- write down the details of the emergency and note to which hospital the casualty is being taken; one of the Joint Head Teachers or class teacher should accompany the casualty to hospital

- if the Joint Head Teachers are not available, all possible attempts should be made to contact them, one of them should then go straight to the hospital where they will act in 'loco parentis' to sanction medical treatment if next of kin is unavailable
- a full written report should be completed as soon as possible and within 24 hours of the incident
- any damage to property should be corrected as soon as possible.

Lessons on the recreation grounds opposite the school take place with at least one of the adults who accompany the children having a mobile phone. No adult should go alone off site or be left with sole responsibility for children whilst they are off site. First Aid kits must be taken. If an accident occurs whilst offsite the same procedure should be followed as that for onsite accidents but in addition to the following, the school should be notified immediately. One member of staff should accompany the casualty to hospital and at least one member of staff should stay with the remaining group until the school makes arrangements for their safe return to school. The Joint Head Teachers must be informed immediately.

Any member of staff dealing with blood, vomit, urine or faeces must always wear gloves. These gloves and any cleaning materials are bagged and disposed of in the skips in the staff car park where appropriate.

## **REPORTING AND RECORDING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES**

### Illness and accident

Parents are contacted whenever a child is seriously unwell or has a serious accident at school. All minor cases should be reported to the parent or guardian when the child is collected at the end of the day. All accidents are to be recorded in the Accident File which is kept in the School Office. Minor accidents that happen during play times are recorded in the Accident File by the playground door. EYFS also have a separate Accident Book. These books are to be reviewed at SMT meetings at regular intervals for causes of accidents and possible hazards/changes in policy required.

If a pupil suffers a bump on the head a 'Bump on the Head Slip' must be sent home with the child. The pupil will also be given a 'Bump on the Head Sticker' to wear (Key Stage One) – a sticker is offered to pupils in Key Stage Two. Class teachers must be informed if a bump on the head has taken place during a break time.

### Staff/Visitor Illness or Accident

Any accident to a member of staff or visitor must be reported to one of the Joint Head Teachers by themselves or by somebody on their behalf. All accidents to staff and visitors must be recorded in the Accident book in the School Office.

Any member of staff contacting an infectious illness must notify one of the Joint Head Teachers as soon as possible.

### RIDDOR

If someone has died or has been injured because of a work-related accident this may have to be reported to RIDDOR; the Joint Head Teachers have responsibility for this. Not all accidents need to be reported; a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

Accidents must be reported where they result in an employee being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

Further details of RIDDOR are available on the HSE website.

## **FIRE SAFETY**

Please refer to the Fire Safety Policy and Fire Risk Assessment.

## **MAINTENANCE**

Any member of staff, seeing a fault, or potential risk, should immediately report it to the Bursar or add to the maintenance book, whichever is most appropriate. Heads of department are responsible for checking equipment within their department. Children are also encouraged to notice anything out of the ordinary and report it immediately.

The Joint Head Teachers will ensure that regular inspections are made of all school equipment i.e. desks, chairs, tables. When necessary, this equipment will be repaired and maintained to a level of safety.

The Joint Head Teachers will ensure that all electrical units within the school will be PAT tested annually by a reputable company. Fixed wire testing is carried out every five years.

Details of maintenance of fire safety equipment is detailed in the Fire Safety Policy.

## **CHILDREN'S WELFARE**

Please refer to the Safeguarding Policy.

It is the responsibility of the class teacher, at all times, to protect the children in their care. Therefore, no child should be left on their own. If a teacher has to leave a class in an emergency, they must ensure that another adult is contacted before leaving the room. Any child who leaves the room/building for an unauthorised reason must be reported immediately to one of the Joint Head Teachers.

Children are taught to take responsibility, at a developmentally appropriate level, for their own welfare through PSHME class activities, assemblies and special events. Issues addressed are road safety, not going with a stranger, bullying, online safety and where appropriate, physical, mental and drug abuse.

If an adult finds an intruder in the building, they should quietly question the person concerned and guide them to the school office. In case of a problem, assistance should be immediately summoned. Children should be taught to be polite to a visitor in the school, but to report immediately, to any member of staff, if they meet someone they do not know, and that person is not wearing a visitor's badge.

The school does not permit smoking on the premises. This rule applies to all persons on the whole of the school site.

Staff are not permitted to use their mobile phones in the presence of children except in an emergency. Children are not permitted to have mobile phones in school.

## **FOOD SAFETY**

Please refer to Food and drink policy. This school operates under the Food Safety Act and other Food Hygiene Regulations. Persons involved in the regular preparation and/or the serving of food will undertake appropriate training to comply with these requirements.

## **VIOLENCE TO STAFF**

The school does not tolerate any form of violence to staff, be it physical, verbal or mental. Please refer to our Behaviour management, discipline, sanctions and exclusions policy.

## **MANAGING STRESS**

It is recognised nationally by the Health and Safety Commission that stress related problems in education are costly. The school will positively examine stress levels throughout the school and take appropriate action, working closely with staff.

## **EDUCATIONAL VISITS**

Please refer to our Educational visits policy.

## **LONE WORKERS**

When working alone staff should ensure that they have a charged mobile telephone with them and that the 'phone is not set to silent and that it is switched on at all times. They must sign in and out, using the 'Out of hours signing in book' in the office.

It is the responsibility of staff to inform at least one other person that they are at school on their own. This person should be easily contactable by telephone and should have access to an out of hours school contact number to use if the member of staff does not return at the expected time.

## APPENDIX A – Example Risk Assessment

<b>Risk area:</b>	YEAR FIVE CLASSROOM
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<b>Assessment performed by:</b>	Class teacher
<b>Workplace:</b>	St Teresa’s Catholic Independent School
<b>Employer:</b>	St Teresa’s Catholic Independent School

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Bags on chairs un-zipped 2. Electrical equipment 3. Trip hazards – PE bags, bags on chairs and coats on pegs 4. Movement around the room 5. Injuries handling or lifting 6. Electricity 7. Fire		✓     ✓ ✓	✓     ✓  ✓	1. Make sure bags are zipped up 2. Wires hidden 3. Bags and coats on pegs and chairs 4. Walking not running in classroom 5. No heavy lifting or share lifting 6. Annual PAT testing 7. Regular fire drills; rubbish cleared daily	Daily checks and regular reminders

**If one of these hazards is identified in your school, please tick (✓) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.**

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
Storage of items Heavy fire doors – trapped fingers		✓	✓	Store only light items at high level Ch. encouraged to take care and help each other	Daily checks

<b>People at risk (✓):</b>	<b>Pupils</b> ✓	<b>Staff</b> ✓	<b>Parents</b>	<b>Parent helpers</b>	<b>Visitors</b> ✓	<b>Contractors</b>
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<b>Employees informed of risk assessment via all of the following means:</b>	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of RA on notice boards and wherever else appropriate
<b>Employees to report newly-identified hazards via:</b>	Written notification to the Joint Head Teachers and Health and Safety Co-ordinator
<b>Date of next assessment:</b>	
<b>Assessment frequency:</b>	Regular checks by class teacher
<b>Date:</b>	<b>Signed:</b>

## APPENDIX B Reporting School Accidents

# SAINT TERESA'S SCHOOL

AYLESBURY ROAD PRINCES RISBOROUGH BUCKINGHAMSHIRE HP27 0JW  
Telephone (01844) 345005 Fax (01844) 345131 e-mail: [office@st-teresas.bucks.sch.uk](mailto:office@st-teresas.bucks.sch.uk)

## ACCIDENT/INCIDENT REPORT

<b>Child's name:</b>	<b>Class:</b>	Date:	Time:
Location of Accident/Incident:			
Person reporting Accident/Incident:			
Person who first became aware of Accident/Incident if not above:			
Details of Accident/Incident (continue on back if needed):			
Action taken (continue on back if needed):			
Witnesses or other people informed of Accident/Incident:			
Further actions required (continue on back if needed):			
Date of report:	Signed:		Print name:
Parent/Guardian's signature:		Please print name:	