

# ST STEPHENS JUNIOR SCHOOL

## HEALTH AND SAFETY POLICY

**Please note that any additional requirements for the Health and Safety of our children and staff during the Covid 19 pandemic are documented separately in our risk assessments.**

### General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, children and visitors. Also to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed every year and approved by the Board of Trustees.

All people working on the school site or in the school building are responsible to themselves as well as others for health and safety reasons. At the start of the academic year key Health and Safety guidance is outlined to all staff. The Health and Safety Poster, displayed in the Staff room and kitchen entrance outlines the major points. The Trustees responsible for Health and Safety will meet once per term, monitor health and safety procedures, make agreed risk assessments, ensure actions is taken and review all of these. There is a Health and Safety school inspection carried out by the Site Manager, Health and Safety Officer within school and the respective governor responsible for Health and Safety 3 times per year.

For information:	Headteachers	Mrs L Cutts/Mrs S Heaney
	Chair of Governors	Mr V Hester
	School Representatives	Mrs S Heaney & Mrs L Cutts
	Site Manager	Mr K Burgess
	School Manager	Mrs J Dowkes
	School Secretary	Mrs N Rayner

### First Aid

See 1<sup>st</sup> Aid Room for a current list of Qualified First Aiders.

Please seek advice from the qualified first aiders if you are in any doubt about the seriousness of a condition or injury. All qualified first aiders will render first aid, supervise the maintenance of supplies and undertake any required training. The Appointed Person for oversight of all medical supplies is Nicola Rayner.

The Headteacher should be informed of any children who are to be sent home for medical reasons.

All 'minor' injuries are to be recorded in the incident book located in the Medical Room. All 'serious' or 'major' injuries must be reported on an accident form (HS157) and signed by the Head teacher. The detail of any investigation should be related to potential rather than actual consequences. Form HS160 must be used to record investigation results – both forms (HS157 and HS160) are located in the First Aid Room.

Definitions of 'minor' and 'major' injuries are included in "The Incident Record Book" located in the Medical Room and should be determined and adjudged by the qualified first aider dealing with the incident. This person is also responsible for completing the accident report form. It is the requirement under the Health and Safety legislation to inform the Health and Safety Executive (HSE) under RIDDOR of certain incidents. In some cases, this means telephoning the HSE immediately on 0300 790 6787. Details will be

found on HSE Information Sheet 'Incident Reporting in Schools' (a copy is located in the First Aid Room). Our policy is to class any injury to the head as 'serious'.

If the incident is serious enough to be recorded on an accident report form, then parents will be contacted with a view for the child to be collected. Relevant information (in the event of a head injury through a 'head injury slip') must be passed to the adult. With any injury involving an immediate hospital visit, the child's family will be informed as soon as possible. Emergency contact numbers for children are kept in ring binder files in the school office, red for girls, blue for boys. There is a bed and blanket located in the medical room.

The names of all children with ongoing medical problems, along with details of these problems, are listed on the wall in the school office. The health care plans of specific children are located in a blue file on Nicola Rayner's desk. These details are also kept in the classroom and it is the class teacher's responsibility to ensure these are maintained.

All staff should be aware of the hazards presented by blood and body wastes and know that protective gloves should be worn when dealing with sick or injured children. These are available in the Medical Room.

For details of how St. Stephen's Junior School support children with medical conditions, please refer to a separate policy "Supporting pupils with medical conditions", a copy of which is available from the school office.

### **Medicines**

Our policy is that children who are prescribed medication should receive their treatment at home if at all possible. However, we will exercise 'common sense' decision where appropriate and only with a special agreement and signature of the parent/carer. All medicines that are to be administered in school must be accompanied by written instructions from the parents (in the original packaging), specifying the medication involved, circumstances under which it should be administered, frequency and level of dose. Only a qualified first aider will administer medicine and will keep a record on the file. If specific verbal permission is given by a parent, then calpol (or other paracetamol suspension) may be administered and recorded as evidence, with time, date, dosage and person providing permission. All medicines are to be kept in a locked cupboard in the medical room. A refrigerator is available for medications that require this. We will provide easy access to inhalers for those children that need them. Medical emergencies, advice and written consent will be obtained from parents before the child's admission to school.

### **Sun Protection**

Our aim is to ensure that all children are adequately protected from the sun whilst in our care. Parents are always reminded to send their child into school with adequate protection (sun hat, sun protection and water) prior to trips and outside events. In addition, a school supply of sun cream is taken on all trips and provided to children as needed. Opportunities are given to children to reapply sun protection throughout the duration of a trip, giving particular attention to increased vulnerability where water is involved. Sun cream will be given to children as a matter of course before outside events at school where their exposure to the sun will be over a longer period than the standard play/lunch period. A stock of sun cream will be held in school.

On admission to school parents are asked to sign a permission form to allow us to administer sun cream as well as informing us of any allergies.

While in school, children are encouraged to drink plenty of water and to bring a bottle of water into school every day to maintain hydration.

### **Diabetic Arrangements**

All diabetic equipment is stored in individual boxes and kept at a height out of the reach of children. All diabetic waste is disposed of in a yellow sharps box. When children are being treated for their diabetes they are accompanied by a diabetes trained person at all times.

## **Visitors**

All visitors must report to the school office where they will sign in using the visitor entry system and collect a badge. As part of this process, visitors are reminded of the following Health and Safety guidelines within school:

- This security system has been installed to safeguard our children and staff.  
A Safeguarding leaflet with all our Safeguarding procedures and the school's Designated Safeguarding Leads is available on request.
- As a visitor to our school you have a legal responsibility to care for your own and others' Health and Safety.
- All accidents must be reported to the school office.
- If the fire alarm should sound, leave the building by the nearest exit and report to the assembly point, located on the upper playground
- The school accepts no responsibility for any loss or damage to visitors property and vehicles parked on the school site are parked entirely at the owner's risk.
- The school operates a No Smoking policy and we ask you to adhere to this.
- Finally, PLEASE REFRAIN FROM USING YOUR MOBILE PHONE WHILST ON OUR SITE
- All contractors carrying out works in school must sign the asbestos register prior to work starting.

Any visitor who is clearly not with a member of staff and not wearing a badge should be accompanied to the school office by a member of staff. If a visitor is accompanied by a member of staff at all times, the staff member is responsible for their Health and Safety. School helpers, visitors, student teachers and such like will be issued with a brief health and safety guideline by the school secretary.

## **Fire Procedure/Lockdown/Silent Drill**

Drills will take place at least once per term and will simulate a variety of possible scenarios. Each classroom displays fire action notices and a map showing the route to be taken to the assembly point.

Additional Fire Procedure signs are also attached to this policy together with a slightly amended instruction during Covid.

Procedures for each of the different drills are displayed in the staff room, around the school and are included in every staff member's Staff Handbook which is distributed in September. Staff will be informed by email of any additions or changes to these procedures.

## **Fire Procedure Continued**

### **Clubs**

All the above procedures apply as appropriate. The person in charge of running the club should take a register on the lower playground as normal.

Headteacher /Deputy to confirm that all the above is done and the event recorded in the fire drill book (located in school office)

### **Extended Schools**

Both the Breakfast club and the After School club have separate fire drills from the rest of the school. These are carried out termly and documented. Fire safety rules and regulations for each of these are held in the school office. Both of these clubs evacuate to the lower school playground.

### **Lettings**

All lettings within the school sign up to the school terms and conditions. Lettings have their own fire evacuation procedure which is set out within the lettings agreement.

## **Fire Safety**

Maintenance contracts for electrical equipment, boilers, fire extinguishers, fire alarm and fire risk assessment are dealt with by the Site Manager and reviewed on an annual basis.

Monthly inspections of all fire doors and weekly inspection of the fire alarm system will be made by the Site Manager and/or the H & S rep and be recorded in the appropriate log book

## **Cleaning**

It is the Headteacher's responsibility to ensure the quality of caretaking and cleaning. All cleaning chemicals will be kept in locked and labelled cupboards on the top corridor. COSHH regulations are followed in relation to chemicals and cleaning equipment. The correct and necessary Data Sheets are maintained by the Cleaner in Charge for all liquids/products used by the school.

## **Parents**

Staff should be clear about the rights of access, care and control of children and should make the Headteacher aware when they are informed by parents that changed or restricted access rights are granted by courts.

All absences from school must be accounted for by either a written or verbal communication. All unexplained absences should be reported to the Headteacher.

## **Child Protection**

The School's Designated Safeguarding Leads are Sarah Heaney, Laura Cutts, Sally Millsted and Jo Sazant. All matters relating to child protection should go through a DSL. All current Safeguarding policies are adhered to.

## **School Safety**

Strangers and suspected potential dangers should be communicated to the Headteachers who will then decide on a course of action. The Headteachers or an authorised deputy will always be on site. Teachers will lock their classrooms when they are vacated.

## **Subject Areas**

We recognise that some subject areas have H & S issues that are unique to them. All members of the school community must make themselves aware of these. Particular attention must be paid to PE/Games, Swimming, Science and Technology. Specific Risk Assessments will be carried out prior to events that have Health and Safety implications.

## **Building and Grounds**

Children should not enter the grounds until 8.30am before the start of the school day. They should remain on the playground areas until a signal is given to come in unless it is raining or in severe weather conditions, in which case they should proceed to their classroom as supervised. Children should vacate the school premises by 4pm at the end of the school day.

Agreed areas for play space exist and it is the duty of all staff to ensure that children do not play on the banks, in the ditch or in the school building. With adult supervision, these areas can be used for working. Within the school, we walk, keeping to the left in the corridors.

## **General Health & Safety**

All staff and students on site are made aware of the Working at Height and other safety risk assessments held in school (eg Lone Working and Manual Handling). This training takes place both on induction to the school and annually at the Whole School staff meeting. Staff are encouraged to familiarise themselves with all policies and risk assessments held in school and are provided with a Staff Handbook containing Risk Assessments and the Health and Safety Policy. Signed receipt of this is received by the school on an annual

basis following the Whole School staff meeting or on an individual basis on induction of a new member of staff.

### **Visits/Trips (See separate Trips policy)**

To ensure the H & S of all children and adults on visits and trips we will:

- Use a ratio of 1 teacher to 20 children and 1 other adult to 15 children
- Have made a preliminary visit to all areas visited by children
- Insist that children are always under adult supervision
- Encourage as many parents as possible accompany the children
- Only use coaches/mini bus fitted with seat belts
- Insist that adults using private cars for transporting children have appropriate motor insurance and booster seats are fitted accordingly.
- Gain the consent of parents for each visit where children leave the school site (permission is given by parents for local walking trips when entering the school) however parents must still be notified of these visits.
- Comply with the Governors policy on Charges and Remissions
- Ensure that the group leader has a known mobile phone and has made provision for the administering of any medication/inhalers that may be needed.
- Ensure that the time and date of the visit is entered in the school diary in good time
- Ensure that an itinerary containing timings, phone numbers and useful information is left with the school office
- Ensure that appropriate first aid cover is in place
- Provide a Risk Assessment for the visit

### **Training**

Any health and safety training that is required will be recorded and arranged by the Site Manager ensuring we are always fully compliant. (Fire safety, legionnaires etc) All training, site visits and events will be recorded on a Health and Safety log and maintained by the Site Manager.

### **Break time supervision**

Morning break time will be supervised by Teaching Assistants as displayed on a duty rota in the school office and medical room. In addition, there is a duty teacher available each lunch time and currently 6 midday supervisors.

Children are not allowed to re enter the building during break times unless a supervising adult gives permission. Doors to classrooms must be closed when the room is vacated and children are not allowed in classrooms unsupervised.

During wet break times, children are to remain in their own classroom and engage in activities as agreed by their teacher. Duty teacher's /TAs/Midday Supervisors will patrol the corridors and classrooms. Teachers will meet their class at the end of break time to ensure an orderly entrance into the class room.

### **Drugs**

See Drugs policy and PSHE policy. This does not affect any work that may be included by teachers with their class on the subject.

### **Minibus**

The following staff are authorised to drive a mini bus for school activities:

Mrs K Amos	Mr K Burgess	Mr D Krauspe	
Mr C Gough	Mr P Driscoll	Mrs N Rayner	Mr M Bowles
Mr L Chamberlain			

**Jayne Dowkes**                      **Keith Burgess**  
**November 2020**

# **ST STEPHEN'S JUNIOR** **SCHOOL**

## **FIRE PROCEDURE**

### **ON HEARING THE FIRE BELL:-**

- ALL STAFF AND CHILDREN EVACUATE THE BUILDING BY THE NEAREST FIRE EXIT AND PROCEED TO THE LOWER PLAYGROUND (opposite Cedars) TO MEET THEIR CLASS AND TAKE REGISTER
- **J DOWKES** TO TAKE REGISTERS/ TO LOWER PLAYGROUND
- **N RAYNER** TO “SWEEP” Yr 3/4 CORRIDOR inc. ALL TOILETS, STAFF ROOM AND OFFICES.
- **N OAKES** TO “SWEEP” UPPER CORRIDOR inc. HALL AND KITCHEN
- **C GALLAGHER** TO SWEEP YEAR 6 BLOCK
- **DON/JEFF** TO SWEEP CEDAR HUTS, THEN INFORM YEAR 6 TO RAISE ALARM AND “SWEEP” FOREST SCHOOL
- **HEADTEACHERS** TO CONFIRM THIS IS DONE
- **HEADTEACHERS** TO ENSURE ALL CLASSES HAVE REGISTER
- **HEADTEACHER/H&S OFFICER** TO MAKE NECESSARY EMERGENCY CALLS.

Contingency Plan in case of absence:

**SALLY/KYM/SHAM** to check in to Office in case of absence to cover Nik O/Nikki/Jayne if necessary

NB: IF FIRE IS IN CEDARS/YR 6 BLOCK – CONGREGATION POINT WILL BE THE UPPER PLAYGROUND.

# **ST. STEPHEN'S JUNIOR** **SCHOOL**

## **SILENT DRILL**

THE SILENT DRILL IS USED WHEN THERE IS A BOMB/TERRORIST THREAT.

ALL STAFF ARE NOTIFIED VIA A YELLOW CARD THAT IS SHOWN IN ALL CLASSROOMS AND MEETING ROOMS.

CLASSROOM DOORS ARE LEFT OPEN, MOBILE PHONES ARE NOT TO BE USED AND LIGHTS ARE LEFT ON.

- ALL STAFF AND CHILDREN EVACUATE THE BUILDING SILENTLY BY THE NEAREST FIRE EXIT AND PROCEED TO THE ASSEMBLY POINT WHICH IS ST. STEPHEN'S PARK (adjacent to St Stephens Hall) TO MEET THEIR CLASS AND TAKE REGISTER (**Staff to take belongings if possible**)
- J DOWKES TO TAKE REGISTERS TO ASSEMBLY POINT
- N RAYNER TO 'SWEEP' LOWER CORRIDOR inc. TOILETS/OFFICES/STAFF ROOM
- SALLY/KYM TO SWEEP UPPER CORRIDOR AND DOWN PAST SPORTS HALL
- N OAKES/SHAM TO 'SWEEP' OUTSIDE AREAS INC FOREST SCHOOL/FIELDS
- D KRAUSPE/J BLL TO 'SWEEP' CEDAR HUTS, YEAR 6 AND ACORNS NURSERY
- HEADTEACHERS TO CONFIRM THIS IS DONE
- HEADTEACHERS TO CHECK ALL AREAS ARE COMPLETE AND STEP IN FOR ABSENCES.
- HEADTEACHER /H & S OFFICER TO MAKE NECESSARY EMERGENCY CALLS.
- HEADTEACHERS TO INFORM INFANTS SCHOOL (01227 769204) AND SQUIRRELS PRE SCHOOL (01227 766537)
- SITE MANAGER TO STAND AT MAIN GATE DIRECTING EMERGENCY SERVICES ETC

# **ST. STEPHEN'S JUNIOR** **SCHOOL**

## **LOCKDOWN**

LOCKDOWN PROCEDURES ARE USED AS A SENSIBLE RESPONSE TO ANY EXTERNAL OR INTERNAL INCIDENT THAT POSES A THREAT TO THE SAFETY OF STAFF AND PUPILS.

LOCKDOWN MAY BE ACTIVATED IN RESPONSE TO A NUMBER OF SITUATIONS, SUCH AS:-

- A Reported incident/civil disturbance in the local community
- An intruder on the school site
- A warning being received regarding a risk locally, of air pollution (smoke, gas etc)
- A major fire, incident or accident in the vicinity of the school
- The close proximity of a dangerous animal roaming loose
  
- NOTIFICATION WILL BE BY A MEMBER OF THE SCHOOL OFFICE. A SWEEPER WILL COME TO YOUR CLASSROOM SHOWING A RED CARD PICTURING A PADLOCK.
- YOU SHOULD REMAIN WHERE YOU ARE AND LOCK ANY EXTERNAL DOORS, CLOSE CURTAINS/BLINDS AND ENCOURAGE CHILDREN TO KEEP CALM AND AWAY FROM WINDOWS AND DOORS. IF NECESSARY, INTERNAL DOORS WILL BE LOCKED BY DESIGNATED STAFF.
- MAINTAIN SIGHT OF COMPUTER/LAP TOP TO ACCESS EMAILS (disconnect from white boards)
- IF FIRE ALARM SOUNDS (AND YOU RECEIVE A CORRESPONDING EMAIL), EVACUATION SHOULD THEN TAKE PLACE FOLLOWING THE USUAL PROCEDURE
- PUPILS AND STAFF REMAIN IN LOCKDOWN UNLESS INFORMED OF A STAND DOWN BY EMAIL STATING "THE INCIDENT HAS NOW BEEN RESOLVED AND IT IS SAFE TO CONTINUE WITH THE SCHOOL DAY"

A FULL DETAILED COPY OF THE LOCKDOWN PROCEDURE IS AVAILABLE FROM THE SCHOOL OFFICE OR IN YOUR STAFF HANDBOOK.



# ST STEPHEN'S JUNIOR SCHOOL

## FIRE PROCEDURE

### COVID PANDEMIC

#### ON HEARING THE FIRE BELL:-

- ALL STAFF AND CHILDREN EVACUATE THE BUILDING BY THE NEAREST FIRE EXIT AND PROCEED TO YOUR **ALLOCATED ASSEMBLY** POINT TO MEET YOUR CLASS AND TAKE THE REGISTER
- **J DOWKES** TO TAKE REGISTERS/ TO LOWER PLAYGROUND
- **N RAYNER** TO “SWEEP” Yr 3/4 CORRIDOR inc. ALL TOILETS, STAFF ROOM AND OFFICES.
- **N OAKES** TO “SWEEP” UPPER CORRIDOR inc. HALL AND KITCHEN
- **C GALLAGHER** TO SWEEP YEAR 6 BLOCK
- **DON/JEFF** TO SWEEP CEDAR HUTS, THEN INFORM YEAR 6 TO RAISE ALARM AND “SWEEP” FOREST SCHOOL
- **HEADTEACHERS** TO CONFIRM THIS IS DONE
- **HEADTEACHERS** TO ENSURE ALL CLASSES HAVE REGISTER
- **HEADTEACHER/H&S OFFICER** TO MAKE NECESSARY EMERGENCY CALLS.

Contingency Plan in case of absence:

**SALLY/KYM/SHAM** to check in to Office in case of absence to cover Nik O/Nikki/Jayne if necessary

NB: IF FIRE IS IN CEDARS/YR 6 BLOCK – ASSEMBLY POINT WILL BE THE UPPER PLAYGROUND.