

St Charles RC Primary School

Health and Safety Policy



CHRIST IS AT THE CENTRE



Compassionate
Helpful
Respectful
Inclusive
Sharing
Truthful



St Charles RC Primary School

Health and Safety Policy



Our mission at St. Charles RC Primary School is to try and centre our life in Jesus Christ, the spiritual foundation of our community.

We aim to pass on the faith we share in partnership with you.

We want the children in our care to grow and develop to their full potential within a caring Catholic community which recognises fully their true worth and God given talents. We look forward to working with you in a spirit of mutual trust and support.

We take pride belonging to St. Charles RC Primary School.

MISSION STATEMENT

As a family of God, we love to learn and learn to love

INTRODUCTION

It is a requirement of the Health and Safety at Work Act 1974, that all employers employing more than five people, must prepare a written health and safety policy. The policy should contain:-

1. a statement of the philosophy relating to health and safety at work signed by the most senior person within the organisation. i.e. the Chair of the Governing Body;
2. details of the organisational structure i.e. who is responsible for what, and how they fit in with each other; and
3. details of the arrangements in place for putting that policy into practice e.g. first aid arrangements.

The law also requires the employer to ensure the health and safety policy is brought to the attention of all employees

A health and safety policy also demonstrates the employers' commitment to health and safety issues and how those issues will be managed.

The policy must be reviewed on a regular basis, usually annually, to ensure that it is effective and adequate. Health and safety requirements may change due to changes in legislation or the introduction of new technology for example, and therefore the policy must be altered to accommodate the changes enabling them to be incorporated into the management system.

Our statement of general policy is:

1. to provide adequate control of the health and safety risks arising from our work activities;
2. to comply with and whenever possible, exceed, all health and safety legislative requirements and standards.
3. to consult with our employees on matters affecting their health and safety;
4. to allocate adequate resources to ensure all health and standards are met.
5. to provide and maintain plant, machinery and equipment which is safe, has been manufactured to a British, European or International standard, is regularly inspected, tested and maintained as appropriate; and that offers protection from danger by being suitably guarded (where appropriate). This would include such items as heating and hot water plant, kitchen equipment and appliances e.g. meat-slicer, powered cleaning equipment and portable electrical appliances;
6. to ensure safe handling, use, storage and transport of articles and substances;
7. to provide adequate information, instruction and training to enable staff and pupils to carry out their work activities in a healthy and safe manner, and to enable them to contribute positively to their own health and safety and that of others;
8. to ensure all employees are competent to do their tasks;
9. to prevent accidents, near misses and cases of work-related ill health;
10. to make arrangements within the school for the reporting of all accidents/incidents to the LEA;
11. to make positive arrangements for fire evacuation, first-aid, supporting pupils with medical needs and other emergency situations;
12. to provide and maintain a safe and healthy school building with safe access and egress, paying particular attention to the structure of the buildings, the electrical installation, draining, glazing, maintenance of floors / corridors / playgrounds / steps / doorways / fire escape routes and security arrangements which would minimise the risk of acts of violence;
13. to provide and maintain a safe and healthy working environment with effective management of illumination, temperature, ventilation, dust, smoke, fumes, noise, cleanliness and food hygiene and adequate protection against occupational disease and infestation;
14. to provide and maintain adequate welfare arrangements such as eating, washing and toilet facilities and accommodation for clothing and personal belongings;

15. to provide and maintain an effective road safety provision which includes Road Crossing Patrol Staff and regular liaison with parents to minimise the risks to pupils arriving at and leaving school particularly in Primary Schools;
16. to include aspects of child/personal safety within the curriculum which includes safety at home, on the road, around water areas and railway lines, fire / matches / fireworks, no talking to strangers, bullying, smoking and drug abuse and healthy eating;
17. to ensure so far as is reasonably practicable, the health and safety of visitors to the school (see section 10 for example of identifiable visitors) and any other persons who may be affected by the acts or omissions of members of staff or pupils whilst taking part in school activities; and
18. to review and revise this policy as necessary at regular intervals.

Signed: Date: (Chair of Governing Body)

Signed: *e.l. campbell* (Headteacher) Review Date:

THE EMPLOYER

Voluntary Aided Schools

Overall and ultimate responsibility for Health and Safety in schools is that of the employer, i.e. the Governing Body.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Headteacher., also now referred to in some legislation as the 'Responsible Person'.
Head Teacher – Mrs Clare Campbell.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas.

The Governing Body,

Senior Leadership Team – Mrs Clare Campbell (Headteacher) Mrs Clare Brown (Deputy Head) Mrs Nicola Drake (Head of EYFS ad KS1) Mrs Lyn Hackett (SENCO) and Mrs Gisella Steedman (Head of KS2)

Site Manager – Mr Andy Williams

Teachers - all teachers

Non-teaching staff – all TAs, support staff, admin staff, catering staff

Cleaners

Local Education Authority (Strategic Director of Children's Services) and Governing Body

- for Council Controlled and Voluntary Controlled schools within the Local Education Authority (Strategic Director of Children's Services) is responsible for health and safety; in other schools the Governing Body is responsible for health and safety;
- day-to-day responsibility for implementation, is delegated to School Governing Bodies and Headteachers;

The Local Education Authority (Strategic Director of Children's Services) and the Governing Body:

- shall ensure so far as is reasonably practicable the health, safety and welfare of teachers and other education employees;
- shall ensure so far as is reasonably practicable the health and safety of pupils in-school and on off-site visits;
- shall ensure so far as is reasonably practicable the health and safety of visitors to schools and volunteers involved in any school activity;
- shall guide and monitor the Headteacher to ensure that he/she keeps health and safety as a high priority in the day-to-day management of the school;
- shall appoint one of the Governors to be the Governor for Health and Safety;
- shall consider the health and safety implications of policies and guidance issued by Salford Children's Services, the school's Health and Safety Advisor and the Diocese; shall, with the aid of the school's Health and Safety Advisor, draw up and issue its own policies and guidance on curricular and non-curricular topics where necessary, paying particular attention to health and safety aspects;
- shall discuss and resolve so far as is reasonably practicable health and safety issues at meetings of the Governing Body; and
- shall carry out an annual appraisal of the safety performance of the school and include this in its annual report to parents.

Headteacher

The Headteacher is responsible for the day-to-day management of the school and shall so far as is reasonably practicable:-

- ensure that the Council's, the Local Education Authority's and the school's Health and Safety Policy are implemented and adhered to at all times;
- ensure that all members of staff know, understand and accept their health and safety duties and responsibilities;
- ensure that adequate resources are allocated to facilitate healthy and safe working and teaching practices;
- ensure that the Governing Body is advised of health and safety implications when undertaking the management of the school budget;
- ensure that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within school and on school trips as appropriate;

- ensure that all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is periodically examined, tested and maintained as appropriate;
- ensure the use of safe working practices and where necessary draw up and communicate written codes of practice for safe working and teaching;
- ensure that only approved chemicals and substances are used at school and ensure that the appropriate safety information and risk assessment is available to the user;
- ensure that suitable and appropriate protective clothing is provided for staff and pupils who require it, and ensure that it is worn when necessary;
- ensure that adequate first aid treatment is available by the provision of a First-Aider or appointed person and ensure that first aid boxes are kept adequately stocked;
- establish and maintain an effective management system for supporting pupils with medical needs;
- ensure that accidents are recorded and where necessary investigated and reported to the Council's Health and Safety Officer as soon as possible and also reported to the Governing Body in the Headteacher's Termly Report. In the event of a major injury the Chairman of the Governing Body shall be informed;
- ensure if any contagious disease is contracted a record is kept and appropriate containment action is taken;
- ensure that all acts of violence and bullying are recorded and that they are reported to the Governing Body as appropriate;
- ensure that fire procedures are planned and are rehearsed at least once per term;
- ensure that fire equipment, fixtures and exits are checked periodically and maintained to ensure that they are in working order;
- ensure that adequate welfare facilities are provided and maintained for staff and pupils;
- ensure that periodic safety inspections of the school are carried out;
- ensure that there is consultation with the staff Safety Representative on matters of health, safety and welfare;
- ensure that contractors working in the school are properly appointed and managed and that they report before work commences in order to ascertain work details and agree safety procedures;
- ensure that in his/her absence health and safety duties are delegated as appropriate;
- ensure that there is an annual appraisal of the school's health and safety performance;
- ensure that risk assessments are undertaken and reviewed as appropriate; and
- review and up-date their policies as appropriate.

Teaching and Non-Teaching Staff

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:-

- ensure that the Council's Children's Services Directorate policies and those of the School are implemented at all times;
- be responsible for the health and safety of the pupils they supervise;
- ensure that equipment used at school is safe and presents no risk to health and ensure that any defects are reported immediately to the Headteacher so that the equipment can either be repaired or disposed of;
- in the event of a fire, ensure that all pupils know the fire procedure and are evacuated safely;
- in the case of an injury, arrange for suitable first aid treatment, investigate the accident that caused the injury and record the details in the accident book;
- ensure that all classroom-based activities are carried out in a safe and healthy manner;
- ensure that playground activities are supervised as appropriate and ensure that any violent behaviour is stopped;
- ensure that pupils are adequately supervised whilst on midday dinner;
- ensure that, whilst pupils are playing for a sports team, provision has been made for dealing with injuries and other emergencies;
- ensure that whilst transporting pupils by car, safety seatbelts are worn and the Council's guidelines are followed;
- ensure that when undertaking school trips and holidays, sufficient research, planning, precautions and supervision are undertaken as laid down in the Council's guidelines and Code of Practice. Where specialist instructors are engaged to lead pupils, the role of supervision must be discussed and agreed with the instructor;
- ensure that they do not bring into school any potentially dangerous article or hazardous substance without the expressed permission of the Headteacher;
- take appropriate action to make safe any dangerous condition caused by wet or icy weather;
- ensure that any agreed security provisions are carried out;
- co-operate with the Headteacher on all aspects of health, safety and welfare; and
- co-operate with the Headteacher in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures and to communicate this information to all people who need to know.
- In addition, union appointed safety representatives are entitled to investigate any accident / incident occurring, any potential hazard reported and to carry out safety inspections at a rate of one inspection per quarter.

Pupils

All pupils must:-

- co-operate with Teachers and school staff on health and safety matters;
- not interfere with anything provided to safeguard their own health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a Teacher.

The school Site Manager

Caretaker Site-Manager Refer to separate Caretaker's Code of Practice

The school site manager must

- conduct all relevant checks in the course of his duties. e.g. ladder checks, carrying out maintenance and minor repair work safely, monitoring communal areas

The Site Manager will be responsible for

- identifying all equipment / plant needing maintenance.
- The Site Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- The Site Manager will be responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to the Headteacher.
- The Site Manager will check that new plant and equipment meets health and safety standards before it is purchased.
- Site Manager to check that no unauthorised electrical equipment is to be used on school premises.
- Where appropriate, residual current devices should be used with all electrical equipment
- primary key holder
- minor maintenance and repairs
- monitoring security and checking surveillance equipment
- ensuring proper use of premises and resources
- all safety checks, including weekly alarms testing and workplace inspections
- safe cleaning practices
- ensure the maintenance of all plant and equipment and report any concerns to the Head teacher
- daily inspection of premises prior to the start of the school day
- weekly testing of fire alarms, weekly visual check of extinguishers
- ladder checks as appropriate
- complete any minor repairs either visible , or reported to him/her
- monitor cleanliness, waste disposal, storage of materials
- take water temperatures in line with the control of legionella
- maintenance
- use of tools
- monitoring communal areas
- security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and arranging for any necessary repairs that he/she is not competent to carry out
This includes:-
- keeping the Caretaker's maintenance log book up to date;
- lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring, overseeing school cleaners, aspects of cleaning during school hours, and minor grounds maintenance;
- being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action; and undertaking routine checks on fire alarm systems, fire doors and fire extinguishers;

- security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- some degree of maintenance, repairs and emergency remedial action as necessary, and
- lifting and moving equipment and supplies. This would include assisting teachers with
- moving furniture and equipment, carrying stationery supplies and deliveries, moving milk
- crates, etc and where possible this should be done with the aid of handling devices;

1. Health and Safety Risks Arising From our Work Activity

2. Consultation with employees

3. Safe Plant and Equipment

4. Safe Handling and Use of Substances

5. Information, Instruction and Supervision

6. Competency for Tasks and Training

7. Accident, First Aid and Work Related Ill Health

8. Monitoring

9. Emergency Procedures – Fire and Evacuation

10. Visitors to School Premises

11. Contractors and Safety

12. Educational Visits / Extra Curricular Activities

13. Movement of Vehicles

14. School Security

15. Occupational Health Services and Stress

16. External Groups/Activities

17. Safety in the Community

18. Violence, Behaviour, Bullying and Harassment

19. Health and Safety in the Curriculum

20. Health and Safety in the Classroom

21. Site Officers and Caretakers

22. Health and Safety in the Office

23. Medicines

24. Asbestos

25. Legionella

26. Keeping Pets in School

1. Health and Safety Risks Arising From our Work Activity

- Risk assessments will be undertaken by all staff with the school's Health and Safety Advisor.
- The findings of the risk assessments will be reported to the Line Manager, School Office and Site Manager.
- Action required to remove / control risks will be approved by the Head Teacher.
- The Head Teacher will be responsible for ensuring that any action required is implemented.
- The Head Teacher will check that the implemented actions have removed / reduced the risks.
- Copies of risk assessments will be kept in the Office and in the room containing the risk.
- Assessments will be reviewed annually or whenever there is a significant change causing the initial assessment to become invalid.

2. Consultation with employees

- Employee representative(s), both Union and non-Union are:- Union – teachers – Gisella Steedman Unison – Sarah Medrano
- Consultation with employee is provided by:-
- All staff consulted at weekly team meetings regarding Health and Safety issues

3. Safe Plant and Equipment

- The Site Manager and Salford Diocese will be responsible for identifying all equipment / plant needing maintenance.
- The Site Manager and Salford Diocese will be responsible for ensuring effective maintenance procedures are drawn up.
- The Site Manager and Salford Diocese will be responsible for ensuring that all identified maintenance is carried out.
- Any problems found with plant / equipment should be reported to the Site Manager / School Office or Headteacher.
- The Headteacher will check that new plant and equipment meets health and safety standards before it is purchased.
- No unauthorised electrical equipment is to be used on school premises.
- A system of testing portable electrical appliances will be implemented
- Where appropriate, residual current devices should be used with all electrical equipment.
- Anyone using equipment on site must be competent to do so.
- Under no circumstances should a third party borrow any of the school's equipment and vice versa.
- No second hand electrical equipment should be brought into school.
- All electrical hand tools should undergo visual tests by the user before each use. The tools should be inspected more thoroughly weekly and a log kept. Every year or sooner if stipulated, the tool should be serviced, tested and inspected by a third party.

4. Safe Handling and Use of Substances

- The Site Manager and possibly Citywide will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments.
- In schools, Caretakers and Citywide staff will be responsible for obtaining product health and safety data sheets from the manufacturer and for undertaking COSHH assessments with the school's Health and Safety Advisor if necessary.
- The Site Manager and the Health and Safety Advisor will be responsible for ensuring that all actions identified in the assessments are implemented.
- Use of chemicals for teaching as set out in the national curriculum, will be done so in accordance with guidance and hazard cards produced by CLEAPSS Schools Science Service.

- The Headteacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The Headteacher will check that new substances can be used safely before they are purchased by providing the Health and Safety Advisor with details of the proposed product.
- Assessments will be reviewed every 2 years, or when the work activity changes or the constituents of the product change, whichever is the sooner.
- All chemicals should be stored in their original containers with labels on and kept away from any products on the warning labels.
- All chemicals should be kept out of reach of children and non competent users.
- Always use the minimum amount required.
- Read the COSHH risk assessment before use and use any personal protective equipment that has been given to you e.g. gloves, goggles.

5. Information, Instruction and Supervision

- The Health and Safety Law poster is displayed in the staffroom
- Health and safety advice is available from The Health and Safety Section, Children's Services Directorate
- Supervision of young workers / trainees will be arranged / undertaken / monitored by the Headteacher
- The Headteacher is responsible for ensuring that our employees working at locations under the control of other employers., are given relevant health and safety information.
- Health and safety advice is available from

Jackie Winn **
 17 Peel Moat Rd
 Heaton Moor
 Stockport
 SK4 4PL

The Health and Safety Section,
 Children's Services Directorate
 Turnpike House
 Eccles New Road
 Swinton

Telephone Numbers: 0161 2820303
 07814 179265

**use the school's advisor routinely and only contact the Central Team if your query is in connection with an audit/inspection, if there has been a major incident, if your query is about the Council's intranet health and safety pages or if your query is in relation to an accident/incident that has been reported via the on-line system.

Supervision of young workers / trainees will be arranged / undertaken / monitored by the Headteacher

- The Headteacher is responsible for ensuring that our employees working at locations under the control of other employers., are given relevant health and safety information. This information may need to come from the employers of the 'other' locations. There will be joint dialogue and joint responsibility.

6. Competency for Tasks and Training

- Induction training will be provided for all employees by Headteachers and staff.
- All staff are competent to do their jobs to the expected standard and beyond.
- Job specific training will be provided by relevant person/agency (may be a third party e.g. first aid)
- Specific jobs requiring special training are:-
 - Administration of medicines (especially long term eg asthma or diabetes)
 - Working at height (Caretaker getting leaves out of gutters etc)
 - Educational Trips and Visits co-ordinator
 - Cleaning – COSHH awareness (Citywide & Site Officer))
 - Caretaker / Site Manager e.g. legionella water temperature testing, ladder inspections, manual handling etc.
 - Fire Marshalls,
 - SENCO
 - Managing asbestos
 - Preparing and/or handling of food on or off site
 - First Aid
- Training records are kept by the Headteacher / Administration
- Training records are located at Administration
- Training will be identified, arranged and monitored by the Headteacher sometimes with the assistance of the school's Health and Safety Advisor.
- Induction training will be provided for all employees by Headteachers and staff.
- Job specific training will be provided by Audra Banks First Aid and Salford LA

7. Accident, First Aid and Work Related Ill Health

The first aiders and/or appointed persons are:-

- Mrs C Campbell Headteacher,
- Mrs S Medrano Admin Assistant,
- Mrs T Meek, TA,
- Mrs J Berry TA and
- Mrs E Magee TA
- First Aid at Work: Mrs Sarah Medrano
- Paediatric First Aid: Mrs S Starkie (Tchr), Mes T Meek (TA), Mrs L Hamer (TA), Mrs E Copakova (TA)
- Emergency First Aid The first aid box(es) is/are kept in Early Years Foundation Stage (for F/d unit pupils only),
- Key Stage, Key Stage 2 and The main office
- Trained to use the defibrillator: Mrs S Medrano

- All accidents and cases of work-related ill health are to be recorded in the accident book which is located in the school office.
- All serious accidents/incidents will also be recorded using the Authority's intranet based accident report form or by entering the data directly into the SAP system or by contacting the call-centre on 0161 909 6550.
- The Health and Safety Team at Turnpike House are responsible for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These accidents/incidents/diseases must be reported to the HSE within 15 days.
- All serious accidents/incidents will be investigated in accordance with guidance set out within the LEA's Health and Safety Policy, in order to prevent a recurrence of the accident/incident, sometimes with the assistance of the school's Health and Safety Advisor.
- Head injuries need to be communicated separately to parents, by telephone call

8. Monitoring

To check our working conditions, and ensure our safe working practices and policies are being followed we will:-

- carry out daily spot checks or as the need arises
- conduct a full workplace inspection termly
- ensure Departmental Managers submit health and safety reports when required. The Health and Safety Advisor will submit a termly report to coincide with the main Governing Body meeting
- conduct health and safety audits annually (by the Authority H&S Team)
- Monthly / termly* classroom inspections are carried out by the Teacher responsible for that classroom using the Monthly Housekeeping Inspection Sheet.
- Caretakers are responsible for carrying out these housekeeping inspections in all communal areas e.g. corridors, hall, dining room etc., using the termly housekeeping sheet. Any problems identified are reported to the Headteacher immediately.
- The Site Officer will undertake daily/weekly visual checks of playgrounds, equipment, playing fields and external areas and once a term will complete the External Checklist to keep as a record.
- The Headteacher is responsible for ensuring accidents are investigated.
- The Headteacher is responsible for investigating work-related causes of sickness absences.
- The Headteacher is responsible for acting on investigation findings to prevent a recurrence sometimes with the assistance of the school's Health and Safety Advisor.

9. Emergency Procedures

Fire and Evacuation

- The Headteacher, Administration and Senior Staff have been appointed as fire wardens / search officers.
- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.
- The Headteacher and Site Manager have been appointed as fire wardens / search officers.
- Escape routes and exits are checked by the Site Manager daily.
- Fire extinguishers are maintained and checked by Firemark Ltd (Authority approved) at a frequency of twice per year.
- Alarms are tested by the Site Manager weekly using different call points in rotation and is tested/inspected and maintained at least twice a year by Franco fire services.
- Emergency evacuation / fire drills will be carried out termly
- Records will be kept in the Main Office.
- Fire signage is displayed.
- Fire escape routes are signed around the building.
- Combustible waste is not allowed to build up and is not next to the school.
- The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented.

10. Visitors to School Premises

- Any person visiting the premises is requested to make an appointment prior to the visit.
- Identifiable visitors and other persons who may be affected include:-
- invited guests and visitors to the school;
- volunteers and students who may assist with teaching;
- parents and customers to events such as jumble sales / Christmas Fayres etc;
- users of school property out of school hours such as an aerobics class or a football club;
- bus drivers or other persons encountered on an external trip or holiday;
- contractors at the school (other than their own work activity, which they themselves are responsible for);
- Council employees such as peripatetic teachers, grounds maintenance staff, advisers, refuse collection operatives etc;
- deliverers of goods, meter readers etc;
- On entering the premises, visitors must go to the reception / main office and sign-in the visitor's book unless alternative arrangements have previously been arranged with the Head e.g. contractors may wear ID badges.
- Any contractor arriving on-site for the purpose of undertaking work, must consider the asbestos register and the site plan. They must then sign the 'Authorisation to Commence Work' form whether they will be working near any asbestos or not.

- All visitors will be issued with a visitor's badge which is to be worn for the duration of the visit.
- On departure, visitors must sign-out the visitors book.

11.0 Contractors and Safety

Contractors are selected on the following basis:-

- Recommended by Salford Diocese or Salford LA
- Cost Production of company safety policy
- Proof of Competence (e.g. production of qualification certificates)
- References Via Property Services Any other criteria:- (Salford Diocese approved)
- All contractors are required to attend a pre-start meeting with the Head Teacher and any other relevant personnel e.g. Health and Safety Officer, in order for health and safety rules / information and arrangements etc. to be communicated.
- All contractors are required to sign in and wear a visitor's badge.
- Contractors must not leave their equipment unattended.
- Activities carried out by a contractor must not present a hazard to others in the vicinity of the work.
- The Site Manager is responsible for monitoring contractors activities whilst on site.
- Under no circumstances will contractors be allowed to use equipment belonging to the school.
- Contractors must not work on any areas where identified asbestos may be disturbed. If any additional asbestos is discovered, that the school were previously unaware of and/or any identified asbestos is accidentally disturbed during the works, the Asbestos Emergency Evacuation Plan must be followed.

12. Educational Visits / Extra Curricular Activities (in schools)

- The Head Teacher is responsible for ensuring that the Education Trips and Visits Code of Practice is followed. This policy adopts the guidance set out in the Department for Education and Skills (DfES) document entitled 'Health and Safety of Pupils on Educational Visits'.
- The Educational Visits Co-ordinator for the school is Name: Mrs Clare Brown
Position: Deputy Head
- All educational visits must be authorised by the Head Teacher in advance.
- The Head Teacher or Departmental Manager will ensure that all appropriate information relating to the trip e.g. arrival/departure times, clothing requirements, contact numbers etc. is communicated to the parents of the children and that parental consent is obtained.
- Adult supervision will be at least 1 adult per 3EYFS pupils.
- Advice relating to educational visits can be obtained from:- Mr Simon Willis LEA Trips and Visits Co-ordinator Tel:0161 778 0124
- Refer to the Educational Trips and Visits Code of Practice for detailed procedures and guidelines.

- Parental consent is to be sought and given in writing, where parental helpers are used. Parental and other non-employed helpers should undergo a police check if they are likely to be supervising children in the absence of a member of staff.
- The Headteacher is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specified destinations, are properly taxed, insured and have valid M.O.T. certificates.

13. Movement of Vehicles

- Staff and visitors should park their vehicles in the designated car park.
- Vehicular access will not be permitted when children are entering or leaving school. Gates will be closed at 9.00 am and 3.30 pm
- A speed restriction of 5 mph is in place within the school grounds.
- Where possible there should be adequate segregation between pedestrians and vehicular access points.

14. School Security

Refer also to arrangements for 'Visitors' .

- Security of the school is maintained by:- Perimeter fencing
- Duty Officers stationed within individual buildings
- External Doors being locked during school hours
- CCTV Signposting
- Security lighting
- Other security measures

15. Occupational Health Services and Stress

- In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact a BDMA counsellor by calling 0800 919765. All calls and subsequent consultations will be treated in strictest confidence.
- Occupational health services are provided by the Occupational Health Unit who are based at 196 Station Rd, Salford Tel: 0161 603 4070.
- If a Manager feels it is necessary to refer a member of staff to the Occupational Health Unit, he/she should contact a Human Resources Officer based within the Civic Centre in the first instance. The telephone number is 0161 793 2000
- In cases of stress, if the individual concerned does not feel he/she can approach his/her line manager, he/she may contact a BDMA counsellor by calling 0800 919765 anonymously. All calls and subsequent consultations will be treated in strictest confidence. The stress / anxiety does not have to be work-related.

16. External Groups / Activities

- Particulars of the school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by via lettings contracts e.g. emergency evacuation. This will be done verbally if the Site Officer and/or other staff are going to be present throughout the activity.
- All extra curricula groups using school premises must abide by school health and safety rules.
- Groups that use school premises to hold functions, will be asked to produce evidence of having carried out the necessary risk assessments and of implementing appropriate control measures to reduce any risks identified.
- All events organised by the PTA or as a joint venture between the school and any other external group, should be notified to the Health and Safety Advisor.
- Breakfast and after school club staff, preparing and/or handling food of any type will have as a minimum, a Food Hygiene Level Two Certificate. This will also apply to any staff or non-employees bringing in food from outside for the children e.g. toast. This does not include delivery Drivers delivering fruit, veg or pre-packed goods for snacks or food that is going to be prepared in the school kitchen.
- External groups currently using school premise are:- 24th Swinton Brownies, Rainbow, Beavers and Cubs
- Particulars of the school's health and safety policy and other health and safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by via school office and Site Manager.

17. Safety in the Community

Safety in the community is addressed by

- Regular visits by Police Community Support Officer
- Talks/visits by Fire Service (e.g. police talks, fire-service seminars, topics in assembly etc)
- Talks/seminars are conducted as required throughout the year.
- Curriculum
- Caritas in Action
- RE
- PSHE
- SMSC

18. Violence, Behaviour, Bullying and Harassment

- Efforts will be made to train all staff in how to handle violent and aggressive situations.
- If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

- If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.
- If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up, should be considered.
- The school will address bad behaviour, bullying and harassment involving pupils by:
 - Anti-Bullying Week
 - Anti Bullying/Race Returns to LA
 - Speaking to parents
 - Behaviour policy in place
 - Anti bullying policy in place (anti e-bullying included)
 - Loss of golden time
 - Loss of house points
 - Discussed in class and in school assemblies when appropriate
- See school Behaviour and Discipline Policy, Equality Policy.
- The school will address good pupil behaviour by;
 - Positive praise
 - House points
 - Stickers
 - Celebration assembly
 - Beatitudes certificates
 - Class of the week
 - Golden time
- The school will address bullying and harassment involving staff by
 - Following Salford Authority guidelines and advice from Human Resources (SLA)
 - Behaviour and Anti Bullying Policies
 - Anti Racism Policy
- Efforts will be made to train all staff in how to handle violent and aggressive situations.

19. Health and Safety in the Curriculum

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1. 'Health and Safety Risks Arising From Our Work Activity' and section 12. 'Educational Visits/Extra Curricular Activities'
- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos.

20. Health and Safety in the Classroom

- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with a curriculum subject/activity e.g. field trips, sports/P.E. activities, science etc., and the appropriate control measures will be implemented. Refer to section 1. 'Health and Safety Risks Arising From Our Work Activity' and section 12. 'Educational Visits/Extra Curricular Activities'
- A monitoring system will be set up to ensure that any hazards in the classroom are identified and that regular inspections of the area are carried out. An individual will be made responsible for each classroom. See section 8. 'Monitoring'.
- Pupils will be encouraged to report any hazards to a Teacher e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor. NB Their ability to do this will obviously be dependent upon their age and their understanding of a hazard.
- Efforts will be taken to educate pupils about health and safety issues as and when the opportunity arises throughout the course of normal teaching. For example, the opportunity to educate pupils about occupational diseases may arise during a History lesson when learning about the role of chimney sweeps, or during a Science lesson when learning about the discovery and use of asbestos

21. Caretakers and Site Officers School

Caretakers or Site Officers work tasks vary depending on their job title and job description. The role of the Caretaker (and Site Officer) is to ensure the smooth running and security of the school premises, including maintaining it in a clean and hygienic condition. Not only has the Caretaker got to look after his/her own safety, but has a major role in the safety of all the school population.

The basic duties are:

- a) The Site Officer will be trained for all tasks that require specific training e.g. water testing for control of legionella.
- b) Appropriate equipment and tools will be provided to ensure tasks can be undertaken safely.
- c) The Caretaker will maintain a repairs/jobs log book.
- d) Adequate external lighting will be provided to enable the Caretaker to safely enter and exit the school during hours of darkness.
- e) Any dangers associated with Lone Working have been identified and assessed (use the Lone Working checklist)
- f) security of the premises and its contents. This will include locking and unlocking doors, fire escapes and gates, and emergency call-out as appropriate;
- g) some degree of maintenance, repairs and emergency remedial action as necessary, and arranging for any necessary repairs that he/she is not competent to carry out .This includes keeping the Caretaker's maintenance log book up to date;
- h) lighting, heating and the cleanliness of the school. This will include replacing light bulbs/tubes, boiler monitoring, overseeing school cleaners, aspects of cleaning during school hours, and minor grounds maintenance;

- i) being responsible for aspects of health and safety, and fire safety. For example identifying hazards and taking remedial action; and undertaking routine checks on fire alarm systems, and fire call points;
- j) lifting and moving equipment and supplies. This would include assisting teachers with moving furniture and equipment, carrying stationery supplies and deliveries, moving milk crates, etc and where possible this should be done with the aid of handling devices;

Relief Caretakers cover in the event of a resident Caretaker being sick or on annual leave.

The responsibilities are:

- security of the premises and its contents;
- lighting, heating and Caretaker cleaning duties;
- portering and Handy-person duties;
- supervision of staff;
- any other reasonable duty, e.g. evening lettings, bank duties, etc.
- The curriculum will be delivered in a safe and healthy manner and every effort will be taken to identify risks associated with classroom activities see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented.

22. Health and Safety in the Office

- Offices will be safe and healthy, hazards will be identified see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented.
- A monitoring system will be set up to ensure that any hazards in the office are identified and that regular inspections of the area are carried out. An individual will be made responsible for each office. See section 8. 'Monitoring'.
- A VDU assessment will be undertaken for all office personnel identified as 'users' by the regulations.
- Office personnel will be encouraged to undertake the Salford City Council e-learning course VDU and workstation health and safety
- Office personnel will be encouraged to report any hazards e.g. a loose wire on a piece of electrical equipment, spilt liquid on the floor.
- Offices will be safe and healthy, hazards will be identified see section 1.0 'Health and Safety Risks Arising From Our Work Activity', and the appropriate control measures will be implemented. Also refer to the Generic Office Risk Assessment document.
- A DSE assessment will be undertaken for all personnel who habitually use a computer for more than an hour a day, every day (referred to as a 'user').
- Any member of staff classed as a 'user' of Display Screen Equipment is entitled by law, to have a free eyesight test and if the Optician concludes that VDU glasses are needed, these will be provided free of charge. A specific pair of VDU glasses will be selected by the Headteacher and Governing Body for this purpose. Any member of staff who needs VDU glasses may choose a different pair, but they must make up any difference in cost themselves.

23. Medicines

Children who require support for medical conditions have the same rights of admission as other children. Children who have a disability which requires medical support are protected from discrimination by equalities legislation.

Children with medical needs must be supported in school and can only be required to leave school for medical reasons if this is to receive emergency treatment or if their presence represents a serious risk to the health or safety of other children or school employees, for example if they are infectious. In these circumstances a head teacher/teacher in charge may send the pupil home after consultation with the pupil's parents. This would be an authorised absence not an exclusion. Detailed guidance is in DCSF Guidance 'Improving behaviour and attendance: guidance on exclusion from schools and PRU's, September 2008.

Children may require support for acute, short term and long term medical conditions. Acute conditions are for example severe asthma attacks or allergic reactions. Short term conditions are for example finishing a course of antibiotics. Long term conditions are for example controlled epilepsy, diabetes or asthma requiring daily use of an inhaler.

- The Headteacher will establish an effective management system which provides support to children with medical conditions.
- The Headteacher will communicate with parents, pupils and health professionals where necessary, for example in making an agreement to administer medicines or making a health care plan.
- The Headteacher will store medicines safely and where necessary provide training for personnel who administer or supervise administration of medicine. Also refer to school's Medicines Policy.
- The SENCO will establish an effective management system which provides support to children with medical conditions..
- The school has a Medicines Policy in place (to be reviewed bi-annually).

24. Asbestos

- The school has had a full management survey (previously named Type 2) carried out and an asbestos management plan is in place.
- Any asbestos that was classed as high risk has been removed and any remaining asbestos has been encapsulated and is monitored annually for signs of deterioration
- All contractors coming into school to do work, are required to consider the asbestos management plan and sign the 'Authorisation to Commence Work' form even if they are not going to be working with or near asbestos.
- If asbestos is accidentally disturbed, follow the emergency procedure (should be on the intranet if you don't have a copy).
- If asbestos is suspected, stop work immediately and follow the emergency procedure.

- Whenever any refurbishment or demolition work is due to be carried out, an asbestos 'Refurbishment and Demolition' survey of that area must be carried out prior to any works commencing, (previously referred to as a Type 3 survey). Examples of what is classed as refurbishment include, but are not limited to, window replacement, toilet installation, roof work, drilling into any wall, ceiling or floor.
- If a surface is to be painted or you are planning on commissioning minor works that are not intrusive, an asbestos Management Survey of that area must be carried out prior to the works commencing, (previously referred to as a Type 2 survey).
- The Asbestos Management Plan shall be reviewed / updated annually.
- Asbestos in the building will be monitored annually.

25. Legionella

- The School recognises the need to carry out a risk assessment for Legionella. The Control of Legionella Approved Code of Practice (ACoP) and associated guidance has deemed the Headteacher responsible for ensuring that this risk assessment has taken place, a full register of equipment has been made and that any remedial measures required, are actioned appropriately.
- The Headteacher has appointed a third party, IWS, to produce a risk assessment and a written scheme of works and this is kept on site.
- The Site Officer has been delegated as the 'Competent Person' under the ACoP and carries out water temperature monitoring as required. These measurements are recorded.
- The school's Health and Safety Adviser (see section 5) will provide training where necessary and will undertake spot checks.

26. Keeping Pets in School

- All pets kept within school will be done so using CLEAPSS guidance.
- Each pet will be risk assessed and a copy of the risk assessment kept with each animal as well as a copy being kept in the master file.
- Children who have allergies to fur/straw or other item required for the animal will be identified.
- Care will be taken with animals living in vivariums during school holidays as they are more difficult to place than hamsters, gerbils etc, and are very sensitive to change.

Equalities Statement:

St Charles RC Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. The Governing Body recognises that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St Charles RC Primary

school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.