

ST. ANNE'S PREPARATORY SCHOOL
HEALTH AND SAFETY POLICY – Reviewed annually, Amended November 2018
To be read in conjunction with the First Aid Policy
This policy also applies to EYFS

This policy reflects DfE guidance 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head teachers, Staff and Governing Bodies' (2014)

PART 1

The proprietor and staff of St. Anne's School aim to achieve and maintain a high standard of Health and Safety on the premises. **Staff are reminded that at all times they are acting in Loco Parentis**

General Statement

The responsibility for Health and Safety in school is collective and individual. The management will take all reasonable precautions and carry out a risk assessment, respond to areas of concern and ensure, so far as is possible, that equipment is maintained in a safe working condition. Each individual is, however, responsible for reporting potential hazards including broken/damaged equipment to the Headmistress or Proprietor and for carrying out daily work and other duties in a safe manner. The co-operation of all members of staff is vital in administering this policy.

All staff at St. Anne's are briefed on where copies of this document can be obtained on the school's shared files. Staff are advised when it is reviewed, added to or modified. The policy is always available to download from the school website without the use of login passwords providing access to the school community of pupils, parents, staff, activity providers, volunteers, as well as prospective parents, visitors, contractors and the wider community.

Particular responsibilities for the management of safety/welfare matters are listed below:

Child protection and welfare issues	Vanessa Bridgman/ Fiona Pirrie/ Tim Clark	DSL/ Headteacher/ safeguarding staff
Caretaking duties	Les Donnelly	Caretaker
Control of hazardous substances	Les Donnelly	Caretaker
Display Screen equipment	Vanessa Bridgman	ICT co-ordinator
Electricity at work regulations	Les Donnelly	Caretaker
Fire Safety	Les Donnelly	Caretaker
First Aid	FirstAid/Admin,staff on duty	FirstAid/Admin/staff on duty
Health and Safety in School - Policy	Sheila Robson/Paul Robson/ Fiona Pirrie	Proprietor/Business Manager/Headteacher
Health and Safety in school - Emergency Plan	Fiona Pirrie / Sheila Robson/ Paul Robson	Headteacher /Proprietor/Business Manager
Induction of Staff	Fiona Pirrie/Pam Baker	Headteacher/Head EYFS
Manual Handling	Les Donnelly	Caretaker
Off-site activities – Policy	Fiona Pirrie	Headteacher
Physical Education	Tim Clark	P.E.co-ordinator
Premises maintenance	Les Donnelly	Caretaker
Reporting/ recording First Aid	First Aid/Admin, staff on duty	First Aid/Admin, staff on duty
Risk Assessment	Fiona Pirrie/Sheila Robson	Headteacher /Proprietor
Security	Les Donnelly	Caretaker
Staff Welfare	Fiona Pirrie	Headteacher
Training/INSET	Fiona Pirrie/Sheila Robson/ Vanessa Bridgman	Headteacher/Proprietor/DSL

The Caretaker is responsible to the proprietor for:

- Ensuring so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to
- Ensuring that materials and equipment liable to be a danger to pupils or staff, are correctly used and stored when not in use
- Ensuring that all waste materials from the school are disposed of in accordance with LA policy
- Maintaining a clean and effective boiler area
- Reporting to the proprietor/Business Manager any problem or immediate danger associated with his responsibilities as soon as it is practical to do so
- Liaising with the proprietor/Business Manager to carry out regular inspections of school premises.

For accident prevention, reporting and investigation

- Staff and children should be vigilant to recognise potential causes of accidents and to take action to prevent these wherever possible
- Any potential hazards should be reported promptly to the proprietor, Business Manager or headteacher and they should receive an immediate response
- Any major accidents should be reported to the proprietor, Business Manager or headteacher
- Accidents/injuries should be recorded in the school's accident book
- The headteacher/Business Manager will investigate major accidents promptly in order to establish cause and adopt remedial measures
- An incident & Actions taken book is now in the staff room to record incidents and the measures taken to remedy.

PART 2

Description of Duties.

(a) Daily and weekly checks of the premises will be made by members of staff and recorded on forms which will be kept in each teacher's risk assessment folder. The Proprietor will ensure that the stated arrangements are in force and are effective.

(b) New staff whether temporary or permanent and students, will be provided with a copy of this policy and will be briefed on the Fire and First Aid provisions on arrival with policy handbook.

Work experience students will be treated with the same care as our own pupils and will be supervised by the class teachers – see Young Person's Risk Policy.

(c) Training programme - Staff training is organised by the Proprietor on an annual basis. All staff are trained in the use of fire extinguishers. Appropriate information on fire hazards, precautions and emergency arrangements is provided by the Proprietor to Contractors, visitors and relevant organisations.

(d) Maintenance. All Staff have access to a copy of this Health and Safety Policy and it is the responsibility of the management to monitor the policy and inform the staff of any changes.

Members of staff with any concerns should speak to the Head Teacher/Proprietor/Business Manager immediately.

(e) The Head Teacher/Proprietor/Business Manager must ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. They must also ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.

References (*) refer to the book Health and Safety in Schools published by Croner. Copies of this book are kept in the, staff room and Heads study and are available to all members of staff for reference but **MUST NOT BE REMOVED**.

PART 3

Particulars

Recording and Reporting Accidents

Accidents/Incidents should be entered into the Accident/Incident Book which should be available on the terrace at break and lunch time and kept in the Staff Room. Each teacher also has their own classroom Accident/Incident book which should be taken on all school trips. Any serious incident should be brought to the attention of the Headmistress/Proprietor/Business Manager as soon as possible. They will be responsible for investigation, as appropriate and undertaking any remedial action. Accidents/Incidents recorded in the Accident/Incident Book kept in the staff room, should follow the criteria below:-

- (a) The name of the injured person
- (b) The nature of the injury
- (c) When, where and how it occurred
- (d) Who was supervising
- (e) The treatment given/ action taken

One copy of this report is kept in school and another is sent home with the child.

Children receiving a bump to the head will be given a 'I bumped my head sticker' to wear so that teachers and parents can be on the alert for any further delayed symptoms.

A record must be kept of any reportable injury, disease or dangerous occurrence. This must include:

- The date and method of reporting.
- The date, time and place of the event.
- Personal details of those involved.
- A brief description of the nature of the event or disease.

This record can be combined with other records and should be kept by the school until such time as the child reaches the age of 21. (See Appendix B of First Aid Policy)

A Health & Safety Incidents & Remedies book will be kept with the Accident book to highlight the nature of the incident and the preventative measures taken (with date of remedial work undertaken).

Statutory requirements: under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The following accidents must be reported to the HSE:

1. Involving employees or self-employed people working on the premises:
 - Accidents resulting in death or major injury (including as a result of physical violence).
 - Accidents which prevent the injured person from doing their normal work for more than three days.

For definitions, see HSC/E guidance on RIDDOR 1995, and information on Reporting School Accidents (Annex A).

2. Involving pupils and visitors:
 - Accident resulting in the person being killed or being taken from the site of the accident to hospital **and** the accident arises out of or in connection with work.

i.e. if it relates to

- Any school activity, both on and off the premises.
- The way the school activity has been organised and managed.
- Equipment, machinery or substances.
- The design or condition of the premises

HSE must be notified of fatal and major injuries and dangerous occurrences without delay

The Head Teacher and the Proprietor are responsible for ensuring that this happens. They are also responsible for completing the RIDDOR form. (See Appendix C of first Aid Policy)

Health and Safety Emergencies

For procedures and contact details for emergency situations see Emergency management policy.

School Security

All reasonable precautions are taken by the proprietor to protect the staff and pupils from danger. Access to the site is limited. At St. Anne's School no pupil will be allowed beyond the gates at 3.40 p.m. unless escorted by the person responsible for taking them home and at other times by a member of staff. The front door of the building shall be kept locked at all times and the side gate from 8.45 a.m. - 12. 00 p.m. and from 1.10 p.m. - 3.10 p.m. Parents wishing to enter school must either ring the front door bell or, if collecting children from Kindergarten 1, at the appointed times in the in the morning or afternoon come around the back. The front door of the building shall be kept locked at all times and a coded key pad is fitted.

All visitors, including parents, should sign the Signing In book on arrival and departure and report to the main office. * see pages 199-202. St. Anne's Proprietor and staff are aware of their duty to take reasonable care to make sure that any visitor, including visiting students, will be safe while on the School premises. Work experience students will be under the particular care of the class teacher they are working with and a copy of this Health & Safety Policy and the School Handbook Notes will be given to them to read at the commencement of their time with us.

Contractors are asked to produce a copy of their Health & Safety Policy and Insurance Certificates. The management expects visitors, including parents, to conduct themselves in such a way that their behaviour is conducive to the proper functioning of the School and the safety of our pupils and staff.

With effect from April 1998 schools have an explicit power to restrain pupils to prevent them, for example, from committing a crime, causing injury to themselves or others, causing damage to property or causing serious disruption. St. Anne's staff are expected to err on the side of caution. Pupils are taught from the first day that violence to other pupils and staff is NOT acceptable. (See Physical Restraint and Contact Policy)

A challenge to trespassers 'could' lead to a confrontation and staff must not put themselves or pupils at risk unnecessarily. In the event of a member of the staff being aware of an unwanted intruder they should summon help from a senior member of staff whenever possible. Staff are to be issued with a whistle (only to be used in such a situation) where both staff and pupils are immediately aware of this specific problem.

If outside, the children the children may use both sets of steps to calmly enter the School and assemble inside the building. KG1, KG2, and year 1 should go to KG1 classroom, Years 2, 3 and 4 should go to year 4 classroom and Years 5 and 6 in Year 5 classroom. Members of staff should ensure access points are secured.

If such a situation occurs in the school building, the normal Fire Drill procedure is to be followed if possible.

The safety of personnel is paramount and snap decisions may have to be made.

The intruder should be asked to leave politely but firmly. Police should be asked to intervene if there is a serious risk of a breach of the peace. No member of staff should willingly tackle an intruder physically. CCTV cameras are fitted to the front, side and rear of the building.

Playground safety - There will be at least two members of staff supervising in the playground (or in school during wet break) at all playtimes and for approx. 25 minutes before morning school begins. (see separate Playground Policy.)

Off-Site Visits

Any School Trips should be supervised by the requisite number of staff. That is 4-7 year olds - 1 adult to 6 children. 8-11 year olds = 1 adult to 10 children. Written permission slips must be completed by the parent or guardian before a child is allowed on a school trip. The school will endeavour, whenever possible, to secure transportation in a coach fitted with seatbelts. A travelling first aid kit and the class accident book will be taken on all outings. Staff should check First Aid facilities on site. Mobile phones with parents contact numbers

programmed will be made available. Members of staff should also ensure regular head counts are made. A Risk Assessment form will be completed before each outing. There should be no visible named identification on children's clothing. (See Educational Visits Policy).

Fire Safety - (see Fire Risk Management Policy and Fire Risk Assessment)

All Fire escape routes will be clearly marked and MUST always be kept clear and unlocked whilst the building is occupied. Any deficiencies in fire escapes or equipment will be reported immediately to the Proprietor whose responsibility it is to remedy the deficiency. It will also be the responsibility of the Proprietor/Business Manager to ensure that fire-fighting equipment is regularly maintained. This is carried out once a year.

Fire alarms must be tested each week.

Full fire drills will be conducted each term (weather permitting) and the evacuation time recorded in a notebook. The notebook and the keys for the back gate (to be used in case the grounds have to be evacuated) are kept on a hook on the cupboard behind the main office door.

Fire drills will be held without warning to pupils

A copy of the Fire Drill must be displayed in all rooms.

A Risk Assessment is carried out termly.

Any Specific escape routes should be stated in the fire safety policy.

If a fire is discovered: -

RAISE THE ALARM

ENSURE ALL IMMEDIATELY VULNERABLE PEOPLE ARE SAFE

ALERT OFFICE TO PHONE FIRE BRIGADE

CLOSE DOORS/WINDOWS IF NOT JEOPARDISING SAFETY

USE EXTINGUISHERS TO FIGHT FIRE IF NOT DELAYING SAFETY

DO NOT PUT SELF AT RISK

MUSTER STATION FOR ALL PERSONS IS THE GRASSED AREA BY THE PLAYScheme.

IF REQUIRED EXIT THROUGH THE BACK GATE AND ASSEMBLE IN CHRIST CHURCH LOWER CAR PARK.

ALL MEMBERS OF STAFF TO BRING MOBILE PHONES WITH THEM TO EVACUATION.

EACH MEMBER OF STAFF MUST CALL THEIR CLASS REGISTER.

THE HEADMISTRESS/PROPRIETOR IS RESPONSIBLE FOR CHECKING THAT ALL PERSONS ARE ACCOUNTED FOR.

NO PERSON SHOULD RE-ENTER THE BUILDING WITHOUT THE PERMISSION OF THE HEADMISTRESS/PROPRIETOR (if a drill) or the FIRE OFFICER (if a fire)

All class registers are to be completed before a.m. and p.m. sessions and returned to School Office immediately.

Children who arrive after registration time must see their Year teacher on arrival and report to the office to have their presence marked in the register.

Pupils leaving the School for health reasons, tuition, etc. should also sign the Signing In/Out Book.

The School front door is locked at all times and the side gate will be locked from 8.45 a.m. – 3.10 p.m., it will be unlocked for a short period over lunch to allow parents access for afternoon only KG1 sessions. Only a member of staff will answer the door, thus ensuring that the School authorities are aware of pupils and visitors arriving and leaving and that pupil numbers are correct in the event of a situation requiring the checking of the registers. For added security the front door is fitted with a coded keypad.

It is the responsibility of the person in charge of the office at the time any alarm is raised, to take with them from the building the school registers, the Signing In Book, fire logbook and map, keys to back gate and the school mobile telephone pre-programmed with all school contact numbers. The person in the office is also responsible for checking the cloakrooms and doors on the ground floor.

The Deputy Head will be responsible for checking cloakrooms and doors on the first floor and the year 6 teacher should check the library and doors on the 2nd floor.

For further information see Chapter 13 pages 157-165.

Risk Assessments

Risk assessment must be carried out for all visits and outings (see separate policy).

Risk assessments should be attached to lesson plans if applicable.

Each class has a Risk assessment tick sheet that should be completed as required.

Risk assessments for Fire and Hazards are carried out periodically.

Hazards

Hazards are defined as those things or situations which could potentially result in an accident when they could be preventable. The identification of hazards is the responsibility of every individual. Hazards should be reported to the Headmistress/Business Manager/Proprietor. If presenting immediate risk, remove or guard the hazard to alert others. Take immediate remedial action if possible and report to the Headmistress/Business Manager/Proprietor, who will arrange any further action required. Any spills in the dining room must be cleaned up quickly by the staff on duty. All technology equipment may be used only under strict supervision and goggles are provided. * See Chapter 16 pages 189-196.

Clay - Children are instructed in the importance of hygiene whilst using clay and glazes. Dry clay dust should be damped down before sweeping. Shelves should only be cleaned with a damp cloth and any spills of slip should be cleaned up before it dries out. For further information see Chapter 12 page 153. Risk Assessment should be carried out before each lesson.

Glass - Glass containers should not be in use in the classroom. Plastic film is fitted to windows that are in a vulnerable location. E.g. below head height * see pages 77 -78.

Asbestos - In line with the requirements of the Control of Asbestos Regulations 2012, the School is required to carry out a survey of the premises to establish whether any Asbestos is present and if so what action if any is located, steps need to be taken either to remove or control the Asbestos. A Management Survey has been carried out for the premises by Zurich Risk Services and although asbestos containing materials were found, the materials were in good condition and had been sealed and the school were advised that they should not be disturbed but managed in place. Caretaker checks sealant annually and advises contractors accordingly.

Control of substances hazardous to health (COSHH) - The school will take all necessary steps to comply with COSHH regulations 1999.

Storage of Substances - All substances labelled by the suppliers as potentially harmful to health should be stored in cupboards and away from classrooms. All cleaning materials should be kept in cupboards labelled for that purpose. *see page 195 and kept locked at all times.

Crystals used for contaminated surfaces after sickness are kept in a secure place in every classroom. All staff know how to deal with such a situation.

Workplace Safety

- Hot drinks – Staff should ensure that hot drinks are poured into a cup/beaker fitted with a lid if it is to be transported to the classroom.
- Lifting/handling - Staff should seek the help of a colleague when handling particularly difficult or weighty objects. * see page 127. Pregnant staff will be treated with all reasonable care and thoughtfulness. *see page 146.
- Lighting/Ventilation etc. should be adequate for work and safety. Any deficiencies in lighting, ventilation etc. should be reported to the Proprietor, who will organise repair/remedial action as appropriate. * see pages 92 & 172
- Falls from Heights - so far as reasonable practicable, “suitable and effective” measures, are taken to prevent persons falling from heights. First floor windows are fitted with bars or have restricted openings. Staff and pupils should not use chairs or tables when reaching. Steps are available and kept in the main hall secured by a Karabiner clip, outside Year 4 and Year 6 classroom cupboard. * see pages 77 & 121
- Slips and trips - any spillages should be cleared up as soon as possible. Cables should be secured and not left trailing across walkways. Steps should be highlighted with red and yellow markings for clear visibility

- Noise - it is the responsibility of the teacher to keep noise levels in the classroom to an acceptable level. During movement around school it is the responsibility of any member of staff in the vicinity to control any undue noise. * see page 152.
- Temperatures. Satisfactory room temperatures will consider activities, clothing worn and the time of year. *see page 173.
- Drinking water is available from the mains. A water fountain is available for both staff and pupils. * page 82. (please refer to legionella policy regarding mains water fed and certification from contractors to confirm)
- Staff and pupils washrooms comply with the Education (School Premises) Regulations 1981.* see page 176.
- Smoking/Vaping – St. Anne’s school buildings and grounds are a non-smoking environment. * see page 150. (See separate No Smoking Policy). Use of Vape or electronic cigarettes is also prohibited.
- When working directly with children, practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
- Disabilities - the nature of the building makes it difficult to accommodate pupils and staff who cannot climb stairs. The installation of a lift is not feasible. A temporary ramp has been purchased to enable disabled pupils and adults to access the ground floor. In the event of a disabled pupil attending the school, classrooms would be relocated to ensure the appropriate lessons took place in a ground floor classroom.
- The ground floor cloakroom is brightly painted as are the steps down to the playground to aid visually impaired pupils.
- Pupils with hearing difficulties are sat at the front of the class. The introduction of a hearing loop is impractical as children move classrooms during the course of the day. However, if a pupil needed one class would be relocated to accommodate this.
- Stress - the management endeavour to ensure a relatively stress free environment and are readily available to discuss any problems. A staff room is provided for class teachers and time tabled non- contact time. * see separate Stress Policy.
- All the projectors in our school have maximum light levels below the government’s health and safety guidance of 1,500 ANSI lumens. We expect all users to not look directly into the light beam when working on the interactive whiteboards. (see E-safety policy)
- No animals are permitted on the premises without explicit prior authority from the school office.

Workplace (Occupational) Health.

St Anne’s School understand that occupational health is a key ingredient to Staff and pupil well-being. St Anne’s have a Stress Policy to address the psychological well-being of staff. (please see separate Stress Policy). With regard to Occupational health in the school and class room, we have liaised with **DWP Access to Work** in the past to address needs of a particular teacher with a specific medical condition. Staff are aware of this outlet and their ability to raise concerns or requirements and St Anne’s welcome the opportunity to work alongside them towards practical resolutions.

Maintenance and Testing of Equipment

Gas appliances - Central Heating Boiler and Water Heater are regularly serviced once a year by Chelmsford Gas Services* see page 180.

Electrical Safety - All electrical appliances will be inspected in accordance with the Electricity at Work Regulations 1989. Pupils and staff will not be permitted to bring into school any appliances using mains electricity unless previously checked and labelled during the school annual check. Any individual is responsible for noting potential electrical hazards (e.g. worn cable) and has personal responsibility to report this to the Proprietor/Business Manager, who will take immediate action. * see pages 99-102. All electrical appliances are checked annually by Anglia Electrical and a survey of electrical supply carried out every three years. The kiln is serviced annually by Essex Kilns.

Infectious Diseases/General Hygiene.

The Headmistress/Business Manager/Proprietor should be notified of any child suffering from one of the diseases/conditions which indicate that action regarding the contacts of the child should be taken (see control of infectious and communicable diseases policy). & and * Chapter 12.

Head Lice - the responsibility of detection rests with parents and they should be advised to check their children's hair regularly. If infestation exists a lotion containing carbonyl or Malathion should be used, but the shells must be removed by hand with a fine-toothed comb. Parents should be advised that the best precautionary measure is the brushing and combing of hair last thing at night. * see Control of communicable Disease policy.

Monitoring and reviewing of the Policy

The health and safety policy will be monitored on an on-going basis by the Proprietor, Business Manager and Head teacher. Checks will be made of all areas of the school by the caretaker at different frequencies –see appendix 1 and reported back to the proprietor/Business Manager. The housekeeper also carries out daily checks of the kitchen area whilst staff members carry out weekly checks of their classrooms – see appendices 2 and 3.

There will be a review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and meets satisfactory health and safety standards. All additions or alterations to the policy will be relayed to the rest of the staff through staff meetings.

First Aid – see separate policy

Child Protection – see separate policy

Lost Child – see separate policy

Addendum:

Guideline for the Exclusion from School of children and household contacts suffering from an infectious disease: -

Disease	Notify Medical Officer Environmental Health	Minimum Period of exclusion	Contacts Action
AIDS/HIV	No		
Chicken pox	No	six days from onset of rash	
Conjunctivitis	No	As advised by doctor	
Diphtheria	Yes	until advised by doctor	As advised by doctor
Rubella (German Measles)	No	4 days from onset of rash	See Pregnancy
Glandular fever	No	Until certified well	
Influenza	No	Until recovered	
Hepatitis A	Yes	7 days from onset of jaundice & until recovered	consult doctor
Hepatitis B	No	As advised by doctor	
Measles	Yes	7 days from onset of rash	
Meningitis	Yes	Until certified well	consult doctor
Mumps	No	At least 7 days until swelling subsides	
Poliomyelitis	Yes	Until certified well	consult doctor
Scarlet fever and other Streptococcal infections	Yes	Until certified well	
Tuberculosis	Yes	Consult doctor	consult doctor
Dysentery	Yes	Until diarrhoea stops & as advised by doctor	consult doctor

Food poisoning (excluding salmonellosis)	Yes	Until diarrhoea stops & as advised by doctor	consult doctor
Non-specific gastroenteritis	Yes	Until diarrhoea stops & as advised by doctor	consult doctor
Typhoid & para typhoid fever	Yes	Until bacteriologically clear	consult doctor
Impetigo or purulent eczema	No	Until healed	
Plantar warts (verrucae)	No	Exclude from PE. if painful	
Ringworm of foot (athletes foot)	No	Covered for PE.	
Ringworm of body	No	Lesion should be covered	
Ringworm of scalp	No	Until certified clear	consult doctor
Scabies (caused by mites)	No	No exclusion once treatment has begun	

Updated & Explained to Staff	Date	17/1/12	Signed F. Pirrie
Updated & Explained to Staff	Date	5/3/13	Signed F. Pirrie
Updated & Explained to Staff	Date	6/10/15	Signed F. Pirrie
Updated & Explained to Staff	Date	11/10/16	Signed F. Pirrie
Updated & Explained to Staff	Date	15.12.16	Signed F. Pirrie
Updated & Explained to Staff	Date	11/9/18	Signed F. Pirrie
Updated & Explained to Staff	Date		Signed

*staff will be asked to sign off and also agree to the existing staff visual checklist of class rooms.