

ST. BERNADETTE'S CATHOLIC J&I (NC) SCHOOL

HEALTH AND SAFETY POLICY

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate.

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuations drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures;
4. make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school;
5. report to the LA Health and Safety Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Governing Body will deal with all aspects of maintenance which are under their control. Report to the Chief Education Officer any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;

6. monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the LA), hirers and other organisations present on site, as far as is reasonably practicable;
7. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person delegated to Assist in the Management of Health and Safety

The delegated person shall;

1. assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
4. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible for.
2. be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

Mini-Bus Use

Only designated staff, who have passed the relevant vehicle test, are permitted to drive the mini-bus.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES
IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE
TO THE ATTENTION OF THE HEADTEACHER.***

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to;

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
3. use and not wilfully misuse, neglect or interfere with things provided for safety purpose.

Fire And Emergency Evacuation Procedures

St. Bernadette's has set procedures in case of 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 per term. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.

Fire Drill

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the designated exit.

FIRE PROCEDURE

ANY PERSON DISCOVERING A FIRE SHOULD SOUND THE ALARM.

ON HEARING THE ALARM;

1. The Fire Service will be called.
2. Class teachers will:
 - Exit with class, as quickly and calmly as possible by the designated exit or fire door – closing doors and windows behind you.
 - Assemble at designated point for roll call
 - Class list to be taken out by the teacher in charge of the class
 - The following staff will complete a sweep of the designated areas to ensure all staff and children have evacuated the building

Mrs Byng - check key stage 1 toilets, IT suite and key stage 1 corridor.

Mr Lavin and Mrs Smallwood - check reception toilets and reception undercover area and year 3 toilets.

Mr Carroll and SENCO - check year 4 toilets and SEN rooms.

Miss Cowings - check year 6 toilets and mini suite

FIRE ASSEMBLY POINTS AND EXITS

Room	Assembly Point	Exit	Alternative Exit
6LC	KS2 Playground	Cloakroom	KS2 Doors
6KL	KS2 Playground	Cloakroom	KS2 Doors
6AMJ	KS2 Playground	KS2 Door	Year 6 Cloakroom
Mini ICT suite	KS2 Playground	KS2 Door	Year 6 Cloakroom
5CG/KS	KS2 Playground	KS2 Door	Year 6 Cloakroom
Year 5/6 toilets	KS2 Playground	KS2 Door	Year 6 Cloakroom
Sunshine room	KS2 Playground	Classroom Fire Exit	KS2 Doors
5AB	KS2 Playground	KS2 Door	Sunshine room
5EB	KS2 Playground	Classroom Fire Exit	KS2 Doors
4DD	KS2 Playground	Classroom Fire Exit	KS2 Doors
4CM	KS2 Playground	Classroom Fire Exit	SEN exit to car park
4CB	KS2 Playground	Classroom Fire Exit	SEN exit to car park
4AH	KS2 playground	Classroom Fire Exit	SEN exit to car park
Year 4 toilets	KS2 Playground	SEN Fire Exit	SEN exit to car park
SEN area	Car Park	SEN Fire Exit	Through courtyard to car park
Mrs Bhella-Kelly's Office	Car Park	SEN Fire Exit	Through courtyard to car park
Mr Carroll's Office	Car Park	SEN Fire Exit	Through courtyard to car park
Staffroom	Car Park	Fire Exit	Through courtyard to car park
School Kitchen	Car Park	Kitchen Fire Exit	KS2 Doors
Dining room	KS1/2 playground	Courtyard and year 6 door	Year 5/6 corridor
Junior Hall	KS1/2 Playground	(See Plan)	
3SMcG	Year 3 Area	Year 3 Doors	Year 6 Cloakroom
3EH	Year 3 Area	Year 3 Doors	Year 6 Cloakroom
3EG	Year 3 Area	Year 3 Doors	Reception Doors
Year 3 toilets	Year 3 Area	Year 3 Doors	Year 6 Cloakroom
Library	KS2 playground	Reception Doors	Other Reception Doors
REF/LB	KS1 playground	Reception Doors	Other Reception Doors
RCM	KS1 playground	Reception Doors	Other Reception Doors
RPF	KS1 playground	Reception Doors	Other Reception Doors
Reception toilets	KS1 playground	Reception Doors	Other Reception Doors
Infant Hall	KS1/2 Playground	(See plan)	
Staff Kitchen	KS1/2 Playground	Year 6 Cloakroom	Year 3 Doors
Music room	KS1 playground	Year 2 Doors	Main Entrance Door
6ZB	KS1 playground	Year 2 Doors	Main Entrance Door
First Aid room	KS1 playground	Year 2 Doors	Main Entrance Door
Staff Toilets	KS1 playground	Year 2 Doors	Main Entrance Door
Disabled Toilets	KS1 playground	Year 2 Doors	Main Entrance Door
ICT suite	Car Park	Main Entrance Door	Year 2 Doors
Year 2 Toilets	KS1 playground	Year 2 Doors	Main Entrance Door
Photocopying Room	KS1 playground	Year 2 Doors	Main Entrance Door
2EL	KS1 playground	Year 2 Doors	Main Entrance Door
2RW	KS1 playground	Year 2 Doors	Main Entrance Door
2KH	KS1 playground	Year 2 Doors	Main Entrance Door
1TK	Car Park	Main Entrance Door	Year 2 Doors
1SF	Car Park	Main Entrance Door	Year 2 Doors
1SA	Car Park	Main Entrance Door	Year 2 Doors
Nursery	KS1 Playground	Nearest available exit	Nearest available exit
Office	Car Park	Main Entrance Door	Year 2 Doors
Headteacher's office	Car Park	Main Entrance Door	Year 2 Doors
D/ Headteacher's office	Car Park	Main Entrance Door	Year 2 Doors
School House	Car park	Front Door	Back Door

Mrs Byng to exit by nearest Fire door and then to Infant playground.
Bursar & Mrs Smallwood to exit by nearest Fire door and then to Junior playground
BSS to exit by nearest fire door and then to Junior playground.
Reprographics manager to exit by nearest Fire door and then to car park.
Kitchen staff to exit through Kitchen fire door and then to assemble by the front fence under Catering Manager's supervision.

Year Band Leaders and available Teaching Assistants to check all children/staff from that year band have exited and check toilets near by.

NB: CLASS LISTS ARE TO BE BOUGHT OUT BY TEACHING STAFF

THE BUILDING MUST NOT BE RE-ENTERED UNTIL AN ALL CLEAR IS GIVEN.

Set places in Playgrounds

Marked places on junior playground and infants as for end of play.

DO NOT return to classroom for your register – count number of children instead.

LUNCHTIME FIRE PROCEDURE

- All dinner supervisors on duty in the playground shall on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- Dinner supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- Children in the Junior Hall should exit from the year 5/6 corridor and half from the year 4 classrooms. Those children who are in the dining room should exit through the courtyard or through the year 5/6 corridor. Children in the Infant Hall should exit through the year 3 doors or the Reception doors. Supervisors should escort the children outside and complete a head count for the class they are responsible for.
- Staff in classrooms where children are working shall evacuate all children from the building and ensure on the way out that any toilets are evacuated.
- The Headteacher or Deputy Headteacher will ensure, as far as it is reasonably practicable that the rest of the building is vacated.

Lunchtime Supervisors

Fire Evacuation Procedures

Class	Lunchtime Supervisor
Nursery - Blue Group	Eileen Devaney
Orange group	Amy McDonald
Green Group	Jane Brien
Yellow Group	Bridget Phipps
RLB/KS	Sandra Riley
RSD	Ann Tonks
REF	Lisa Dearie
Year 1CO'T	Bree White
Year 1SF	Tracey Andrews
Year 1TK	Phil Apted
Year 2KH	Jayne Lewis/ Cheryl Hawtin
Year 2RW	Jayne Lewis/ Cheryl Hawtin
Year 2LB/CC	Jayne Lewis/ Cheryl Hawtin
Year 3EG	Amina Zia/ Angela Brown
Year 3LC	Amina Zia/ Angela Brown
Year 3SMcG	Amina Zia/ Angela Brown
Year 4AB	Gail Coe/ Hamida Begum
Year 4CB	Gail Coe/ Hamida Begum
Year 4CM	Gail Coe/ Hamida Begum
Year 5EB	Michaela Boyle/ Anna Casey
Year 5ZB	Michaela Boyle/ Anna Casey
Year 5EH	Michaela Boyle/ Anna Casey
Year 5DD	Michaela Boyle/ Anna Casey
Year 6KL	Karen Quinn/ Sue Greer
Year 6LN	Karen Quinn/ Sue Greer
Year 6AH	Karen Quinn/ Sue Greer
Sandwich Hall	Sarah McDonnell/ Jackie Greensall/
Dinner Hall	Nosheen Long
Top Hall	Danielle Daly

Policy on Children Moving Equipment

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, the Site Supervisor will supervise.

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

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

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.

Items Children Should Not Move

- Computers – monitors can easily fall off trolleys or wires get caught.
- Piano – although on wheels, it can tip and feet or fingers become trapped.
- Cooker – too heavy and awkward.
- Paper cutters – sharp blades although on wheels, can tip.
- T.V. – too heavy and awkward.

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 ensure that their classroom is secure, windows are 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

Before leaving the premises, to check:

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

Headteacher

It is the responsibility of the Headteacher to perform the above functions in the absence of the Site Supervisor.

In addition, the headteacher is responsible for the security of the premises during the school day.

All visitors are required to report to the general office.

All parents and other adults are requested, when bringing children to school or collecting them afterwards, to walk around the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

Contractors on Site

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

All work will be monitored by the Site Supervisor and any concerns reported to the Headteacher, the contractor concerned and the appropriate department at the LA.

NB See sheet below to be given to the contractors

Guidance for Contractors

We have been recommended by the Health and Safety Inspector Birmingham LA, to 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 children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Headteacher or Site Supervisor.

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.

(Control of Substances Hazardous to Health)

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 Headteacher or Deputy Headteacher of any difficulties

Policy on First Aid in School

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the teaching assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should request the assistance of another member of staff with first aid training. At lunchtimes first aid is administered by the teaching assistant on first aid duty.

All current teaching assistants have updated their First Aid Training.

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 a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Boxes

Location:

The location is marked by a green cross

Location - Secretary's office, KS 2 entrance (Upper Key stage 2) Year 3 cloakroom, Reception cloakroom, Year 2 corridor. Medical room.

Contents:

- Plasters, single and strip
- Cotton wool for bumps
- Disposable gloves

First Aid Supplies

Extra and additional more specialised equipment for first aid boxes is kept near the secretary's office.

- Bandages/slings
- Sterile Gauze
- Eye Bath

Person Responsible for Supplies

The First Aider is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying First Aider if the supplies in any of the first aid boxes are running low.

Recording Accidents

All serious accidents must be recorded in the Accident Book. All details need to be filled in, including any treatment given. The school has a "bump" book in which all knocks to the head are recorded and a copy sent home to the parents.

Reporting Accidents

A yellow accident form (available in the office) should be completed in respect of all accidents to employees, non-employees and pupils, who are injured either on the premises or on a school or work related activity. (Staff will use their discretion on reporting incidents such as small cuts and grazes, which require only minimal treatment, as it would be unreasonable to expect an A1 accident form to be completed in every case).

Any injuries which, result in an employee losing more than 3 days from work must be reported to the Health and Safety Executive (HSE).

The HSE must be notified of specified reportable diseases as soon as they are diagnosed by a medical practitioner (see appendix).

In the event of a fatality, details must be reported immediately to Education Safety and Security and Schools Support Services.

Forwarding of Accident Forms

All accident forms should be forwarded to

Education Safety Services
Birmingham City Council
10 Woodcock Street
Birmingham, B2 2QF

Telephone: 0121 303 2420

Fax: 0121 303 5305

Email: schoolsafety@birmingham.gov.uk

Filling in of Accident Book

The Department for Social Security require that a record be kept in an accident book of all accidents at work to employees. The accident book can be obtained from the office.

Completing the Accident Forms

This should be completed by the class teacher in the case of a pupil being hurt and by the Head or Deputy in the case of any employee or non-employee (see appendix 3)

Risk Assessment

At its most basic risk assessment is about looking around the workplace to see;

- What could cause harm,
- Deciding what you are doing to prevent it from happening, and
- asking is it enough?

The assessment process ensures the safety of the employee is paramount.

Risk assessment is at the heart of effective health and safety management involving, the identification of work related hazards, and the putting in place of the safety measures necessary to eliminate or control the hazard, or to protect the employee from harm.

A simple 5 step approach to risk assessment will work.

- Look for the hazards.
- find out who might be harmed.
- Note the controls and determine whether they are adequate,
- Record the findings, and
- Review the assessment periodically.

When risk assessment is complete and all the control measures are in place it will be necessary to review the assessment, periodically, to ensure it is still valid.