




St. Stephen's Primary School Health and Safety Policy

DATE APPROVED BY ST. STEPHEN'S PRIMARY SCHOOL COFE PRIMARY SCHOOL	November 2017		
REVIEW DATE	November 2019		
SIGNED HEAD TEACHER		DATE	22 November 2017
SIGNED CHAIR OF GOVERNORS	Paul McDonald	DATE	22 November 2017

1. Statement of Intent

- The School aims to promote health and safety in all its activities.
- The School is committed to a safe environment within the school grounds and premises, and for school activities elsewhere.
- Individual responsibilities for health and safety will be allocated, as set out in Section 2.
- Risk assessments will be carried out at regular intervals to identify reasonably foreseeable health and safety risks. The school will also aim to be alert to all health and safety hazards as they arise.
- An annual budget will be set aside to cover health and safety items, under Maintenance and Repairs.
- The School will take measures to avoid health and safety risks where the costs of remedying those risks are not grossly disproportionate to the risks concerned.
- Detailed health and safety guidelines and standard practices are an integral part of this policy and are set out in Section 3.
- The school will communicate relevant parts of the Health and Safety Policy to all concerned.
- The policy will be monitored and reviewed annually.
- Health and Safety training priorities will be considered annually both in the School Development Plan and in the staff training programme.
- The School will maintain a register of all health and safety incidents and report serious incidents to the next Premises Committee meeting.

2. Responsibilities

a. Governors

- The Governors are responsible for ensuring that there is a Health and Safety Policy in place and that the policy is being implemented consistent with overall resource constraints on the school.
- The Governors will consider the review of the Health and Safety Policy at least once every year and will ensure that risk assessments are carried out at appropriate intervals.
- The Governors will report on appropriate health and safety matters.
- The Premises Committee will be responsible for reporting to the full Governing Body on health and safety matters.

- The Governors will nominate a Health and Safety Officer and otherwise allocate responsibilities for Health and Safety.
- The Governors will call in specialists where required to advise on health and safety.

b. Staff

- The school relies on all staff to be committed to a safe environment within the school grounds and premises, and for school activities elsewhere. Staff will therefore bring any health and safety risks of which they are aware to the attention of the Health and Safety Officer as speedily as is relevant to the circumstances.
- Staff must ask any person without a visitor's badge who they are and escort them to the office to sign in.
- Staff are expected to conduct themselves and manage children, parents, visitors and others so that the health and safety of all are maintained to the maximum extent possible, given the operating constraints of running the school.
- Staff are to report any illnesses or diseases with which they have been in contact before taking part in school activities. They must not support school activities unless they and the Health and Safety Officer are satisfied that there is no risk of infection to pupils or staff.
- Staff will help to enforce the no-smoking policy in school.
- Staff will help to enforce the nut-free policy in school.
- All staff must be prepared to renew DBS checks as required by the school every 3 years.
- Staff will provide a copy of Risk Assessments to the Headteacher/office before arrangements are made for school trips/journeys.
- Staff will create Risk Assessments for lessons, where appropriate.
- Staff are responsible for displaying First Aider notices in their room and bring them to the attention of visitors.
- All staff must know The Critical Incident Policy
- Staff are responsible for pointing out Fire notices to visitors. In the absence of the class teacher the year group leader is responsible for pointing out fire notices and informing the visitor of fire procedures
- The Leadership Team will provide a copy of the Health and Safety Policy, with summary, to all new team members and renew with all the team on an annual basis.

- Staff will follow instructions or advice relating to health and safety given by the school's appointed Health and Safety Officer.
- Staff must know where to seek assistance in case of emergency, e.g. Health and Safety Officer, First Aiders, Caretaker, etc.
- Staff must wear any personal protective clothing or equipment provided by the school where these are necessary to protect their own safety.

c. The Health and Safety Officer

- The Headteacher will be the Health and Safety Officer for the school.
- Where the Headteacher is unavailable, the Health and Safety Officer's responsibilities are to be allocated to the member of the Senior Leadership Team who is in charge that day.
- The Health and Safety Officer is responsible on a day to day basis for all health and safety matters and for ensuring the practice of a health and safety ethos.
- The Health and Safety Officer is responsible for the implementation of the school's Health and Safety Policy, subject to finance being made available by the governors in the annual budget.
- The Health and Safety Officer will make staff aware of any revisions of the Health and Safety Policy.
- The Health and Safety Officer will ensure that a Critical Incident Practice occurs at least once every year.
- The Health and Safety Officer will ensure that fire drills are carried out at least once every term.
- The Health and Safety Officer will report all significant health and safety incidents and will discuss health and safety issues with the Premises Committee.
- The Health and Safety Officer, in liaison with the Premises Manager, will ensure that all equipment is properly maintained as set out in Part 3 Section J.

d. School Office

- The School Office is responsible for receiving visitors to the school, signing them in and giving them authority to carry out the visit. Badges will be issued to all visitors, who will be required to wear them while on school premises, and return

to the office and to sign out before leaving. All visitors will be asked to sign to say that they have read and will adhere to

- the Safeguarding Policies.
- The Office is responsible for providing copies of the Health and Safety Summary to all visitors.
- Sarah Foot is responsible for First Aid in the School and must be familiar with and practise Richmond Borough's advice and guidelines on the administration of First Aid in schools.

e. Teachers

- Teachers are responsible for locking external doors in classrooms at 3.30pm.
- Teachers will remove any hazards from the classroom which can be readily and safely dealt with, obtaining assistance from the Health and Safety Officer or Premises Manager or others as appropriate.
- Teachers will take the register of pupils at the start of each day and report any absentees to the School Office.
- Teachers will ensure that no visitors may be accepted into a classroom without a badge showing that they have reported to the School Office.
- Subject co-ordinators will be responsible for helping to draw up and implement guidelines on health and safety for their areas of responsibility, where appropriate. Co-ordinators must be aware of national health and safety guidelines in their subject and of any relevant Borough policy. They must also communicate the essential elements of any such guidelines as appropriate.
- Teachers use the Chertsey Road entrance when entering or leaving inside school hours.
- Teachers are to report any illnesses or diseases with which they have been in contact before taking part in school activities. They must not support school activities unless they and the Health and Safety Officer are satisfied that there is no risk of infection to pupils or staff.

f. Premises Manager

- The Premises Manager will inform the Health and Safety Officer of any identified health and safety hazard within the School grounds and Hall.
- The Premises Manager will take measures to avoid or minimise all health and safety risks associated with the buildings and as instructed by the Health and Safety Officer.

- The Premises Manager is responsible for the opening and locking up of school gates and buildings as set out in the school guidelines (see Section 3).
- The Premises Manager is responsible for checking the condition of the buildings and Hall, including fittings and equipment on a weekly basis.
- Every day, the Premises Manager will check for obstructions in the main corridors of the school buildings and Hall. A particularly thorough check will be made that all fire and emergency exits are unobstructed and able to be opened.
- The Premises Manager will assist other staff in lifting heavy loads or minimising other health and safety risks.
- The Premises Manager will ensure that school gates and outer doors are secured after 9am each day and after 3.45pm unless an event requires them to remain open.
- The Premises Manager will ensure that any hazardous materials will be locked away.
- The Premises Manager will ensure that risk assessments are completed for the use of hazardous materials/resources used by themselves or those who are part of the Premises Team, e.g. cleaners.

g. Parents

- The school welcomes the maximum possible involvement by parents in the school. Parents are asked to support the school in the application of its Health and Safety policies and inform the school of any incidents which might breach this.
- Parents are to report any illnesses or diseases with which they have been in contact before taking part in school activities. They must not support school activities unless they and the Health and Safety Officer are satisfied that there is no risk of infection to pupils or staff.
- When on school premises or during school activities, parents will act always in a responsible and sensible manner having regard to health and safety so as to minimise risk to themselves and to others.
- Parents will follow instructions or advice relating to health and safety given by any member of staff.
- Parents will make themselves aware of Fire/Critical Incident procedures.
- Parents will ensure that children get to school each day safely and on time. Parents will deliver and collect their children via the Winchester Road gate at the start and end of the school day. The gates are to be closed immediately after use. During the school day the Chertsey Rd gate is used.

- When entering the school buildings, parents will report immediately to the School Office and sign in. They will wear a visitor's badge while on the premises, and return to the Office and sign out before leaving.
- Parents will read the Health and Safety Summary.
- Parents will not let children go to School if they are unwell or are likely to be carrying infectious diseases. They will inform the school of any diseases or disabilities which their children may suffer from or have been in contact with, and of any medicines which they need to take.
- Parents must ensure that they and their children do not bring into the School grounds any dogs or pets.
- Parents are asked to take reasonable precautions to protect the health of all people in the School. For example, smoking is not permitted on the school premises including the grounds.
- Parents are responsible for any younger children accompanying them when visiting the school and will ensure that they behave sensibly at all times and do not use any school equipment.

h. Visitors

- Visitors will be expected to act always in a responsible and sensible manner and minimise risk both to themselves and to others in the school.
- Visitors will be required to follow instructions or advice relating to health and safety given by any member of staff and be familiar with all fire exits.
- When entering the school building, visitors will be expected to report immediately to the School Office and sign in. They will wear a visitor's badge at all times while on the premises, and return to the office and sign out before leaving.
- Visitors will be required to provide evidence of DBS checks, where applicable.
- Visitors will be expected to read and adhere to the Safeguarding Policy on arrival or on the website prior to the visit.

i. Volunteers

- The school welcomes and appreciates the work of volunteers in its activities. To protect the health and safety of all concerned volunteers are required to follow the instruction of the member of staff responsible for the work being done.
- All volunteers must be approved by the Health and Safety Officer. The Health and Safety Officer will make appropriate investigations about the suitability of Volunteers, who are not parents.

- Volunteers will be required to provide evidence of DBS checks, where appropriate.
- Regular volunteers will be required to read the Health and Safety Summary and familiarise themselves with Fire/Critical Incident/Safeguarding procedures.
- When entering the school buildings, volunteers will be expected to report immediately to the School Office and sign in. They will wear a visitor's badge while on the premises, and return to the office and sign out before leaving.
- Volunteers are asked to bring any health and safety risks of which they are aware to the attention of the responsible member of staff as soon as practicable.
- Volunteers are expected to conduct themselves in a sensible and responsible manner in all the work they carry out for the school. Volunteers must wear any protective clothing provided for their own safety by the school.
- Volunteers are to report any illnesses or diseases with which they have been in contact before taking part in school activities. They must not support school activities unless they and the Health and Safety Officer are satisfied that there is no risk of infection to pupils or staff.
- Volunteers transporting school children in their own cars must be capable of securing all children with seat belts/booster seats and must ensure that these are worn. Volunteers must also have comprehensive car insurance, including taking children from a school.

j. Pupils

- Pupils have a responsibility, depending on their age, for themselves and others, for good behaviour and in their use of tools and equipment.
- Pupils are encouraged to identify health and safety issues and communicate these to members of staff.
- Pupils must be aware of Fire and Critical Incident Procedures and follow these without question.

3. **School Guidelines and Procedures**

- A. General
- B. Buildings and building work
- C. Fire Safety
- D. First Aid and General Health of Pupils
- E. Fund Raising and Public Events
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- P. Waste Disposal
- Q. Critical Incident Policy
- R. Healthy School Policies
- S. Child Protection

A. General

- The school recognises that health and safety guidelines can be very complex and yet that their successful implementation requires clear, simple messages to be communicated to staff, parents and others.
- The guidelines and procedures set out below attempt to strike a balance between the needs for detail and for communication. They are therefore not a full statement of every aspect of good practice.

B. Buildings and Building Work

Asbestos

The school supports the removal of all asbestos which is considered by the Borough authorities to be a health risk.

Contractors

All contractors working at the School are required to have a health and safety policy, which they must show to the Health and Safety Officer before commencing work.

As an alternative, for contractors operating as one person businesses, the school may ask the contractor to sign a statement to the effect that they understand the school's policy in relation to building works and agree to abide by them.

All contractors must identify how they are going to protect pupils, staff, parents and visitors from works being carried out. The school would normally expect building works to be safely fenced off from children but realise that this may not always be practicable.

The school will attempt to ensure that building works normally take place in the school holidays unless there are over-riding reasons to the contrary.

Contractors must agree with the Health and Safety Officer arrangements for access to the school grounds and to the school buildings in advance before work commences.

Maintenance

All items identified as being in need of repair must be reported to the Health and Safety Officer.

The school will remedy any building defects giving rise to a health and safety risk as soon as practicable taking both available resources and the degree of risk into account.

Safety glass

Safety glass is provided in all appropriate locations according to current regulations. Any safety glass broken will be replaced by glass of at least the same specification.

Safety signs

Safety signs will conform to current regulations.

C. Fire Safety

- The fire alarm will be set at a level that it can be heard throughout the school, including the Hall. When the alarm is heard, each class must immediately vacate the building. Children must walk in silence and line up in the appointed position in the playground at the Winchester Road end. When the last person has left the room the door must be shut.
- The teacher must always lead the class
- There will be Fire Marshalls who will check rooms as they exit.
- A clearly displayed notice will be displayed inside each room indicating the route that should be taken, wherever possible, in vacating the building.
- Children must be reminded by teaching staff that, if they are not with their class or are out of the classroom for any reason, they must go straight to their class assembly point as soon as the fire alarm is heard.
- Once the children are assembled, class registers must be taken to ensure that all children are accounted for. The registers will be distributed by the Secretary once the class is in the playground. Any other adult working in School must assemble outside and report to the Secretary.

D. First Aid and General Health of Pupils

- Sarah Foot and all qualified First Aiders are responsible for the application of first aid in the School. Information about First Aiders is displayed in each room.
- Borough codes of practice exist for the following and are to be found in the Health and Safety File:
 1. infection control (Section 5E)
 2. accident reporting (Section 6)
 3. infectious diseases (Section 7)

This file can be found in the Headteacher's office.

- All staff are provided with Health Information document each year that informs them of children with health concerns. It is vital that all staff are familiar with this so they can act in case of an emergency.

Accidents and Emergencies

- A first aider must be informed immediately of any first-aid emergencies and take action as appropriate. If it is considered necessary a letter will be sent home with the child explaining the treatment given.
- In the case of more serious accidents the parents will be telephoned and the child will be collected. The teacher must be informed if the child leaves the premises and a "Post-it" note with the date and the name of the child put in the register. Sarah Foot will complete an online accident form for the Borough when she has been informed of all the details of the accident.
- If the parents cannot be contacted and further treatment is needed, an ambulance will be called and the child taken to West Middlesex Hospital accompanied by a member of staff, also taking the child's Health Information form. The School will continue to attempt to contact the parent. The member of staff will stay with the child until the parents arrive.
- The cause of any accident must be investigated immediately. Serious accidents must be reported to the Premises Committee.
- If a child is sick in the classroom or elsewhere in the school building, the Premises Manager must be informed immediately.

Medicines

- Medicines must be given to Sarah Foot with a completed Permission to Administer Medicine form by the parent stating dosage and time. This will be entered on the whiteboard in the office and ticked when administered. The medicines are kept in a locked cupboard in the medical room. When administered this information must be entered in the medical file.
- Inhalers and Epipens are kept with the child or labelled and kept in a class bag behind the Reception desk in the cupboard on the left.

Groups away from the School

- Any group that is away from the premises must carry a mobile phone and class first aid bag. These are kept in the medical room. Individual medication, such as inhalers, must always be taken when a class or group is out of school. In addition to these items, the class individual photographs and medical information must be taken on school trips. Classes must be signed out when they leave the premises.

Personal Safety

- The personal safety of pupils is a prerequisite for a successful school. Many aspects of this Health and Safety Policy are dedicated to personal safety matters.
- It is preferable that staff are not in the premises on their own. If this is unavoidable the member of staff must let someone know.
- The school takes the issue of drugs very seriously. Please refer to the school policy.
- The school, like all other schools, does suffer from bullying from time to time. Such behaviour is considered unacceptable. The school's approach to bullying is further set out in the Anti-Bullying Policy.

E. Fund-Raising and Public Events

- The Borough Code of Practice is in the Health and Safety File.
- The school recognises that fund-raising and public events raise special health and safety issues. The school will deal with these on a case by case basis with health and safety being explicitly recognised as part of event planning.
- Organisers of events will take responsibility for health and safety for those events. They must recognise that the public may be unfamiliar with the school buildings, hall and playground and make visitors familiar with the location of fire exits. They must ensure that no more than 200 people (with the exception of school assemblies and subject also to the designated fire capacity) may be in the Hall.
- Organisers must also ensure that no more than 1,000 people are present on the whole site at any time, without specific precautions to be set out in writing and agreed with the Health and Safety Officer.
- Event organisers must ensure that the school Building is locked and protected against unauthorised entry and that other parts of the school grounds are not entered unless necessary for the purposes of the event. Organisers will also be responsible for locking the perimeter gates after the event or whenever they leave the premises unattended.

F. Hazardous Substances

- The Borough's Code of Practice for the storage and handling of hazardous substances is to be found in the Health and Safety File Section 5b.
- All supplies will be ordered through recognised suppliers.
- The school will purchase and make available to staff and others appropriate personal protective clothing to prevent harm from hazardous substances.
- The caretaker and cleaners in the school buildings must take appropriate precautions and use any personal protective clothing provided by the school or the cleaning contractor when using hazardous substances.

- All hazardous substances are will be securely stored as required.
- All hazardous substances must be accompanied with a risk assessment.

G. Health of Employees

- Like all other employers, the school has a responsibility to ensure that its staff operate in a healthy and safety-conscious environment.
- The school's detailed policies on health and safety for staff are set out in detail in Section 5k of the Health and Safety File. Matters which are covered in the File include:
 1. Computer screens
 2. Eyesight tests
 3. Hepatitis B
 4. HIV/AIDS
 5. Lifting of weights
 6. Pregnancy
 7. Stress
 8. Threatening and violent behaviour
- Staff and volunteers are reminded that they have a responsibility for their own safety and for all others working at the school.
- Staff and volunteers must wear any special personal protective equipment provided for the purpose by the school.
- Staff and volunteers who have any concern about their personal health and safety are encouraged to consult the Health and Safety Officer as soon as possible. Where they are not satisfied with the result, staff may consult any Governor who will then be responsible for taking the issue to the Premises Committee.

H. Lunch, Playtime and Playground Standards

- Playtime standards are set out in the Policy Folder.
- School Meal Supervisory Assistants (SMSAs) and other staff will supervise children during lunchtime periods. Children eating school meals or their own packed lunches will be monitored in the Hall.
- The school playground will be supervised by SMSAs/Teaching Assistants during lunchtime ensuring that there is supervision in all areas of the playground. A member of the teaching staff will be responsible for the SMSAs and available during lunchtime.
- For periods before and after school and during morning and afternoon playtimes, teachers/support staff will be responsible for health and safety in the playground.
- During wet weather, when outside play is not possible, pupils will be supervised within their classrooms with at least one supervisor (including SMSAs at lunchtime) on each floor of the building.

- Cycles and scooters (apart from during cycling proficiency training) must not be ridden in the playground and dogs are not to be taken into the school playground. Other equipment may only be used with the permission of a teacher.
- FOSS events held in the playground are the responsibility of FOSS, although the School will make every effort to ensure that the playground is set out in a proper way for the event and there is a risk assessment for the event.

I. Risk Assessment Procedures

- Governors/Premises Manager will ensure that risk assessments are carried out at regular intervals, which will identify reasonably foreseeable health and safety risks. Risk assessments will be carried out on buildings and all relevant activities, which the school undertakes.
- Each room in the school will be inspected by a Governor, Premises Manager and School Business Manager at least once a year and a report made of its condition and any matters which are considered to constitute a health and safety risk for staff, pupils or visitors. A similar inspection will be made of the playground and School Hall.
- Where possible, risk assessments of classrooms should be carried out while the class is present. Potential hazards must be discussed with the class teacher as soon as practicable, who must also be informed of any matters requiring action in the report.
- Inspection reports will be sent to the Health and Safety Officer as soon as possible after the inspection. Any serious risks must be communicated to the Health and Safety Officer or other appropriate member of staff immediately.
- Risk assessments will be communicated to the Premises Manager, who will be informed by the Health and Safety Officer of any items requiring action.
- Copies of the school's latest inspection reports will be retained in the school's Health and Safety file.
- Following any assessments, the Health and Safety Officer must inform the person carrying out the inspection how all action points have been dealt with.
- Any serious hazards identified, and action taken, will be reported to the next meeting of the Premises Committee, who in turn will be responsible for reporting to all Governors.

J. School Equipment

- No equipment will be used for any purpose for which it is not designed. It will be properly maintained in accordance with usage and with manufacturer's instructions.
- All electrical equipment will be checked for safety at least once every year and when otherwise thought necessary.

- All physical education equipment will be checked for safety at least once every year and when otherwise thought necessary.
- Unless directed otherwise by the Health and Safety Officer, equipment responsibility is as follows:

Type of equipment:	Responsibility:
Class equipment	Class Teacher
Reprographic equipment	School Business Manager
Specialist equipment	Subject Co-ordinator
Other equipment	Premises Manager

K. School Journeys and Off-Site Activities

- The school adopts the Borough's code of practice for school trips and other off-site activities. This is kept in the Health and Safety File, Section 19
- All staff must be aware of the Critical Incident Policy.
- Staff accompanying children on a school journey are 'in loco parentis'. On a residential journey this duty of care operates for 24 hours each day. Staff must ensure that individual needs are assessed and catered for with proper levels of supervision. All incidents including accidents, illness and individual problems must be recorded. Any serious accidents or illness must be reported to the parents by telephone. Accidents must be reported in the normal manner to the LEA using the usual accident forms on return from the trip.
- Pupils must be familiarised with all aspects of the journey including travel arrangements, accommodation, fire evacuation procedures, activities, safety and supervision. Emergency arrangements must be explained before each part of the trip, particularly what to do if lost or separated from the party. Pupils must be briefed daily about the day's activities and any potential hazards they might encounter. If a child is missing, the police must be informed immediately.
- Journey organisers will make a preliminary visit to check any new accommodation and to assess potentially hazardous areas. On arrival at a centre, teachers must ascertain that the safety precautions are adequate and familiarise themselves and the children with all available means of escape. Children must be aware of fire drill procedures as soon as possible after arrival.

L. Subject-related Health and Safety

- Borough codes of practice in relation to health and safety exist for the subjects listed in the table below. The Borough Codes of Practice are kept in the school's Health and Safety File as follows:

Subject:	Reference:
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Art	Art policy
ICT	See the Health and Safety File Section 5
Design & Technology	See the Health and Safety File Section 5
Physical Education	See the Health and Safety File Section 5
Science	See the Health and Safety File Section 5

- The school accepts these codes of practice as the basis of the management of health and safety but recognises that not all members of staff can be expected to have read them fully. It is therefore the responsibility of the subject co-ordinator to ensure that all relevant parts of these codes of practice as well as any nationally-set guidelines are communicated to all teaching staff in a clear and concise manner.
- The health and safety aspects for particular subjects which the School would most like to bring to the attention of class teachers and others involved in the delivery of lessons in particular subjects are detailed below.

M. Use of the School Hall

- FOSS events held in the Hall are the responsibility of FOSS, although the school will make every effort to ensure that the Hall is set out in a proper way for the event.

N. Visitor Access and Security

- Between 9 a.m. and 3 p.m, visitors are expected to use the Chertsey Road gate.
- The use of CCTV cameras, remote opening devices and other equipment allow for security and minimise the inconvenience to either visitors or staff.
- Main doors to the school building are fitted with electronic entry systems. These doors are to be shut at all times except at the beginning and end of the school day and during playtimes.
- Staff are responsible for ensuring doors are shut and secure.
- External access to the school lavatories will only be possible during playtimes and during fund-raising events.
- Staff working out of school hours must take special care to lock the buildings before and after admitting visitors.

O. Voluntary Activities and Clubs

- No voluntary school activities or clubs will take place on or off site without the authorisation of the Health and Safety Officer. Adults must have a DBS check.
- The Health and Safety Officer shall be informed of the number of children and adults involved in the club or activity, which shall only take place if there is proper and adequate supervision.

- The Premises Manager will be informed of all such on-site activities and may be present on the site while the activities are taking place.
- All appropriate steps must be taken to ensure the security of the site and premises during such activities, which shall be agreed between the Health and Safety Officer, Premises Manager and person in charge of the activity.

P. Waste Disposal

- All school waste will be put into paladins and recycle bins provided for the purpose.
- Sarah Foot and other First Aiders will always ensure that used dressings and the like are put into sanitary bins.
- All sharp or otherwise dangerous objects must be wrapped in such a way that they could not pose a risk to School staff or to refuse collectors.

Agreed by the Governing Body: