

The Federation of St James the Great and St. John's Catholic Primary Schools



Health & Safety Contacts

Key Manager: Ms. J. Babb **Executive Head Teacher**
Person designated to act in the Key Manager's Absence:
Head of School St James the Great – Denis O'Regan
Head of School St John's – Vera Jajechnyk

Safety Representative:
St John's - Mrs. E. Phillips **Senior Mid-day Supervisor/Learning Support Assistant**
St James the Great – Mr Jamie Phillips **Class Teacher**

Main First Aid Team for St John's

Name:	Job role:	Certificate:	Awarded on:	Expires:
Mrs. Eileen Phillips	Senior Mid-day Supervisor/TA	Full Paediatric First Aid Course	11/01/2019	11/01/2022
All Support Staff plus EY Staff		Epipen & Anaphylaxis Training	24.07.2017	24.07 2019
Mrs Katie Brosnan	Nursery Nurse	Full Paediatric First Aid Course	15/01/2019	15/01/2022
Mrs Kelly Barry	Nursery Nurse	Full Paediatric First Aid Course	11/01/2019	11/01/2022
Ms Holly Fancourt	Nursery Nurse	Full Paediatric First Aid Course	15/01/2019	15/01/2022
Mrs Monika Konwinska	Learning Mentor	Full Paediatric First Aid Course	15/01/2019	15/01/2022
Ms Sonia Anoma	TA	Full Paediatric First Aid Course	11/01/2019	11/01/2022

First Aid for Schools Course 24/7/2017 – 24.7.2020

Attended: 14 other staff members – Teachers in EY, Teaching Assistants, Office Staff and representative from FOSJ.

First Aid Team for St James the Great

Name:	Job role:	Certificate:	Awarded on:	Expires:
Kathy Kelly	TA	First Aid for Schools	24.07.17	24.07.20
All Support Staff plus EY Staff		Epipen & Anaphylaxis Training	24.01.17	24.01.19
Ms Debbie Louis	Nursery Nurse	First Aid for School	24.07.17	24.07.20
Jaqueline Joseph	TA	First Aid for Schools	24.07.17	24.07.20

First Aid for Schools Course 24/7/2017 – 24.7.2020 (at St John's attended by some St James' staff

First Aid for Schools Course 07.01.19 – 07.01.22 (12 support staff attended from all key stages and lunchtime staff)

The following have been trained in First Aid at Work:

Isabella Reyes

Camilla Savery

Lilah White

Teresa Jones

Southwark Council Health & Safety Contacts:**Health and Safety Manager: Tel 0207 525 3808****Fax 0208 588 9006****Email: cshealthandsafety@southwark.gov.uk**

Health & Safety Statement, Policy & Arrangements

Statement of General Policy

The Governing Body of the Federation of St James the Great and St. John's Catholic Primary Schools recognises its responsibilities under the Health and Safety at Work etc, Act 1974 to ensure that adequate arrangements are in place to secure, as far as is reasonably practicable the Health Safety and Welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities. The Governors will actively work with the Executive Head Teacher, Head of Schools and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in this document. This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy kept in the admin office. An electronic copy will also be stored in Staff Shared area of the school's intranet. This policy statement and the accompanying organisation and arrangements will be reviewed annually.

Responsibilities and Organisation for Managing Health & Safety

The Governing Body

The responsibility for ensuring that Health and Safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school.
- Reviewing the school's health and safety policy annually and implementing new arrangements where necessary.
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Ensure that the school implements Health and Safety arrangements.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Providing appropriate resources within the school's budget to meet statutory requirements and ensuring that health and safety policy, procedures and standards are met.
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting of any hazards which the school is unable to rectify from its own budget.
- Seeking specialist advice on health and safety which the school may not feel competent to deal with, as the employer access to competent health and safety advice is a requirement of the Health and Safety at Work etc. Act 1974.
- Promoting a positive health and safety culture and high standards of health and safety within the school.
- Provide personal protective equipment where necessary as the employers of the school staff.

- Ensuring that when awarding contracts, health and safety is included in specifications & contract conditions taking account of policy and procedures.

Executive Head Teacher/Head of School

The Executive Head Teacher, as Key Manager, alongside the Heads of School, who are responsible for the day to day running of their respective schools, ensures that the Health and Safety Policy is put into effect. They will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone using the premises.

They will in particular:-

- Be satisfied that effective arrangements are in place to ensure the Health, Safety and Welfare of all users of the premises.
- Ensure that the Emergency Evacuation Procedure is practised, at least once a term and that results are documented.
- Ensure that competent Contractors are appointed and to monitor their on site safe working practices.
- Co-operating with the Governing Body to enable health and safety policy and procedures to be implemented and complied with.
- Making regular reports through the Head's Report on health and safety matters including buildings and safety management to the Governing Body.
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Governing Body.
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors.
- Carrying out health and safety investigations.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Governing Body any hazards which cannot be rectified within the school's budget.
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition.
- Monitoring purchasing and contracting procedures to ensure compliance with the school policy.

Premises Officer

The Premises Officer has particular responsibility for Security and Premises related issues and will:-

- Assist with inspections and safety audits.
- Investigating and advising on hazards and precautions.
- Developing and establishing emergency procedures, and organising fire evacuation practices within the school.
- Having a general oversight of health, safety and first aid matters.
- Making recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections.
- Making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation.
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants.
- Monitoring accidents to identify trends and introduce methods of reducing accidents.
- Ensuring that reports on health and safety matters with respect to the School premises are prepared.
- Keeping records of hazards identified on site by staff and the remedial action taken and when.

- The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments.
- Ensuring all accidents within the area of responsibility are recorded in line with the school policy.
- Ensuring that premises safety inspections are undertaken e.g. weekly, bi-termly, and keeping records of any faults identified (if appropriate).
- Ensuring that all portable electrical equipment is tested on an bi-annual basis.
- Ensuring equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- Co-operate with the Executive Head Teacher/Head of School and ensure that they effectively monitor the condition of all aspects of the Premises.
- Report defects and monitor that appropriate remedial action is taken.
- Test the Fire Alarm System weekly and record the findings.

All Staff

Members of Staff also have Health and Safety responsibilities. Specific risk assessments relating to individuals will be undertaken by a relevant line manager and kept on the individual's file. It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis. Staff members will therefore be required to:-

- Follow safe working procedures personally.
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required.
- Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary.
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary.
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed.
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- Report defects and make recommendations to their line manager where necessary.
- Ensure all accidents and incidents within the area of responsibility are recorded and investigated in line with the school policy.
- Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out.
- Take reasonable care of the Health and Safety of anyone else who may be affected by what they do or fail to do.
- Co-operate with all Health and Safety arrangements.
- Report any defects or other Health and Safety matter that they are aware of.
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment.
- Attend to defect reports and recommendations from the Headteacher, staff, Safety Representatives and the Health and Safety Co-ordinator.
- Confirm that adequate risk assessments have been carried out before any educational visit takes place.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect, or interfere with things provided for their health and safety.

Arrangements for Managing Health & Safety

1. First Aid Arrangements

If a child complains of an illness or injury during lesson time, they are escorted by a member of staff to the Main Office where First Aid is administered by a qualified First Aider, if necessary. This will be recorded as necessary. If the child is unable to be escorted, then a message is sent to the nearest First Aider to attend to the child in the Classroom.

If a child is injured or complains of feeling unwell in the playground, depending on the nature of the complaint they will be dealt with by the First Aider on duty who will administer First Aid, if required. This will be recorded as necessary.

If a child receives a head injury, Parent/carer is contacted and informed of the injury immediately. This will be recorded as an accident or incident.

If a child is seriously unwell (i.e. running a high temperature or vomiting) or is seriously injured, the Parent(s)/Carer is contacted to come to the school to attend to the child.

If, in the case of a serious injury, and the Parent cannot be contacted, then a member of staff would escort the child to Hospital by ambulance. This would be recorded as necessary.

If a child has been diagnosed as asthmatic an asthma pump is required to be kept in the school (in a clear container clearly marked with a label of his/her name, class) with a completed Care Plan outlining the dosage details. For children with allergies and a prescription for antihistamine medication or an epi-pen, this too is required to be kept in the school (in a clear container clearly marked with a label of his/her name, class) with a completed Care Plan outlining the dosage details.

All children with a care-plan will be allocated a member of the support staff team from each school who will ensure that medication is stored and administered correctly and is returned to the parent/carer at the end of each year or when it has reached its expiration date.

All Parents/Carers receive a Parental Contact form which allows them to give written details of any medical condition/allergy the child is suffering from and emergency contact telephone numbers.

If a member of staff is complaining of feeling unwell, they are advised to make arrangements to return home. If they receive a serious injury or are seriously ill then they would be escorted to hospital by ambulance with another member of staff and the next of kin would be contacted.

When a group of children leave the premises to go on a visit a First Aid kit and any medication that is held for any child taking part in the visit must be taken by a member of the Support Staff.

First Aid boxes are located in the following areas:

St John's

Nursery Classroom
Reception Classroom
Playcentre (Room 48)

St James the Great

Downstairs Hall
Each classroom

2. Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with the Authority's Policy. The Pupil Accident Book, Employee Accident Book (B1 510) AND HS1, HS3, Report Forms are kept in the Main Administration Offices at each school. These are used for recording incidents and are stored securely.

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Authority's Health and Safety Unit. The Key Manager or Deputy will also advise the appropriate Staff Safety Representative, who has the right to inspect the site of an accident involving anyone he or she represents.

Copies of recorded incidents will be sent to the Health and Safety Team at Southwark Council, Health and Safety Unit, 160 Tooley Street, London, SE1. 5LX.

3. Off Site Visits

When trips are being planned for activities to take place off site, teachers research suitable venues. Where local venues are served by London Transport, these methods of transport will be used. However the ratio of adults to children will be specified by the school depending on the age and number of pupils and methods of transport. All children will be taught to use London Transport safely, as is relevant to their age and understanding.

When a Class goes off site they are always accompanied by a teacher, a member of the Support Staff and sufficient adults required for Health and Safety purposes, dependent on the age of the children and the type of activity or venue. Most of the trips organised for the pupils fall into Category A Risk as defined by the DfE Document 0565/2002.

When pupils attend swimming lessons at the local swimming pool (Peckham Pulse/Seven Islands Leisure Centre) a suitably qualified Instructor teaches the pupils with a teacher and support assistant supervising. Pupils are supervised by school members of staff when changing for swimming and in the swimming lesson.

Close supervision of pupils includes regular checks that all pupils are present, staff carry a mobile telephone and an emergency First Aid kit.

Refer to DfE Guidance – Health and Safety of pupils on Educational Visits. A Risk Assessment Form has been developed for use on all trips, additional Risk Assessments provided by external agencies would be attached to the school Risk Assessment Form.

4. Violence to Staff

Abusive, threatening or violent behaviour towards staff will not be tolerated. Staff members, who feel they may be under threat, must seek immediate assistance from a Senior Member of Staff.

The Governing Body will provide, in co-operation with The Local Authority where responsibilities for premises and plant are shared:-

- (a) A safe environment for pupils, staff, visitors and other users of the premises.
- (b) Plant, equipment and systems that is safe.
- (c) Safe arrangements for transportation, storage and use of articles and substances.
- (d) Safe and healthy conditions that take account of:
 - Statutory Requirements.
 - Approved Codes of Practice.
 - DfE or Education Authority Guidance.
- (e) Adequate information, instruction, training and supervision.

(f) Provision of all necessary safety and protective equipment.

5. Lifting/Carrying/Climbing

- Staff should only be expected to lift/carry items of a reasonable size.
- Assistance from the Premises Officer should be sought for all heavy items.
- Staff should use the ladder or the small step up to reach areas above height.

6. Lone Working

- The main school building is open during term time between 7a.m. and 6.30 p.m.
- If members of staff wish to access the building at another time this must be arranged through the Executive Head Teacher/Head of School who will make arrangements with the Premises Officer.
- Key Holders are the Executive Head Teacher/Head of School/ Premises Officer.
- No member of staff should be working alone in the building without permission

7. Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the Health, Safety and Welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Executive Head Teacher/Heads of School will therefore ensure that where Contractors are appointed directly by the school:-

- Contract Meetings are held to agree Health and Safety measures prior to works commencing and during the project.
- Contractors are advised of any Health and Safety related issues or circumstances that may adversely affect their Health and Safety whilst on the premises.

8. Communication

All Staff are made aware of communication channels within the school and within the Authority for Health and Safety. The Executive Head Teacher or Head of School will ensure that all Health and Safety guidance and advice is kept together in the Safety file in a place that is easily accessible to all the staff. All such advice is communicated to staff where relevant.

9. Staff Consultation

The Governing Body and Head Teacher recognise the valuable contribution to Health and Safety that can be made from all Staff, particularly the Staff Safety Representative.

10. Safety Practices

Guidance issued by The Health and Safety Executive, DFE and Local Authority will be incorporated into the School's Procedures. These arrangements will be discussed by the appropriate Safety Committee and any significant issues relayed to relevant staff.

11. Risk Assessment

Risk Assessments of the site are carried out once a term by the Premises Officer and The Office Manager. Findings are documented and fed back to the Head of School and Risk Assessment Procedures evaluated.

The Head Teacher will ensure that a Risk Assessment is carried out for the premises and working, particularly for those members of staff or member of the school community who have a disability for which alternative evacuation procedures

would need to be planned for. The assessment will be used to identify Health and Safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

For pupils who have a learning difficulty, condition or disability, a risk assessments will carried out to ensure their health and safety is considered when accessing learning opportunities, educational visits and work within the school site. Where necessary additional resources can be deployed, including the use of additional adults, in order to achieve equitable access for all pupils. On occasion, this may include requesting the presence of parent or carer to accompany a child for the purposes of reassurance and their emotional stability.

11a. Asbestos

The asbestos register is held in the School Office and will be made available to all staff and visiting contractors prior to **any** work commencing on the fabric of the building or fixed equipment.

The Premises Manager and/or School Office Manager shall ensure:

The asbestos log is maintained and that any changes are notified to the asset management team.

All work on the fabric of the building or fixed equipment is checked with the asbestos management plan and advise sought from the asset management team before any undertaking of work. An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log. Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building should be reported to the Premises Manager.

12. Fire Precautions

The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

13. Fire Procedures

Procedures in the event of fire have been prepared and circulated to all staff. These procedures conform to Health and Safety Update 92/01. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each Classroom.

14. Fire Drill

A Fire Drill will be held termly and significant details recorded in the Fire Log.

At St John's

- Pupils are evacuated through the back door of each Classroom, including the Nursery Class.
- All classes proceed to the middle playground and line up.
- Attendance Registers are distributed by the Office Manager.
- Pupils involved in lessons in:-
 - The Play Centre Room (Room 48) – evacuate through back Play Centre door.
 - The ICT Suite (Room 43) – evacuate through back door.
 - Hall – evacuate through the safest exit – usually the Main Hall door and Play Centre. There are four exits available in other circumstances.

At St James the Great

- Pupils in Nursery, Reception and Year 1 are evacuated through the 'hall' door and into the playground.
- Pupils in classrooms on the upper floors are led down their closest staircase with supervision by support staff acting as Fire Marshall.
- Pupils involved the lessons in the Annexe are evacuated to the playground.

15. Fire Evacuation Procedure

In the event of a fire, pupils are evacuated as outlined in the Fire Drill Procedure. If pupils or staff are at risk due to the site of the fire, then they will be escorted another exit route by the Head Teacher, Head of School or Premises Officer.

If pupils are unable to return to the building, all pupils will be escorted through the safest route to either Bacon's College or Alfred Salter Primary School for St John's pupils and staff. For St James the Great, arrangements are in place for the pupils and staff to evacuate to Oliver Goldsmith Primary School. Where pupils or adults of the school community have a disability a personal escape plan will be compiled.

The Office Manager will ensure that contact details are available at point of evacuation and arrangements will be made for parental contact.

16. Accessibility

Adaptations to the site have been made in order to improve accessibility for those with mobility conditions. Both schools have washroom facilities for wheelchair use. Updating flooring has included the use of contrast colouring and as further updates occur this will obviously continue. All emergency lighting has been updated across both school sites to meet current requirements.

17. Terrorist Threat

In the case of a Terrorist Threat, the Head Teacher or Head of School will need to determine the location of the threat and whether it is more appropriate to evacuate or contain the pupils and staff.

The Head Teacher and Head of School will inform staff verbally and inform them of the arrangements for the safest exit route for the pupils. The pupils will be escorted off the premises to the alternative venue as detailed above.

The Office Manager will immediately or as soon as is practicably possible inform the Police, The Health and Safety Department at Southwark Council, 160 Tooley Street, London, SE1 and the Director of Education.

In the event that the pupils are unable to return to the building, Office Manager will ensure that contact details are available at the point of evacuation and arrangements will be made for parental contact.

Guidance for ongoing procedure will be taken from the Police Authorities.

18. Suspicious Package or Device

If a suspicious package or device is observed, do not touch, handle or move the object. Report the incident to a member of the Senior Management Team or the Premises Officer. The Administrative Manager will contact the Police. Do not turn on or off light switches. Do not use mobile telephones and restrict the use of external telephone communication. The evacuation procedure to be followed is as for Terrorist Threat.

19. Guidance on New and Expectant Mothers is available on request.