

# St. Francis' Catholic Primary School



## Health & Safety Policy November 2023

Approved by Governors:  
Review date:

November 2023  
November 2024

## **Mission Statement**

Peace, Love, Knowledge

"As followers of Jesus and St Francis we pray that we are instruments of peace, learning to love and be loved, embracing our differences and striving for excellence in all we do. Amen"

### **AIM:**

The aim of our school is to create an atmosphere of carefulness both in and out of school; this is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer, Transport for London, etc... It might also be through a health-related topic such as smoking.

At St Francis' children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. Fruit is provided at break time for Key Stage One as part of the healthy schools programme. Under the latest government's food based and nutrition standards KS1 children are encouraged to drink low fat milk which is provided. We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, play equipment
- When moving around school
- When carrying out investigations e.g. a pond, pollution, soil studies
- When on educational visits

### **Roles and Responsibilities**

The Site Supervisor, under the direction of the Head Teacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The Site Supervisor and the cleaning team maintain a clean and tidy building and grounds. Any minor repairs or maintenance issues are logged in the Site Supervisor's log book and completed by the Site Supervisor, or through the use of authorised contractors. Any equipment or hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

### **Security of the Premises**

The Headteacher and Site Supervisor are the designated key holders and are responsible for the security of the building.

### **Class teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

### **Site Supervisor**

It is the responsibility of the site supervisor to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly
- All fire exits are clear

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

### **Headteacher/Deputy Head Teacher/Assistant Headteacher**

It is the responsibility of the Head Teacher, Deputy Head Teacher or Assistant Head Teacher to perform the above functions in the absence of the Site Supervisor.

In addition, the Head Teacher or Deputy Head Teacher in the Head Teacher's absence is responsible for the security of the premises during the school day.

All visitors are required to report to the School Office where they will be asked to sign the visitor's book and given a visitors badge. Children arriving late to school for any reason should use the appropriate entrance until 9.00 a.m. After this time they should only enter school through the main entrance in order to be marked present.

All parents and other adults are requested, when collecting children, to walk round the outside of the premises so that the children are able to exit the school by the correct door.

These points must be adhered to, but in no way detract from the open door policy of the school.

### **Supervision and safety of Pupils**

- No child to be left in a classroom or other part of the building without an adult being present.
- Pupils should not be allowed to use the photocopier except under supervision.
- Respond to all alarms and ensure that evacuation of the building is followed according to procedure.
- Ensure that children are aware of the fire/evacuation exit procedure for their class and from various areas throughout the school e.g. assembly halls.
- Ensure that fire/evacuation exit procedures are clearly displayed and that Fire Exits are kept clear.
- To encourage order in and around the school.
- No football or basketball before school.
- Ensure that pupils are not put in danger of scalding by hot drinks being taken to classrooms or areas where children may be during school hours.
- To ensure that no child has medicines or tablets or Ventolin inhalers in the cloakroom. Medication can be kept in the classroom in the first aid box, in a suitable place out of reach of the children or in the School Office. Some medication needs to be kept in the fridge. In this instance the medication should be placed in a container clearly marked with the child's name and class and stored in the children's milk fridge in the staff room. Epi pens are kept in School Office in a container with the child's name, picture and class.
- If children have a fall or an accident where they are unable to get up on their own, or an asthmatic attack, or if they suffer an anaphylactic shock, a first aider should be called to attend at the scene and medication sent for. Children should never be lifted.
- Children should be reminded on a regular basis about paying attention to their own safety and the safety of others.

- Children are not allowed to leave the premises once they have arrived at school except on approved educational visits.
- Ensure that children enter and leave the classrooms walking to the left in the corridor and on the stairs in an orderly manner.
- Be punctual in assembling and collecting classes, and in Playground Supervision.

#### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head Teacher, School Business Manager or Site Supervisor.
- All contractors must report to the School Office. The Site Supervisor or School Business Manager will then be informed of their arrival.
- Contractors working during school time will work under close supervision of the Site Supervisor or member of Office Staff so as not to endanger the health and safety of children or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults occupy, this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be either fenced off or cleared away during break times, and the contractors must leave the area.

All work will be monitored by the Site Supervisor and any concerns reported to the School Business Manager or Head Teacher and the contractor concerned.

#### **Advice to Contractors on Site**

We ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Head teacher, Deputy Head Teacher, School Business Manager or Site Supervisor.

## **Organisation**

#### **Fire alarm procedures**

NB: The Fire Alarm System including the portacabin tested each Fridays at 6.30am during term time.

Staff should take no action during the weekly test when the alarm will sound continuously for up to 30 seconds, except to note whether audible and visual alerts are working. Please report any faults you notice to the School Office and noted in the Site Supervisor Log Book.

All class TAs have been trained as Fire Marshals. Nominated TAs will check the non-classroom areas of the school as detailed in the Fire Evacuation policy.

School Office staff will take the Class Registers, Visitors Book, Late Book and Children Who Have Gone Home Early Book to the evacuation area and ensure that a register is handed to each teacher. The register will be called and the Head teacher will be

notified of the names of any missing children in any class. The Admin staff will check that all visitors to the school are accounted for, and report to the Head teacher.

**The following procedures will be used for all fire warning and bomb alerts:**

As soon as the Fire Alarm begins to sound continuously all children and adults must stop what they are doing and walk out of the building through the nearest exit. This will usually be their classroom door. If the normal exit is blocked for any reason then the nearest available exit is used.

**When the Fire Alarm sounds**

The Company monitoring the school's alarm (LM Installations) is automatically alerted through a dedicated telephone link. The duty officer will try to contact the school to ascertain if it is a false alarm then contact emergency services. *It is not necessary for a member of staff to contact emergency services.* Children should be led by their teachers in register order to their place in the playground. Any other adults working in the class should follow on at the end of the line. The evacuation of the school should take place in silence with the children walking in orderly lines.

The kitchen staff have their own emergency evacuation procedures. They leave the kitchen and walk round the outside of the building. They re-enter the school via the KS2 pedestrian gate to assemble at the assembly point in the KS2 playground and assemble at the assembly point. They report their safe evacuation to the Head teacher.

The School follows the Fire Evacuation Policy.

~~Nursery children and any visitors should be led by the Nursery teacher to the Key Stage 1 playground to gather and line up. The Teaching Assistants should check their nearest toilets.~~

Once the register has been taken teachers will notify the Head Teacher of any missing children and await instructions from the Head Teacher or a Fire Officer.

Nobody is to go back into school until the Head Teacher or their designated deputy states that it is safe for everybody to return. Classes may then go inside the building.

**Lunchtime Fire Procedure**

- All staff members on duty in the playground shall on hearing the fire alarm tell the children to line up in their class lines in the playground and ensure no child re-enters the building.
- Staff members on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- Staff members in classrooms shall evacuate all children from the building by the nearest exit and ensure on the way out that any toilets are vacated.
- The Head Teacher and Assistant Head teachers will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

**Visitors to the school.**

A copy of procedures for visitors is available for all visitors to read when they sign in on arrival to the school.

**Fire and Bomb Alerts**

In the event of a fire or bomb alert the Head Teacher or person designated must:

- Sound the fire alarm to activate the evacuation of the premises of all adults and children  
(See fire evacuation procedure)
- Check that the evacuation procedure has been followed

- Remain at the front of the school to meet the Fire Brigade/ Police and direct them to the incident.
- All children and adults must remain outside.
- Only when the 'all clear' has been given by the Head teacher or the designated deputy should children and adults re-enter the premises.

### **Smoking Policy**

- It is the policy of the Governing Body that St Francis' is a no-smoking school.
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school.
- No-smoking signs are clearly displayed around the building.

For any physical activity, children change into shorts or jogging bottoms and T-shirts. They are expected to wear plimsolls or trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery, for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with LA safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed. Educational visits including EYFS and KS1 children always have an appropriately trained first aider as part of the group. Visits including KS2 children normally have a trained first aider however access to first aid is always planned in the absence of a first aider being part of the group.

St Francis' has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by a first aider. There is a fully equipped first aid room and every class based TA is a trained first aider. There are first aid boxes in every class. First aid log books are kept in each first aid box together with a list of any allergies, medical conditions and care plans children have. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance called.

Accident forms are filled in for any accident requiring hospitalisation, or caused by any defect in the school or its equipment.

### **Car Parking**

Car parking is a concern at St Francis' as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Visitors parking at the school should enter their car registration number in the visitor's log book in case the car has to be moved.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Care of our neighbours
- Not parking on Zig Zag lines or yellow lines.
- Not dropping children off at the gates and the yellow Zig Zag lines in order to keep the traffic flowing.

### **Policy on Children Moving Equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment
- Laptop & ipad trolley

Children must *always* be supervised when moving any equipment or item of furniture. Some items to be moved may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts - one child at each end.

### **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the Site Supervisor or suitable adult will supervise.

Tables need one child at each end; a child must not attempt to lift a table on his or her own.

The PA system must only be moved by adults.

Small items of equipment include, CD players, PE trolleys etc. These can be moved freely by the children.

The Laptop / iPad trolleys may only be moved under adult supervision.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### **Lifting and Access by Adults**

To take precautions in lifting and erecting apparatus and equipment, the Site Supervisor has a trolley to move heavy items and is responsible for portage and moving of heavy items.

To ensure that equipment is used in accordance with training or instruction provided.

Ensure that tables and /or chairs are not used for climbing on to gain access e.g. to fix artwork and other displays to walls. Step ladders and stools are provided for adults to use, and these should not be used without another member of staff present to hand up/down items.

### **Items Children Should Not Move**

- Computers - monitors can easily fall off trolleys, or wires get caught

- Piano - although on wheels, it can tip causing serious injury, and feet or fingers become trapped.

### **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Head Teacher / Assistant Head Teacher of any difficulties

### **Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests generally fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma, food allergies, diabetes or epilepsy)
- Children who are suffering from casual ailments (coughs, colds, infections etc)

Only a combination of two trained first-aiders or teachers acting in loco parentis can administer prescribed medicine to children. The child's name must be verified and the first aid log signed to show this has been done, before the medicine is administered.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, parents are welcome to come to school to administer it to the child or ask the first aider in their child's class or partner class to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer non prescribed medicines, except child paracetamol and antihistamine and only at the permission of the parent or guardian.

If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. Please note that staff are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must either write to the school giving authorisation for medicines to be administered to their children or complete the appropriate school form. This needs to include instructions regarding the quantity and frequency of administration.
- The medicines must be brought into school in a properly labelled container with a pharmacy label on it which states:
  - (a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long-term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedic assistance.

Detailed written instructions should be sent to the school and the parent/carer should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Copies of all agreements to administer medicines and care plans must be given to the School Business Manager.

### **Policy on First Aid in school**

It is the school's policy to train classroom Teaching Assistants as first-aiders therefore first aid incidents should always be seen by a first-aider.

During lesson time, playtimes and lunchtime first aid is administered by the teaching assistant on first-aid duty.

### **Safety/HIV Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in the appropriate waste bin. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### **Recording Accidents**

All accidents must be recorded in the first aid log book. Log books are kept in each class where there is a trained first-aider and in the Medical room. Accidents involving adults or a child being taken to hospital from school must be reported to the School Business Manager who is also the Health and Safety co-ordinator.

### **First Aid supplies**

#### Contents

- Scissors
- Bandages
- Plasters, assorted sizes
- Sterile gauze
- Disposable gloves
- Ice packs
- Sick bags

Extra and additional more specialised equipment for first aid boxes can be obtained on request to the School Business Manager.

Supplies are also kept of:

- Eye baths
- Slings

### **Person Responsible for Supplies**

First aiders are responsible for regularly checking the contents of their first aid boxes and notifying The School Business Manager if additional supplies are needed. The School Business Manager will then organise the stock to replenish their boxes.

### **Allergies/Long Term Illness**

A record is kept in the School Office of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child

who's health might give cause for concern. There is also a list of known medical conditions kept in the first aid log book. TAs keep a list of all medication held for children in their class and their expiry dates. Parents are contacted to provide new medication as medication reaches its expiry date. A copy of this is given to the School Business Manager.

Allergy to food information is given to the School Office to pass on to the caterer

### **Courses**

All class based teaching assistants have been or are in the process of being trained in Paediatric First Aider (2 day course); First Aid in the Work Place and attended a course in the First Aid treatment of anaphylaxis. Qualifications are renewed every three years. In EYFS TAs hold a minimum of the 2 day Paediatric First Aid certificate

### **Accidents**

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

All accidents must be seen by a first aider and reported to the School Business Manager so that they can be recorded.

Once a first aider has decided that an ambulance is needed, the nearest person with a phone should call the ambulance then notify the School Office. The parents/carers must then be contacted.

### Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the first aid log (either in the Medical Room or classroom) even for minor injuries.
- If a child has a bump on the head or has an injury to the facial area they must be given a bumped head sticker, their parent/carer must be telephoned to let them know and a green slip must be filled in and given to the class teacher to go home with the child.
- The first aider/Office staff will arrange to contact/inform parents/carers if a child suffers anything except a very minor injury.

### **Major Injuries**

- Suspected fractures of any kind.
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported to the School Business Manager so that it can be reported under RIDDOR as a major injury.

### **Accident Documentation**

- Accident book in the School Office.

### **Reporting School Accidents**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

### **Employee Accidents**

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE by the School Business Manager.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) this must also be reported to the HSE by the School Business Manager.

### **Pupil Accidents**

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

### **Other Related Policies**

Child Protection Policy

Educational Visits Policy

PSHCE Policy

Home Visit Policy

Art & DT Policy

Science Policy

Fire Evacuation Policy

First Aid Policy

Children with health needs who cannot attend school Policy

Supporting Pupils with medical needs Policy