

HEALTH AND SAFETY POLICY

MISSION STATEMENT

We are growing together on our journey of achievement with Jesus in our hearts, heads and hands.

POLICY STATEMENT

In its Health and Safety (H&S) Policy, St. Joseph's Catholic Primary School has declared its intention to pursue a policy which ensures so far as is reasonably practicable, the health, safety and welfare of all its employees, pupils and of any other people who may be affected by the School's activities.

This policy is supplementary to and to be read in conjunction with the Local Authority Council's Health and Safety Policy. It sets out the organisation, responsibilities and arrangements established by the School.

Our policy deals with those aspects over which the Headteacher has control, and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors and holds a relevant qualification.

POLICY AIM

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

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PART A - ORGANISATION

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

1. GOVERNORS

The School governors will monitor the health and safety of systems of work, working conditions, and the working environment by **ensuring**:

- a) The Headteacher produces a school H&S policy for approval by the Resources Committee of the governing body and that this policy is regularly reviewed.
- b) The Headteacher produces risk assessments of work activities undertaken and a written record of the assessments kept.
- c) Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc.
- d) Regular safety inspections are undertaken.
- e) A positive H&S culture is established and maintained.

2. HEAD TEACHER

The Headteacher will **ensure** that:

- a) A school H&S policy is produced for approval by the Resources Committee of the governing body and that the policy is regularly reviewed and revised as necessary.

- b) Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly.
- c) Safe systems of work identified via risk assessment or to comply with national standards/guidance, are monitored to ensure they are followed and effective.
- d) Information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Manual for Schools is kept in the Headteacher's office, so that it is available to all staff and governors, and Health and Safety information is circulated for the attention of staff and governors.
- e) A regular safety inspection is undertaken.
- f) Regular reporting is provided to the school governors on health and safety through the Headteachers report.
- g) He/she cooperates with the LA in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures.
- h) Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.
- i) Training records are kept and monitored on a regular basis to identify training needs.
- j) If he/she delegates H&S duties to an individual, normally referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.
- k) Monitor lost time, damage, lesson disruption, physical violence, extreme verbal abuse and threatening behaviour that cause undue stress to staff, etc as appropriate.

3. H&S COORDINATOR

The H&S Coordinator(s) will:

- a) Receive all H&S information sent to the school and disseminate the information to staff/governors as necessary.
- b) Advise the Headteacher and Governors on action required to comply with relevant H&S Legislation.
- c) In consultation with Headteacher/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation.
- d) Give induction training to new employees before they start work. Induction training will include emergency procedures (e.g. fire safety) and access to first aid.
- e) Carry out regular inspections of premises, equipment and procedures and submit reports to their line managers where necessary.
- f) Investigate sickness absence records to identify causes of work-related ill health.
- g) Monitor accident and incident statistics to identify trends and act on findings to prevent recurrence.

4. EMPLOYEES (ALL)

All employees must:

- a) Ensure that they have read the Health and Safety Policy.
- b) Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work.
- c) Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person.
- d) Not misuse anything provided for health and safety purposes.
- e) Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents.
- f) Cooperate with management in respect of complying with H&S requirements.

NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.

5. SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

6. VOLUNTEER HELPERS

Have the same duties as those indicated for employees.

7. PUPILS

Pupils are expected to:

- a) Comply with school rules relating to general behaviour.
- b) Take note of and comply with information provided for safety with regards activities undertaken.
- c) In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- d) Not to misuse anything provided for H&S reasons.

PART B – ARRANGEMENTS

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

- GENERAL ARRANGEMENTS -

1. ACCIDENT/INCIDENT RECORDING/REPORTING

The person responsible for the establishment at the time of the incident must ensure that all accidents, incidents (violence, bullying and harassment), injuries (no matter how minor), near misses (an incident with the potential to have caused injury to a person or damage to property) that occur to members of staff, visitors and contractors will be reported using the online or paper Accident Report Form (ARF1).

Accidents to pupils will be reported in the same way as those in the above paragraph however only those accidents to pupils which are as a result of the schools undertaking (i.e. as a result of the condition of the premises, equipment or lack of supervision) need to be recorded and reported using the ARF1. Minor accidents to pupils which are not as a result of the Schools undertaking must be recorded in the standard sheets in the school **pupil accident book**, which is kept in the Medical Room.

Once the ARF 1 form has been completed the school will keep the original and a copy will be sent to the Safety Advisers in the Environment and Leisure Department, Time Square. To ensure the school complies with the Data Protection Act 1998 and to prevent personal details being seen by anyone acquiring a blank ARF 1; completed ARF 1's are be stored separately in the Headteacher's office in a loose-leaf folder marked on the front "Accident Book".

Any Fatality, Major Injury or Reportable Dangerous Occurrences must be reported immediately by telephone to the Incident Contact Centre (0845 300 9923) and to the Environment and Leisure Department (01344 352000) followed up with a completed F2508 which is available in Section 2 (1) of the Corporate Health, Safety and Welfare Manual of Guidance.

Any contractors or visitors on the premises must be informed that if any accident/incident occurs on the premise it must be reported to the Headteacher immediately.

Any incident which has the potential for injury, near miss or hazardous condition of the grounds, buildings, plant or equipment must be reported using the ARF 1.

All accident records must be kept for a minimum of 4 years. A significant exception to this is when a child is injured. In this case, **except in the most trivial incidents, whenever a child is involved, all accident investigation reports will be retained until the date of that child's twenty-first birthday.**

The full procedures for Accident Reporting are contained in Section 2 (1) of the Corporate Health, Safety and Welfare Manual of Guidance.

All accidents must be investigated by the Headteacher or Deputy Headteacher, and recorded on the ARF1.

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), certain types of accidents, incidents and dangerous occurrences must also be reported to the Health and Safety Executive on Form F2508. Details are available in Section 2 (1) of the Corporate Health, Safety and Welfare Manual of Guidance.

2. ASBESTOS

The school Asbestos Management Plan (AMP) is kept by the Headteacher and Caretaker and any major work planned and any work involving access to roof voids, demolition, or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB All staff are advised that asbestos containing materials in school are only labeled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3. CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.1 SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods must take into account how they will impact upon staff, pupils and other visitors on site. The school has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

3.2 BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodeling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- a) slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- b) being hit by falling objects dropped by persons working above head height;
- c) inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- d) coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre site meeting has not taken place.**

- a) All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the Headteacher or School Business Manager (SBM).
- b) Before any work is commenced, it is essential that the Headteacher or SBM is made aware of:

- i) what work is to be undertaken,
 - ii) where the work is to be carried out,
 - iii) an indication of the likely timescale,
 - iv) what equipment is to be used,
 - v) what services are required.
- c) Before work is to commence, the contractors must be advised by the Headteacher or SBM:
- i) where they can gain access to services,
 - ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the school field (cemetery side).
 - iii) any particular problems with the work, e.g. access may still be required to the area.
- d) The contractors must be issued with a 'Contractor's Leaflet' and a visitors pass and advised that it must be worn at all times whilst on site.
- e) The contractors must be advised who to contact on site if they have a problem.

3.2.2 LARGE SCALE WORKS - This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the school must exercise the duties of the Client as contained therein.

For all large scale works a pre meeting will take place and the Headteacher or Chair of Governors or Chair of Resources Committee will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

4. CONSULTATION WITH EMPLOYEES

The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- a) Having H&S as a standard item on the agenda of all staff meetings.
- b) Circulating the School Safety News to all staff; and
- c) Where appointed, consulting with the Trade Union Accredited Safety Representative(s) /representative(s) of employee safety in good time on all H&S issues. To this end the accredited safety representative(s) /representative(s) of employee safety, if appointed, will be invited to become a member of the Resources Committee.

5. COMPETENCY

New employees, including any temporary or casual staff must be given induction training before they start work. Induction training will include emergency procedures (eg fire safety), access to first aid and Safeguarding. Headteachers will identify health and safety training needs for all employees and ensure they are adequately trained and have sufficient knowledge and skills to fulfill the duties allocated to them. Training records must be kept and monitored on a regular basis to identify training needs.

6. E-SAFETY

The school has a separate policy for Internet Access & E-safety and a copy of this policy can be found on the Safeguarding Board in the Staffroom. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the networks users.

7. FIRST AID

The school will try to exceed the basic recommendation for first aiders but will ensure that:

- a) A minimum of two pediatric trained staff will be on site.**
- b) Two persons who hold the appointed persons first aid certificate will be on site.**

A list of staff that hold a first aid at work certificate is on notices displayed in the Medical Room.

7.1 FOLLOWING ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialing 999 and asking for an ambulance**. In cases involving pupils, their parent/carer should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/carers will be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.

In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident.

NB in the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised as appropriate.

7.2 RECORDING - Any accident where first aid is administered to students is to be recorded in the pupil accident book and where appropriate using the ARF

7.3 FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. A list of approved materials is in the H&S Manual for Schools.

The boxes are available for use by all staff/adult visitors on site.

7.4 INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept **in/next to** the first aid box. Any soiled dressings must be disposed of appropriately.

8. GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use.

Without detracting from the generality of the above the following maintenance arrangements have been made.

8.1 FIRE ALARMS AND FIRE FIGHTING EQUIPMENT

Fire alarm systems and fire fighting equipment must be checked in house half termly by site Manager and Class teachers. Contracts are in place to have fire extinguishers, fire alarms and emergency lighting serviced at least annually. All checks and services are recorded in a logbook.

At the end of every fire drill the time taken to evacuate the building should be logged.

NB All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

8.2 FIXED ELECTRICAL INSTALLATION

The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check a certificate is issued to confirm the electrical installation is safe.

8.3 PE EQUIPMENT - All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the PE Subject Leader will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis, LA contractors inspects the PE equipment.

8.4 PLAY EQUIPMENT - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the PE Subject Leader will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

The fixed playground equipment is subject to a termly review of its condition and an annual check by LA contractor.

8.5 PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by a qualified Portable Appliance Tester (PAT). Currently Class 1 (Earthed) items will be tested every 12 months.

9. INFECTIOUS DISEASES

The school follows the national guidance produced by the Health Protection Agency, which is summarised on the poster, 'Guidance on infection Control in Schools and other Child Care Settings'. This is displayed in the Medical Room. Supplemental information on Infectious Diseases is also kept in the Medical Room.

10. MEDICAL NEEDS

The school will try to accommodate pupils with medical needs wherever practicable in line with the School Policy on Managing Medical Needs. This policy is attached as appendix A.

11. RISK ASSESSMENTS

The school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation.

11.1. COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' (See H&S Manual for schools.) for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claim forms available from the SBM and payment for a basic set of glasses where they are required mainly for use with DSE. Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual for Schools)

If staff have any questions on DSE they should initially speak to the H&S Coordinator.

11.2. FIRE – A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.

Employees are trained in fire safety and evacuation procedures annually. Fire drills are conducted every half term. A record of these drills is kept in the school office.

Fire Exits

Footsteps, Year R,1,2,3 &4: Classroom exit to the playground.

Year 5 & Year 6: Fire escape door and stairs leading to the playground.

Assembly Point: Whole school & Nursery to line up on the playground leading onto the school field to then move to far end of the school field. Registers must be called immediately.

The secretary or in her absence the headteacher will take the class registers, the grab bag and all signing in books to the teachers at the assembly point.

Fire Procedures – being close to an Industrial Area:

Following Fire Brigade guidelines:

- On observation or phone call that a factory is on fire – do **not** evacuate the school.
- On an alarm, **all windows** in the school must be closed immediately. (Fire marshals to check each classroom).
- Stay in classroom and await further instructions from the head teacher, police/fire brigade.
- Children in playground or participating in field activities must be escorted quickly back into the school building.

11.3 HAZARDOUS SUBSTANCES - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.

The school COSHH assessment is kept in the Caretaker's Office and summary information is kept where substances are stored/used.

If staff have any questions on hazardous substances they should initially speak to their line manager.

11.4. MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.** Within school the following written assessments are in place.

11.4.1. REGULAR OPERATIONS – EQUIPMENT/MATERIALS – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.

11.4.2 – MANUAL HANDLING – PUPILS – All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms included within the H&S Manual for Schools.

The need for training (Team Teach) will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists.

11.5. NOISE – The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school has not identified any areas or activities as likely to exceed the action levels. If staff have any questions on Noise levels they should speak to the H&S Coordinator.

11.6. SECURITY – The school site has been assessed against the information contained in the H&S Manual for Schools and security issues are regularly reviewed.

If staff have any questions on Security they should speak to the H&S Coordinator.

11.7. WATER ASSESSMENT – An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease. The school water assessment is kept in the Caretaker's office and monitored appropriately.

11.8. WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations.

The school Workplace assessment is kept in the head teacher's office.

The school also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.

11.9. WORK AT HEIGHT – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.

11.9.1. REGULAR OPERATIONS – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated.

11.9.2. SPECIALIST OPERATIONS – These are where specific high level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

12. SAFEGUARDING

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy, a copy of which is kept in the Staff room on the Safeguarding Board, and also the Local Safeguarding Board (LSB) leaflets are displayed on this board.

13. SCHOOL TRIPS

A separate school trips policy has been produced based on the council guidance and this is kept in the Trips file in the front office. A trained Educational Visits Co-ordinator must be appointed. The Offsite and Hazardous Activities Guidance manual gives details of the procedures that have been adopted by St. Joseph's Catholic School. This manual must be used when organising all outdoor and offsite activities and is available on the Councils Website. An Offsite and Outdoor Advisory Service will advise and assist on all matters relating to offsite and hazardous activities. The service can be contacted on 01635 519448.

14. TRANSPORT

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

1 - Staff transporting pupils/equipment in their own cars or drive to other venues during the working day. Staff and volunteer who use their own cars must confirm that their insurance policy covers them for this purpose as such cover is not provided by the Council.

NB They must have a current CRB check.

2 - Transport and driver are hired in from a reputable source. This is the usual practice for school trips.

3 - The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. (See the H&S Manual for additional information.)

15. BROADMOOR HOSPITAL ALARM

- If there is an escape, the warning sirens will sound, and all schools within approximately seven miles of Broadmoor Hospital will be notified.

- The warning siren is tested each Monday at 10.00 am for 2.5 minutes. After a break of 2 minutes the all-clear siren is also sounded for 2.5 minutes.

- In the event of an escape, local schools operate a telephone cascade alert system. Information is passed from school to school. The cascade system is routinely tested every second Wednesday of each term. The cascade system must be prominently displayed for easy access.

St. Joseph's Schools should conduct a Broadmoor Alarm practice drill/ Lockdown within the first month of the new academic year. Records will be kept of the drill with any evaluation comments. Further details regarding the School Broadmoor procedures are on the Borough Council's website.

16. WELLBEING

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Headteacher or line manager but also have access to a confidential counseling service. Sickness absence or health concerns will be dealt with under the schools absence policy. The Governing body endorses the principals set out in the Health & Safety Executive's Management Standards as a framework to support staff wellbeing

- SPECIFIC ARRANGEMENTS-

1. ART

The hazards associated with this practice are the creation of dust and damage to clothing.

NB wallpaper paste containing fungicide is not to be used in school.

1.1. PRECAUTIONS/PRACTICE - The risks associated with damage to clothing and dust creation are managed by ensuring:

- a) Only small quantities of powder paints are to be mixed at one time;
- b) That tables are covered with newspaper to protect the surfaces and ease cleaning;
- c) That cleanable aprons are worn by pupils involved in painting;
- d) That paint pallets and brushes are washed up/out after use.

2. FOOD ACTIVITIES

The following hazards have been identified with this activity:

- a) Burns, scalds etc. from use of hot water/oven/dishes/food.
- b) Electric shock relating to the use of electric equipment.
- c) Fire associated with burning food or faulty equipment.
- d) Cross contamination of food leading to food poisoning.
- e) Slips trips or falls due to spillages/obstructions on floors/uneven surfaces.
- f) Cuts through use of knives and other equipment, i.e. graters.
- g) Allergic reactions.

These are controlled by the following:

2.1. LOCATION - The risks associated with slips trips and falls are managed by ensuring that:

- a) The oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.)
- b) The **table/tables** on which food is to be prepared **is/are** positioned to allow easy access around **it/them**.
- c) The floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions.
- d) Any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

2.2. EQUIPMENT - The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:

- a) A visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test.
- b) Equipment is used in line with manufacturers' instructions and/or training received.
- c) The prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced.
- d) All equipment provided for food activities is kept in good condition and only used for food activities.
- e) Adequate instructions must be provided at the start of the session.

2.3. HYGIENE - The risks associated with cross contamination are managed by ensuring that:

- a) Everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area.
- b) The table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use.
- c) Staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils will wear aprons and use oven gloves when handling hot dishes.

2.4. EMERGENCY PROVISION - The following arrangements have been made to deal with emergency situations:

- a) A suitably stocked first aid box is kept in the Medical Room and names of appointed persons are displayed in this room. Smaller medical kits are kept in each classroom and the office.
- b) A fire blanket and carbon dioxide (or powder) fire extinguisher is kept ***in the room where the baby belling is used/transported with the mobile unit***. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight. The carbon dioxide extinguisher is safe for use with electrical equipment.

NB If a carbon dioxide extinguisher is used the room is to be evacuated.

3 - POTTERY

The hazards associated with the practice include:

- a) Cross contamination of surfaces.
- b) Inhalation of dust.
- c) Damage to clothing.
- d) Burns associated with use of kiln.
- e) Swallowing.
- f) Allergies to clay – contact dermatitis.

These are controlled by the following:

3.1. CLAY - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- a) Only premixed clay is used by pupils and that the clay is to be cut into workable sizes.
- b) Desks are protected from staining by covering with newspaper. Newspaper is to be disposed of at the end of the lesson.
- c) Spillages of clay are cleared up immediately using wet mopping or sponging techniques.

NB Brushing of dried clay is prohibited;

- d) Only pre mixed 'paint on' glazes are used and **ONLY** by pupils in Key Stage 2, following individual risk assessment. The risk assessment needs to identify if the pupils are capable of understanding the risks associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and what supervision is felt to be appropriate.

3.2. PERSONAL PROTECTIVE EQUIPMENT - The risks associated with damage to clothing are managed by ensuring that:

- a) All staff and pupils working with clay wear the aprons provided.

3.3. HOUSEKEEPING - The risks associated with the creation of dust will partly be managed by ensuring that all staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson.

4. SCIENCE

The school follows the guidance for safe practice in science as given in 'Be Safe' produced by the Association for Science Education and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein.

5. SPORT/PE

The school follows the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and endorsed as a standard by the Council. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.

The general requirements are as follow:

- a) Before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery. (See the H&S Manual for Schools for additional information on Jewelry.).
- b) Staff will remove jewelry and change into appropriate footwear.

NB It is acceptable for staff to wear watches where necessary to time lessons.

- c) Pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment.

d) Staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves **CAN THE PUPILS MOVE THE OBJECTS WHERE THEY HAVE BEEN ASKED TO SAFELY AND WITHOUT RISKS TO THEIR HEALTH?**, before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;

e) Mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls.

f) Staff are only to use equipment they are familiar with. For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept in the Staff Room.

6. SWIMMING ARRANGEMENTS

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. These are controlled by following the specific arrangements specified in the H&S Manual for Schools. (See H&S Manual for Schools)

7. TECHNOLOGY

The school follows the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with this activity include:

a) Exposure to hazardous substances, e.g. glues/dusts.

b) Damage to clothing.

c) Personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

These are controlled by:

7.1. LOCATION - Risks associated with personal injury are partly managed by ensuring that:

a) Work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.

7.2. PERSONAL PROTECTIVE EQUIPMENT - Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that:

a) Where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles.

b) Personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.

7.3. EQUIPMENT - Risks associated with Personal Injury are partly managed by ensuring that:

a) Equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool.

7.4. HAZARDOUS SUBSTANCES - Risks associated with hazardous substances have been addressed as part of the school's risk assessment.

CONCLUSION

By following the actions indicated a school H&S policy will be produced which will demonstrate that a positive H&S Culture exists and that H&S is being managed effectively.

REVIEW

Policy is to be reviewed annually and updated as and when changes occur. This is to be recorded in the notes of the Resources Committee

Drafted by Mrs J Dunlop

Policy to be reviewed annually, see above.

Policy to be the responsibility of Resources Committee

Approved by the Governing Body	/	/
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Chair of Governors signature	
Date	/	/

Review date	/
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APPENDIX A MANAGING MEDICAL NEEDS POLICY – Updated May 2017

MISSION STATEMENT

We are growing together on our journey of achievement with Jesus in our hearts, heads and hands.

POLICY STATEMENT

Regular school attendance is vital for every child and St Joseph's Catholic Primary School does all it can to ensure high attendance figures for all children in our care. Nevertheless, we recognise that from time to time children become ill and require time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment has been completed. However, in certain circumstances there are exceptions to this:

- When a child has almost fully recovered but needs to finish a course of medication (i.e. antibiotics) for a day or so.
- Where a child suffers from a medical condition requiring medication but is not 'ill', by definition i.e. asthma, diabetes, specific and medically diagnosed behavioural issues, severe allergies.

Policy Content

- 1. Legal Aspects**
- 2. Safety Checklist**
- 3. Instruction, Training, Audit and SEN**
- 4. Record Keeping / Medication Consent Form / Health Care Plans**
- 5. Safe Storage and Disposal of Medicines / Controlled Drugs / Errors in Administration of Medicines**
- 6. Child's Role in Managing their own Medical Needs**
- 7. Prolonged Absence of a Child through Illness / Hospitalisation**
- 8. Sporting Activities**
- 9. Trips**
- 10. Employee's Medicines**
- 11. Emergency Procedures / Defibrillator**
- 12. Emergency Evacuation**
- 13. Children with Infectious Illnesses and / or Diseases**
- 14. Failure of Agreed procedures**
- 15. Unacceptable Practice**
- 16. Liability and Indemnity**
- 17. Complaints**

1. Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This is purely a voluntary role.* Staff should be particularly cautious when agreeing to administer medication where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Where a degree of technical or medical knowledge is required to ensure the safety of both staff and/or child;

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and/or training specific to the child's medical needs. Under no circumstances must any medication, even non-prescription drugs such as paracetamol, be administered without parental approval. This approval must

be given in writing – by the completion of the Medication Consent Form (appendix B) - verbal consent is not sufficient.

Please note:

Medication will not be accepted by the School unless accompanied by a completed Medication Consent Form.

2. Safety Checklist

- Is any specific training required to administer the medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed the Medication Consent Form and has it been filed?
- Is there a Health Care Plan for the child and has it been filed?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the GP and parent/carer clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Is the medication stored in a safe place and at a suitable temperature?
- Is the member of staff aware of the school policy on infectious illnesses and diseases?

Details of this policy will be publicised widely and is available on the school website.

3. Instruction, Training, Audit and SEN

Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must also include the identification of tasks that should not be undertaken. Such safeguards are necessary both for the staff involved and to ensure the well being of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

Annual training is provided by the school nursing service to all staff on the use of an Epipen for severe allergic reactions and the necessary procedures should an Epipen be administered to a child. This is also the case for children with epilepsy who may suffer a 'status' seizure and may require the administration of Buccal Midazolam. In the case of children with asthma, training in the administration and supervision of a child self-administering their own inhaler. Where the child has additional Special Educational Needs, staff will be appropriately trained in administering medication to ensure the child needs are adequately met.

The school nursing services can provide valuable advice and support in relation to children with a medical condition. They may be contacted via the school office.

The annual training audits the competence of staff in the administration of these medications.

All staff should receive Induction Training upon joining the school. This training should include:

- What the school's policy is on the administration of medicines.
- Where it can be found.
- How to respond in an emergency.

4. Record Keeping / Medication Consent Form / Health Care Plans

The Medication Consent Form, providing all the information below, will be kept in the Class Medical Folder and retained as a 'record' for future reference.

- Name and date of birth of the child.
- Name of the parent/carer, contact address and telephone/mobile number.
- Name, address and telephone number of the GP.
- Name of medicines.
- Details of the prescribed dosage.
- Date and time of last dosage given.
- Consent given by the parent/carer for staff to administer the medication.
- Expiry date of the medicine (if applicable).
- Storage details.

The designated member of staff should not sign the medicine record book unless they have personally administered, assisted or witnessed the administration of the medicine.

Health Care Plans

A Health Care Plan should be completed by parents / carers of children with long term medical conditions. These are drawn up after consultation with the child's health care practitioner and discussed with the headteacher or child's class teacher. (Appendix C). An annual review will take place in the autumn term.

At all times it remains the parents / carers responsibility to inform the school in writing of any changes to a child's Health Care Plan.

5. Storage and Safe Disposal of Medicines

- When medicines are used staff should be aware and fully understand how the drug/medicines should be administered and the correct storage of such medicines. Details on storage should be provided on the Medication Consent Form or by written instructions from the GP/Pharmacist or parent/carer.
- Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. This container should be clearly marked with the child's name on the prescription label. Wherever possible we would request that parents/carers provide medication in containers that use a child proof locking system. Also, medication such as liquid paracetamol or ibuprofen should be provided in pre-measured individual sachets rather than in a bottle. Ibuprofen / Paracetamol will only be administered for a maximum of 3 days unless otherwise indicated by a Medical Practitioner (written proof will be requested). After three days the Ibuprofen / Paracetamol will be sent home. These medicines will not be kept in school during the academic year on a 'just in case needed' basis. It is the responsibility of the parent/carer to inform the member of staff if the medication being prescribed requires refrigeration.
- A child under 16 should never be given aspirin unless prescribed by a doctor (written proof will be requested)
- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment which may be contaminated with body fluids, such as blood etc.

Prescribed Medication

Any prescribed medication brought into school must be in the original box / bottle with the prescription label attached to it showing that the medication has been prescribed to the child stated e.g. epipen and inhalers. The lot

/ batch number on the packaging must be identical with the one shown on the medication itself. If this is not the case, the medication will be returned to the parents.

Epipens

All epipens must be provided to the school in a plastic box with a securely fitting lid. This box should be of suitable size, that in the event of the 'pen' being administered, it can be safely placed back in the box, together with the original packaging and a note of the date and time given. This box will then be handed to medical/ambulance staff. The box must also include on the lid a clear and recent photograph of the child the drug is prescribed for together with the child's name and class. Whenever possible two epipens should be kept within the school; one for the classroom and one in the main school office in the yellow grab bag.

Inhalers

All inhalers must be clearly labelled with the child's name – both on the box and on the actual inhaler. Spacers to assist with the administration of an inhaler should be provided by the parent/carer again clearly labelled with the child's name. Inhalers must have the 'cap' on the mouth piece. If not, inhalers will be returned.

Emergency Inhalers

The school has two salbutamol (blue) inhalers and two spacers for emergency use. These may be administered to a 'known' asthmatic pupil in the event of their own prescribed inhaler mal-functioning e.g. empty or broken. Emergency inhalers / spacers are kept in the office yellow grab bag together with a list of children who are asthmatic; have previously completed a Medication Consent Form and whose parents have given written consent for the school's inhaler to be administered in an emergency. The office yellow grab bag is kept in the front office. A list of these children is also displayed in the Medical Room.

Diabetic Equipment

Blood test kits, insulin and emergency rations are to be kept in school (normally in the child's class) in a secure location. Whilst these can often be used safely and competently by the child prescribed for, it should only be done with an adult being present or in the close vicinity supervising.

Epilepsy

Whilst most epilepsy medication is administered by parents at home, there may be occasions when a child suffers a 'status' seizure and may require the administration of Buccal Midazolam to aid recovery. This medication must be in pre-drawn syringes and the original box clearly labelled with the child's name.

Controlled Drugs

On occasion it is necessary to keep controlled drugs within school – these drugs like any other must be clearly marked with the child's name and dosage, and kept in the original packaging. These drugs should be kept in a secure location only accessible to adults. With the administration of these drugs the adult must be fully aware of the prescribed dosage and if at all unclear should contact the headteacher or parent. However, if it becomes necessary to contact the parent it is not sufficient to take verbal instructions and the parent may be asked to attend the school.

All medication kept within school for regular administration, will be taken with the child during any off-site activity.

Medicines should only be kept in school while the child is in attendance. Any unused or outdated medication will be returned to the parent for safe disposal. Any medication remaining will be sent home at the end of the summer term.

At all times it remains the parent/carers responsibility to ensure that any long term medication required to be in school is kept within date, and to replace it if necessary. Staff will not be expected to check expiry dates.

In the case of a child being admitted to the school who requires long term medication/treatment and is unable to administer it themselves (i.e. blood tests/insulin for diabetics) for reasons of age or physical ability this policy will be reviewed and amended if necessary in consultation with the parent/carer, the appropriate medical professionals, headteacher and/or governing body.

Medication Errors

In the event of medication errors such as:-

- Administration of a medication to the wrong pupil.
- Administration of the wrong medication to a pupil.
- Administration of the wrong dosage of medication to a pupil.
- Administration of the medication via the wrong route.
- Administration of the medication at the wrong time.

Appropriate medical advice will be sought and acted upon.

Each medication error must be reported to the headteacher and the online Incident Report Form completed.

6. Child's Role in Managing their Own Medical Needs

After discussion with the parents / carers, children who are competent should be encouraged to take responsibility for managing their own conditions / medication and procedures under adult supervision, especially in preparation for moving on into secondary schools.

7. Prolonged Absence of a Child through Illness / Hospitalisation

The parents / carers / health care practitioners should consult with the headteacher prior to the child returning to school to ensure that any support is adequately identified and in place to assist the child's re-integration.

8. Sporting Activities

Some pupils may need to take precautionary measures before or during exercise, and / or need to be allowed immediate access to their medication if necessary. Teachers supervising sporting activities should be aware of relevant medical conditions and consider arrangements for taking any medication to off-site activities and of emergency procedures.

9. School Trips

The school may need to take additional safety measures for visits and consider arrangements for taking any medication. Staff supervising visits should always be aware of any medical needs and relevant emergency procedures.

10. Employee's Medicines

Employees may need to bring their own medicines into school. They have a personal responsibility to ensure their medicines are not accessible to children.

11. Emergency Procedures

All staff must be aware of the likelihood of an emergency arising in a pupil with medical needs, whom to contact and what action to take. Back-up cover should be arranged for when the member of staff is absent or unavailable.

Where a child is in distress or has a need for an intervention and no one in the school/settings feels confident to undertake it then the parent/carer and / or a qualified health professional should be called immediately.

A member of staff should accompany a pupil if taken to hospital by ambulance and should remain with the pupil until his/her parents / carers arrive.

Generally, staff should not take pupils to hospital in their own car. However, if after discussion with the 999 service, it is recommended that the child is taken direct to hospital in a member of staff's car, then checks must be made to ensure the car insurance for business use is in place. It is also recommended that an additional person accompanies the member of staff to and from the hospital. In an emergency the best possible action is to call an ambulance.

In the event of an emergency, the class teacher (blue emergency card) or lunchtime controller (red emergency card) will give their 'Emergency Card' to a responsible child to take to the office thereby advising them of an emergency situation. The office staff will then follow the appropriate emergency procedures.

The school has a defibrillator which is kept in the school office. Whilst no training is necessary, appropriate members of staff have watched the accompanying training video. The local NHS Ambulance Service has been notified that the school has a defibrillator in accordance with the guidelines. The defibrillator is checked on a monthly basis to ensure it is fully charged and in good working order.

12. Emergency Evacuation

In case of emergency evacuation from the school building, class teachers / TAs will take the class medical grab bag containing children's emergency medication only.

Any child with a physical disability will be evacuated from the school building according to their 'Personal Emergency Evacuation Plan' which is located on the 'Class Provision Plan'.

The office staff will ensure the school First Aid bag together with the office yellow grab bag and the defibrillator are taken to the 'Evacuation Assembly Point'.

13. Children with Infectious Illnesses and / or Diseases

Children with infectious illnesses and / or diseases will not be allowed in school until deemed safe by their GP and/or the School Nurse or Local Authority.

14. Failure of Agreed procedures

Should a member of staff fail to administer any medication as required they will inform the parent/carer as soon as possible. However, the position should not normally arise as any child requiring vital medication or treatment would not normally be in school.

15. Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

16. Liability and Indemnity

Details of the School's insurance arrangements may be found in the school office.

17. Complaints

Should parents / carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

APPENDIX B

MEDICATION CONSENT FORM

This can be obtained from the school website.

APPENDIX C

HEALTH CARE PLAN

This can be obtained from the school web site.

APPENDIX D

SUN PROTECTION POLICY FOR ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Rational

Too much exposure to ultraviolet light (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of skin cancer. There is enormous potential for schools to help prevent skin cancer in future generations. Schools are central to protecting children's skin this is because:

- Children are at school five out of seven days a week at times when UV rays are high.
- Most damage due to sun exposure occurs during the school years.
- Schools can play a significant role in changing behaviours through role modelling and education.
- Students and teachers are at risk of sunburn within 10-15 minutes of being exposed to strong sunlight.
- Students spend an average of 1.5 hours outside per school day, more if involved in sports and outdoor activities.
- Skin cancer is largely preventable through behaviour modification and sun protection during early years.

Adopt sun protection strategies

Encourage students and staff to wear protective clothing during summer term

- **School Clothing** is made of close weave fabric and includes shirts with collars and longer sleeves, longer style dresses and shorts. Sports clothes should not include vest style tops.
- **Hats** children are required to wear wide brimmed hats (6-10cm) that protect their face, neck and ears such as legionnaire or bucked hats, when they are outside.
- **Sunglasses** Children's eyes are very sensitive to light. It is important therefore to protect their eyes by ensuring they wear wide-brimmed hats and sunglasses if possible. Make sure the sunglasses have UV protection. (Look for BS EN 1836:1997 on the label.)

Sun Policy

Sunscreen

Covering up and seeking shade are the most important sun protection measures. In addition, sunscreen can provide protection to exposed skin. However sunscreen should not be used to increase the amount of time spent in the sun. Pupils should be encouraged to apply sunscreen before school starts – SPF 15 or above.

The school will supply a suitable sunscreen (SPF 15+), for use if the parents have signed a consent form. This sunscreen will be applied by the children themselves.

Shade

- The school makes sure there is sufficient number of shelters and trees providing shade in the school grounds particularly in areas where students congregate.

- In consultation with the Governing Body, shade provision is considered in plans for future buildings and grounds.
- The availability of shade is considered when planning excursions and all outdoor activities.
- Children are encouraged to make use of available shaded areas when outside.

Roles and Responsibilities

- Staff to act as role models by;
 - ⌚ Wearing protective hats, clothing and sunglasses when outside.
 - ⌚ Apply SPF 15+ broad spectrum, water resistant sunscreen.
 - ⌚ Seeking shade whenever possible.
- Where possible, schedule outdoor activities before 11am or after 2pm.
- Include skin cancer education in the curriculum.
- Families and visitors are encouraged to use a combination of these sun protection measures when attending and participating in outdoor activities.
- Parents to support the school by acting as role models and providing protection for their children.

APPENDIX E

LOCK DOWN AND BOMB THREATS POLICY

MISSION STATEMENT

We are growing together on our journey of achievement with Jesus in our hearts, heads and hands.

POLICY STATEMENT

The threat of terrorist crime is ever present and in this current climate has its connections with the Middle East. However, it is equally important to keep the threat in perspective, that is terrorist incidents nationally are rare and the threat level within Bracknell-Forest is very low.

There is a legal obligation to plan for Bomb Threats as provided by the Health and Safety at Work Regulations 1974 that states that all employers are responsible for safety on their premises and requires them to identify appropriate procedures for serious, imminent danger.

POLICY CONTENT

1. Headteacher Responsibilities	1
2. Notification of a Bomb Alert	
3. Personal Safety	5
4. Review and Evaluation	5

1. Headteacher Responsibilities

1. Staff to familiarize themselves with bomb alert and evacuation procedures;
2. Managers and staff to ensure that they are aware of their responsibilities, as per the plans, during bomb alerts and subsequent evacuations;
3. Head teachers to identify Evacuation and Assembly officers;
4. Head teachers to ensure that the procedures are tested; and subsequent evacuations;
5. The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures.

The Policy identifies standard procedures for bomb alerts and subsequent evacuation for all school premises. Procedures are contained in appendix 'A' and, is communicated to staff.

These procedures can also be used when there are external threats, in particular involving firearms, and there is a need to move to places of safety in the centre of buildings whilst decisions over evacuation are being established, e.g. 'lockdown'.

There are two types of threats,

1. Hoax threats designed to disrupt, test reactions or divert attention; and
2. Warnings of a genuine device. These may be attempts to avoid casualties or enable the terrorist to blame others if there are casualties. However genuine threats can provide inaccurate information about where and when a device might explode

2. Notification of a Bomb Alert

Head teacher is to,
Take charge of any bomb threat incident at their school by: -

1. Assessing threat level;
2. Liaising with Police;

3. Making the decision to evacuate and nominate an assembly area; and
4. Making the decision to reoccupy the building.

It is important that we always remain alert to the threat from terrorism, nationally, domestically and from domestic extremist groups. This can be done by visiting www.mi5.gov.uk or by contacting local police. During any bomb threat incident attending police will have access to the current threat levels.

The decision to evacuate will be based on the information received about the threat and there are three options:

- a. Do nothing – low level threat that could include call from a child or drunk, however, if there is the slightest doubt the Coordinator must adopt one of the other options; or
- b. Search of building without immediate evacuation – low level threat and there is no reason to believe that an explosion is imminent; or
- c. Searching a building with partial evacuation - the size of the object found i.e. thin letter, which could not contain enough material to cause structural damage outside of the immediate vicinity, therefore the evacuation is to surrounding rooms including those above and below; or
- d. Evacuate immediately – reason to believe that information is credible, then there must be full or partial evacuation as quickly as possible.

On every occasion the decision to evacuate should be made in consultation with the Police. Points to consider when it has been decided to evacuate the building,

- Mobile phones should not be used.
- The fire alarm is not to be used. If possible agree a discrete signal which will immediately alert staff to the fact that it is a bomb alert as opposed to a fire evacuation. This will be through verbal communication. It is important not to create fear and panic amongst the pupils.
- Car parks should not be used as assembly areas.
- On evacuation buildings should not be re-entered and personal items should be left behind.
- Staff should be able to distinguish between fire alarms and bomb alerts and it is important not to create fear and panic.
- Depending on the size of the suspected device, the assembly point should be,
 - **100 metres for small items** including parcel bombs.
 - **200 metres for larger items** including cars.
 - **400 metres for vans and LGV's.**
- Nominated assembly points should be behind 'hard cover' (substantial brick walls or concrete) and away from glass (glass is the major cause of injuries in an explosion);
- Nominated assembly points should not be close to "secondary hazardous" such as gas, electricity, petrol and diesel storage;
- Nominated assembly points should be searched for suspicious devices;
- Disabled staff should be individually briefed on their evacuation procedures;
- If the location of the suspected device has been identified, evacuate using a route which avoids that area;

Evacuation officers are to;

- a. To assist the Head teacher in raising the alarm and notifying staff of the assembly point and evacuation route.

Assembly officers are to;

- a. Ensure that all staff and pupils lists are updated.

b. At assembly point, check that all staff and pupils are accounted for and report any missing staff to the officer in charge.

Actions:

Head teachers are responsible for developing plans (see appendix 'A') for dealing with bombs, which identifies specific roles and explains the differentiation between a fire alarm and a bomb alert. This will include staff being made familiar with this document and in particular the following actions:

Finding Suspicious Articles

- Do not touch suspicious items.
- Move everyone away to a safe distance.
- Prevent others from approaching.
- Communicate safely to staff, visitors and the public.
- Use hand-held radios or mobile phones away from the immediate vicinity of a suspect item, remaining out of line of sight and behind hard cover.
- Notify the police.
- Ensure that whoever found the item or witnessed the incident remains on hand to brief the police.

Telephone Bomb Warning

- If there is a bomb threat. Stay calm. Keep caller on the line. Do not upset the caller. Indicate your willingness to cooperate. Do not pull fire alarm. Signal silently to co-workers to call police, immediately. Permit the caller to say as much as possible without interruption. Take notes on everything said including observation of background noise, voice characteristics, language, etc. Ask as many specific questions as possible.
- Upon hanging up immediately initiate caller ID if available.
- The Headteacher and the police must be notified immediately. Checklist for calls is contained in appendix 'B';
- In consultation with Police a decision is to be made on whether to evacuate the building. If so, administration should announce building evacuation.
- Staff should make a visual check of classroom or immediate area. Anything suspicious should be reported immediately but not touched. School personnel should not handle, search for, or move a suspected bomb. Classroom teacher should evacuate immediate vicinity of any suspicious object.
- Do not use radios, walkie-talkies or cellular phones to avoid accidentally triggering an explosive device. Staff nearby should turn off stoves, equipment, and gas supply to building.
- Do not return to the building again until police, fire personnel or administration give the "all clear."

Letter / Parcel Bombs:

- Terrorists and others wishing to cause harm or disruption have long used postal and courier services to deliver hazardous items to target recipients. Delivered items can include letters, packets and parcels and may contain:
 - Explosive or incendiary devices.
 - Sharps or blades.
 - Offensive materials.
 - Chemical, biological or radiological (CBR) materials or devices.

A delivered item will probably have received fairly rough handling in the post and so any device is unlikely to function through being moved, but any attempt at opening it may set it off. Therefore:

- Staff opening incoming mail should remain vigilant at all times;
- They should be familiar with what may be a suspect package and look for the give away signs (see appendix 'C'). It is advisable that a copy of this is displayed in the post – handling area;
- Place the package on the nearest horizontal firm surface. Make no attempt to open it;
- Do not touch or move the package further;
- Order any other staff present to leave the room as quickly as possible;
- Prevent other persons from entering the room;
- If it is possible, open the windows of the room before leaving;
- Leave the room closing the door;
- Lock the door if possible and give the key to the Headteacher or the police;
- The Headteacher and the police must be notified immediately;
- It is up to the Head of the school to consider full building evacuation, which is dependent on size of package, letter size devices and staff must go beyond the police cordon;
- An alternate is to evacuate adjacent rooms and rooms above and below;
- Do not stay behind to make the phone call to the Police;
- The evacuation route should be co-ordinated to avoid entering the area near to the suspect package; and
- Remaining occupants in the building should be made aware of problems, reassured and allowed to carry on working but they should be prevented from entering into the cleared areas.

N.B. On no account should a suspicious package be taken to the police. It should not be placed outside in the street, put in a bucket of water or covered with sand.

3. Personal Safety

If a suspicious object is found, **do not touch it**. Before transmitting on a radio or mobile phone **move away** and transmit from behind hard cover.

Hand held radios: - minimum 15 metres

Radios fitted in vehicles: - minimum 50 metres

Mobile phones switched off and not used within: - minimum 50 metres

4. Review and Evaluation

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy. Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

Appendix A

St. Joseph's Catholic Primary School

Bomb Threat Coordinator: Mrs. Juanita Dunlop
Deputies: Mr. James Newland Ward, Mrs. Sarah Broadbridge

The assembly areas with safe evacuations routes are,

1. Playground via external classroom
2. Field via external classroom doors

Notify internally,

1. Office to notify Footsteps, EYFS & KS1
2. Office to notify Y4 who will notify KS2
3. EL to notify staff room and kitchen

Fire Wardens to ensure all areas of school are cleared

1. Emma Lovegrove
2. Mercedes Taylor

Notify externally

Headteacher to notify police, Local Authority and chair of governors

Other means of Communication

1. Email/ text sent to all parents
2. Local Authority to be informed via phone call/email
3. Chair of Governors to be informed via phone call/email

a. Assess threat level;
b. Liaise with Police; and
c. Make the decision to evacuate and to reoccupy the building.
And decide to,
a. Do nothing
b. Search building w/o evacuation
c. Evacuate immediately

✓ **100 metres for small items** including parcel bombs
✓ **200 metres for larger items** including cars

1. Bomb Threat Coordinator to identify assembly areas and safe evacuation routes. The evacuation route should be co-ordinated to avoid entering the area near to the suspect package;
2. Bomb Threat Coordinator to brief Evacuation and Assembly officers;
3. All staff and visitors to be alerted to the fact that it is a bomb alert and notified of the nominated assembly areas and safe evacuation routes;
4. Prior to evacuation and if safe to do so

IMPORTANT KEYS

Key Holders	Mobile	Location of keys of the building
Caretaker Mr G Hyman	07587951367	
Headteacher Mrs.J. Dunlop	07909992995	
Deputy Head Teacher Mrs. N. Philpott	07515483129	
Codes		Keys
Pedestrian Gate Front entrance door Inside entrance door		Main Vehicle Gate Key
Keys for electric and metres		

CONTRACTORS AND VISITORS

If you are asked to evacuate the building please follow instructions from school staff by leaving the building and assembling with the rest of the school.

EVACUATION PROCEDURE

- When alerted, staff to lead their class quietly and quickly outside to the directed Assembly Points via the exits onto the playground unless told otherwise.
- A responsible adult in Key Stage 1 area (Fire Warden)) to check Key Stage 1 practical area, staff room, disabled toilet and KS1 toilets before leaving the building.
- A responsible adult in Key Stage 2 area (Fire Warden) to check Key Stage 2 practical areas and KS2 toilets before leaving the building.
- Office staff to collect registers from office and hand them to the appropriate teaching staff once assembled outside. Office staff to take gate keys and mobile phone out to assembly point.
- Headteacher and office staff to check, staff toilet and hall before leaving the building, taking the gate key and mobile phone to assembly point
- Kitchen staff to check their toilet area and store room before leaving the building.
- Teaching staff to carry out a register check once assembled outside.
- Mobile phones to be turned off unless being used to keep open communication with outside agencies, such as the Police
- Headteacher to verify register check and upon advice from Police signal all clear.

On hearing an instruction to evacuate the building

Leave the building by the most suitable exit and report to the person in charge at the Assembly Point on:
PLAYGROUND or PLAYING FIELD

Remember:

- **Always use the exit indicated by the coordinating officer.**
- **Do not stop to collect personal belongings.**
- **Do not re-enter the building until the Co-ordinating Officer gives the OK.**

STAFF & VISITORS MUST ENSURE THAT THEY ARE FAMILIAR WITH ALL EXITS

Appendix B

CHECKLIST FOR DEALING WITH A TELEPHONE BOMB THREAT

The member of staff who receives the threat will probably not be prepared and so general advice will include;

- Stay calm and listen and you will be able to gather more crucial information.
- Try to obtain as much information as you can.
- Signal immediately to a colleague that an incident is in progress.
- Do not put the handset down as the longer you stay on the line, the better the chance of the call being traced.
- Immediately relay the message to the Head teacher.

Further actions to be taken on receipt of a bomb warning:

- Switch on recorder/voicemail (if connected).
- Tell the caller which school, town and county you are answering from (St. Joseph's, Bracknell, Berkshire).
- When the caller rings off, dial 1471 (if that facility operates and you have no automatic number display) to see if you can get their number.
- Record the exact wording of the threat:

Ask the following questions:

- *Where is the bomb right now?*.....
- *When is it going to explode?*.....
- *What does it look like?*.....
- *What will cause it to explode?*.....
- *Did you place the bomb?*.....
- *Why?*.....
- *What is your name?*.....
- *What is your address?*.....
- *What is your telephone number?*.....

Record time call completed:

Where automatic number reveal equipment is available, record number shown:

.....

Inform the Headteacher of name and telephone number of the person informed:

.....

Contact the police on 999. Time informed:

The following part should be completed once the caller has hung up and the Headteacher and the police have been informed:

- Time and date of call:.....
- Length of call:.....
- Number at which the call was received.....(i.e. your extension number):

As soon as you have taken the call, complete the following details:

Details of Caller	
Man	Age: Old/ Young
Woman	Not known
Child	Nationality
Speech	
Intoxicated	Laughing
Incoherent	Serious
Rambling	Message read or spontaneous
Message read by threat maker	Disguised e.g. electronically
Accent (Specify if possible)	Well spoken
Offensive	Taped Message
Irrational	Serious
Calm	Crying
Clearing throat	Angry
Nasal	Speech impediment
Excited	Stutter
Disguised	Slow
Lisp	Rapid
Deep	Hoars
Laughter	Familiar (Specific why)
Distractions	
Noise on the line	Interruptions
Anyone in background?	
Background Sounds	
Street noises	Railway Station
House noises	Animal noises
Crockery	Motor
Machinery	Static
Aircraft	PA system
Booth	Factory machinery
Typing	Children
Other remarks	

Person receiving the call.....

Number of telephone on which call was received.....

Date of incident.....

POST ROOM
WARNING LETTER/PARCEL BOMBS AND SUSPECT PACKAGES
Pay particular attention to:

OILY STAINS
LOPSIDED OR UNEVEN ENVELOPE
FOREIGN MAIL AND SPECIAL DELIVERIES
RESTRICTIVE MARKINGS – CONFIDENTIAL, PERSONAL ETC.
EXCESSIVE POSTAGE
IT IS UNEXPECTED OR UNUSUAL ORIGIN FROM AN ORIGINAL SENDER
EXCESSIVE USE OF WRAPPING MATERIAL SUCH AS A JIFFY BAG OR SIMILAR PADDED ENVELOPE
RIGID CONTENTS IN FLEXIBLE ENVELOPE
INCORRECT TITLES
TITLES BUT NO NAMES
UNUSUALLY HEAVY
(Most letters weigh 28g or 1 ounce whilst letter bombs weigh 50-100g and are 5mm or more thick)
ENVELOPE FLAP STUCK DOWN COMPLETELY
(A harmless letter usually has an ungummed gap of 3-5mm at the corners)
PIN-SIZED HOLE IN ENVELOPE OR PACKAGE WRAPPING
ADDITIONAL INNER ENVELOPE, AND IT IS TAPED OR TIED
MIS-SPELLINGS OF COMMON WORDS
HANDWRITTEN OR POORLY TYPED ADDRESSES
WRITING IS IN AN UNFAMILIAR OR UNUSUAL STYLE
LETTRASET OR STENCILLED ADDRESS
PROTRUDING WIRES OR TINFOIL
UNUSUAL SMELL IN PARTICULAR BLEACH, ALMONDS OR MARZIPAN
LOOSE POWDER
NO SENDERS ADDRESS
VISUAL DISTRACTIONS
UNEXPECTED DELIVERY

If you are concerned, immediately contact a Bomb Threat Coordinator or Senior Manager.

Do not attempt to open the package.

Vacate the room immediately, leaving the package where it is.

LOCKDOWN PROCEDURE

Lockdowns are called for when there is an

- Incident or disturbance in the local community.
- Intruder on school site with potential to pose a risk.
- Warning of air pollution.
- Major fire in the vicinity of the school.
- Dangerous dog roaming loose.
- or when other crisis occurs inside or outside the school and if moving around or evacuation would be dangerous

Notification of Lockdown

Staff will be notified lock down procedures are to immediately take place on hearing lockdown alarm.

Procedures:

1. A distinct alarm is used to signal immediate lockdown. Administration: sound lockdown signal. Do NOT activate fire alarm!
2. This alarm will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, connecting doors and all outside doors where it is possible to remain safe.
3. When the lockdown alarm sounds, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Stay out of sight and stay away from doors and windows. Wherever you are, turn all available desks and/or tables onto their sides facing the hallway and/or outside windows, if necessary. Instruct students to drop and cover behind the desks making themselves as small a target as possible. Do not close coverings on outside windows.
4. Lights, Smart boards and computer monitors to be turned off.
5. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when alarm goes. If a class is in Sean's Shelter they are to lock door and hide in toilets and store cupboard.
6. If practicable KS2 staff should notify the front office by phone that they have entered lock down and those children not accounted for.

NO ONE SHOULD MOVE ABOUT THE SCHOOL

7. Staff to support children in keeping calm and quiet.
8. Staff to remain in lockdown positions until informed by key staff e.g. member of Leadership Team, Chair of Governors or SBM in person that there is an all clear.

9. As soon as possible after the lockdown teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. Front office staff to ensure that their office(s) are locked and police called if necessary.
2. Head Teacher or office staff member locks the school's front doors and entrances.
3. Caretaker to head to Office.
4. Individual teachers/TAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS/Nursery and outdoor classroom doors are locked.
5. Staff in staff room/PPA room to lock down in this room.
6. Catering Staff to lock back door to kitchen and turn off lights.

INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE HEADTEACHER BEFORE LEAVING

Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via the school's established communication network – text/ email/website/ telephone.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk.
- Pupils will not be released to parents during a lock down.
- Parents will be asked not to call school as this may tie up emergency lines.
- If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
- A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parent to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Through communication method i.e. Newsletter, inform parents that the school will be conducting a lockdown drill. Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made. After drills, provide time for review and discussion.