

St Francis Catholic Primary School

Health and Safety Policy

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis unless circumstances require policy update in the interim.

Approved by:

Date: 19th November 2024

Reviewed on:

Reviewed on:

Reviewed on:

Reviewed on:

School Mission Statement

'I am a sign of God's love'

At St. Francis we love, learn and grow in the footsteps of Jesus and are active signs of God's love through praying, respecting and serving others.

RATIONALE

At St Francis Catholic Primary School we believe that the prevention of incidents, accidents, injury or loss is essential to the efficient organisation of the school and take all such steps as are reasonably practicable to meet our responsibility for providing a safe & healthy working & learning environment for staff, pupils and visitors.

Health & Safety is everybody's responsibility and we must all be continuously aware of our own safety and the safety of others in everything we do. It is the responsibility of all the staff to notify the Head Teacher of any health & safety issues and to remain vigilant while on the school premises. We believe Health & Safety standards should enhance the potential range of activities and not curtail them.

In preparing this policy Health and Safety at Work Act 1974¹, Health and Safety Advice for schools 2014² and HSE³ (Health and Safety Executive) guidelines have been taken into consideration.

PURPOSE

The purpose of this policy is to provide all Governors, staff and visitors with the necessary guidance to ensure St. Francis Catholic Primary School remains a safe and healthy working & learning environment. All staff have a personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.

It is important that all unnecessary risks are avoided and that reasonable measures should always be taken to minimise risks.

ORGANISATION / RESPONSIBILITIES

For named persons and responsibilities please refer to Appendix 2: 'Organisation of Health and Safety'

Governing Body

The governing body will require paid officers within the school management structure to comply with the school's safety management system and be aware of their responsibilities.

Additionally the governing body will:

- show a commitment to health & safety within the school by signing the Health & Safety Policy Statement/Statement of Intent (Appendix 1)
- carry out health & safety self-audits (including scrutiny of policies, training records, risk assessments, etc) and walkabout inspections of the school
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- take due account of the LEA's Health, Safety and Welfare policy within budget and other policy constraints

¹ *Health and Safety at work Act 1974*, [online] available at: <https://www.legislation.gov.uk/ukpga/1974/37> [accessed 29 Dec 2017]

² Department for Education, *Health and Safety Advice for Schools 2014*, [online] available at: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>, [accessed 29 Dec 2017]

³ HSE, Guidance and Publications, [online] available at: <http://www.hse.gov.uk/services/education/publications.htm> [accessed 29 Dec 2017]

- bring to the attention of the Head Teacher any health and safety concerns outside of their control or any health and safety responsibility they are unable to meet
- ensure that the school H & S Policy is implemented and updated, as required through risk assessment and school self-evaluation processes, and select the most appropriate means of minimising risk to staff, pupils and others.

Head Teacher

The Head Teacher will ensure that those duties detailed within this Health and Safety Policy are carried out and will ensure that relevant staff are made aware of the council's Safety Management Standards (SMS) as appropriate.

Additionally, the Head Teacher will:

- establish health & safety objectives and develop plans to achieve them
- ensure that appropriate resources are available to meet health & safety objectives
- ensure that detailed local arrangements and procedures to protect the health & safety of staff, pupils and others are in place
- ensure that suitable risk assessments and controls are in place
- promote a positive health & safety culture and lead by example
- ensure that there is effective health & safety communication and consultation with staff
- monitor and review health & safety performance
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- seek professional advice as necessary
- ensure that effective systems of risk assessment are in place, prompting the identification of potential hazards and ensuring that appropriate action is taken
- collate accident and incident information and where necessary, carry out further investigation.
- establish health & safety objectives and develop plans to achieve them
- ensure that appropriate resources are available to meet health & safety objectives
- ensure that detailed local arrangements and procedures to protect the health & safety of staff, pupils and others are in place
- ensure that suitable risk assessments and controls are in place
- promote a positive health & safety culture and lead by example
- ensure that there is effective health & safety communication and consultation with staff
- monitor and review health & safety performance
- monitor accident and aggressive incidents to identify issues/trends and put in place measures to reduce the number of incidents
- seek professional advice as necessary

Senior Leadership Team

The senior leadership team will support the Head Teacher and carry out the duties detailed in this Health & Safety Policy.

Additionally the senior leadership team will:

- support the Head Teacher and carry out the duties detailed above in their absence
- develop and implement local arrangements and procedures to protect the health & safety of staff, pupils and others
- undertake risk assessments, as appropriate, and ensure that suitable controls are in place
- put forward suggestions to improve health & safety controls to the Head Teacher

Educational Visits Coordinator (EVC)

Our trained Educational Visits Coordinator (EVC), Mr Ellis Garratt, will ensure that we follow Walsall Council off-site activities guidance. Her responsibilities include:

- supporting the Head Teacher and governing body with approval decisions for offsite visits
- informing the Head Teacher and governing body of all non-routine visits
- ensuring that staff involved in educational visits are aware of their responsibilities regarding the offsite visits policy and have ready access to it
- ensuring the competence of staff and volunteers to lead or otherwise supervise a visit
- ensuring that emergency arrangements are in place and emergency contacts are known for each visit
- ensuring that the Emergency Planning Unit at Walsall Council are informed of all residential or high risk activities

Office Manager/Caretaker

The Office Manager/Caretaker will:

- ensure that statutory testing of plant and equipment is carried out at the required intervals by competent contractors/persons
- ensure that the fire logbook is completed and kept up to date
- carry out regular water temperature checks and other measures to control water safety
- carry out regular visual checks of any asbestos containing materials
- ensure that funds are available to carry out any actions identified in the school's health & safety action plan
- carry out daily site inspections
- deal with contractors on a day to day basis
- ensure the building is secured at night
- work within the LEA and school Policy
- provide Health and Safety competence in particular areas of work
- report any situation that significantly compromises health and safety

All employees will ensure that they:

- take reasonable care of themselves - this includes having a tidy and safe working area;
- do not put their colleagues at risk;
- co-operate with their manager on health & safety matters – including attending any health & safety training appropriate to their role;
- follow/adhere to safe working procedures - including following risk assessments and using any safety equipment or personal protective equipment provided;
- follow all verbal and written instructions they are given regarding safe working;
- do not interfere with or misuse anything provided for health & safety purposes (guards on machines, signs on the wall, etc.); and
- inform their manager about any health & safety problems or loss/damage to safety equipment.

In addition they should:

- report any accident, incident, or near miss to their manager immediately; and
- not carry out any work unless they are competent to do so - this is particularly important when dealing with dangerous equipment or hazardous chemicals.
- All lunchtime supervisors to be first aid trained to ensure personal care and safety of all children.
- understand safety evacuation procedures on their first day at work.
- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work.
- Follow agreed working practices and safety procedures
- Report any accident and near misses (see Accident reporting flow chart Appendix 3)
- Report incidents of violence (See behaviour policy)
- Ensure health & safety equipment is not misused or interfered with.
- Instruct pupils, as appropriate, in the safe working practices and risks associated with their particular task at the outset, such as those involving tools, machinery or hazardous substances
- Supervise pupil groups whilst they are away from school on external visits, and ensure, as appropriate, that pupils are aware of their responsibility to act with due consideration for their own safety and that of other people at the site or establishment.
- Check that classrooms/work areas, equipment is safe and properly maintained before and after use.

ORGANISATION – HEALTH & SAFETY MANAGEMENT SYSTEM

This section of the policy explains the school's health & safety management system.

Policy development

Walsall Council has a Health & Safety Policy and topic specific Safety Management Standards (SMS) that are kept under regular review. The school will ensure that we meet the requirements of the policy and standards as appropriate to the school.

In addition, we will keep our health & safety policy including organisation/responsibilities and local arrangements under regular review to ensure they remain current and effective.

All local policies and procedures, and revisions to them, will be authorised by the Head Teacher and Governing Body and will be dated to help ensure effective document control. Outdated documents will be removed from general circulation.

Cooperation, consultation and communication

We will consult with staff and appropriate trade unions representatives in the development and monitoring of our health & safety systems, policies, procedures and risk assessments

Our policies, procedures and assessments will be made available to staff via the school's intranet. Staff will be made aware of any policy/assessment appropriate to their post.

Competent advice

Key health & safety competencies required within the school will be determined by use of a training matrix, provided by the Walsall Link and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

In addition to competent, trained, school staff, we receive expert guidance and advice from Walsall Human Resource Services health & safety team.

Planning & prioritising

We will ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan that cover health & safety activities, e.g. school improvement plan, are in place.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, allocation of resources and assignment of tasks.

We will ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health.

Measuring health & safety performance

We will undertake a range of **active** and **reactive** monitoring of our health & safety performance.

- **Active monitoring** – will include regular inspections of the workplace/self auditing by the governors and senior leadership team to ensure our premises and systems of work are safe.
- **Reactive monitoring** – will include regular reviews of our accident, near misses, aggressive incidents and hazard reports by the governors and senior leadership team to ensure appropriate remedial action is taken to help prevent recurrence.

Auditing/inspecting health & safety performance

As part of our active monitoring, we will carry out regular health & safety inspections/self audits in accordance with our health and safety plan.

External audits of our health & safety management systems will also be carried out by Walsall Services every two years (or as agreed with the auditor).

Reviewing health & safety performance

Our health & safety performance, including progress on our health and safety plan, active and reactive monitoring outcomes and any policy or procedure reviews will be evaluated each term by our senior leadership team and Governing Body.

Our school performance, including audit, training and accident/aggressive incident data will also form part of regular aggregated reports, covering all Walsall schools, produced for Walsall Council.

LOCAL ARRANGEMENTS

Accidents and aggressive incidents

- All staff are made aware of the need to report and record all accidents and aggressive incidents as part of their induction via CPOMs.

- Any incident subject to RIDDOR⁴ (i.e. fatality, major injury, over-seven-day injury, hospitalised public and specified diseases/dangerous occurrences) will be reported to HSE's Incident Contact Centre without delay. The School Office Manager is responsible for reporting all incidents subject to RIDDOR.
- Other, non-RIDDOR, incidents will also be recorded locally.
- All incidents will receive an appropriate level of investigation by line managers who have attended accident reporting and investigation training.
- Serious incidents will be investigated by the Head Teacher.
- The level of investigation and support input will be in accordance with the "Incident Investigation Responsibilities" matrix produced by Walsall Council.
- The school follows Walsall Children's Services' accidents/aggressive incidents guidance and send copies of any incident forms (excluding "rough and tumble" incidents) to the health & safety team at Walsall Children's Services.
- Accident and aggressive incidents will be monitored and reported to the governing body each term in order to identify issues/trends and put in place measures to reduce the number of incidents.
- Additional advice and guidance regarding what is reportable under RIDDOR, along with support in investigating serious incidents is available from Walsall Children's Services health & safety team, if required.

Asbestos management

- An asbestos management survey has been carried out by a competent, asbestos surveyor and an asbestos register is in place showing the location of known asbestos containing materials (ACMs). Areas that were not surveyed are presumed to contain ACMs and managed accordingly.
- The survey/register is reviewed annually to ensure that it has been kept up to date (e.g. when ACMs have been removed).
- A risk assessment has been carried out and an asbestos management plan has been produced. ACMs in poor condition will be removed; those in good repair will be left in place and monitored for damage/deterioration by suitably trained staff. All monitoring is recorded.
- Any removal of, or work on, ACMs is carried out by licensed asbestos removal contractors, unless the work is low risk work and covered by exceptions.
- When ACMs are removed, our asbestos register is updated and evidence of air testing is kept to show that the area was safe for reoccupation.
- Our Caretaker has been nominated to manage any ACMs on site and has attended asbestos awareness training. Other staff who deal with ACMs or who may accidentally come into contact with them will also receive training.
- Before contractors are allowed to work on our buildings, they are made aware of any ACMs they could potentially disturb and the precautions they should follow. All liaison/sharing of information is via the site manager.
- A refurbishment/demolition survey will be carried out prior to any major work, e.g. extensive refurbishment or demolition, to identify any hidden or inaccessible ACMs.
- If ACMs are accidentally damaged, we will: evacuate the area immediately; arrange for an air test to determine the level of asbestos contamination; ensure a licensed contractor carries out a thorough environmental clean of the area and removes or seals the damaged ACMs as appropriate; and, arrange for further air tests after cleaning to prove the area is safe for reoccupation.

Control of contractors

- We will ensure that any work done on our behalf by contractors is safe and does not put the health & safety of our staff or others using our premises at risk. We will also ensure that we inform contractors of any issues on site that might affect their health & safety.
- Where work is commissioned via Property Services, they will undertake health & safety checks on the contractors and monitor their performance, including supervision arrangements, on site.
- Where we commission work ourselves we will ensure that appropriate health & safety checks on the contractors take place. This includes checks on policies, method statements and monitoring of performance, including supervision arrangements, on site.
- For projects that last more than 30 days or involve 500 person days of construction work, we will ensure that a CDM co-ordinator is appointed to advise us on health & safety issues during the design and planning phases of construction work.
- Before contractors are allowed to start on site, they must submit risk assessments and method statements for all works they will carry out. The school will carry out its own risk assessment based on the information provided.
- A Contractor Job Registration Form describing the work; materials, equipment and services to be used; hazardous operations involved; hazards on site; and general arrangements will be completed for all works carried out by contractors.
- High risk activities (e.g. hot work, work at heights) will be subject to a permit to work procedure.
- Contractors will be shown the Asbestos Register, if appropriate.

⁴ The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995

- Contractor must ensure that they share all relevant information with any sub-contractors they use.
- Regular site meetings will be held for larger projects.

Control of Substances Hazardous to Health (COSHH)

- Wherever possible, we will use non-hazardous products in school.
- All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use.
- An audit will be carried out and an inventory kept to ensure that all hazardous substances used in the school have appropriate assessments that are reviewed regularly.
- All hazardous substances will be stored appropriately and securely when not in use.
- Staff will be informed how to use products safely and will receive training if appropriate.
- Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.
- Hazardous substances used in science and design & technology are covered by assessments and model procedures provided by CLEAPSS
- Hazardous substances used by the cleaners will have assessments undertaken by their employer, who will make the assessments available to the school.

Display screen equipment (DSE) and Electrical Equipment

- A DSE assessment will be carried out for all staff who use DSE (such as desktop computers and laptops), using Classroom checklist (Appendix 4) adapted from the www.hse.gov.uk/risk/classroom-checklist.htm and 'Display Screen Equipment Workstation checklist' also taken from www.hse.gov.uk
- The assessment will help determine if the person is classed as a 'user' as defined by the regulations; 'users' are entitled to assistance with eye and eyesight tests and with the purchase of any spectacles required for use with DSE.
- Any problems highlighted by the assessments or eyesight tests should be brought to the attention of the user's line manager so that suitable control measures can be put in place.
- Workstations assessments should be completed termly and reviewed regularly to ensure correct seating and lighting.
- All electrical equipment and services are regularly checked by competent electrical contractors.
- Electrical items from home may only be used in school following specific approval of the Head Teacher.
- Staff should report any concerns regarding the condition of leads, plugs, sockets etc. to the Head Teacher immediately. If there is any doubt as to the condition of a piece of electrical equipment, it should be taken out of use immediately and clearly marked as NOT IN USE.
- Particular care should be taken to minimise the use of trailing wires and cables. Power sockets must not be overloaded.
- There is some evidence of a relationship between VDU screens and the onset of epilepsy in some persons and this should be kept in mind with those pupils who may be vulnerable. Similarly, the use of "multi-sensory" and 'light stimulation' equipment & areas should be monitored carefully with regard to responses of individual pupils.

Emergency Planning and Business Continuity

- The school will adapt and adopt Walsall Council's model Emergency and Business Continuity plans.
- Key management staff at the school will attend "Managing Emergencies" training provided by the Walsall Council's Emergency Planning Unit.
- Regular exercises will take place to ensure that details, including contact names and numbers, within the plans are kept up-to-date.

Fire & evacuation procedures

- The school will ensure that a fire risk assessment is carried out on our premises by a suitably trained competent person. We currently use 'Red Fire and Safety'.
- The assessment will be formally reviewed by a competent person every two years and annually by the school.
- Any actions identified by the fire risk assessment will be addressed by an appropriate Action Plan.
- Personal emergency evacuation plans (PEEPs) will be carried out for any staff or pupils requiring one due to disability or ill health.
- Fire fighting equipment, fire alarms systems, emergency lighting and fire notices will be provided in accordance with the fire risk assessments.
- All checks identified by the fire risk assessment will be recorded in a Fire Log Folder. In particular, there will be a weekly test of the fire alarm system and all firefighting equipment will be checked annually by a competent person.
- A Fire Evacuation Plan will be produced and appropriate staff will be appointed and suitably briefed to act as fire marshals.
- Fire safety drills will take place at least once per term.
- Fire notices are in each room in the school.

- All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process
- Pupils will be briefed on the evacuation procedure at the start of the school year.
- Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

Other emergencies:

- A gas leak or bomb alert- lockdown alarms will be used by staff. Staff will follow the 'Lockdown Policy'.

First Aid and supporting pupils' medical needs

- We will complete a risk assessment to determine our first aid requirements (training and equipment). Assessments will be reviewed regularly and following any serious incident.
- In addition to first aiders, we will have an appropriate number of paediatric first aiders for early years' provision.
- Assessments will ensure that we have enough trained staff available to cover offsite visits and other activities.
- Sufficient funds will be allocated to fund first aid training and any equipment required.
- The Head Teacher will ensure that all first aiders are suitably trained and that their certification is up to date.
- First aiders will attend HSE approved initial and refresher first aid, or paediatric first aid, training as required.
- First aider will complete relevant documentation (e.g. incident report form, first aid record) following any first aid treatment given.
- First aiders will ensure that the first aid boxes are appropriately stocked (as per the contents list in the box) and that the contents are in date. They will also ensure that the boxes are stored appropriately.
- Appropriate signs will be prominently displayed around the school giving details of first aiders and the location of first aid boxes.
- All staff will make themselves familiar with details of their nearest first aider(s) and the location of first aid boxes. They must also be aware of emergency procedures and the requirement to report all incidents.
- We will adopt the medication policy, "Supporting Children with Medical Needs", produced by Walsall Children's Services in conjunction with Walsall NHS.

Legionella (water safety)

- A Legionella risk assessment has been carried out by a competent, suitably qualified contractor and will be reviewed regularly.
- Any remedial work identified by the risk assessments will be addressed.
- We have a written scheme to manage the risk from Legionella which includes the following controls:
- Weekly flushing of little used outlets by [the caretaker undertakes the work].
- Monthly temperature checks by [the caretaker undertakes the checks].
- Annual water sampling by ['NANT' currently undertakes this sampling].
- Annual service of any thermostatic mixer valves (TMVs) fitted to control scald risk.
- Appropriate staff, e.g. caretaker, will receive awareness training.

Manual handling

- Wherever reasonably practicable, we will avoid the need for hazardous manual handling activities.
- Where hazardous manual handling tasks can't be avoided, we will undertake an assessment of the risk of injury.
- Controls will be put in place to reduce the risk of injury so far as is reasonably practicable.
- When handling large/heavy equipment, trolleys and pallet/sack trucks, will be made available.
- All staff will receive manual handling awareness training.
- Staff who are required to undertake hazardous manual handling tasks will receive specialist training such as CIEH Manual Handling Principles & Practice training.
- Staff involved in moving and handling of pupils will receive specialist training e.g. from Outreach@Lindens.

Medication

- All medications are kept either in a cabinet in the staffroom or the classroom – this is notified on the child's health care plan and/or medication form. Medication is always administered in strict accordance with written instructions and their use properly recorded.
- Each pupil requiring regular medication has a completed health care plan that is regularly reviewed by the school first aiders.

- All medication sent to school must have the child's name on the outside, clearly state the dose and time to be given and the medication dated.
- All new medication must have the parent's written consent for the school to administer it. (see Appendix 5 for medical forms and refer to 'Supporting Children with Medical Conditions Policy')

Occupational health and work related stress

- All staff have access to the council's Employment Assistance Programme and in-house occupational health team. Details of these services are available on the staffroom notice board.
- A confidential 'Well-being' survey of staff will be carried out each year to identify any work related stress issues. An action plan will be drawn up to address any issues highlighted by the survey.
- A number of initiatives are in place to address work related stress; the Head Teacher has an open door policy and workloads, etc., are discussed at regular staff "1:1" sessions

Off-Site Visits

- The school will adopt the Walsall Children's Services' off-site activities guidance and will follow the procedures that form part of it.
- The school has a trained Educational Visits Coordinator (EVC) who will check all trips are conforming to the guidance and standards.
- Pre-site visits will be carried out whenever possible.
- The school will ensure that Walsall Council's Resilience Unit (Emergency Planning) is made aware of any high risk activities that are undertaken.

Outdoor play equipment

- Any outdoor play equipment will be subject to regular termly and annual checks and inspections by an independent competent person who is a member of the Register of Play Inspectors International (RPiI).
- Our caretaker would carry out weekly visual inspections of the equipment and record the findings.
- A risk assessment will be carried out to ensure that supervision levels are appropriate for the equipment and that it is only used by children of the age range it has been designed for.

Premises, plant and equipment – maintenance, servicing and inspection

- All our plant and equipment is inspected and tested in accordance with statutory requirements and/or manufacturer's recommendations as appropriate.
- Where Walsall Council's Safety Management Standards (SMS) are more prescriptive, the school will ensure that inspection and testing takes place in line with those requirements e.g. portable appliance (PAT) testing will be carried out annually or more frequently, if the equipment suffers a lot of wear and tear, by a suitably trained person.
- Any statutory or other testing required during the year is included in the school's health & safety action plan.
- Only competent persons/contractors (e.g. Gas Safe Registered for gas appliances) will be employed to carry out inspections/servicing of our plant and equipment.
- All inspections/tests are recorded and inspection certificates retained.
- We have a formal defect reporting procedure for staff to report defects with premises, plant or equipment. All defects/faults should be reported to the caretaker by reporting the defect in his defects folder. The caretaker will ensure that the fault is rectified, using approved contractors if necessary.

Risk assessment

Many aspects of school life may have implications for Health & Safety so it is important for all staff to regularly carry out risk assessments.

- Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk.
- Line managers will ensure that job and task specific risk assessments are in place for existing work and will also ensure that assessments are carried out before introducing new methods of work. Staff will be made aware of any assessments that affect them.
- Assessments will be reviewed regularly, especially following changes in methods of work; before introducing new equipment; and following any accidents or other serious incidents. As a minimum, assessments will be reviewed every two years.
- All visits outside the school environment have a completed formal risk assessment signed by the Educational Visits Coordinator / Head Teacher before the visit can take place.

- In the event of pregnancy, the Head Teacher must be informed as soon as possible. This will then trigger the risk assessment process at the earliest opportunity. Risk assessments will be carried out and appropriate action taken to protect both the mother and baby whilst at work, in the case of new and expectant mothers. Refer to 'Maternity, Paternity, Adoption and Parental Leave' Policy.

School security

- The school has palisade fencing, and aggressive planting around the perimeter to deter trespassers and unwanted visitors. A contractor will carry out regular grounds maintenance to control the risk from overhanging branches, etc., that may compromise security.
- All external doors are code/key/electronically controlled.
- All visitors arriving at the school must sign in via the in via 'Inventry signing solutions' and are issued with a visitors' sticker and required to read a 'Health and Safety' statement. Visitors are issued with a 'Safeguarding' leaflet.
- Enhanced DBS checks are carried out for all visitors/contractors who regularly come on to our premises and may have contact with pupils.
- If an intruder is seen on the premises, staff should challenge them for identification if appropriate. If the intruder appears threatening in any way, the Head Teacher must be contacted immediately. The Head Teacher will make a decision on what procedure to follow. The decision will depend on where the intruder is and what the threat may be.
- CCTV cameras are placed both in and outside of the school – see CCTV policy

Slips & trips

- Risk assessments have been undertaken to help prevent slips and trips in the school, these include controls to help reduce water and other contaminants being brought into our buildings on people's shoes and measures to effectively clean any material that gets onto our floors. They also include an assessment of floor surfacing in high risk areas such as kitchens.
- Staff will clean any spillages when they occur or use hazard warning cones until such time as the spillage can be cleaned up. No floors will be left in a wet condition (including after cleaning).
- Good housekeeping is practiced by all staff and designated walkways are kept free of obstacles (e.g. trailing wires).

Sun Protection

Skin cancer is the most common form of cancer. Exposure to ultraviolet radiation from either the sun or sunbeds is very harmful. The majority of skin cancers can be avoided by adopting good sun protection practices.

- Protective Clothing: Pupils should be encouraged to wear hats outside in the sun. If the sun is too strong break time is be shortened at the discretion of the Head teacher or the Deputy Head teacher.
- Staff should ensure that pupils cover exposed skin areas when out in the sun for longer periods of time. e.g. playtimes, school trips.
- During the summer term, parents will be requested apply sunscreen to their child prior to attending school each morning.
- Pupils should be encouraged in to sit/play in areas of shade. Any pupil who will not stay in a shaded area should be monitored and taken in if the risks are too high for that pupil. e.g. a pupil that is not running around but just lay in the sun.

Training

- We will ensure that all staff, including temporary and agency staff, are competent and are given appropriate health & safety training to undertake their role safely and carry out duties assigned to them (e.g. risk assessments).
- All staff will receive a health & safety induction when they first start working at the school.
- Key health & safety competencies required within the school will be determined by use of a training matrix, provided by Walsall Human Resources Specialist Services and adopted by the school. Staff will be trained in accordance with the matrix as appropriate.

Vehicle movements on site

- We will carry out a risk assessment of vehicle movements on site and the vehicle/pedestrian interface. Assessments will also cover school events and maintenance activities where vehicles may need to access vehicle restricted areas.
- Wherever practicable, there will be separate pedestrian and vehicle access on to site and all gates will be supervised during peak times (e.g. morning, lunch and close).
- Designated pathways will be provided with suitable barriers (e.g. fencing) where required to protect pedestrians from vehicle movements.
- Speed limit signs, limiting speed to 10mph or less, will be displayed on site. Speed restrictors (e.g. sleeping policemen/humps) will be installed, as appropriate, to slow down vehicles on site.
- Designated parking bays will be established on site.

Violence and aggression/lone working

- We will ensure that risk assessments and suitable controls are in place to cover lone working or any circumstances where staff may be subject to aggressive incidents.
- A copy of the council's 'zero tolerance' poster is prominently displayed in the school entrance and staffroom stating that we will not tolerate violence and aggression towards staff.
- New employees will be made aware of the school's lone working arrangements during their induction.
- Appropriate front line staff will receive conflict resolution training.
- Where appropriate, staff will receive "Team Teach" intervention training.
- We have a separate 'Use of Reasonable Force in Care & Control Policy' on dealing with situations where intervention is required to prevent a child from hurting themselves, others or damaging property.
- All incidents of violence and aggression to staff will be reported (see 'Accidents and aggressive incidents' above) and investigated by managers so that suitable controls can be put in place to minimise the risk of recurrence. If appropriate, incidents will be reported to the police.

Work at heights

- A risk assessment will be carried out for any work at heights. Appropriate access equipment will be provided and properly maintained. Where appropriate, staff will be trained in safe work at height and safe use of access equipment.

Information regarding health & safety issues can also be found specifically in the following documents and as an element of each policy as a standard practice:

- i. Behaviour policy
- ii. Adult Behaviour Policy
- iii. Lockdown Policy
- iv. First Aid Policy
- v. Use of Reasonable Force in Care & Control Policy
- vi. Supporting Children with Medical Conditions Policy
- vii. Maternity, Paternity, Adoption and Parental Leave Policy
- viii. CCTV Policy

This policy will be reviewed annually as a part of Emergency Fire and Evacuation Plan and Health & Safety Policy.

APPENDIX 1 - Health & safety statement of intent

We will meet all the requirements set out in the 'St. Francis Catholic Primary School Health and Safety Policy' and actively promote the safety and health of our school staff and students as an equal objective to our other school objectives.

We will adopt a planned and systematic approach to the local implementation of the corporate health & safety management standards through this statement of intent and we will:

- ensure that health & safety is embedded into all our activities and that effective health & safety management systems, including a health & safety plan, are in place;
- ensure that suitable risk assessments and controls are in place to minimise risk and to prevent accidents and cases of work-related ill health;
- consult our employees on matters affecting their health & safety;
- promote a positive health & safety culture where employees and their representatives are able to raise health & safety issues and are empowered to work safely;
- provide information, instruction and supervision for employees to enable them to do their work safely;
- ensure all employees are competent to do their tasks, and are given adequate training;
- provide and maintain safe plant & equipment and ensure that substances are handled and used safely;
- provide an environment in which staff can work without fear of violence, intimidation or threats; and
- regularly review our health & safety performance by monitoring and auditing.

We are committed to continuous improvement in health & safety and will develop policies, systems and procedures to achieve this aim. We are also committed to providing a safe and healthy environment for staff and pupils; this will be achieved by:

- effective leadership by governors, the head teacher and senior staff;
- participation of all employees; and
- open and responsive communication.

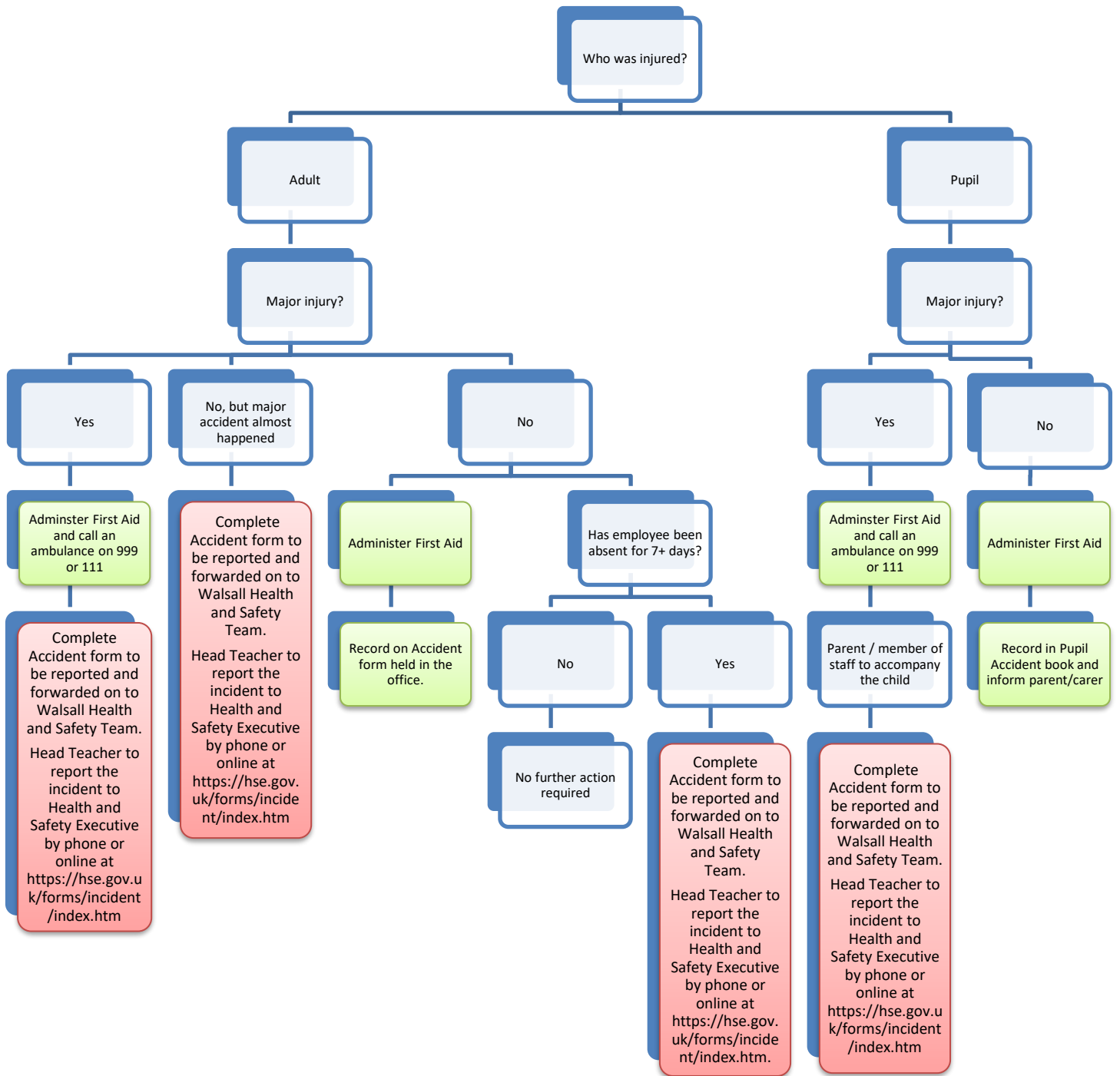
The successful implementation of this policy requires total commitment at all levels.

Every employee will be made aware of this statement; copies will be displayed on health & safety notice boards and it will be available on the intranet. It will be monitored and reviewed regularly and, if necessary, revised in the light of legal or organisational changes.

APPENDIX 2 – Organisation of Health and Safety

Governing Body / Trustees	
Health and Safety Governor	Mr Peter Gough
Head Teacher	Mrs Dawn Richards
Other staff with Health Specialist Advisors And Safety Responsibilities	
Caretaker	Mrs Sheren O’Hara
Fire Wardens	Mrs Sheren O’Hara Mrs Helen Chandler
Staff Holding Responsibilities for Health and Safety	
Health and Safety Governor	Mr Peter Gough
Head teacher	Mrs Dawn Richards
Deputy Head teacher	Mrs Allison Wright
Caretaker	Mrs Sheren O’Hara
SLT	Mrs Dawn Richards Mrs Allison Wright
Science Co-ordinator	Mrs Emma Chesterton
PE co-ordinator	Miss Samantha Peters
First Aid / Paediatric First Aid	Mrs Helen Haywood Mrs Meisha Clarke
SPOC	Mrs Allison Wright
Safeguarding Team	Miss Dawn Richards Mrs Allison Wright (DSL)
Education Visits Coordinator	Mr Ellis Garratt

Appendix 3: Accident reporting flowchart & information



APPENDIX 4 – Classroom Checklist

Health and Safety – Classroom checklist

		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
Work at height (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a computer on a suitable trolley?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, eg computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

Additional issues		Yes	Further action needed	N/A

Further action needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location / name of classroom:		

St Francis Catholic Primary School classroom checklist has been designed and adopted in accordance with HSE classroom checklist. Original HSE checklist can be found online at: www.hse.gov.uk/risk/classroom-checklist.htm.

Appendix 5: Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by									
Name of school/setting	St Francis Catholic Primary School								
Name of child									
Date of birth									
Group/class/form	<table border="1"> <tr> <td>N</td> <td>R</td> <td>Y1</td> <td>Y2</td> <td>Y3</td> <td>Y4</td> <td>Y5</td> <td>Y6</td> </tr> </table>	N	R	Y1	Y2	Y3	Y4	Y5	Y6
N	R	Y1	Y2	Y3	Y4	Y5	Y6		
Medical condition or illness									

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	Contact parents call 999 if reaction

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date

Record of medicine administered to an individual child

Name of school/setting	St Francis Catholic Primary School
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			