



**NEWMAN
CATHOLIC SCHOOL**

**HEALTH AND
SAFETY POLICY**

OCTOBER 2016

Newman Catholic School

HEALTH & SAFETY POLICY

PART 1 - STATEMENT OF INTENT

This Policy is designed to complement the County Council's Health and Safety Policy and that of the Education Directorate and should be read in conjunction with those Policies.

The School and its Governors will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.

The School recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

The School identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.

This general statement of Newman Catholic School Safety Policy will continue in force until amended.

The Policy of Newman Catholic School is to take appropriate steps to:

1. safeguard its employees, young persons, pupils, and visitors from injury or ill-health;
2. provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the School's control, which are safe and with minimum risk;
3. provide adequate welfare facilities;
4. provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
5. prevent or contain all forms of loss due to accident, fire or inadequate security.

To this end, the School and its Governors will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

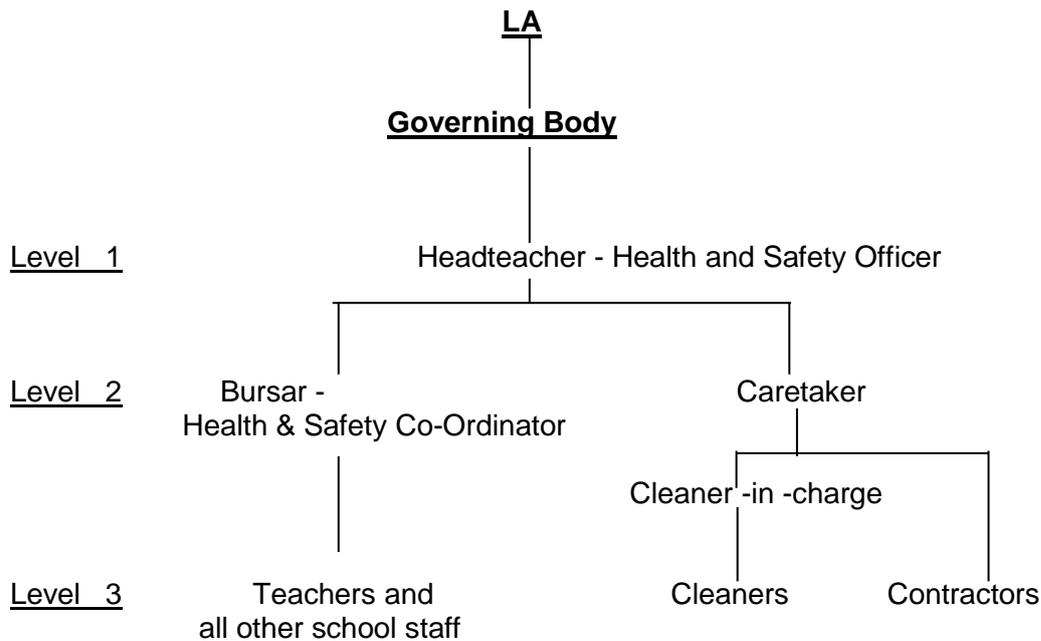
Signed: M Shovlin (Chair of Governors)

Date: 20 October 2016

Signed: J D McAuley (Head Teacher)

Date: 20 October 2016

Management chain for Health & Safety



How functions are allocated.

LEVEL 1

- Take day-to-day responsibility for all health and safety matters in the school.
- Liaise with Governors / L.A. on policy issues.
- Be a member of school Environment sub-committee and ensure policy is activated.
- Ensure that problems in implementing the health and safety policy and procedures are reported to the L.A.

LEVEL 2

- Review procedures annually.
- Arrange for staff to be informed / trained.
- Ensure procedures are followed.
- Act on reports from Level 3 within agreed timescale and report problems to Level 1.

LEVEL 3

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure personal protective equipment is used.
- Report defects to Level 2.
- Carry out special tasks (e.g. first aid, membership of Environment sub-committee).

PART 2 – ORGANISATION (ROLES AND RESPONSIBILITIES)

THE GOVERNING BODY

The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling school budgets and premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

In particular, the Governors are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure:

1. a clear written policy statement is created (See Part 1 above), and that the policy states the organisation and arrangements for implementing both this and the school Policy. A copy of the school Health and Safety Policy to be forwarded to the Health and Safety Team at the Cumbria County Council.
2. that they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.
3. that a review of the school's Health and Safety Policy and performance takes place annually and action on the review's findings, including amending the school Policy, if necessary, takes place.
4. that Headteacher of the establishments and operations for which they are responsible are aware of and implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. that specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
6. that they ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. that all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. that information is displayed throughout the school confirming who has specific duties/functions for health, safety and welfare.
9. the involvement of everyone in making the Policy work.
10. that personnel have sufficient experience, knowledge and training to perform the tasks required of them.
11. that they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
12. that where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
13. that everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.

14. the visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and pupils.
15. that health and safety performance is measured by the use of inspections, checks and the recording of accidents.
16. that proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
17. that they consult, in the first instance, with personnel in the Health and Safety Team, Children's Services, Cumbria County Council and those in charge of establishments in resolving any health, safety or welfare problems.
18. that they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
19. that they receive and act appropriately upon reports from Headteachers, Health and Safety Team and any other internal or external agencies.

HEADTEACHERS AND THOSE IN CHARGE OF EDUCATIONAL ESTABLISHMENTS OR UNDERTAKINGS

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

1. implement this Policy within the establishments or undertakings for which they are responsible.
2. assist the Governing Body with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy.
3. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.
4. ensure that newly appointed staff (as part of their Induction Programme), temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974, and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within an establishment but who are not directly employed by the school e.g. adult education providers, cleaning, catering and learning support staff.
5. be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Governing Body and/or the Health and Safety Team, Cumbria County Council.

6. co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school.
7. make clear any duties in respect of health and safety that are delegated to members of staff.
8. stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
9. put in place procedures to monitor the health and safety performance of the school.
10. make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
11. put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress.
12. to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
13. ensure that all accidents are reported (in accordance with LA requirements), investigated and any remedial actions required are taken or requested.
14. ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
15. review from time to time:
 - the emergency procedures
 - the provision of first aid in the school
 - the risk assessments
16. review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
17. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departmental Health and Safety Advice Manual.
18. report to the Governing Body at least annually on the health and safety performance of the school.
19. co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
20. consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.

21. ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings.
22. ensure, as far as is reasonably practicable, that the health, safety and welfare of pupils/students, visitors and members of the public are safeguarded.

SCHOOL HEALTH AND SAFETY CO-ORDINATOR

The Bursar is nominated as School Health and Safety Co-ordinator.

School Health and Safety Co-ordinators will require to be trained in health and safety in order to ensure competence. The School Health and Safety Co-ordinator has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992), the Noise at Work Regulations (1989), the Control of Asbestos at Work Regulations (1987), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To identify and manage via the risk assessment process, a whole school approach to work-related ill-health, with a particular focus on stress related absence.
3. To ensure the annual general workplace monitoring inspections are carried out.
4. To make provision for the inspection and maintenance of work equipment throughout the school.
5. To ensure adequate records of the above processes are kept on the school premises
6. To advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, pupils and visitors.
7. To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Head of a Department or a member of staff, as appropriate, if any unsatisfactory situation is observed.
8. To ensure that staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
9. To ensure that adequate records are kept of specific health, safety and induction training.
10. To ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.
11. Undertaking any other functions devolved to him/her by the Headteacher or Governing Body.

It is extremely important that co-ordinators are given the required non-contact time in order that they may carry out their duties accordingly.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

The health and safety of pupils in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she could discuss the matter with the Headteacher or Head of Department before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, and to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

1. exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or Safety Advice Note, if issued, and to ensure that they are applied.
3. give clear oral and written instructions and warnings to pupils as often as necessary.
4. follow safe working procedures personally.
5. require the use of protective clothing and guards where necessary.
6. make recommendations to the Health and Safety Co-ordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. report all accidents, defects and dangerous occurrences to the Bursar or Head of Department.
10. report any situations which are causing or are likely to cause work-related ill health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about

accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Governing Body.

OBLIGATIONS OF ALL EMPLOYEES

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. inform the Health and Safety Co-ordinator of any shortcomings they consider to be in the School's health and safety arrangements.
11. report any situations which are causing or are likely to cause work-related ill health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised.
12. exercise good standards of housekeeping and cleanliness.
13. know and apply the procedures in respect of fire, first aid and other emergencies.
14. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must have their responsibilities, as appropriate, reassigned in their absence.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

PUPILS

Pupils, in accordance with their age and aptitude, are expected to:

1. exercise personal responsibility for the health and safety of themselves and others.
2. observe standards of dress consistent with safety and/or hygiene.
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

CONTRACTORS, VISITORS AND OTHER USERS OF THE PREMISES

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the member of staff to whom they are assigned.

Where the school buildings are let/rented out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

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ACCIDENTS, INCIDENTS, ILL HEALTH & DANGEROUS OCCURRENCES

Not all accidents are reportable to the Health and Safety Executive. However, in order to ensure that the relevant accidents/incidents are reported, all work-related accidental injury, ill health, violence or dangerous occurrence is to be reported to the employee's Line Manager.

A P25 Form should be completed in all but the most minor case of injury.

A P25 must be completed in all cases involving work-related ill health and violence to staff.

The P25, once completed should be copied and the original returned to the Health and Safety Team.

Accidents to children should be entered into the 'Children's Accident Log Book'.

All accidents in the School are to be reported to the Headteacher.

Every personal injury accident is to be investigated, in the first instance by the Line Manager and a report made on CCC Form P25. Details of the procedure are given in Safety Advice Note SAN (G) 3 –Cumbria Schools Safety Advice Manual. **The person who has sustained the injury must not complete form P25**. The form **must** be completed by the Line Manager and signed by the Head teacher.

The Accident Book should be completed at the same time as the P25 but there are no restrictions on who completes the entry.

The Accident Book is available in the Reception Office.

The Health and Safety Co-ordinator is responsible for ensuring that the rules governing reporting of accidents, violence to staff in the course of their work and work related diseases are made known to all new employees during their induction training.

The Health and Safety Co-ordinator is responsible for ensuring that all cases of accidental injury, ill-health, violence or dangerous occurrences are properly investigated and that a report is made and returned in the manner described in Cumbria Schools SAN(G) 3.

It is important that near misses are also reported to the Line Manager and/or the Health and Safety Coordinator. Near misses may be the next injury and as such, particular attention should be paid to reporting them and undertaking any necessary action in order to prevent a further incident.

Accident Book

Data protection law requires that personal information must be kept secure.

The Health and Safety Co-ordinator is responsible for ensuring completed Accident Book records are kept secure.

Occupational Ill Health and Notifiable Diseases

These are fully discussed in CCC Safety Procedure Chapter 6.

The Health and Safety Co-ordinator is responsible for ensuring this procedure is followed.

Violence to Staff

Employees are reminded that all incidents of aggression, threat or actual violence that takes place either at work or as a direct result of their work, must be reported to their Line Manager. The LA and the Governors takes these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

All incidents of aggression, threat or actual violence are to be recorded on Form P25 and passed directly to the Headteacher.

ADMINISTRATION OF MEDICATION

General

The County Council Safety Procedures Manual gives general guidance on the administration of medication within educational establishments. Section 7 refers.

Medicines and medication are not items provided as part of County Council first aid equipment. Any medicine or medication required should be provided by the pupil's parent/guardian.

Any pupil requiring medication to be administered or kept on their behalf by County Council employees or employees of Governing Bodies in Aided or Foundation Schools should be known to the Manager, or Headteacher of the establishment concerned. A record of the names of those pupils concerned together with the prescription details will be kept along with a signed request from the parent or guardian or medical practitioner. Where appropriate, this request is to be accompanied by detailed instructions on dosage and/or application. It is important that the prescription details are not deviated from unless further written prescription details are given to the educational establishment e.g. a label on the bottle or box of medication.

The administration of medication or drugs is not a normal occupational duty of staff unless it is part of their contracted task, and only then after having received appropriate training. It should usually be possible for the timing of periodic doses of most medication and drugs to be arranged outside school hours.

It is recognised that certain conditions may require regular treatment of a personal nature and that the individual concerned may have received special training in how to treat themselves (e.g. injection of insulin). In circumstances where this applies to a pupil, it will be appropriate for the Senior Manager/Headteacher to look after the medication until requested for use.

The Headteacher accepts responsibility, in principle, for school staff to give or supervise children taking prescribed medication during the school day, bearing in mind that some children may require 'functional' medication as detailed below;

Non-prescription medication (including herbal remedies).

This type of medication is not normally given within school hours. Such medication would include cough bottles, vitamins, lotions etc.

Paracetamol is also included in this group but there can be exceptions and it will be administered to pupils who suffer from acute migraines/period pains, following dental surgery etc. When a request is made by parents it will be granted in those circumstances where attendance at school might be disrupted. **In such cases consent must be given by parents, a record kept of the dose given and a note sent home to the parents indicating the amount and frequency of the doses administered.**

Overall control of the administration of such analgesics will go some way in preventing pupils bringing their own supply into school.

Aspirin should never be administered to children under 16 years of age.

Prescription Medication

This group tends to make up the bulk of medication that may need to be administered during school hours. Examples of such medication are antibiotics, penicillin etc.

Medication that is required 3 times per day only does not have to be taken during school hours. In fact, there are relatively few situations where prescribed medication would need to be given in school. Such situations however, would include:

Medication to be Given 4 Times per day

Medication to be given prior to, or directly following, a meal.

Medication to be given at fixed hourly intervals.

Medication that is required should a complaint flare up.

Ritalin, prescribed for ADHD would also fall into this category. Ritalin is a Class A drug and as such should be locked away when not required. Good practice suggests that the pupil's photograph be attached to a folder/envelope containing the supply of Ritalin so that staff may be sure that the drug is being administered to the appropriate pupil.

If a child needs such medication then a parent/guardian should come into school to give the required dose. If this is not possible the school is willing to make arrangements to administer such medication. Staff willing to administer drugs will be supported by the LA and will be insured in the event of a claim for negligence so long as they have acted reasonably.

School staff should insist that the medication is sent to school in the bottle or box with the prescription details affixed. These details are not to be deviated from unless further officially prescribed dose details are given to the Headteacher. A parental consent form can be found in form SAN(M)1.

Functional Medication

This type of medication is usually prescribed but is, in the main, necessary to ensure that a child can function normally. In the event of an **emergency**, it will almost certainly need to be administered by school staff. Should the medication be withheld, serious illness or even death could result. Such medication includes:

Insulin (diabetes)

Ventolin etc. (asthma)

Diazepam, Vallium etc. (epilepsy)

Adrenaline (anaphylaxis) – See Safety Advice Note SAN(M)2

Where functional medication has to be given, school staff will be given training in the correct procedures of administration. This is, however, on a volunteer basis but again full support would be given by the LA as well as indemnity in the event of something going wrong. General protocols are available for dealing with the administration of rectal diazepam, adrenaline, and insulin in addition to the Cumbria Schools Asthma Policy. Copies of the protocols are available from the Health and Safety Team.

It is important for the school to have sufficient information about the medical condition of any pupil with long-term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or when a pupil develops a

condition. In such cases, a written health care plan (form SAN(M)1) should be drawn up involving the parents and relevant health professionals. This will include the following:

Details of the pupil's condition
Special requirements e.g. dietary needs, pre-activity precautions
Medication and any side effects
What to do, and who to contact in an emergency
Record keeping
The role the school can play

Pupils with inhalers are able to self administer and keep their inhaler with them. All other medication must be stored and administered in accordance with their individual Health Care Plan.

Administering Medication

No pupil at Newman Catholic School should be given medication without his or her parent's/guardian's written consent. Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided on the prescription label
- Prescribed dose
- Expiry date

If in doubt about any of the procedures, the member of staff should check with the parents and/or a health professional before taking further action.

Where staff are asked to administer doses of a number of prescribed medicines, the details of the doses to be given must be verified by a health professional. Any alterations to the original prescribed dose/s must similarly be verified by a health professional.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the parents/guardians as a matter of urgency. If necessary, the school should call the emergency services.

Fabricated or Induced Illness

Fabricated or Induced Illness is a form of child abuse where the carer either reports symptoms later found to have been fabricated or causes direct harm to a child through inducing symptoms and in the most extreme cases death. The child may also be genuinely ill and the symptoms exaggerated or further induced by the parent/carer.

A template has been devised to assist staff who may have concerns about Fabricated or Induced Illness (FII). A training programme for Designated Teachers and Unit Managers on FII and the use of the template will be available from Health and Safety, 18 Portland Square, Carlisle. Staff should be aware of the general guidelines below and appropriate action taken in Newman Catholic School.

Communicate concerns about Fabricated or Induced Illness (FII)

At any stage where any individual considers FII is a possibility, this must be communicated to medical and other professionals in Social Services to safeguard the welfare of the child.

Concerns about Fabricated or Induced Illness should only be disclosed to the carers after discussion with Social Services and only then if it is decided that sharing information will not place the child at increased risk of harm.

The critical task is to assess the likely risk of harm to the child through an objective and systematic consideration of the known facts. Views based on or including personal judgements about the parents are highly likely to severely interfere with that process. It is extremely difficult for staff to think that a seemingly caring parent struggling to care for an apparently seriously ill child may be the cause of the child's suffering. All professionals need to concentrate on dispassionately reporting the facts rather than trying to understand the parent's motivation in cases of FII. If concerns about FII are expressed and not subsequently pursued then the reasons for not doing so should be identified and recorded.

Use of Language

It is vital that concerns are communicated clearly and ambiguous circumlocutions must be avoided. When recording or reporting their concerns or observations it is crucial that staff use their own words and not terminology they may have heard used to by others. In plain terms, they should say what they see, and only that.

Speak and Listen to Children

Staff at Newman Catholic School should actively seek the views of children, listen to them and involve them in decisions about their education. If a child says something that contradicts or conflicts with their parent/carer's account of their health or welfare, then we all have a clear 'duty of care' to ensure that any discrepancies are properly investigated and explained.

Report of Dying Child

If a child is reported as having a terminal condition confirmation should be sought from medical personnel qualified to make this prognosis.

Medication in Schools

The LA has issued revised guidance on supporting pupils with medical needs. Copies can be obtained from Kym Allan, Health and Safety Advisor. As part of the school's Administration of Medication Policy it should be explicit that:

A clear diagnosis exists and the implications of any condition on the pupil's education are clearly stated.

Suitably qualified medical personnel must sign health care plans.

Administration of drugs must be in accordance with the prescription. Any variation in prescriptions must be confirmed with medical personnel and not implemented solely on parental advice.

Drugs should be given to schools in the original, labelled container.

Any concerns about drug administration should be communicated directly to medical personnel, not via the parent.

All administration of medication should be recorded.

Where pupils have a statement of special educational needs, the administration of medication should be reviewed at least annually.

Where pupils have a statement of special educational needs, there should be a protocol for the respective roles of teachers and non-teaching assistants, LA staff and outside agencies.

Health personnel must demonstrate invasive means of drug administration.

Guidelines must be especially rigorously applied where the drug is uncommon, may carry side effects, where the application of the drug is invasive or intrusive, or where withholding the treatment could result in serious illness or death.

School Trips

Staff at Newman Catholic School believe that it is good practice for schools to encourage pupils with medical needs to participate in school trips, wherever safety permits.

Sometimes, the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. In some cases it will be appropriate for an additional supervisor or the parent/guardian to accompany that particular pupil. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, they should seek advice or assistance from the Health and Safety Team or the School Medical Service in consultation with the school Educational Visits Coordinator.

Medication, which under normal circumstances, the parents would administer at home, such as preventative medication required for Asthma, may need to be given by the school staff. Arrangements need to be made for this to happen. Named member(s) of staff will administer medication to those pupils who require it. Details of any pupils who require medication are to be stated on the School Trip Risk Assessment.

Storing Medication

The schools should not store large volumes of medication. The Headteacher should ask the parent or pupil (depending on the age and reliability of the pupil) to bring in the required dose each day. However, this is not always possible.

When the school stores medicines, staff should ensure that the supplied container displays the prescription details i.e. labelled with the name of the pupil, the dose of the drug, the frequency of administration and the expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container, and the combination verified by the pupil's G.P. Non health care staff should never transfer medicines from their original containers. The Headteacher is responsible for making sure that medicines are stored safely. The medicines cupboard in the school staff room has been designated for this unless they need to be kept in the refrigerator in the staff room. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. Pupils should know where their own medication is stored and who has access to it.

A few medicines, such as asthma inhalers, must be readily available to pupils and must not be locked away. Pupils should be responsible for their own inhalers but this will

depend on the aptitude of the pupil concerned. Other medicines should be kept in a secure place e.g. a locked cupboard, and not accessible to pupils. A sample parental consent form is given in form SAN(M)1 for those situations where parents and the school agree that the pupil can carry their own medication.

If the school locks away medication that a pupil might need in an emergency, all staff (including supply and temporary staff) should know where to obtain keys to the medicine cupboard or cabinet.

Storage of Ritalin

Ritalin is a Class A drug. Doses of Ritalin must be kept locked away in a cupboard when not being used. A cash box or similar may be used. It is important that a photograph of the pupil accompanies the details of the dose required to prevent misadministration.

Record Keeping

A record should be kept of all medication given to pupils during school hours by staff and others. A copy of a record sheet is given in the DfES document 'Supporting pupils with Medical Needs'. In addition, individual records should be kept of functional medication given to pupils. Record cards are available from the Health and Safety Advisor. A sample record card is given in form SAN(M)1.

Disposal of Medicines

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

Sharps/Needles

Where pupils require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested (e.g. in the case of diabetics), the staff must dispose of the needles and/or sharps appropriately. A bona fide sharps box should be used for this purpose which is kept in the Reception Office.

Emergency Procedures

In the event of an emergency the Headteacher or deputy should be informed immediately. Emergency services can be contacted through the school office. The pupil's parents should also be contacted as soon as possible, contact details are available from the school database. A pupil taken to hospital by ambulance must be accompanied by a member of staff who should remain until the pupil's parent/guardian arrives.

If, in an emergency, staff are taking pupils to hospital or a doctor in their own car, the member of staff should be accompanied by another adult and have 'business use' included in their vehicle insurance.

ADULTS WORKING IN SCHOOLS

All staff must undergo a disclosure check. They should not continue their employment if the Criminal Records Bureau will not issue them with a clearance certificate.

All voluntary workers at the school who have unsupervised access to the pupils must also undergo an enhanced disclosure check. They should not have any access to the children if clearance is not given.

Other voluntary workers without clearance must not have unsupervised access at any time.

A risk assessment must also be filled in before a volunteer can work at the school. Volunteers from a University must provide written consent from the University to state that all relevant checks have been carried out and that this student is suitable for the school.

ARCHIVING

Adults such as staff, visitors and contractors have three years from the date of an accident at work in which to make a claim for compensation. If parents do not do so on their behalf, children have until their 21st birthday in which to make a claim for any injury, which occurred whilst at school. It is for this reason that all documents, relating to Health and Safety (policies, accident records, risk assessments and other procedures), are archived for at least the time scale relevant to the age of the youngest child within the school. These documents must be clearly marked and stored in such a way to prevent accidental use or loss.

All documents will be archived accordingly and stored in the lockable Health and Safety filing cabinet in the Reception Office.

ASBESTOS

Although the LA already has a legal duty to its employees in preventing or reducing the risk of exposure to asbestos to the lowest level possible, there are now additional duties under the Control of Asbestos at Work Regulations (CAWR). This duty requires the employer to manage the risk from asbestos.

The governors and Headteacher are responsible for the safety of contractors' staff and for the safety of those employed and/or are working within the school. Contractors are made aware that all areas within school must be treated as though they contain asbestos material of some kind and the contractor is advised to proceed with appropriate caution. Contractors are referred to the school Asbestos Register, which highlights the suspected areas that may contain asbestos. However, this may not identify all areas where asbestos is present. Unless there is irrefutable proof to the contrary, all areas within school will be assumed to contain asbestos material. Therefore, should any intrusive or destructive works be required in school, the Head Teacher will ensure that a suitable licensed asbestos contractor is brought in to test/sample any areas that may become damaged during works, to properly identify any ACM (asbestos containing materials), and will arrange for any such materials to be removed by a licensed contractor, before intrusive works commence. Additional information can be found in SAN (G) 7 – Asbestos in School Buildings.

Where asbestos containing materials have been identified, regular monitoring will be undertaken to ensure that damage or deterioration does not occur. The results of the monitoring will be recorded on an Asbestos Monitoring Sheet and kept in the School Buildings Register.

An Asbestos Management Policy/Plan and Register is located within the School Building Register, held in the Finance Office.

CONSULTING EMPLOYEES

Information/Advice

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via the normal circulation slip routes unless it is of immediate importance to any individual employee or group of employees.

Health and Safety Policy Document

The Health and Safety Policy document will be saved on Newman exchange under Departments:/Health and Safety and a copy displayed on the staff room notice board. Staff will then be required to signify that they have read and understood the Policy and in particular the arrangements for ensuring that the detail of the general Policy statement is met.

Additions and alterations to the Policy, which is a working document, will be forwarded to staff via the Health and Safety Co-ordinator. Any issues or concerns can be raised at that time, either with the Head teacher or with a member of the Environment Committee.

Risk Assessments and Control Measures

Risk assessments relating to known hazards within the School will be circulated to individual members of staff. At that stage, it is important that any issues or concerns about the risk assessment or its control measures are discussed with the individual employees and that those employees are given the opportunity to comment on the risk assessment generally.

Individual employees may also make representation to any member of the Senior Leadership Team on any issue concerning hazards and risks to their or anyone else's health, safety or welfare.

Consultation with recognised Union and Non-Union Health and Safety Representatives

The Governing body will recognise, co-operate and consult with any Trade Union established Health and Safety Committee and properly appointed Health and Safety Representative, to enable them to fulfil their statutory functions.

At the present time, the school does not have an appointed Health and Safety Representative.

CONTROL OF CONTRACTORS

Cumbria Schools SAN (G) 18

Procedures

In the event of extensive work being undertaken on the premises, contractors will meet with the Headteacher, members of the governing body and representatives from CAPITA or other appointees from the Diocese. Contractors will be issued with a Safety Information for Contractors form which outlines the areas of school policy, which could affect them. This form must be signed by the contractors before they can begin work. A Risk Assessment should be carried out by the contractor, prior to the

commencement of the work and they must notify the Bursar of any additional hazards they may create during the course of their work.

Contractors are referred to the school Asbestos Register, which highlights the areas that do and may contain asbestos before intrusive works commence.

If the work being carried out has a dangerous element, it must not be carried out at times when the children are in the vicinity and could be affected. Children should be warned to keep away from any vehicle that may be in the playground. The Headteacher is the designated person who monitors the contractors throughout their time on the premises.

Further guidance on dealing with contractors is provided in SAN (G)18.

Minor works are carried out by competent contractors who will have completed a Safety Information for Contractors form. Details of contractors are held by the Bursar and at Reception. The Bursar is responsible for checking (to the best of their ability) the competence and safety awareness of any contractors. This is done by following these general guidelines:

- past performance, reputation and satisfactory work in school or other Council premises
- provision of suitable and sufficient risk assessments/method statements
- membership of trade bodies.
- accreditation by trade bodies etc.
- general health and safety awareness
- they must be properly insured and will indemnify the Council for any claim, etc.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The following items are to be checked routinely

- a) any materials which staff are required to use or which may arise during their work
- b) check the suppliers' Safety Data Sheets for those materials
- c) if the materials are intrinsically hazardous consider whether they are required
- d) if the material is required, consider whether there are substitute materials available which are less intrinsically hazardous
- e) evaluate the precautions required for materials in use, and establish if additional controls are required
- f) ensure that staff are aware of the precautions to be followed

DEFECT IDENTIFICATION AND REPORTING

The blue Defects Book is held in the staff room.

The Caretaker is responsible for ensuring that action is taken to rectify each such defect without delay. Where the defect concerned may cause personal injury or pollution of some kind it should be reported to the Bursar for immediate action.

No defective electrical appliance or lead, and no defective mechanical device or tool that may give rise to danger may be used.

All defects to equipment, furniture and minor defects to doors, floors, walls etc. are to be reported to the Bursar who will arrange repair/replacement.

Where the cost of repair or replacement can be borne by the School funds then the responsibility for arranging this will be dealt with by the Bursar.

DISEASE CONTROL

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. Any ailments are then reported to the school. If doubt is expressed regarding the child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested and a request that information be relayed to the school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious, consent has been provided in the Medical Booklet form for hospital treatment to be obtained. Parents should seek professional medical advice regarding the date a child can return to school without fear of infecting other pupils. If necessary, parents may be notified by letter, of any serious threats to the health of pupils. Further advice about the Control of infectious Diseases can be obtained from the Health Protection Agency

DISPLAY SCREEN EQUIPMENT

Staff complete the DSE users self-assessment form, form SAN(G)13 on an annual basis. The results are collated by the Health and Safety Co-ordinator who makes recommendations to the Head and Governors. These are incorporated within the School Management/Development Plan and equipment and resources are purchased, if necessary.

EDUCATIONAL VISITS AND ACTIVITIES

Off-site activities are those activities arranged by or under the support of the school that take place outside the boundaries of the school.

The Governors believe that off-site activities can complement and enhance the curriculum of the school by providing experiences that would be impossible within the school boundaries.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with the recommendations, advice and procedures published by the DfES and the Health and Safety Team. Although a VA School, Newman subscribes to Kym Allan and will seek their advice on behalf of the Governing Body. All off-site activities must take place under the terms of these recommendations, advice and procedures.

All off-site activities must serve an educational purpose that is clearly related to the curriculum.

The Head teacher/EVC will appoint a group leader to be responsible for overall control of the activity. This will normally be a teacher employed at the school.

Approval

Where staff are proposing to arrange an off-site activity the approval of the Head teacher/EVC/Governing Body must be obtained, before any commitment is made on behalf of the school. Sufficiently detailed proposals must be provided by the member of

staff to allow for an informed decision to be made. An electronic Risk Assessment must be carried out from the Kym Allan website.

Where the off-site visit involves high-risk activities, the group being away for a period of more than 24 hours, an overnight stay, an activity on or near water or a journey by sea or air, the Head teacher/EVC/Governing Body will seek the support of Kym Allan before sanctioning the activity, at least 4 weeks prior to the visit. This must be accompanied by detailed risk assessments.

Preliminary Visit

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age and aptitude of the children, the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available.

Ratio

An activity must have sufficient accompanying adults in order to provide the appropriate minimum ratio. There will always be at least two adults (one of whom must be a teacher) with the group.

Minimum 1:20 with a minimum of 2 adults (year 7+)

Minimum 1:10 with a minimum of 2 adults for trips abroad

These are the basic requirements, and should not automatically be taken as providing appropriate supervision; they should be amended to suit the actual trip and the associated hazards. Ratios are to be stated on the Risk Assessment before a trip can be agreed.

Risk Assessments

Risk Assessments will be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres e.g. Hawse End, will be the responsibility of the centre, however, it is the responsibility of the Group Leader to check that the risk assessments are in place. The **External Providers Form** must be used to ensure that centres/venues/accommodation etc. are complying with current regulations. School risk assessments should be reviewed after each trip to ensure that any issues or concerns are dealt with and recorded whilst fresh in staff's minds. Risk assessments should be reviewed and altered or amended well in advance of the next similar trip to ensure that changes in supervising staff and pupils are considered. All supervising adults going on the trip should be made aware of, and understand, the control measures introduced as a result of the risk assessment. They should be asked to signify their understanding and acceptance of the control measures required. School risk assessments should be attached and sent to the Health and Safety Team.

Transport

Transport arrangements must provide a forward facing seat for each member of the group. It is the policy of the school to use coaches with seat/lap belts.

Where private cars are used for transport, the group leader is responsible for ensuring that drivers have adequate insurance, road tax and MOT (where required).

Parental Consent

The parents of children taking part in an off-site activity must be provided with full and concise information about the activity their child is to be undertaking. Where the activity is taking place entirely within a normal school day it is sufficient to obtain an acknowledgement that the parents are aware of the arrangements and what the visit will involve. Where the activity extends beyond the normal school day written permission from the parent must be obtained.

Costings

Prior to organising an off-site activity staff should ensure that the total cost of the activity is determined. This will include costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity and costs relating to adult helpers.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits).

The timetable for the payment of contributions should allow for the Head teacher to make a decision about the financial viability of the activity in reasonable time.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Please see Charging and Admissions Policy.

Emergency Procedures

The group leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number (must not be the answer phone), but where an activity extends beyond the normal school day contact is to be made to the Headteacher who, if required, will contact the Governing Body.

Before a group leaves school the school office should be provided with a list the names of those participating, children and accompanying adults (with emergency contact numbers for each), travelling with the group, together with a programme/timetable for the activity. For visits lasting 24 hours or more, those that involve an overnight stay, will involve adventurous activities or are taking place on or near water, this information should be supplied to the Health and Safety Team, at least two weeks prior to the visit.

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure their safety, even if this means a last minute cancellation or change of activity.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the head teacher/EVC the possibility of excluding the child from the activity.

More detailed guidance on procedures and requirements can be obtained from the Kym Allan website.

ELECTRICITY

All staff are to be shown how to use equipment, and to switch it off when not in use. No private equipment is to be used unless it has been deemed safe by a competent person.

Teachers are to visually check plugs, sockets and switches on a regular basis. If a fault is detected, remove the plug to decommission the appliance, if possible. If not, label with warning.

Report fault in the Defects Book and to the Bursar.

Annual Checks on all electrical equipment will be carried out by the Caretaker.

Checks on the Portable Electrical Appliances will be carried out by the Caretaker. Copies of the inventory are kept in the Caretakers Office.

Extension leads/Multi-adaptors are not to be over-loaded. Advice and permission to run more than one device from a single socket should be sought from the Health and Safety Coordinator.

The Mains electrical system is checked every 5 years by an approved contractor. Further advice on electrical items can be found in SAN(G)17.

DO NOT TAKE RISKS!

EMERGENCY PROCEDURES

BOMB SCARE - Precautionary Measures - Package Bombs

The following information and advice is given by the Police:

Bombs can be made to fit inside parcels, packages and letters for delivery through the post or by hand. Such bombs are designed to explode when the package or letter is opened. They are not obviously distinguishable from ordinary mail. Points to look for include:

- a) point or origin e.g. from postmark or name and address of sender;
- b) manuscript address and style of writing;
- c) balance of package, some devices tend to be lopsided;
- d) weight of package; excessive weight, particularly in small packages or letters;
- e) springiness in the tops, bottom or sides of any package or letter;
- f) protruding wires or the feel of wires inside;
- g) a small hole, like a pin hole, in the outer wrapping;
- h) greasy marks coming through from the inside;
- i) smell of almonds or marzipan;

Additionally in the case of letters;

- j) a different feel from the normal e.g. a stiffening of card or metal;
- k) an inner envelope which is tightly taped or tied.

If a package or letter of any kind gives reason for doubt or concern no attempt should be made to open it.

If a package or letter becomes suspect which it is being opened or disturbed it should be lowered as gently as possible on to the nearest level surface. Regardless of its condition it must not be further disturbed.

The Police are to be called immediately. The immediate area of the building in which the suspect bomb is, is to be evacuated. Evacuation procedures should follow those stated for Fire Procedures, except doors and windows should be opened if safe to do so in order to allow any resulting blast to dissipate with minimum risk from debris.

INCLEMENT WEATHER

In the event of inclement weather such as a heavy snowfall or flooding, the Headteacher contacts the Chair of Governors as soon as possible to inform them of a decision regarding the opening of the school. Local radio stations are contacted and an announcement made. The Caretaker will set the 'School Closed' message on the switchboard. Designated members of the Senior Leadership Team who are able to travel into school, is asked to come to the school to supervise any children who attend and their parents must be contacted. Should there be no contact available, the children remain in school. For all other emergency school closures, see guidance contained in the Emergency Closures Advice.

ENVIRONMENTAL PROTECTION

It is the responsibility of the Governing body to ensure appropriate Environmental Protection Measures are in place.

All cases of Environmental Pollution by overflow or spillage are to be recorded and reported. The Accident Form P25 is suitable for this until it is replaced.

In the event of the need for portable heating or air conditioning units, the following guidelines must be closely adhered to:

- a) The heater should be checked for defects before children are allowed into the room.
- b) The immediate surrounding area should not be used and barriers should be erected.
- c) Children should receive detailed instruction as to their movements within the vicinity of the heater.
- d) Under no circumstances is a child to be asked to switch on, or off, the heater.
- e) Under no circumstances is a child to be asked to move a heater.
- f) Under no circumstances are articles of any kind to be placed, stored or left on the heater.
- g) Clear adherence to maker's instructions concerning ventilation are to be enacted.

Reasonable working temperatures are:

In areas where there will be an average level of activity and an average level of clothing 18 C.

Corridors 15 C.

Office

16 C, within an hour of starting work.

- LIGHTING:** School should be lit by daylight whenever and wherever possible. Fittings should be cleaned regularly
- NOISE:** Only rarely will noise in a school constitute a risk to someone's hearing. Disco, or concert equipment may represent a risk; organisers should be aware and this would form a part of their risk assessment.
- TOILETS:** **Children-** Windows should always be open during the school day wherever feasible, this is to facilitate a good through flow of fresh air.
- Staff:** - Separate provision is made for male and female staff and this provision is separate from that made for the pupils.

FIRST AID

Staff should not attempt to administer First Aid unless they feel competent to do so. Contact the Receptionist who will arrange for a First Aider. A list of qualified First Aiders are noted around the school building. First Aid boxes are located at Reception, PE Department, Technology Department and Student Services.

FOOD HYGIENE

Newman Catholic School aim to provide the highest standard of food safety and hygiene. In particular, the School will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. Furthermore we will strive to ensure that legal requirements, relating to food safety and hygiene, will be complied with fully.

Newman Catholic School shall therefore take all reasonable precautions and exercise all due diligence to ensure that comply with the provisions of the Food Safety Act 1990 and all subordinate legislation.

In order to assist the school with this responsibility, the duty to take reasonable precautions and exercise due diligence must be delegated throughout the management structure and to all levels of employees. Therefore the school will support both management and employees with a range of measures designed to assist with this duty.

In particular the school, so far as is reasonably practicable:

- a) Ensure that the food meets the highest quality and safety standards by quality management.
- b) Ensure that hygienic workplace, plant, equipment and systems of work are provided for all its employees, by operating the food business in accordance with the procedural guidelines within this policy
- c) Ensure the health and hygiene of our employees
- d) Provide such information, training and supervision as employees' need, for the purpose of maintaining the highest possible standards of food safety and hygiene.

Employees are reminded that they have a responsibility to co-operate with their superiors in creating and maintaining a hygienic environment, avoid placing themselves and others at risk and, adhering to the School hygiene food safety policy and procedures within.

GENERAL FIRE SAFETY

Mustering point - The children and staff will gather at the place indicated on the current Fire Safety Notice.

Alarm checks - The alarm is checked weekly by the Caretaker and a record is kept in the Fire logbook
The system is checked annually by PK Engineering and Protecta (PortaKabin).

Extinguisher checks - Extinguishers are visually checked monthly by the Caretaker and annually by Orion. A record is kept by the Caretaker.

Discharged/Faulty extinguishers are to be reported, immediately to the Health and Safety Coordinator who must inform Orion.

Fire practices are held termly.

Kitchen staff must evacuate the building in the same way as everyone else, and gather at the place indicated in the current Fire Safety Notices.

Lettings - People within the building must react in the same way as everyone else, reacting to the published Fire Drill.

The types of extinguisher and locations, as well as the locations of Fire Blankets, can be found on the site plan.

The Fire Register is kept in the Finance Office.

GENERAL HOUSEKEEPING

- a) All floor areas must be kept tidy.
- b) Doorways, passageways and stairs must be kept free from obstructions.
- c) All spillages must be cleaned up immediately to remove the risk of slipping.
- d) If any required item cannot be reached from the ground then only equipment purpose built for climbing should be used.
- e) All machinery and equipment should be checked before use for obvious defects and any defects reported to the appropriate manager.
- f) Defective equipment must not be used.
- g) All machinery and equipment should have the appropriate guarding system in place before using and must only be used by trained and authorised users.
- h) Photocopiers should never be used with the lid raised.

INDUCTION TRAINING

New and temporary employees & work experience students

- a) New and temporary employees and work experience students will receive as part of their Induction Programme an element which covers the health, safety and welfare arrangements.
- b) Copies of the Induction Programme particularly relating to health, safety and welfare are available from the Health and Safety Co-ordinator. Unless otherwise arranged, all health, safety and welfare induction will be undertaken by the appropriate person and will be recorded.
- c) The health, safety and welfare element of the Induction Programme will be undertaken within the first week of the term of employment or placement.

LEGIONELLA

The Employer (LA in Community and Controlled Schools, Governors in Aided and Foundation Schools) has a duty to appoint a person to be managerially responsible for preventing and controlling the risk; in most cases this position will fall to the Head teacher. The duty may then be delegated to another person.

On completion of a risk assessment and subsequent report the responsible person will ensure that all recommendations are prioritised according to urgency and availability of funds.

Monitoring will be carried out in accordance with the findings of the risk assessment

All remedial work must be carried out by a registered body such as the Institute of Plumbing

LONE WORKING, VIOLENCE TO STAFF AND SECURITY

The school does not recommend that staff are on the premises working alone but there are occasions when staff choose to remain in school. Therefore, risk assessments are carried out to highlight potential hazards and control measures are put in place. Further advice can be found in SAN (G) 16

- a) Visitors and contractors must report to the main office where access can be obtained.
- b) All visitors/contractors must sign in and out and wear an identification label whilst in the building.
- c) Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- d) The school is fitted with a security alarm.

- e) The building must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the caretaker's responsibility and he has access to a mobile telephone for use in an emergency.
- f) The security alarms in the main building and portakabins must be set.
- g) Staff working late, should notify the caretaker and/or someone responsible (e.g. a family member or a colleague) of their presence in school and give an indication of the time they will be leaving.
- h) The caretaker is responsible for regularly checking external lighting and burglar alarms. Any faults will be recorded in the Defects book for action.
- i) All money collected in school must be promptly dispatched to the Finance office where it will be locked in the safe until it can be banked.
- j) If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Reception immediately. A member of the Senior Leadership Team will warn any intruder that they must leave the school site straight away. If a member of staff has any concerns that an intruder may cause harm to anyone on the school site, he/she will ask the School Reception to contact the police.

MANUAL HANDLING

Staff should be aware of the risks involved with everyday lifting, carrying and moving.

Children are supervised when carrying equipment such as PE mats or furniture and are shown how to do so, safely, before an activity takes place.

Staff requiring specific manual handling assessment shall contact the Bursar.

MONITORING SYSTEMS AND REVIEW OF PROCEDURES

The Governing body shall, at intervals that it determines, review the Health and Safety Management System, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation.

This review shall be documented.

The management review shall address the possible need for changes to policy, objectives and other elements of the Health and Safety management system, in the light of Health and Safety management system audit results, changing circumstances and the commitment to continual improvement.

The Governing body should review the operation of the Health and Safety Management System to assess whether it is being fully implemented and remains suitable for achieving the schools stated Health and Safety policy and objectives.

The review should also consider whether the policy continues to be appropriate. It should establish new or updated objectives for continual improvement, appropriate to the coming period, and consider whether changes are needed to any elements of the Health and Safety management system.

Typical Inputs

Typical inputs include the following items:

- a) accident statistics;
- b) results of internal and external H&S management system audits;
- c) corrective actions carried out to the system since the previous review;
- d) reports of emergencies (actual or exercises);
- e) report from the management appointee on the overall performance of the system;
- f) reports of hazard identification, risk assessment and risk control processes.

Process

Reviews should be carried out by the governing body, on a regular basis (e.g. annually). The review should focus on the overall performance of the Health and Safety management system and not on specific details, since these should be handled by the normal means within the Health and Safety management system.

In planning for a management review, consideration should be given to the following:

- a) the topics to be addressed;
- b) who should attend (managers, H&S specialist advisors, other personnel);
- c) responsibilities of individual participants in respect of the review;
- d) information to be brought to the review

The review could address some of the following subjects:

- a) suitability of current H&S policy;
- b) setting or updating of H&S objectives for continual improvement in the forthcoming period;
- c) adequacy of current hazard identification, risk assessment and risk control processes;
- d) current levels of risk and the effectiveness of existing control measures;
- e) adequacy of resources (financial, personnel, material); the effectiveness of the OH&S inspection process;
- f) the effectiveness of the hazard reporting process;
- g) data relating to accidents and incidents that have occurred;
- h) recorded instances of procedures not being effective;
- i) results of internal and external OH&S management system audits carried out since the previous review and their effectiveness;

- j) the state of preparedness for emergency;
- k) improvements to the OH&S management system (e.g. new initiatives to be introduced or expansion of existing initiatives);
- l) output of any investigations into accidents and incidents;
- m) an assessment of the effects of foreseeable changes to legislation or technology.

The management appointee should report to the meeting on the overall performance of the Health and Safety management system. Partial reviews of the Health and Safety management system performance should be held at intervals that are more frequent, if required.

Typical Outputs

Typical outputs include the following items:

- a) minutes of the review;
- b) revisions to the OH&S policy and OH&S objectives;
- c) specific corrective actions for individual managers, with target dates for completion;
- d) specific improvement actions, with assigned responsibilities and target dates for completion;
- e) date for review of corrective action;
- f) areas of emphasis to be reflected in the planning of future internal OH&S
- g) management system audits.

PERSONAL PROTECTIVE EQUIPMENT

- a) The Governors are committed to providing safe systems of work, and this extends to provision and use of personal protective equipment (PPE)
- b) Where practicable, risks shall be managed by altering working arrangements and installing fixed and permanent controls that protect everyone in each work area.
- c) Where permanent fixed controls and changes in working arrangements cannot wholly eliminate hazards, or where such measures may be deemed as impractical because of the short duration of the work or for some other reason, PPE may be required.
- d) Where PPE is required it shall be selected by the manager for suitability and user acceptability, based upon the general risk assessment for work and/or work area concerned.
- e) Where PPE is not disposable but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and where appropriate subject to routine maintenance.
- f) Staff issued with PPE are reminded that they have an obligation to use it as instructed, to maintain it in a state of good repair, to report any defects or other problem promptly.

Any defects of PPE to be reported to Health and Safety Coordinator.

Any PPE required contact Health and Safety Coordinator.

PHYSICAL EDUCATION

- a) Each teacher should check whether the equipment for use is in good working order on arrival for a lesson.
- b) Staff to indicate any defects to equipment which may be found. Regular checks to be maintained.
- c) Any P.E equipment erected should not obscure fire escape routes.
- d) Jewellery is not permitted to be worn during any form of Physical Education, or movement exercises.
- e) There is clear guidance within the School Prospectus and Staff Handbook concerning appropriate clothing and footwear for physical activities.
- f) Staff must supervise the erection and dismantling of outdoor equipment at all times and not allow children to do this on their own. The teacher in charge will ensure that there are sufficient children involved in moving the equipment to avoid any strain or discomfort, and will themselves assist in the actual process of erecting and dismantling.
- g) P.E. equipment is inspected annually by the appropriate contractor. The certificate will be kept in the Buildings Register by the Health and Safety Co-ordinator.

Staff can seek further advice on safety from the 'Safe Practice in Physical Education' (BAALPE).

RISK ASSESSMENT

The Headteacher is responsible for ensuring that risk assessments are carried out and reviewed on a regular basis as part of a safety audit. Audits and Health and Safety tours will be carried out once a year and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel. Records of the risk assessments are kept in the Health and Safety File. **All staff must familiarise themselves with the risk assessments**

SIGNS AND NOTICES

Under the Safety Signs and Signals Regulations 1996, where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs must be provided.

Appropriate signs will be displayed; they will be easy to follow

SMOKING

This is a no smoking school – smoking is not permitted in any areas inside or outside the school premises.

REHEARSALS

Supervisors will assess to the best of their ability, the safety risks and appropriateness of excessive physical activity, dancing, warm up exercises, within each particular setting.

STRESS

The Governing Body recognises its responsibilities under the law to ensure that staff are not made ill by their work. It also recognises the considerable pressures on staff in schools, which, if not properly managed, can and do lead to work related stress. It therefore incorporates this policy statement within the school's overall Health and Safety Policy document.

The Governing Body recognises that it is in the best interest of the School and its pupils to ensure that staff are able to perform at the peak of their abilities. Newman Catholic School recognise the significant harm that can be done to pupils' education if staff are placed in unacceptably stressful situations.

In line with the spirit of the Code of Practice on LA/School Relations, the Governing Body will work in partnership with the LA to fulfil their respective responsibilities, particularly with regard to Health and Safety legislation.

The Governing Body is committed to creating within the School an environment that is conducive to reducing the instances of work-related stress to a minimum and to ensuring that individuals suffering from work-related stress are managed in a sympathetic and supportive manner.

The Governing Body will ensure that Governors and the management of the School:

- receive training and information to keep abreast of developments in legislation and case law relating to work-related stress;

- take steps to ensure that they understand what stress is and how the School can handle it;
- recognise that the way a school is managed can contribute to stress problems; and,
- recognise that managers themselves can be placed under stress.

In order to mitigate stress within the School the Governing Body will promote a culture which:

- recognises that stress related problems do not indicate weakness, incompetence or laziness;
- encourages staff to be open about the causes of work-related stress so that reasonable steps can be taken to alleviate it;
- recognises that the pressure of excess workloads can trigger illness and ensures that steps are taken to mitigate this.

The Governing Body will support the School in identifying the potential and actual causes of work-related stress. In 2009 the school joined the 'WellBeing' Programme supported by the LA.

The results of the two year programme will be used to develop a School Action Plan to tackle the areas identified. The Action Plan will:

- respond to the needs of all staff in School, including the Head Teacher;
- be drawn up in consultation with recognised teacher associations and trade union representatives;
- recognise that work-related stress is an organisational problem and look for organisational answers;
- emphasise the prevention of stressful situations;
- be practical and realistic in terms of the actions proposed;
- be shared with all staff in School, recognising that everyone has a part to play in solving the identified problems;
- identify who is responsible for taking action;
- include review dates to evaluate progress and to develop further actions as necessary.

The Governing Body recognises that there will be times when an individual suffers from stress and will develop a procedure to respond to this situation. This will include:

- ensuring that management and other staff are aware of the effects and possible symptoms of stress in order that the problems can be identified as soon as possible;
- offering a range of support mechanisms for the individual, recognising that everyone differs in the way they cope with stress;

- providing support for staff returning to work after sickness absence, including consideration of phased return to work where appropriate;
- ensuring that any preliminary examination by the Head teacher of poor performance includes consideration of health factors such as stress as an attributable factor.
- Providing access to the Occupational Health Service to provide help and support.

The Governing Body will ensure that agreed procedures are followed (as outlined in Work Related Stress – Guidance for Schools)

SUN SAFETY

Governors and staff are fully aware of the dangers that over exposure to sunlight can have on skin.

SUPERVISION OF PUPILS

The school has Midday Supervisors on duty at all break times.

TRANSPORT (USE OF MINIBUS, PRIVATE CAR OR EXTERNAL CONTRACT).

PRIVATE CARS

- Private cars are to be used **ONLY** when the owner of the car has a **valid driving licence, MOT and an insurance policy**, which covers the carriage of children for school activities.
- Where possible, children should not be allowed to sit in the front of cars.
- Seat belts are to be worn at all times.
- Children should alight from the car on the kerbside, not the roadside.

MINIBUS

The school does not have a mini bus but where one is hired or borrowed drivers:

- must have received training from an approved source;
- hold a full current driving licence;
- be over 21 years of age.

Passengers

- no standing passengers may be carried.
- all children will wear a seat-belt.

COACH HIRE

All coaches hired for school use must be fitted with seat belts.

SCHOOL BUS

Where buses come onto the school site this can be an area of high risk which therefore needs to be carefully managed. The following precautions have been taken:

- There is a designated pick up and collection point;
- There is adequate space for the number of buses serving the site;
- Buses do not reverse on the school site as this is the most dangerous manoeuvre that a bus can make – where reversing is required this takes place before pupils come out of lessons. All buses are reversed into their places before the end of school. This is closely monitored to ensure that the bus companies meet this requirement;
- Newman Catholic School ensure a Midday Supervisor supervises the safe movement of large reversing vehicles;
- Bus spaces and stops are located so that pupils can enter a safe pedestrian area immediately on alighting the bus e.g. they don't need to cross a traffic route to reach the pedestrian area;
- On after school pick up if a bus has not arrived pupils are held back in a safe area – e.g. hall or playground;
- Where buses are parked and waiting for extended periods drivers switch engines off to minimise noise and pollution

Supervision

Staff are proactive in the supervision before and after school and are aware of the need for the following:

- Challenging unauthorised or inappropriate parking which creates a hazard;
- Steering pupils away from traffic hazard areas;
- Supervising bus collections;
- Monitoring bus contract performance e.g. are buses arriving at the required time;
- Staff involved in supervising are clearly visible to traffic and pupils and wear high visibility jackets.

WORKING AT HEIGHTS

No person other than the caretaker or contractors should be working at heights.

SHARP OBJECTS

There are sharp and hazardous objects including machinery in the Design and Technology Department. It is vital for the safety of staff, pupils and visitors that these are used and stored correctly. To ensure this, please follow the guidelines below:

- All machines must be turned off at the mains when not in use.
- Students/visitors must be trained to use all machines and tools before using and must be checked for competency.
- Machines such as the bandsaw must only be used by staff that hold the current certification.
- Knives/chisels: 12A and 12B, these must be counted out and counted back in and returned to the saw room for technician checking. 4B: Knives to be counted out and back in and stored in

the lockable cupboard with the lock used when the classroom is not in use.

- All materials and food stuffs-must be stored in the correct and safest way i.e. timber stacked neatly or food stored in the fridge.
- All maintenance must be carried out in a timely manner and in relation to specific risk assessments, COSHH rules and Health and Safety guidelines.
- All work areas must be regularly cleaned by staff, support staff and cleaners to maintain health, safety and hygiene standards.
- Students cannot be in staff only areas such as the saw room unless specifically accompanied by a member of staff.
- Air conditioning and ventilation must always be used to ensure circulation of air during practical lessons.
- Adequate extraction must always be used on dust producing machines.
- All doors must be locked when a member of staff is not in the room.
- Students/children cannot be alone in classrooms.
- All floor surfaces should be clear of trip and fall hazards.

HSE POSTERS

Health & Safety posters are situated in the Staff Room, Inclusion and the Old Harraby Community Centre.