



Health and Safety Policy

School Mission Statement

St. Michael & St. Martin school follows the teaching of the Roman Catholic Church, in its daily life through celebration of the Liturgy and through following the values taught in the Gospel of Jesus, by:

Learning our faith.

Living our faith.

Loving our faith.

Thus the school recognises the dignity of every human person because s/he is a child of God, while fostering awareness of the world's poor. Equality of opportunity for every person is therefore paramount and precludes all forms of discrimination on grounds of colour, gender, race, social class or ability.

The school aims to nurture the spiritual, intellectual and physical growth of each pupil through a holistic approach, which takes due note of the needs of every child while, at the same time, striving for excellence in all aspects of education in a secure environment.

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1. Introduction

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Responsibilities

The governing body and the local education authority share overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Headteacher will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure.

The Site Manager or Headteacher will liaise with contractors as appropriate.

Staff should follow the guidance on using controlled or hazardous substances found in the following publications:

Safety in Science;

Safety in Art;

Caretaker's Training Manual.

A yearly check will be carried out by a governor, the Premises Officer and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

Monitoring and Review of Health and Safety Arrangements

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The Site Manager will monitor school grounds and premises daily.

Monitoring by governors will be via the Premises Committee and the Headteacher's Report.

The policy will be reviewed annually.

2. Equipment

Any equipment in school should be used safely and for its intended purpose only. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Headteacher.

Electrical equipment will be tested regularly in accordance with Hounslow Council policy. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

PE equipment is maintained via an annual contract.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum - Use of Resources

We follow the council guidelines with regard to science, ICT, technology, art and PE. A copy of each is kept in the school office and also with the subject manager who is responsible for disseminating the information to the staff and pupils.

In addition the following have higher risk aspects:

Science reference should be made to the 'Safety in Science' document;

And risk assessments

Art reference should be made to the 'Safety in Art' document; and

Technology reference should be made to 'Make it Safe - Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2' document.

PE

Clothing

All children will change into suitable clothing for the activity in which they will participate -details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. A watch may be worn if it is named and not of any great value.

It is advisable to collect items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

General safety

School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the two entrances in Belgrave Road and Logan Close. The gates are locked at 8.55a.m. and after this time visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign in using the schools entry system, where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the school office.

The main entrance is locked, allowing access on request from the school office.

Vehicles

Parents are requested not to bring their cars onto the school site.

Staff cars should be parked in the marked bays. Other areas should remain clear. Delivery vehicles are expected to use the delivery area.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site with them.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis, should be equipped with a personal mobile phone.

Security lights are present in the visitors car park.

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed at [Appendix B](#), are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is shown at [Appendix C](#).

5. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Sam Walker (Site Manager) and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

All hazardous substances are kept in locked cupboards.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

Legionella

- A water risk assessment is completed on in January/July by ACP Aircare Water Treatment. Site Manager (Sam Walker) is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following controls or checks that are in place e.g. temperature checks, heating of water, microbiological testing.

Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

6. Supervision of Children

2 members of staff need to be at the doors to supervise children arriving for school. Doors should be closed at 8.55am.

At 3.15 p.m. the class teachers supervise the children leaving school.

At break times three members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

Lunch-time Supervision

The Senior Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants. The Headteacher and Deputy Headteacher also provide support at lunchtime if required.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

7 First Aid

Health and Accidents to Children or Staff

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

The school has trained first aiders but the first point of call should be the Welfare Officer in the Medical Room.

All support staff receive regular first aid training.

First aid and medical treatment is available in the medical room

Disposable gloves should always be used when dealing with blood and then be placed in the medical bin

First aid bags for school journeys are stored in the medical room as well as other items required to be on hand during a journey.

First aid bags are present in each classroom.

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

A note should be made in the Accident Book, which is kept in the medical room, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed.

Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the Medical Room.

All severe accidents will be reported on-line to the Health & Safety Officer at Hounslow Council.

Medication Policy

If a child requires prescribed medicines whilst in school, it is the parents' responsibility to supply the necessary permissions for the medicines to be administered by school staff.

All medication should be stored safely in the fridge in the medical room.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the medical room.

It is the responsibility of the class teachers'/group leaders to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an AAI (Auto Adrenalin Injector) when necessary.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure that the necessary children are informed. We follow council guidance on advice/reporting of diseases. If in doubt we contact the school doctor.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred.

8. Staff Health and Welfare (see also Staff Code of Conduct)

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Headteacher, senior staff or the school's health and safety representative as soon as possible. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area.

Both staff and children should take care when moving or lifting equipment. If in doubt, seek help.

In the event that there is an accident or health and safety emergency concerning a member of staff or visitor the School Welfare Officer, should attend to the individual. If the person is able to go to the Medical Room, they should do so and

the School Welfare Officer (or member of staff on duty in their absence) should evaluate the situation. Only the School Welfare Officer or person with sufficient First Aid qualifications should decide on which course of action should be taken e.g. to phone ambulance.

Violence

Staff should always take steps to minimise the possibility of violence in school. If an issue occurs, please consult the Code of Practice on Prevention and Management of Violence.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

Computer Use

Staff using computers should vary their work routines and follow guidance on regular eye tests.

9. Off Site Activities

Please refer to Hounslow guidance on offsite activities. For all off-site activities teachers must submit the appropriate Risk Assessment for their activity :

Off Site Activities

Hazardous Pursuits

Open Country

Farm Visits

Hounslow Council regulations and some of their advice is adopted as our school policy

Any visit off site must be approved by the Headteacher.

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance of the school. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers is recorded on SIMS.

If the party is travelling on two or more coaches, it should be clear on the official list of children and adults who is travelling on which coach.

Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.

The pupil: adult ratio recommended by the authority for the activity must be met. This is currently 1:6 for EYFS/KS1; 1:10 for KS2. However, it is school policy to have a smaller ratio when travelling by tube.

All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.

Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.

Children should not sit in the front seats of the coach.

Children should not be seated by an emergency exit.

Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

On a visit involving transport the following should be easily accessible:

Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

NB: The office staff and class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

10. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses:

Road traffic accident involving pupils/accident during school trip.

Aggressive or violent incident in school; and disaster in the community.

APPENDIX A

Fire Policy Statement

The school will provide a safe and healthy working environment with respect to fire safety in its establishments

The Premises Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Headteacher, in their absence the Deputy Head, The Health and Safety Representative is the Site Manager.

All staff have copies of evacuation plans. These are also kept in the policies and procedures file.

Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the school office.

The fire alarm is tested by the Site Manager and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

A fire safety risk assessment is carried out by the Site Manager and the Health and Safety governor each term. A report is then presented to the governing body.

Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.

The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

- Direct children to walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.

- Children will line up in register order.
- Ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest exit.
- Office staff will call the fire brigade and check that the medical room is empty.
- Two designated members of staff will check the children's toilets are empty.

Class teachers are responsible for collecting class register on way out.. Admin staff will unlock the playground gate to allow access for the fire brigade.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately..

Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

On hearing the alarm:

- Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.
- Children will line up in register order.
- Everyone on site, children and adults, must leave by the nearest exit.
- Admin. staff will call the fire brigade and check that the medical room is empty.
- The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.

The Headteacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Nearest Alarm Points

APPENDIX E

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

Remove children from danger if possible/appropriate. Contact emergency services. Bring children home as soon as possible. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).

Action as soon as possible:

The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.

If there is death or serious injury the police will inform parents (possibly with a member of staff).

Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary there is a third line in the kitchen.

Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting of a script.

The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.

The Headteacher will inform staff and pupils. Via text/email or website if appropriate Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.

School will contact the Area School Improvement Manager and Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.

If there is need for an assembly point the school hall or library should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX F

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

However, on some occasions parents may have entered the building and proceeded to demonstrate aggressive behaviour to teachers, and in front of pupils. If this is the case the following should be observed.

- Remove children if possible.
- Seek immediate help (ask a child to go to the class teacher next door.
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.

The headteacher should be informed.

If the situation is out of control the police should be called.

In extreme cases it may be necessary to use restraint procedures but this must not be done alone.

If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

The headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school.

No comments will be given to the media and the press officer will be informed if necessary.

In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX G

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action

If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).

Contact emergency services.

If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.

If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.

Action as soon as possible.

Inform children of the incident. This should be told simply and without fabrication.

Keep incoming phone line clear so that emergency services are able to provide updates.

If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.

Attempt to stick to normal school routines as soon as possible.

Later action:

Give staff "Permission " to talk.

Head teacher / admin. officer to contact outside agencies where appropriate (e.g. EP's)

Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).

Express sympathy (visit those who may be in hospital or bereaved).

Identify high risk pupils/staff

Monitor effects of all involved.

Organise treatment if necessary.

Agreed and Approved by Governing Body : 09/10/2024

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Person Responsible: Nicola Duggan / Sabina Bell